Patron Printing Instructions

> Patron needs to click on "File" when he/she is ready to print a document.



> Patrons will then select "Print" from the drop-down menu.



Patrons can select either "Black and White Printer" or "Color Printer" options depending on the type of print job he/she is needing.



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Info	Print
New	Conjeg. 1
Open	
Save	Print
Save As	Printer
Print	Color Printer Ready
Share	Printer Properties
Export	Settings
Close	Print All Pages
	Pages:
Account	Print One Sided Only print on one side of th
Options	Collated
	Portrait Orientation -
	Letter
	Custom Margins 👻
	1 Page Per Sheet -
	Page Setup

- The "Print Job Notification" window will popup on the screen after patrons confirm the print job.
 - Here patrons can confirm he/she selected the correct printer, number of pages, and the cost of the print job.
- After the patron confirms the information is correct, he/she will then click on the "OK" button to send the print job to staff.
 - The patron must click "OK" in order for it to be accessed either by staff or the selfservice printing station(if applicable to that library location).

Print Job Notification [Recipie	×
[Title] [Compa [Recipit] Print Job Notification Confirm the print an	nd select the print action
[Recipie Print job details	
Document name Document1	
Printer pluto\JN Color Print	ter
Pages 1	Cost \$0.50
Please visit the touchscreen kiosk to	o release your print jobs OK Cancel

Staff Printing Instructions

- Staff will need to use the following link to access the staff side of the new printing system.
 - o https://pcres.metrolibrary.org/
 - Choose the "Print Release" option.
 - The following is what the login page will look like for staff.

📀 Login - TBS Management Portal X +	
C O A Not secure pluto/tbsportal/login.aspx	
📩 MyMetrolibrary 🧶 MLS OPAC 💸 Metro Events Login 🧕 Email 🖏 Daily Events 🙋 ReservePC JN 📀 Print JN 🧃 LibraryH3lp 🦷 Paycom 🎇 ScheduloA 🐥 BoardDocs 🗴	🕺 Edubrite 🤣 ILLiad 🔎 Beanstack 🔞 Canva 🗾 Maintenance 🔇 Metro PITS 💸 Volunteers
있는 것은 것은 것은 것은 것은 것은 것은 <u>가</u> 지는 것이다. 가지	
Login	
Usemame	
Password	
C Keep me logged in LOGIN	

- Staff will need to enter their location's username and password to access the printing system.
 - <u>Example</u>: Jones Library username is "jnstaff"
- > Once the correct username and password are entered, staff can click the "LOGIN" button.

ogin	TBS TODAY'S BURNESS BOLUTIONS, INC.
Username	
jnstaff	
Password	
•••••	

> This is what the main page looks like when staff login to the printing system.

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Print	Re-Print Print	Receipt								
Print										
Search :	SEARCH	ber 🗹 Document Name 😰 F	Printer 🛛 Computer 🗳 P	ages				Č Refresh		
Print	Job Select	Submit Time 💌	Printer	Card Number	Document Name	Computer	Pages	Cost	i i	
		Oct 07, 2020 10:55:22 AM	pluto JN Color Printer	20213642	Document1	JNPUBLIC03WT.metrolib.mls.lib.ok.us	i	\$0.50	ļ	
				PRINT DELETE	OVERRIDE					
Log Out a	Email Us Privacy	Policy Terms Of Use						COPYRIC	SHT © TBS ALL RIGI	HTS RESERVED

- > Please confirm the correct document(s) before printing.
 - Please keep in mind that the document CANNOT be previewed before it is printed, but it can be viewed after it is printed (which will be mentioned later).
- Check the square box under "Print Job Select"

Print								
Search :								
	SEARCH							
	Card Num	nber 🛛 Document Name 🗳	Printer 🛛 Computer 🗳 P	ages				
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			1	1 040 160 00	an analas			C Refresh
Pri	nt Job Select	Submit Time 🔻	Printer	Card Number	Document Name	Computer	Pages	Cost
		Oct 07, 2020 10:55:22 AM	pluto JN Color Printer	20213642	Document1	JNPUBLIC03WT.metrolib.mls.lib.ok.us	1	\$0.50
				PRINT DELETI	OVERRIDE			

Once the current document(s) is/are checked, staff will then click the "OVERRIDE" button, not the "PRINT" button.

Search :	SEARCH	aber 🖉 Document Name 🕅	Printer 🗖 Computer 🕅 P	2005				
Print	DESELECT ALL	Submit Time	Printer	Card Number	Document Name	Computer	Pages	Cost
		Oct 07, 2020 10:55:22 AM	pluto\JN Color Printer	20213642	Document1	JNPUBLIC03WT.metrolib.mls.lib.ok.us	1	\$0.50
				PRINT DELETE	OVERRIDE			

Staff should get a "Success" message if the print was successful.

Print Reelipt	
Success: Selected document Document printed successfully on printer plutoJNL_Printer_Release.	
Print	
Search: SEARCH C Card Number C Document Name C Printer C Computer C Pages DESELECT ALL	C Refresh
No records to display PRINT DELETE OVERRIDE	

If the patron needs another copy or staff need to access a preview of the document, staff will click the "Re-Print" icon at the top of the page.

TBS	Pri	nt	
Print	Re-Print	Print Receipt	

> Staff can view the document by clicking on document preview.

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	L.	Ð								
Print	Re-Print	Print Receipt								
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Date Range From :	10/7/2	020	то: 10/7/2020							
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Print Job	Card DESELE	d Number 🛛 Document h	Name 🗹 Printer 🖾 Comp Printer	Card Number	Document Name	Computer	Pages	Cost	C <u>Refrash</u> Print Preview	
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Print Joi	DESELE	d Number Document / ECT ALL Submit Time V Oct 07, 2029 10:55-22 AM	Name Printer Comp	Card Number	Document Name	Computer	Pages 1	Cost 0	C fatan	

> Check the square box to re-print any document.

late Range : rom :	10/7/2020	т	o: 10/7/2020						
earch :			SEARCH						
	Card Number	Document Nan	ne 🗹 Printer 🗹 Comp	uter 🗹 Pages					
	DE SELECT ALL								C Refr
Print Job	Select	tTime 👻	Printer	Card Number	Document Name	Computer	Pages	Cost	Print Preview

> Click the "OVERRIDE" button to re-print any document.

rom : 10/7	/2020	то: 10/7/2020						
earch :		SEARCH						
C DES	ard Number 🛛 Document Na	ame 🗹 Printer 🔽 Compu	iter 🗹 Pages					C Refr
Print Job Select	Submit Time 🔻	Printer	Card Number	Document Name	Computer	Pages	Cost	Print Preview

Patron ePRINTit App Printing Instructions

- Patrons can download the ePRINTit app on his/her phone and can send documents to a library from anywhere!
 - Patrons will need to create a login to access the ePRINTit app features.
- > Patrons will need to select the appropriate icon the locate a saved document on his/her phone.

Φ	e <i>PRINJ</i> it	P
Wh	at would you like to	print?
<u>\</u>		\bigcirc
Email	Pictures	Web
Dropbox	Office 365	Google Drive
	box	P
OneDrive	Box	Files
	Tour printout	ts

Patrons will then select the "TBS" icon.



> Patrons will then select the appropriate library location.



Select the correct document(s) he/she wants to be sent to the library's printer.



> Patrons will then select the document(s) he/she would like to print.



Here, patrons can select number of copies, which pages to print, Black/White or Color, and paper size.



- > Patrons must enter some kind of "User Information" before selecting the "Print" button.
 - Examples: John Doe, JDoe, library card number, etc.
 - This is how staff and patrons can identify and print documents at the library location.



> There should be a green checkmark after the patron selects the "Print" button.



> Patrons will receive the following email as confirmation.

Your s	ubmission to Metropolitan Library System was received successfully.			₿5∨
	Some content in this message has been blocked because the sender ion't in your Safe senders list. I trust content from no-reply@eprintitsenice.com.] Show blocked content			
	no-reply@epintibuervice.com Wei Worl/2020 11:54 M Te Solt Garrior status cot.pmg			
	ePRINTit service			
	Metropolitan Library System			
	User credentials required			
	SGarrison			
	What you will print			
	Book Reviews docx			
	Convisad na ten effetil fa alfo <u>Providital Johnal</u> Man alematon an effetil fa lak Fact Landon, <u>Hay Jones estillano</u>			

Staff Printing Instructions for ePRINTit App

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 - o https://pcres.metrolibrary.org/
 - Choose the "Print Release" option.
 - The following is what the login page will look like for staff.

O Login - TBS Management Portal × +		
C A Not secure pluto/tbsportal/login.aspx		
📩 MyMetrolibrary 🥥 MLS OPAC 💸 Metro Events Login 🧕 Email 💸 Daily Events	🙋 ReservePC JN 🌀 Print JN 🙋 LibraryH3lp 톥 Paycom 🎆 ScheduleA 🧠 BoardDocs 💸	Edubrite 🥝 ILLiad 🔎 Beanstack 👩 Canva 💟 Maintenance 📀 Metro PITS 🔊 Volunteers
	Login	
	Username	
	Password	
	Keep me logged in LOGIN	

- Staff will need to enter their location's username and password to access the printing system.
 - <u>Example</u>: Jones Library username is "jnstaff"
- > Once the correct username and password are entered, staff can click the "LOGIN" button.

login	TIBS TODAY'S AUBINESS BOLUTIONS, INC.
Username	
jnstaff	
Password	

> This is what the main page looks like when staff login to the printing system.

t					
Search :					
	SEARCH				
	Card Number	Document Name Printer	Computer Pages		
	DESELECT ALL				
Pr	int Job Select	Submit Time 🔻	Printer	Card Number	Document Name
		Oct 07, 2020 11:16:58 AM	pluto\Xerox_WirelessBW	SGarrison	Book Reviews.pdf
			PRINT	DELETE OVERRIDE	

Staff will need to confirm the correct identifying information.

Search -								
Scuren .	SEARCH							
	Card Number	Document Name	Printer	Computer	Pages			
	DESELECT ALL							
Pr	int Job Select	Submit Time 🔻			Printer	Carc	Numb	Document Name
		Oct 07, 2020 11:16:58 AM		pluto\Xerox_Wirel	essBW	SGarrison		Book Reviews.pdf

Staff will then check the square box and click the "OVERRIDE" button to print.

SEA	EARCH						
	Card Number	Document Name	Printer	Computer	Pages		
DES	SELECT ALL						
Print Job	b Selec	Submit Time 🔻		F	Printer	Card Number	r Document Nan
		Oct 07, 2020 11:16:58 AM	t	pluto\Xerox_Wirele	ssBW	SGarrison	Book Reviews.pdf