



WASHINGTON COUNTY
FREE LIBRARY

Where People & Possibilities Meet

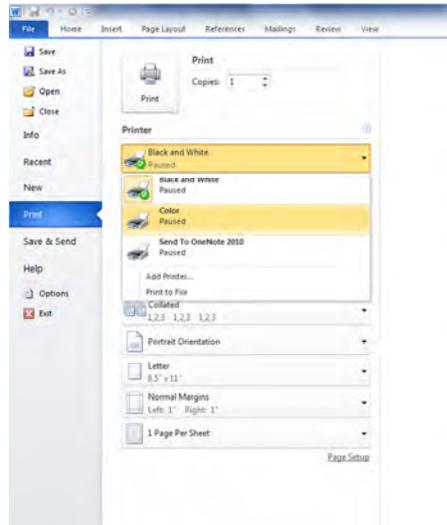
Step-By-Step Guide to Printing

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 on the Printer Icon or select "Print" under the File Menu.
- 3.) Select the correct printer for your document: Black and White (15¢/page) or Color (30¢/page).



- 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 how much each page costs, as well as the total cost of the print job. If this information is correct, click on the "Print" button.



Box #1



Box #2

- 6.) A second, smaller purple SAM box will appear saying that your document has been sent to the print release station successfully; click "OK".

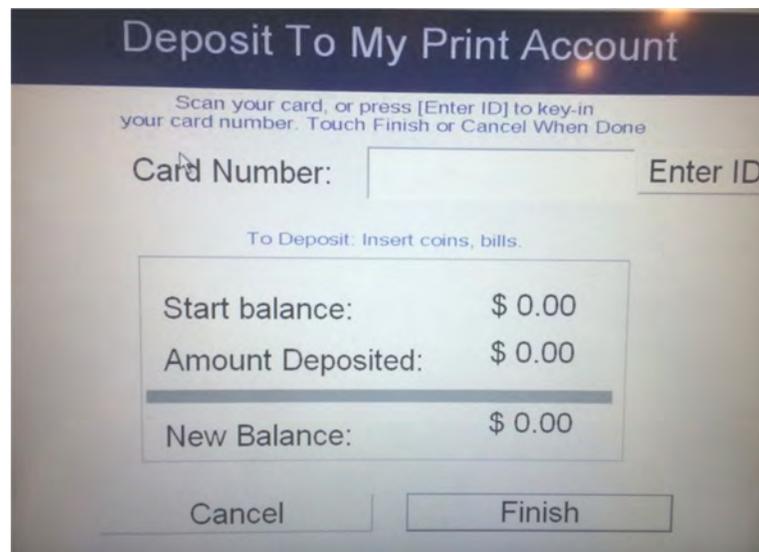


Step 2: Adding Money to Your Print Account

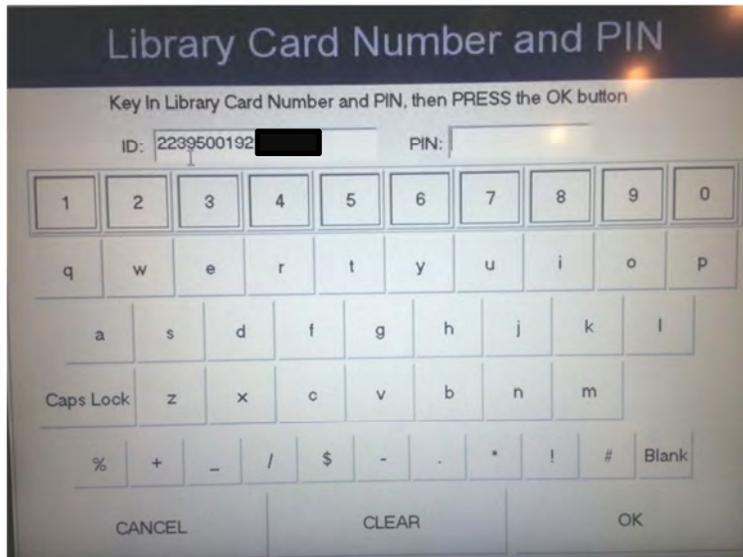
1. Go to the Payment Center kiosk located behind the reference desk, next to the printers. Touch anywhere on the screen to go to the Self Service Payment Center Menu if it is not already displayed.



2. Select "Deposit to my Print Account".
3. Scan your library card barcode underneath the blue light (you will hear a beep when it is scanned correctly) or touch the "Enter ID" button to type in your 14-digit Library Card number manually.



4. Enter your pin and touch "OK"



5. Deposit coins (nickels, dimes, and quarters) or dollar bills into the Payment Center; the amount added to your account will be displayed on the screen.



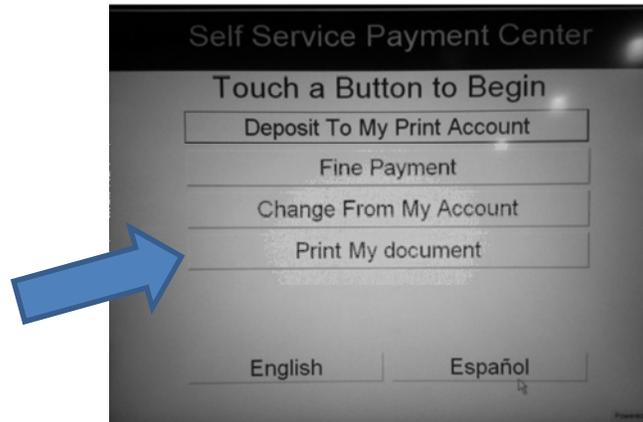
6. Once you have added sufficient funding to your account, **touch the "Finish" button.**
7. A receipt will print from the Payment Center showing the current balance on your print account.

*The Print Payment Center **only accepts cash and coins.** If you need to add money to your account using a credit or debit card, please speak with a librarian.*

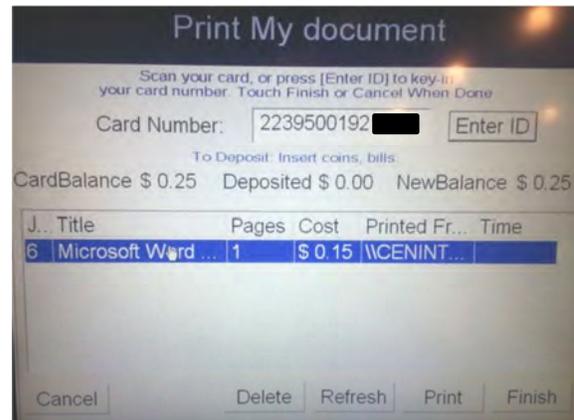


Step 3: Releasing Your Document from the Print Queue

1. Go to the Payment Center kiosk located behind the reference desk, next to the printers. Touch anywhere on the screen to go to the Self Service Payment Center Menu if it is not already displayed.



2. Select "Print my Document".
3. Scan your library card barcode underneath the blue light (you will hear a beep when it is scanned correctly) or touch the "Enter ID" button to type in your 14-digit Library Card number manually.
4. Enter your pin and touch "OK".
5. You will see a listing of all the documents you have sent to the printer. Touch the document you wish to print to highlight it in blue, and then touch "Print". Repeat as necessary to print multiple documents.
If you do not have sufficient funds on your account, you can add money at this time. There is no prompt on the screen, but if you insert money it will be reflected next to "New Balance". Any change owed will be dispensed in the immediately following this transaction and will NOT remain as a balance on your card.



6. Your document(s) will be produced on the printers and the appropriate amount will be deducted from your account balance.
7. If there are documents that you no longer wish to print, highlight them in blue and select "Delete". Your account will not be charged.
8. When you have printed all of your documents, **touch the "Finish" button**. At this time, change may be dispensed.
9. A receipt will print from the Payment Center showing the remaining balance on your print account.



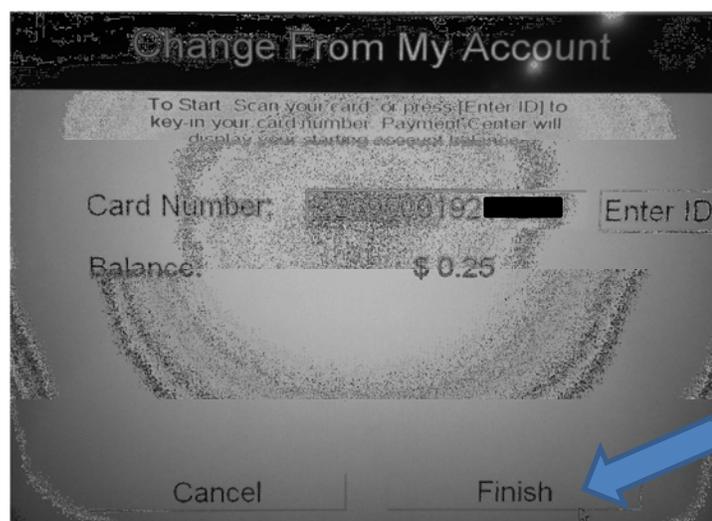
Step 4: Getting Change from Your Print Account

If you have an official WCFL library card, the balance on your printing account will carry over between your visits. If you have a temporary Visitors Pass, you will need to request change from your account, otherwise it will be lost at the end of the day.

1. Go to the Payment Center kiosk located behind the reference desk, next to the printers. Touch anywhere on the screen to go to the Self Service Payment Center Menu if it is not already displayed.
2. Select “Change from my Account”



3. Scan your library card barcode underneath the blue light (you will hear a beep when it is scanned correctly) or touch the “Enter ID” button to type in your 14-digit Library Card number manually.
4. Enter your pin and touch “OK”.
5. The screen will display the remaining balance on your account. Touch the “Finish” button at the bottom of the screen.



6. The amount will dispense into the change slot at the bottom of the Payment Center.
7. A receipt will print from the Payment Center showing that your account balance is now \$0.00.