



WASHINGTON COUNTY
FREE LIBRARY

Where People & Possibilities Meet

Step-By-Step Guide to Printing

TIP: It is recommended that you do not close your documents without saving or end your computer session until you have successfully retrieved your documents from the printer.



Step 1:

Printing Your Document From the Computer

- 1) Locate the document you wish to print on your computer.
- 2) Click the Printer Icon or select “Print” under the File menu.
- 3) You do not need to select a specific printer—all print jobs will say “SAM Printer” as printer destination.
 - A) Black and white jobs are 15¢ per page; color jobs are 30¢ per page.

SAM

SAM™
Smart Access manager
@ your library 10.0

Are you sure you want to print?

Number of Pages:

Pages Printed:

Final charges will be determined at the Print Release Station.

SAM

SAM™
Smart Access manager
@ your library 10.0

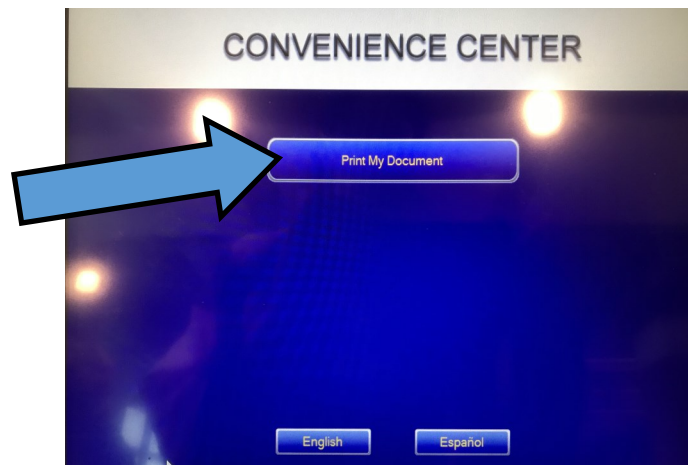
Your document has been printed or sent to the print release station successfully.

- 4) Click the “Print” button.
- 5) A purple SAM box will pop up on your screen telling you how many pages you are printing and the total number of pages you’ve printed during your session. If the information is correct, click the “Print” button.
- 6) A second, smaller purple SAM box will appear saying that your job has been sent to the print release station successfully; click “OK”.

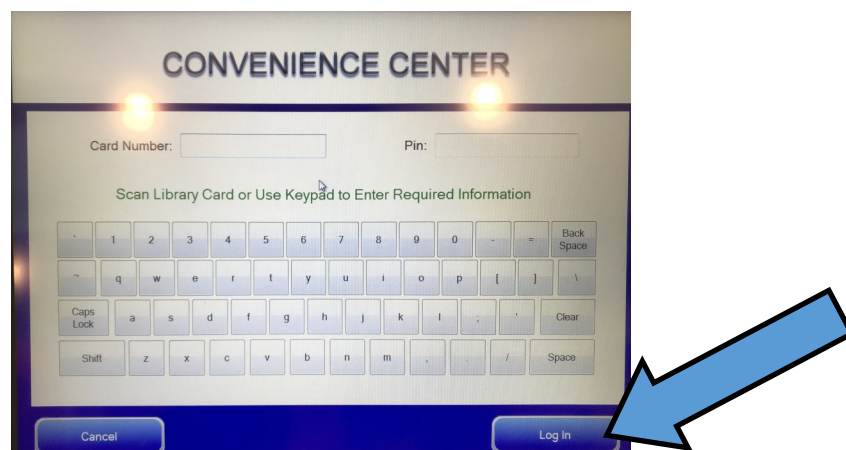


Step 2: Releasing Your Document from the Print Queue

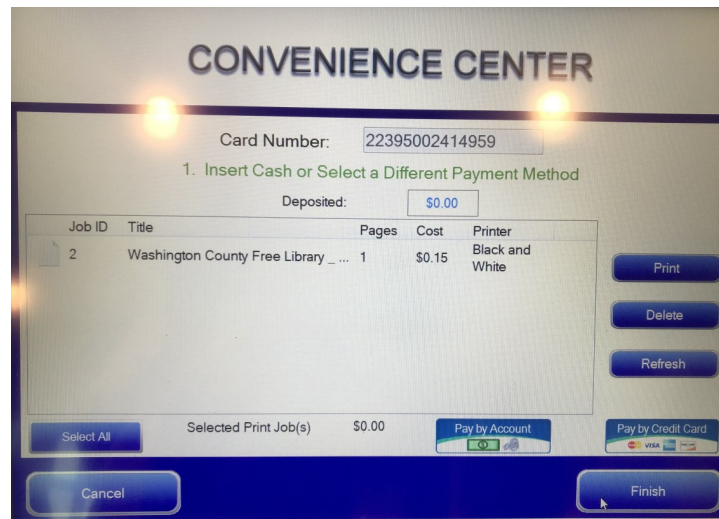
- 1) Go to the Payment Center kiosk located in front of the reference desk, next to the printers. Touch anywhere on the screen to go to the Convenience Center Menu if it is not already displayed.
- 2) Select “Print My Document”.



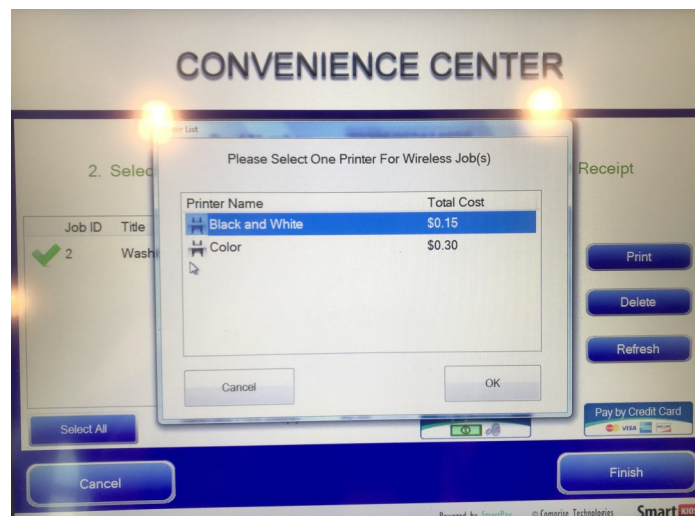
- 3) Scan your library card using the scanner underneath the screen (you will hear a beep when it is scanned correctly) or use the onscreen keyboard to type in your 14-digit Library Card number manually.
- 4) Enter your Pin and touch “Log In”



5) You will see a listing of all the documents you have sent to the printer. Touch the document you wish to print to select it and place a green checkmark next to it.



6) A box will pop up asking you to select your printer. Choose either Black and White or Color, and press "OK". (Your print cost will be determined by which printer you select) Repeat these steps as necessary to select multiple documents for printing.



7) If you are paying with cash, insert your bills or coins and touch "Print". The kiosk will dispense change in a small slot near the bottom of the station; a receipt will print out underneath the screen.

8) Black-and-white jobs will print from the white printer; color jobs will print from the black-and-gray printer.

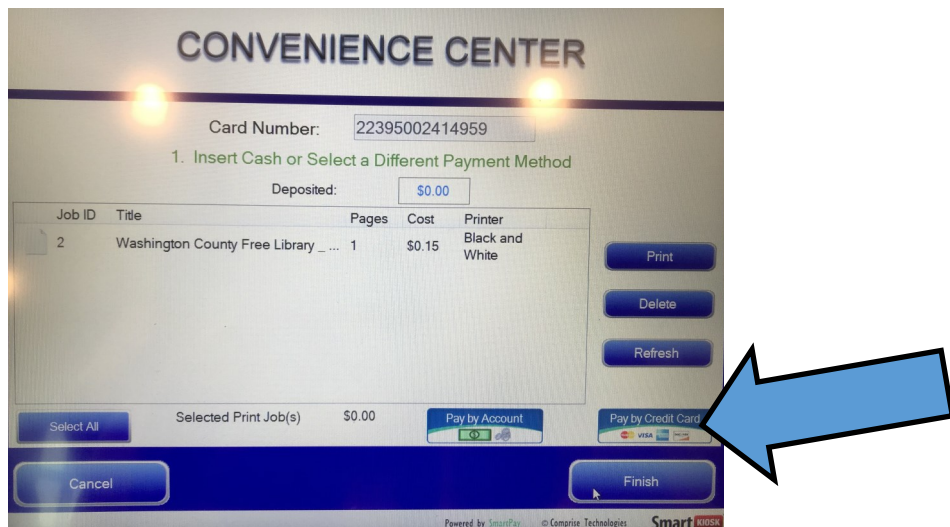
NOTE: Sometimes documents will take up to 3 minutes to print (especially longer documents).

If you are paying with a credit or debit card, move onto the next set of instructions.

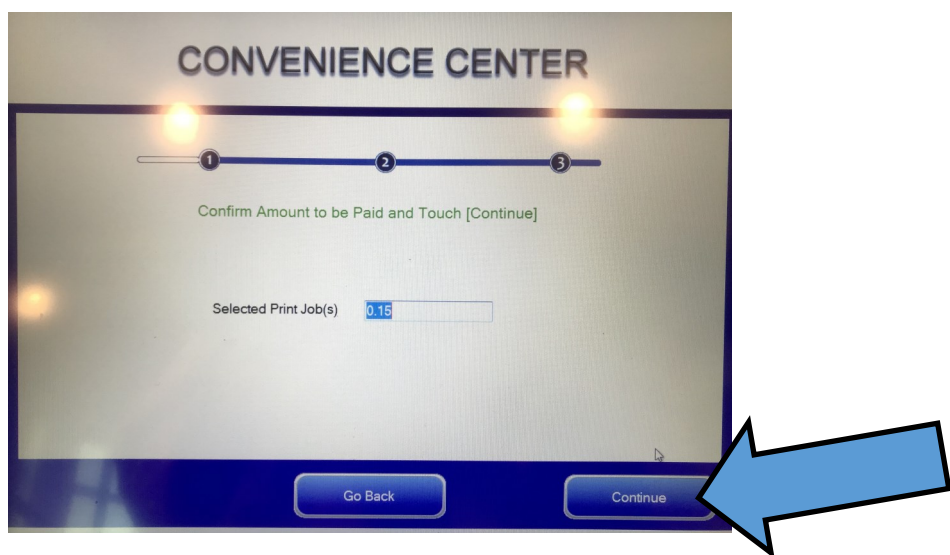


Paying with a Credit or Debit Card

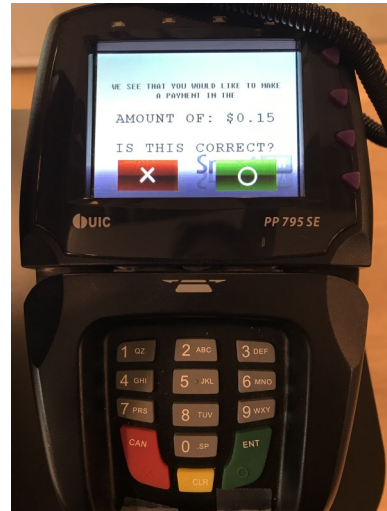
1) If you are paying with a credit or debit card, select “Pay by Credit Card” at the bottom right corner of the Convenience Center screen.



2) The next screen will ask you to confirm the amount you are paying. Touch “Continue”.



3) Now move over to the pinpad located to the right of the screen. Tap the screen . It will ask you to confirm the amount you are paying; use the pinpad stylus to touch the green button on the screen.



4) Swipe your card (the pinpad does not have a chip reader) with the black stripe facing up.

5) If your card is accepted, you will be asked to sign (using the stylus) and tap the green button on the screen. You will be returned to the Convenience Center screen and your documents will print momentarily.

6) Black-and-white jobs print from the white printer; color jobs print from the black-and-gray printer.

NOTE: Documents may take up to 3 minutes to print (especially longer documents).

