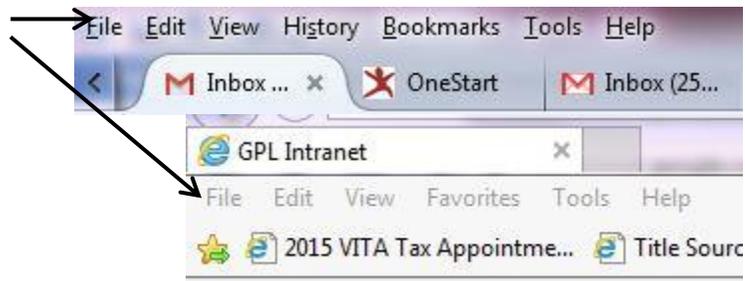


How to Print Pages From the Internet

When using Internet Explorer or Firefox, click **File** in the upper left-hand corner.



When using Google Chrome or Firefox, click the “**hamburger**” menu in the upper right-hand corner.



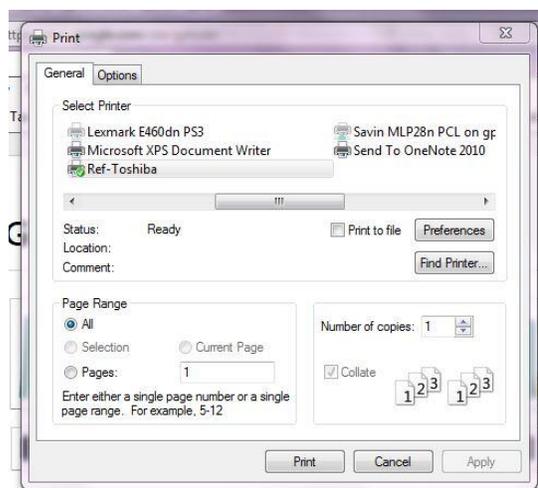
Then, select **Print**.

In the next window, you can choose additional optional settings, including the **number of copies** and page range.

This window will look slightly different depending on the web browser you’re using. But they will function basically the same.

The “**properties**” (Firefox) or “**preferences**” (IE) button will allow you to print in color or change the paper orientation using the “**layout**” and “**paper/quality**” tabs.

In Google Chrome, you can change these settings in the column that appears along the left-hand side.

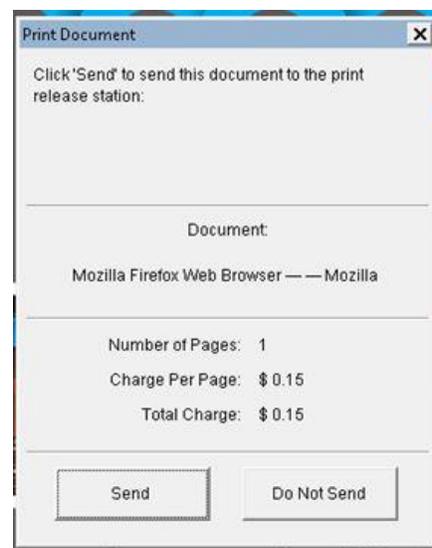


Click **Print**.

In a few moments another box will pop up. Confirm the information, and click “Send” to send your print job to the print queue. If the box does not pop up after a few seconds, check to see if it is behind the browser window by minimizing the browser using the underscore icon in the upper right corner, next to the red x.

Click **Send**.

Go to the print station to release your document.



How to Release Your Documents From the Printer

1. At the terminal next to the printer, click **Start**.
2. **Select** the last option from the list.
3. Click **Next**.
4. **Enter the user ID** that you used to log on to the computer.
 - a. Either your library card number
 - i. scan the card or
 - ii. enter by hand
 - b. OR the Guest Patron ID from a computer pass
5. Click **OK**.
6. **Select the document** you would like to print by clicking on the document name.
 - a. Select more than one document by holding down Ctrl while you click.
7. **Make payment**
 - a. coins on top
 - b. bills on front
 - c. accepts \$1.00 and \$5.00
 - d. library cannot make change for bills greater than \$10.00
8. **Click Print**
9. **Close the window**
 - a. Printer will not give change if the window is open.