

How to Print

Both the City Centre and Poirier branches allow you to print from a library computer or from a USB to a printing station. Prints sent from a designated library computer can be picked up at the corresponding print release station.

Printing is available in:

- letter size (8.5" x 11")
- legal size (8.5" x 14")
- single-sided
- double-sided

Cost:

- 20¢ per black and white side
- 25¢ per colour side

Printing From a Library Computer

Printing a web page or document


1. Open the web page or document that you would like to print.
2. Under the '**File**' menu at the top of the screen, choose '**Print**'.
3. In the print window, indicate what pages and how many copies you want to print.
4. Click the '**Print**' button.
5. Go to the print release station.
6. Scan or enter your library card number on the print release screen.
7. Select your print job by tapping the screen. Then, tap '**Print**'.
8. Deposit money in the printing machine coin box; the amount you deposit will display on the console.
9. Confirm the print on the release screen. Printing may take a minute.
10. Collect your print job at the machine.

Printing From a Library Computer

Printing Email Attachments

1. Open the email that contains the attachment.
2. Download the attachment (e.g. Word file, PDF) to the computer desktop.
3. Right-click on the downloaded document and select '**Open With**'.
4. Use the software application that the document was created in to open the document (e.g. Word, Adobe Acrobat).
5. Once the document is open, choose '**Print**' under the '**File**' menu, then follow steps 3–10 in the **Printing a Web Page or Document** section on side 1.

Printing From a USB

1. **Insert a coin** (machine requires a coin deposit to operate).
2. **Insert flash drive** into the USB port on the right side of the machine.
3. On the screen, look for the button '**Print from External Hard Drive**'. Tap on it.
 - If the button does not display, look for the small USB icon  near the top middle of the screen. Tap on it.
4. **Double-sided documents:** To print double-sided documents, tap on the '**1-sided**' button and change it to '**2-sided**'.
4. Find your document by searching through your USB on the screen.
5. Press the blue '**Start**' button.
6. When the job is completed, **remove the flash drive** from the USB port.