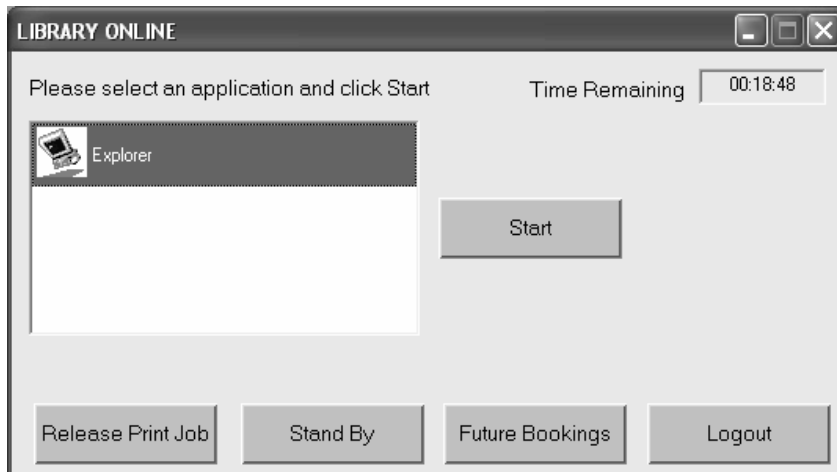


Library Online Print Management: What the Patron Will See

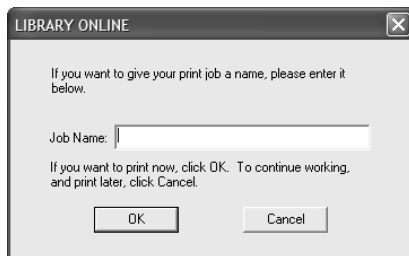
What's New

When the patron logs in, there will be a new button in the Library Online panel, called Release Print Job. This launches the Print Manager.



What Happens When Patrons Print

When a patron gives the Print command in any application (e.g. Word, Internet Explorer) this window will pop up.



A Job Name is not necessary but it will help later if the patron is printing multiple documents.

If they click Cancel, they can continue working without printing. Their print job will be saved so they can print later.

If they click OK, the Print Manager will open so they can proceed to print.

This is the Print Manager window:

Job description (given by Library Online)

Job name (given by patron)

Select/Unselect all job checkmarks

Job checkmark

Minimizes Print Manager window

Refreshes Print Manager window

Deletes checked jobs

Opens Select Printer window

Free Pages button

Total charge for checked jobs

Patron's total \$ in account

Description	User Defined Name	Pages	Free Pages	Chargeable Pages	Cost/Page	Total Cost
<input checked="" type="checkbox"/> http://www.scls.lib.wi.us/monona/...	Monona PL	1	1	0	0.15	0.00

Total Charge : \$ 0.00
Account Balance : \$ 3.90

When a patron clicks "Print and Charge," the Select Printer window will open:

Selects printer

Prints jobs

Keeps or deletes jobs from list in Print Manager

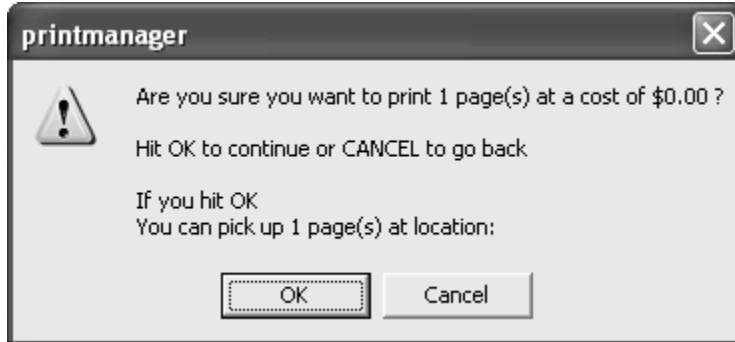
Goes back to Print Manager

Description	User Defined Name	Pages	Printer Type	Job Number
http://www.scls.lib.wi.us/monona/inde...	Monona PL	1	hercules type	1

Description	Pages	Select Printer	Printer Location
Job(s) 1 printer type hercules type	1	HP2200 test	

Do you want to keep the jobs in the queue after printing NO

When a patron clicks “Confirm and Print,” a confirmation message pops up:



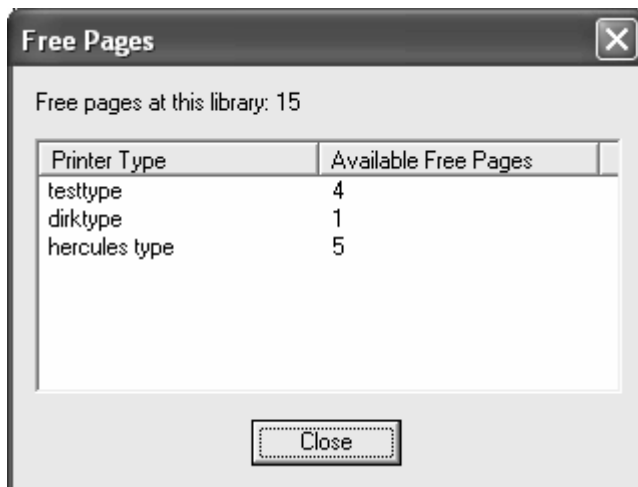
If they click Cancel, they’ll go back to the Print Manager. Their job will still be there.

If they click OK:

1. their document will print
2. the cost will be deducted from their account
3. the job will disappear from the Print Manager (unless they chose “Yes” to the question, “Do you want to keep the jobs in the queue after printing”).

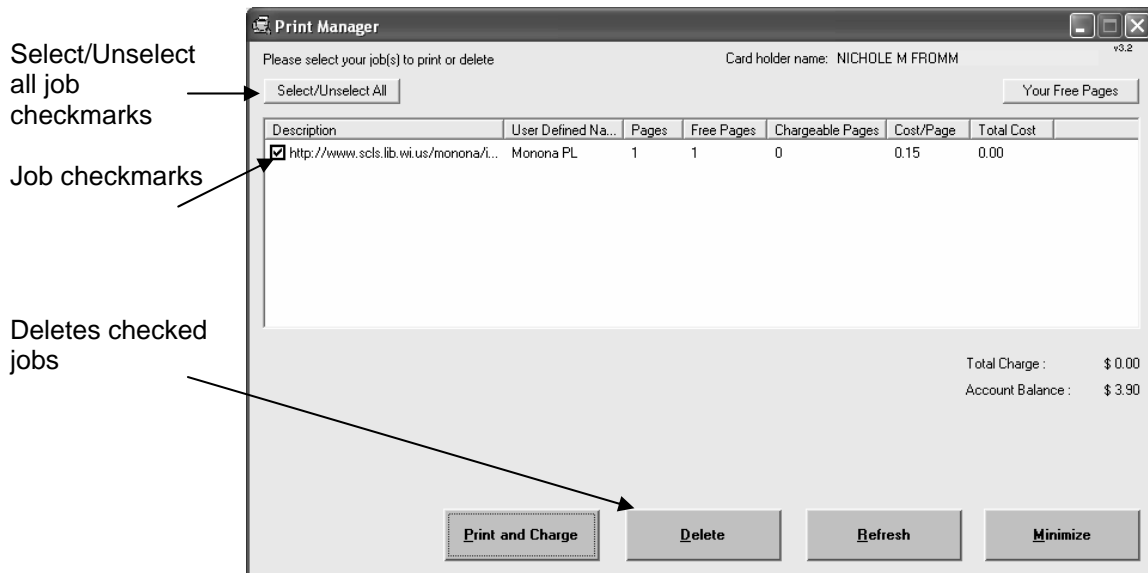
Free Pages

If your library has chosen to let patrons print some pages for free, they can click the “Your Free Pages” button to see how many they have per library and per printer type.



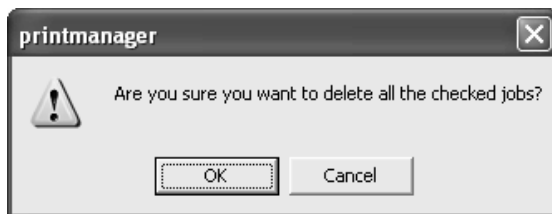
Deleting/Canceling Print Jobs

Patrons can only delete print jobs from the Print Manager window.



They can select the job(s) to delete by checking the boxes to the left of the description, or by clicking the Select/Unselect All button.

When they click the Delete button, a confirmation message pops up:



If a patron logs out without printing, their print jobs will remain in the queue on that machine, for that patron only, for up to 9 hours. Patrons will not be able to view documents that remain in other patrons' queues.