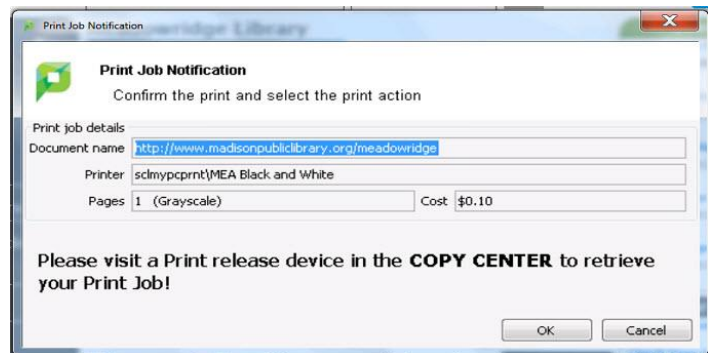


Printing

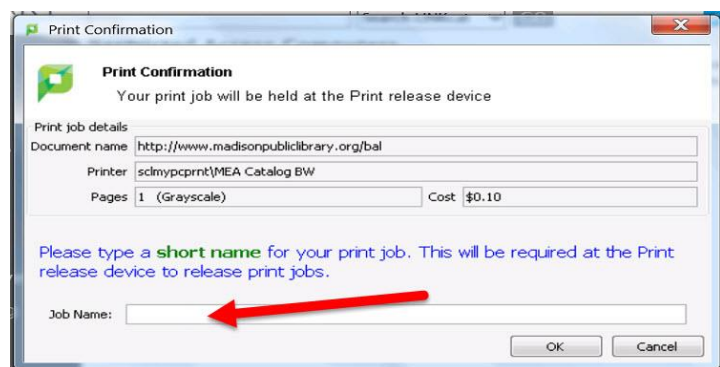
Printing from an internet PC that uses MyPC for time management

When you print, you will receive a pop-up box with information about your job. Click the OK button to finish printing.



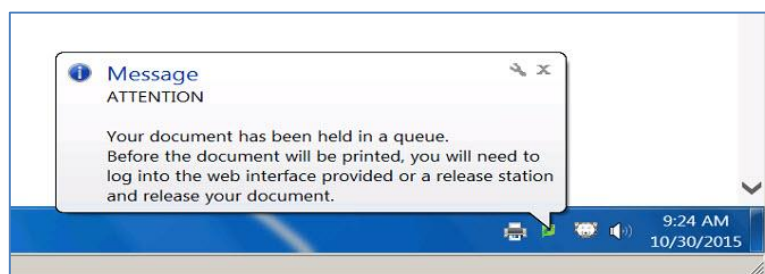
Printing from a catalog PC

When you print, you will receive a pop-up box asking you to type a **short name** for your print job. Type a short name and click the OK button to finish printing.



Print Notification

After you print, you may receive a reminder message notifying you that you'll need to log into the release station (coin tower) to release your document.



Releasing your print job



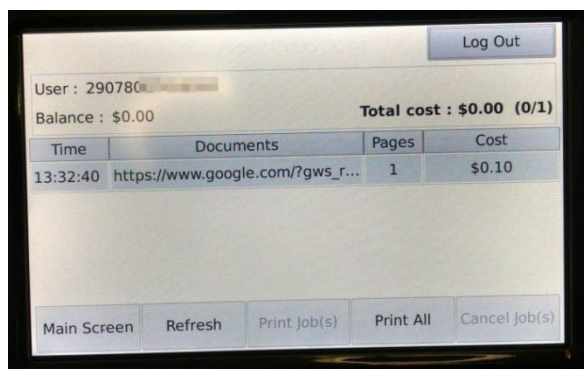
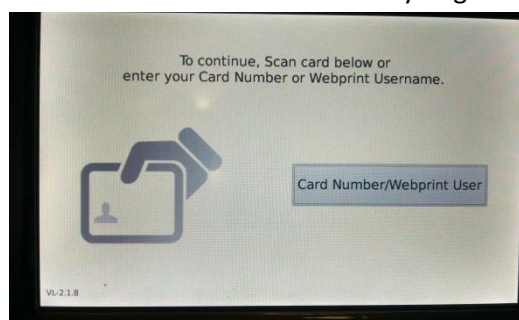
1. Log in

Releasing a job printed from a MyPC computer

Scan your library barcode number using the scanner –or- use the touchscreen to enter your library barcode number

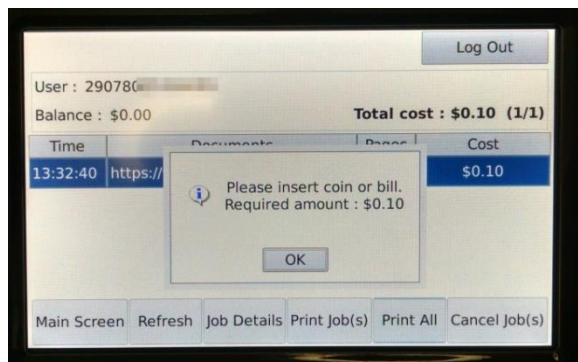
Releasing a job printed from a catalog computer

On the touchscreen, select the “Card Number/Webprint User” button. Use the touchscreen to enter the short name you gave to your print job



2. Select the job(s) you'd like to print

Once you've logged in, use the touchscreen to select your print job(s).



3. Pay for your printout

To print your selected job(s), enter the amount of money shown on the touchscreen.

4. Log out

Don't forget to press the Log Out button to finish your print session and receive any change.