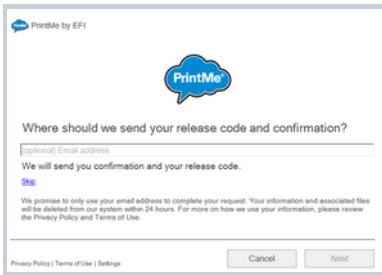
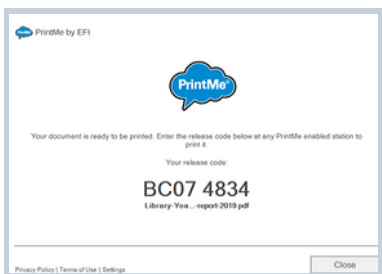


Printing from Library PCs step-by-step guide

At a library PC



When you print a document, you'll see a **PrintMe** screen. You'll be asked for an email address but you can click **Skip** as you don't need to enter an email address when printing from a library PC (you would if you were printing from your own device).



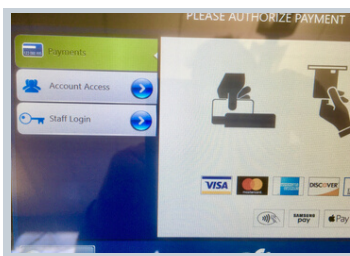
Once your document has been processed, the retrieval code will be displayed on screen. Make a note of this code and go to one of the **controller screens** next to either of our printers.



At the printer



On the controller screen next to the printer, first click **Print** and then select the **PrintMe** icon from the list of options.

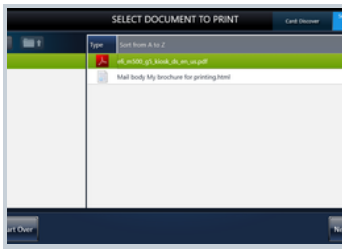


Insert, swipe or tap your payment card or phone against the credit/debit card reader. This authorises our system to take a maximum of £10 in one session, but you'll only be charged for what you actually print. **Disabled students:** Do not use payment options. Instead, click 'Account Access' to use your printer login.



Either type in the retrieval code you got from the library PC screen when you printed the document, or if you chose to get the code by email, you can also scan the barcode in the message.

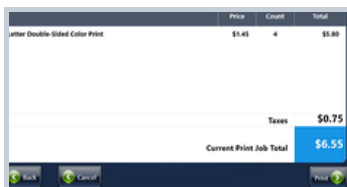
Printing from Library PCs continued



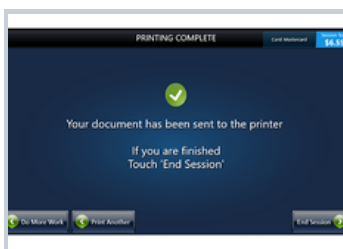
Select the document you'd like print by clicking it on the screen.



Choose your number of copies, paper size, whether you want black-and-white or colour and double or single-sided (you can even select which pages of the document you'd like to print but the default is to print all pages).



The options you've selected and the cost of the job appear on screen. **Please check carefully before clicking 'Print' as we can't refund mistakes.** If you need to change any settings, click 'Back'. If you don't want to print at all, click 'Cancel'.



Once your document has printed, you can click 'Do More Work' to continue with other print or copying jobs. Otherwise, click 'End Session'. **It's very important to click 'End Session' so you don't end up paying for other people's copying or printing!**

Please ask a member of staff if you need assistance.

To print from your own device, see the library website:
library.tavistockandportman.ac.uk/print-own-device