# Printing at the Broome County Public Library

You will need either a Broome County Public Library Card or a guest card in order to print your work. Printing is 15¢ per page, and the money must be added to your library card in advance at the Circulation Desk. We ask that you add money in $1.50 increments, but that money will stay on your card until you use it. The exception to this is that those with guest cards will have to print first and pay later.
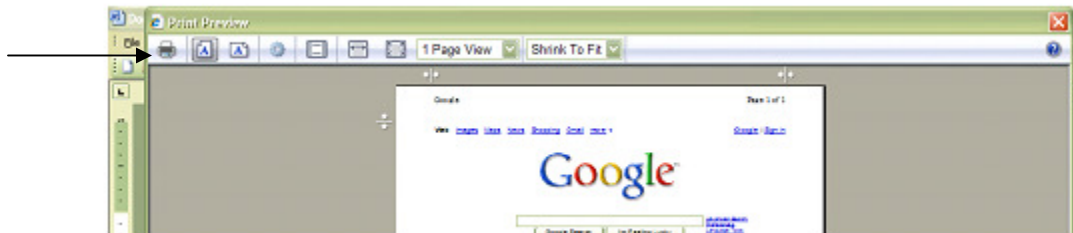
Step 1: Print from your computer:

It is best to use **Print Preview** in order to make sure you don't print something you don't want.

From the *File* menu, select *Print Preview*.
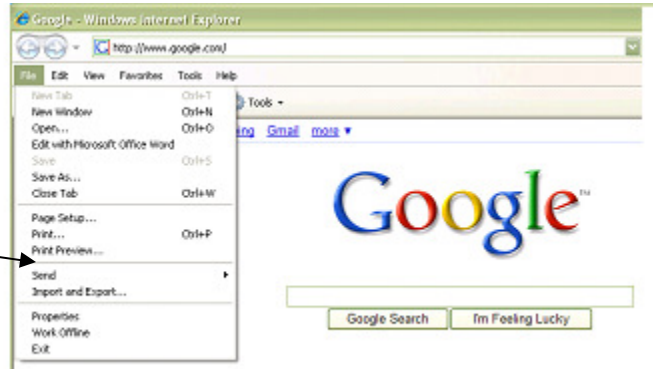
This page will appear. Use the scroll bar to check both the number of pages you will be printing and if any are blank. If everything looks good, click the printer icon.
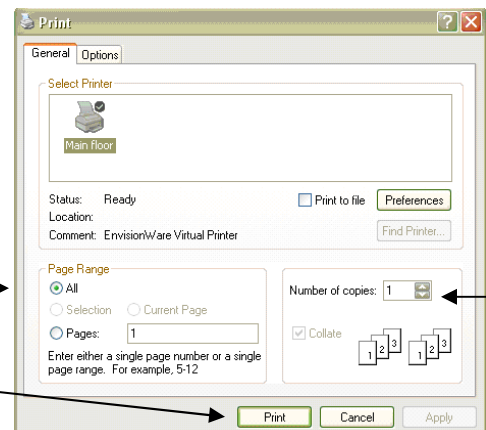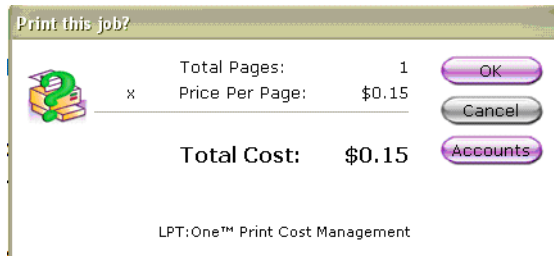
OR

If you need to print multiple copies, choose *Print* from the *File* menu to bring up the Print Option box.

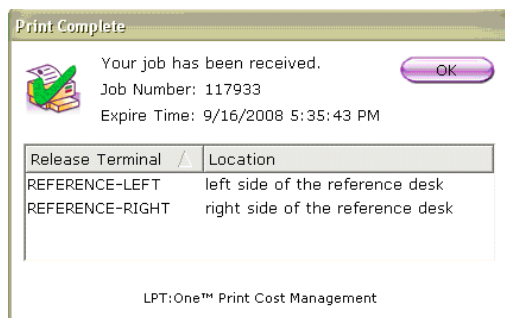From here you can control the number of copies and the number of pages to be printed.

Once you have made your selections, click *Print*.

In order to release the print job, you also need to say OK to the following two messages:

Print this job?

Total Pages: 1

x   Price Per Page: $0.15

Total Cost: $0.15

OK

Cancel

Accounts

LPT:One™ Print Cost Management

1. Click OK to how much your print job will cost.

Print Complete

Your job has been received.

Job Number: 117933

Expire Time: 9/16/2008 5:35:43 PM

OK

Release Terminal /	Location
REFERENCE-LEFT	left side of the reference desk
REFERENCE-RIGHT	right side of the reference desk

LPT:One™ Print Cost Management

2. Click OK to the printer station location. This will send the job to both printer stations at the Reference Desk.

You must say OK to both these messages – this is what releases your print job to the printer stations.

Your job will stay in the print queue for about an hour. When you are ready to retrieve your printouts, take your library card to the Reference Desk (either printer station); it is best to lock your computer while you are away from it by clicking on the Menu option at the bottom left of the screen, and then choosing *Hide My Screen*. This will stop anyone else from using your computer until you return.

Step 2: The Printer Station:

Bring your library card to either of the printer stations at the Reference Desk. Once you are there:
- Click on Print Your Work Here.
- Type or scan your barcode number (from your library card) with no spaces.
- Type in your pin number (the last 4 digits of your phone number) in the next box.
- Click OK.
- Highlight your print job (by clicking on it).
- Click **Print**.
- Choose the first option to deduct the amount of the print job off your account; it will show how much money you have left. If the amount is $0.00 you will have to go to the Circulation Desk and add more money before you can print.