

# **North Arlington Public Library Printing Instructions**

After a print job has been sent from one of the library's public computers the printer will not automatically print the job. If you want the prints, you must direct the copy machine to print your document after you send the job. Follow these instructions to print your documents using the touch screen on the copy machine located near the Circulation Desk. If you have something to print from your laptop, please save it to a memory stick, insert into the USB drive on the copier and then follow the directions below.

## **Before you print:**

Send the job to the printer at your computer terminal as you would any other print job. Remember the name of the computer you used or the Inbox number associated with it and the time you sent the job.

## **To print:**

1. Press the *Mail Box* button along the top of the touch screen.
2. Select the *Inbox* corresponding to the name of the computer you sent the job from by pressing the gray box to the left of the name. Scroll down using the arrows in the right if necessary.
3. Select your print job from the list in the Inbox. Scroll if necessary. If you select the wrong job, you must deselect it before selecting the correct one. To deselect, press the *Clear Selection* button or press the incorrectly selected job again.
4. Use any special feature that you would like to use. See below for specific instructions.
5. Press the *Print* button.
  - a. Choose the number of copies you want to print by pressing the numeric keypad.
  - b. If you would like a 2-sided document, see the 2-Sided printing instructions.
  - c. If you would like to erase your document from the printer after printing, press the *Erase Doc. After Print* button.
  - d. Press the *Start Print* button and retrieve your prints from the tray.
6. Pay for your prints at the Circulation Desk...

**PRINTS ARE \$0.15 PER PAGE. IF YOU PRINTED IT, YOU MUST PAY FOR IT!**  
**Please pay attention when printing because you will be responsible to pay for ALL pages printed, including anything printed unintentionally.**

If you need assistance or have any questions, please ask a library staff member.

**NOTE:** Printing will shut down 30 minutes before library closing on weekdays and 15 minutes before library closing on Saturdays.

## **2-Sided Printing**

If you have a large document or wish to save paper, you may want to use the 2-sided printing feature.

To print using 2-Sided Printing:

1. In the Print menu press the *Change Print Settings* button.
2. Press the *2-Sided Printing* button.
3. In the 2-Sided Printing Menu press *OK*.
4. Press the *Start Print* Button.

## **Erasing Documents**

All documents are automatically erased from the copier at the end of each day. If you do not want to have your print job remain in the copier for that time, you may erase it yourself without having to print it.

To erase a document:

1. Select your document in the Inbox. Be sure that it is yours.
2. Press the *Erase* button and confirm the action when prompted.

## **Special Features:**

### **View Page**

View Page allows you to view your documents to ensure they are in fact yours and correct before you print them.

To view your pages:

1. After your document is selected press the *Edit Menu* button on the touch screen.
2. Press the *View Page* button. You may now zoom in and out and scroll through each page of your document.
3. When finished, press *Done* to return to the Inbox.

NOTE: The View Page feature does not display documents cleanly. It is only meant to give an overview of what is on each page. Items will print in better quality than what is on the View Page Screen.

### **Page Erase**

If you find that your document contains pages you do not want to print after using the View Page feature, you may erase those pages so that they do not print.

To erase pages:

1. Press the *Edit Menu* button and select *Page Erase*.
2. In the Page Erase Menu select the single page or the consecutive set of pages you want to erase.
3. Press *Start* and confirm the action when prompted.
4. Print the document using the instructions on the first page.

NOTE: Once a page is erased from a document it cannot be recovered. If you removed the wrong page or want the page restored send the print job again from a computer.

### **Stack Bypass**

If you would like to print your documents on special paper, such as colored or resume paper, please ask library staff for assistance before sending the job to the printer. Be advised that the printer may not be able to accommodate all types of paper.