# Printing

# Printing from an internet PC that uses MyPC for time management

When you print, you will receive a pop-up box with information about your job. Click the OK button to finish printing.

Co	t Job Notification Infirm the print and select t	the print action
Print job details	Terrer de la constante de la co	
Document name	:ument name http://www.madisonpubliclibrary.org/meadowridge	
Printer	sclmypcprnt\MEA Black and White	
Pages	1 (Grayscale)	Cost \$0.10
Please vis	it a Print release dev	ice in the COPY CENTER to retrieve

### **Printing from a catalog PC**

When you print, you will receive a pop-up box asking you to type a **short name** for your print job. Type a short name and click the OK button to finish printing.

Prin Ye	t Confirmation our print job will be held a	t the Print release device	
Print job details			
Document name Printer	http://www.madisonpubliclibrary.org/bal		
	sclmypcprnt\MEA Catalog BW		
Pages	1 (Grayscale)	Cost \$0.10	

### **Print Notification**

After you print, you may receive a reminder message notifying you that you'll need to log into the release station (coin tower) to release your document.



# Releasing your print job



# 1. Log in

#### Releasing a job printed from a MyPC computer

Scan your library barcode number using the scanner –or- use the touchscreen to enter your library barcode number

#### Releasing a job printed from a catalog computer

On the touchscreen, select the "Card Number/Webprint User" button. Use the touchscreen to enter the short name you gave to your print job







# 2. Select the job(s) you'd like to print

Once you've logged in, use the touchscreen to select your print job(s).

# 3. Pay for your printout

To print your selected job(s), enter the amount of money shown on the touchscreen.

# 4. Log out

Don't forget to press the Log Out button to finish your print session and receive any change.