# Library Printing Instructions

Each of the computers in the library is connected to printers through print release stations. We have one release station on the first floor and two on the second floor. You can pick up your print jobs at any release station, regardless of the location of the computer you are using.

1. Use the computer to find what you want to print. If you are looking to print an attachment from your email, we recommend downloading it to the computer first to avoid any printing errors.
2. Once you are ready, use the program you are in to print. In many programs, the print button is in a FILE menu. You may also see picture icons that look like printers. These printer icons are usually located at the top of most programs.
3. In the program print menu, you can print in black & white by selecting **Public - BW Printer on public-filprnt** or color by selecting **Public - Color Printer on public-fileprnt**. Black and white pages cost $.05 and color pages cost $.25. If you choose to print double-sided, each side will count as one page.
4. A er changing any other print options, click **PRINT**.
5. Wait for a pop-up window like the one pictured below to appear. Click into the white text box and type your username (your choice).
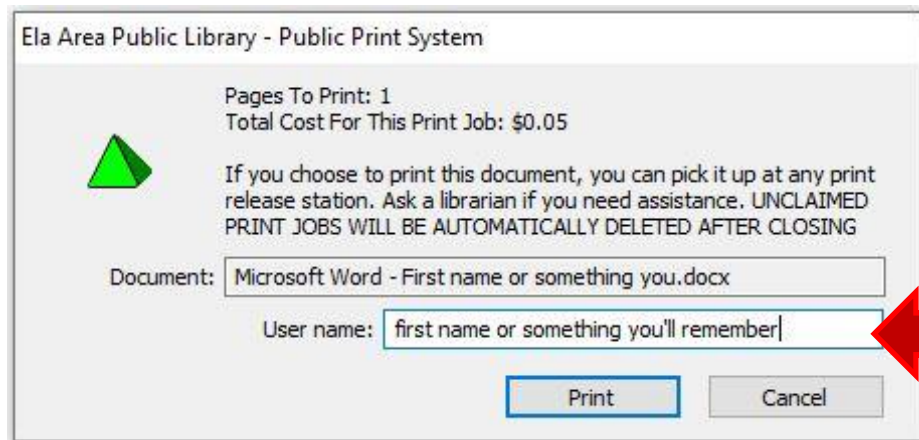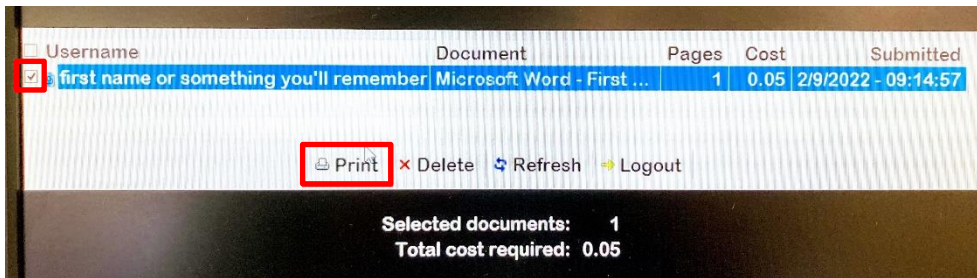

6. Type in the same username at the print station and then click **OK** or hit **Enter** on your keyboard.
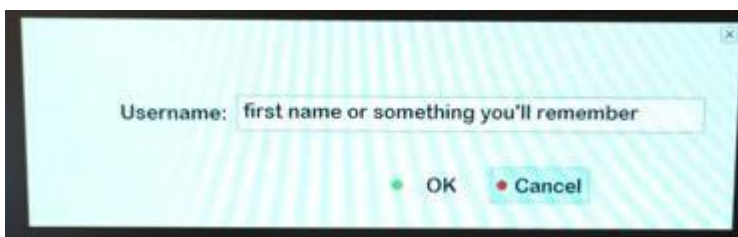
7. (If a second sign-in window appears a er clicking OK or hitting Enter, click the red X in its upper right corner.)
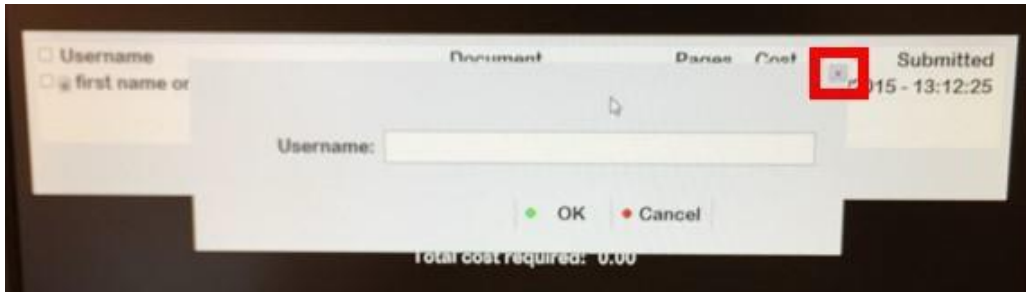
8. Your print job(s) will appear. Click the **checkbox** to the le of any job you want to print, and then click **Print**.

9. A window will appear showing you the **Total cost required** for the print job(s) you selected and **Available cash**. The final **Print** button is not clickable yet.
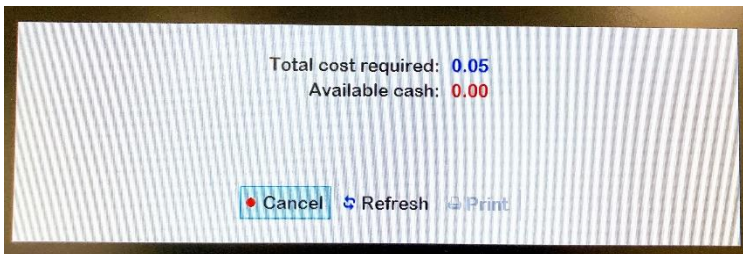
10. Use the coin tower (pictured below) to pay for the print job. You can use bills, coins, or a library print card. We currently cannot accept debit or credit cards. Pay with **coins** using the slot at the top of the coin tower.
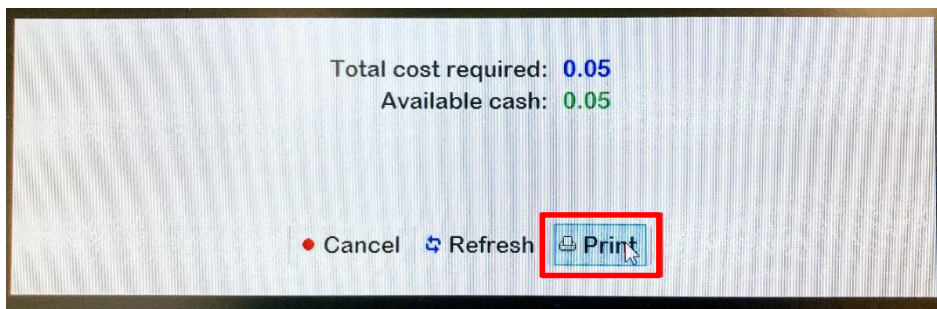
Pay with **bills** at the bottom right of the coin tower (pictured below).

Pay with a **print card** using the slot (pictured below).

11. Once the coin tower has accepted your payment, the final **Print** button will become clickable. Click it to send your job to the printer.

12. If you used a print card, the coin tower will eject it. If you used coins or bills, the coin tower will give change.
13. One of the printers near the print station will print out your job. (On the second floor, all color print jobs print outside the computer lab.)