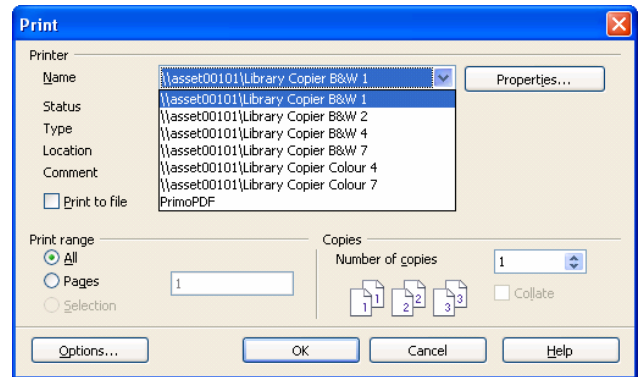
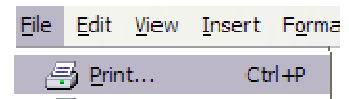


HOW TO PRINT IN THE LIBRARY

Available to anyone with a photocopy card on photocopiers 1, 2, 4 & 7.

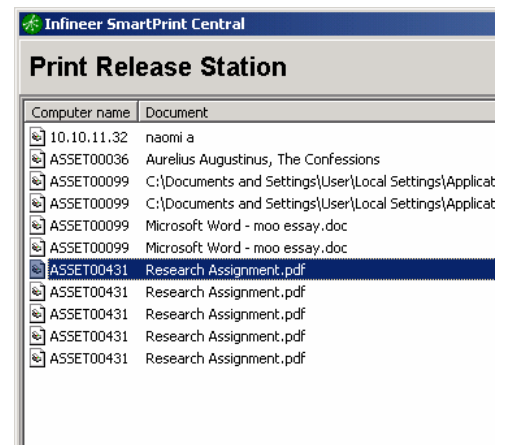
1. Click **File, Print** from the menu of the program you are using.
2. Select the photocopier you want to print to and click **OK**.
3. If you are printing from a library computer, look at the bottom right corner of the desktop. Note your computer's host name and address.



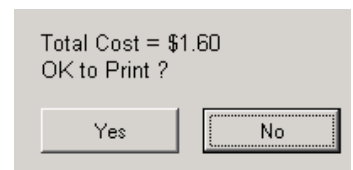
Look for these at the print station:

Host Name: ASSET00431
IP Address: 10.10.11.180

4. Go to the Print Release Station (opposite the Service Desk). You should see your document listed on the monitor. Look for the title of the document, or your computer's name or address.
5. Enter your Card into the card reader at the Print Station – NOT at the photocopier you are printing to.



6. On the monitor, double click on the line for your document.
7. The Total Cost will appear in the bottom right corner of the screen. Click **Yes** to print, or **No** to cancel printing.



8. If you clicked **Yes**, the document will be printed on the photocopier, and the cost deducted from your card.
9. Remember to remove your card from the reader!