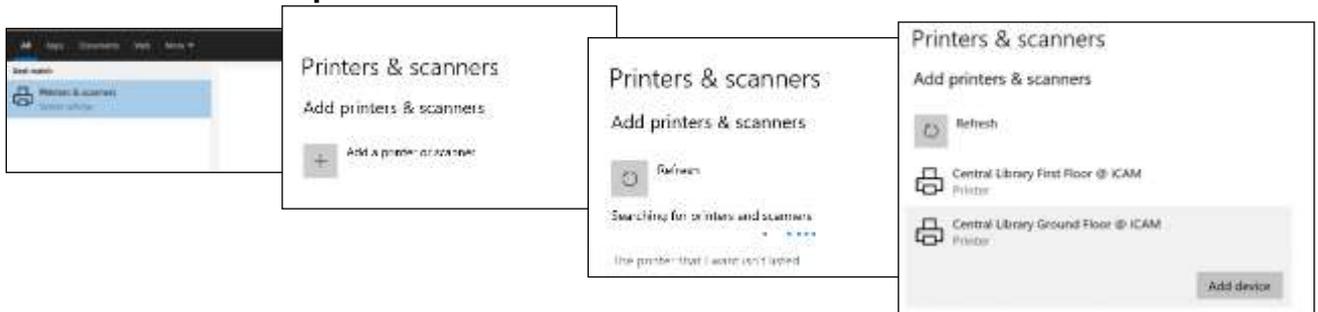


Printing Within the Library (Connected to Library Wifi)

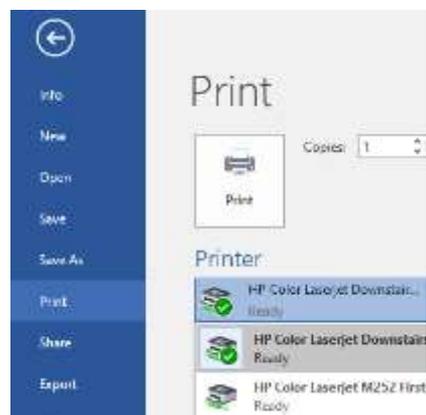
Using a Windows 10/11 device

- Press the Windows Key and then type Printers in the search box
- Select **Printers and scanners**
- Select **+ Add a printer or scanner**



- If the required printer is visible, select the **Add Device** option
- The printer should then be available for use from your device
- Open the document you wish to print
- Select **File** and then **Print**
- Select the correct printer and click **Print**

Your document is now in the print queue ready for you to pay and release at the library counter

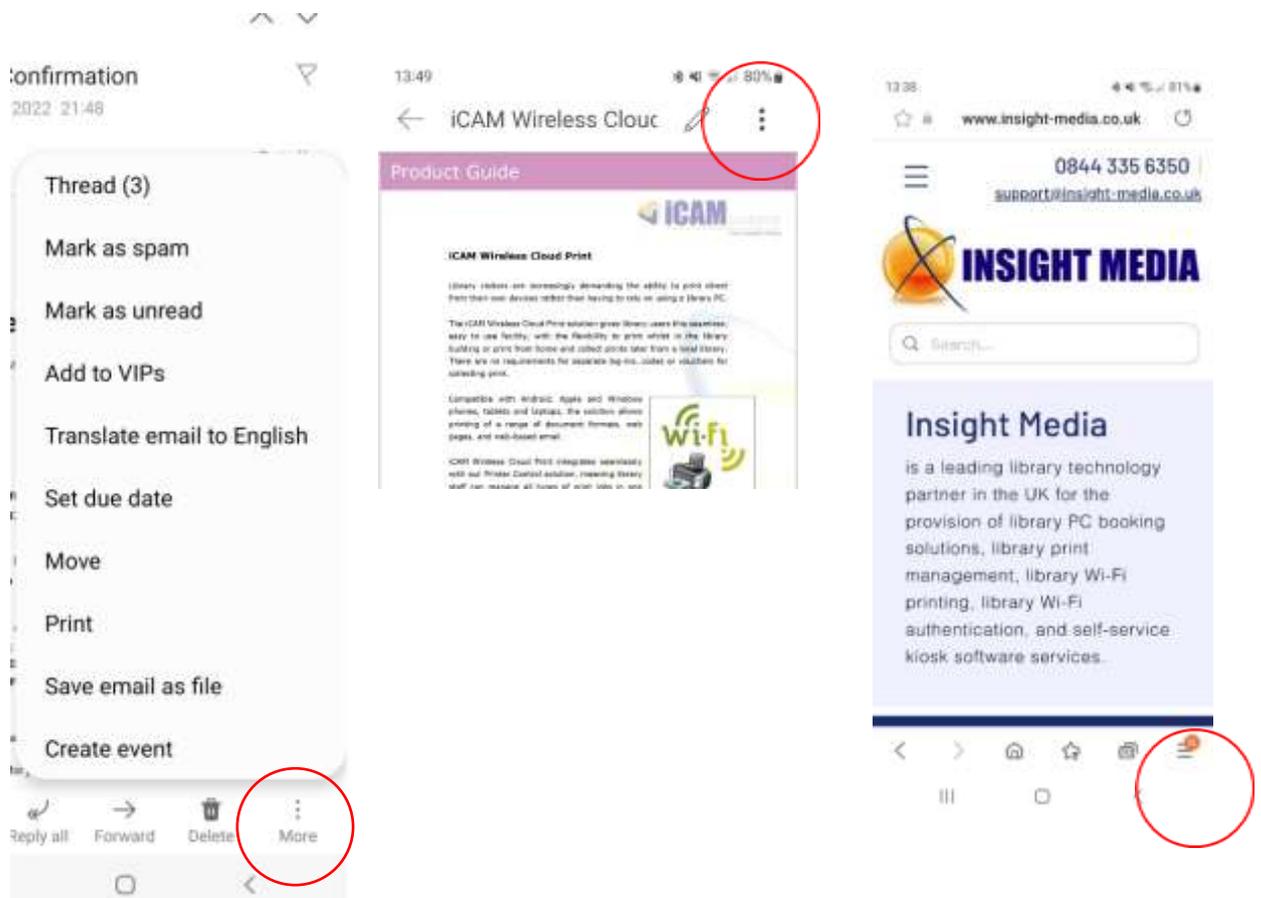


Note: your device will remember the printer once you have installed it, and next time you wish to print from this printer, you will simply need to open your document, select File then Print, select the printer and click Print.



Using an Android device (phone or tablet)

- Open the document or web page you wish to print
- Depending on what device you are printing from and / or what type of document you are printing, the **Print** option may be accessed slightly differently. Find the **Print** option from the **More** (three dots) menu at the top or bottom of the page, or from the **More** (three lines) menu at the bottom of the page:



- In some cases you may then need to select the **Share** () option in order to access **Print**
- Next, select **All printers** from the printers drop down menu (click on the arrow for the drop down)
- Select the library printer (the printer should automatically be available and visible and shouldn't require any installation)
- Select **Print**
- Your document is now in the print queue ready for you to pay and release at the library counter



Using a MacOS device

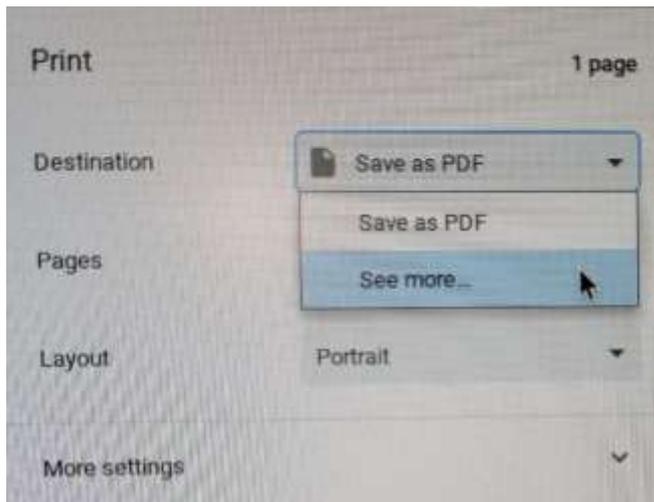
- Open the document you wish to print
- Select **File** then **Print**
- Click on **Printer** drop down
- Select **Add Printer**
- Select the required printer
- Click **Add**
- Select **Print**
- Your document is now in the print queue ready for you to pay and release at the counter

Note: your device will remember the printer once you have installed it, and next time you wish to print from this printer, you will simply need to open your document, select File then Print, select the printer and click Print.



Using a Chrome OS device

- Open the document you wish to print
- Select **Print**
- Select **Destination**
- Select **See more**

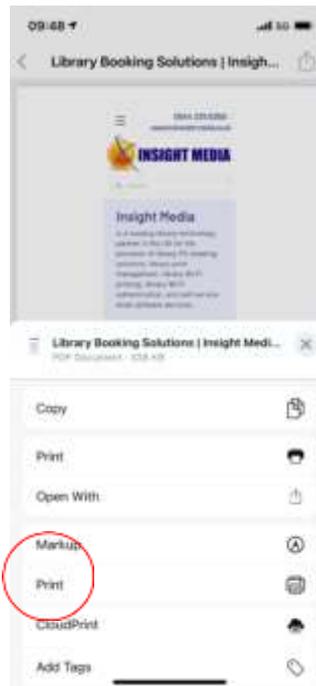
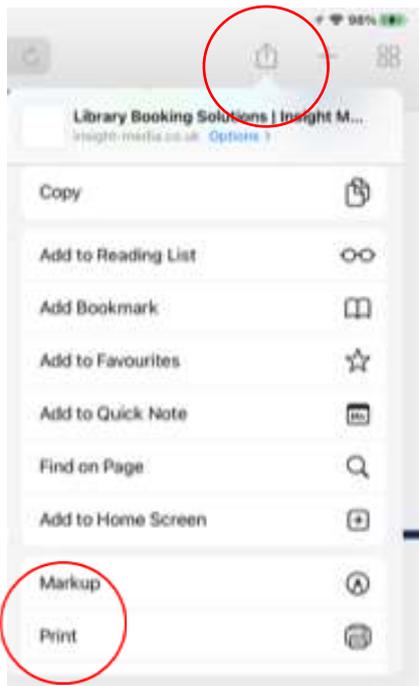


- The library printer should be visible
- Select the printer
- Select **Print**
- Your document is now in the print queue ready for you to pay and release at the library counter

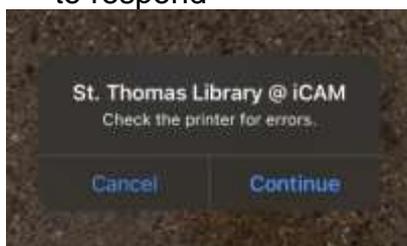


Using an iOS device (iPhone or iPad)

- Open the document you wish to print
- Click on the share icon
- Select **Print**



- Select the library printer from the drop-down list at the top of the screen
- Click the print icon
- An error message will be displayed which is normal as an iPhone expects the printer to respond



- Click Continue
- Your document is now in the print queue ready for you to pay and release at the library counter

