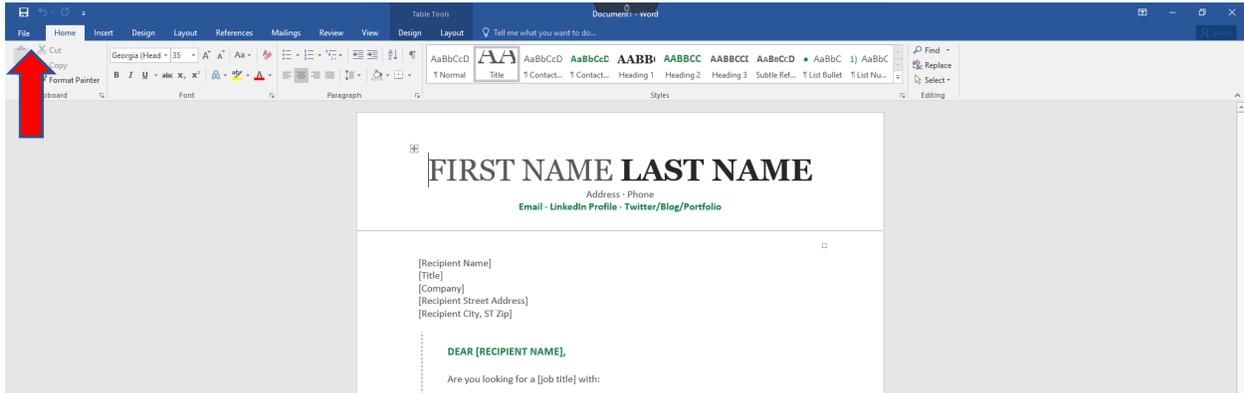
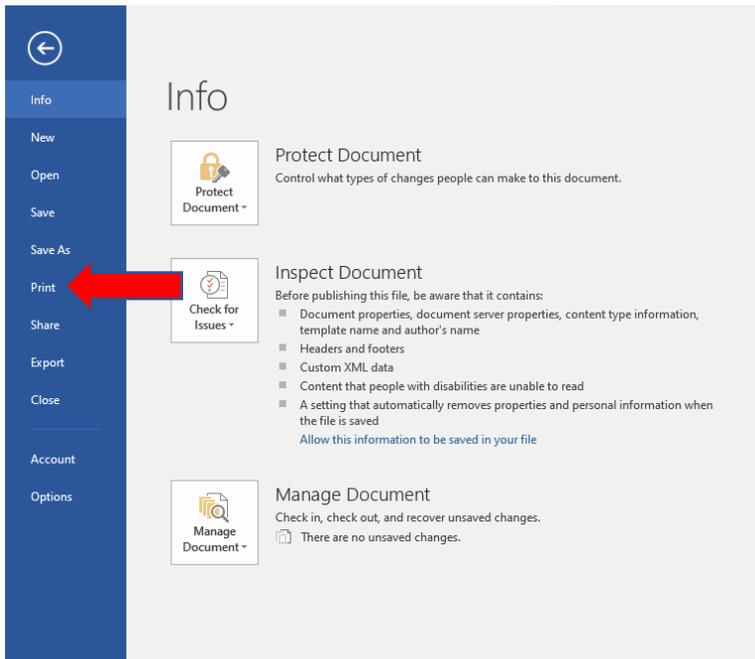

Patron Printing Instructions

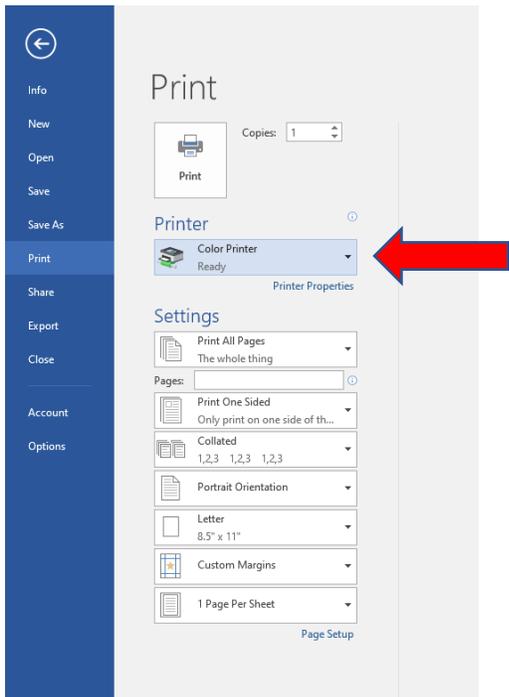
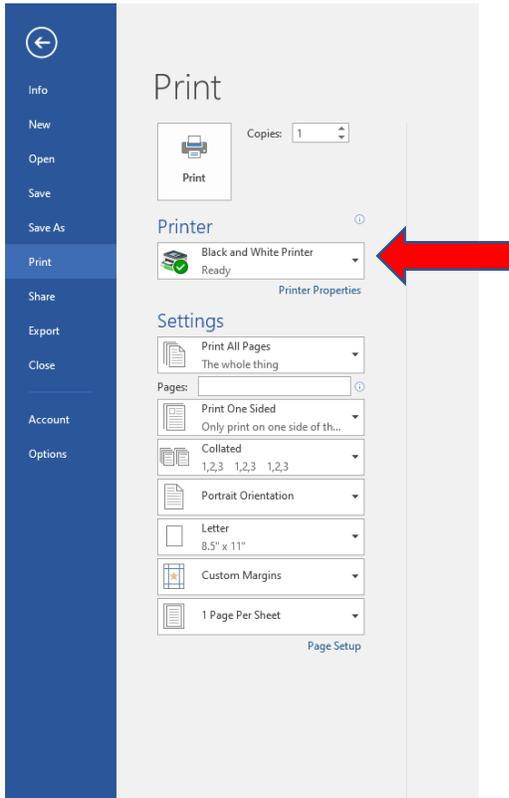
- Patron needs to click on “File” when he/she is ready to print a document.



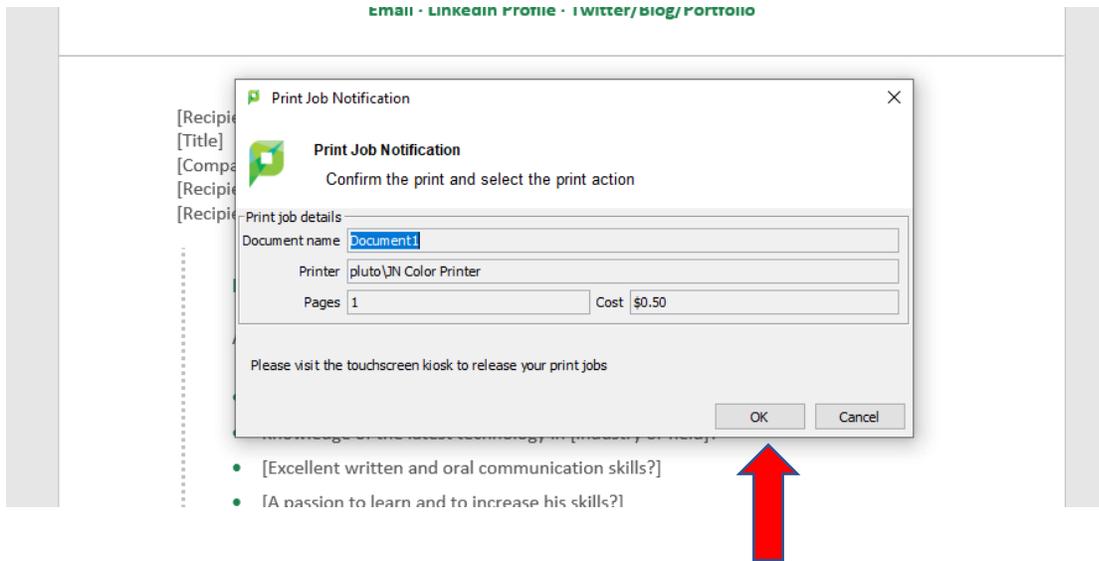
- Patrons will then select “Print” from the drop-down menu.



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

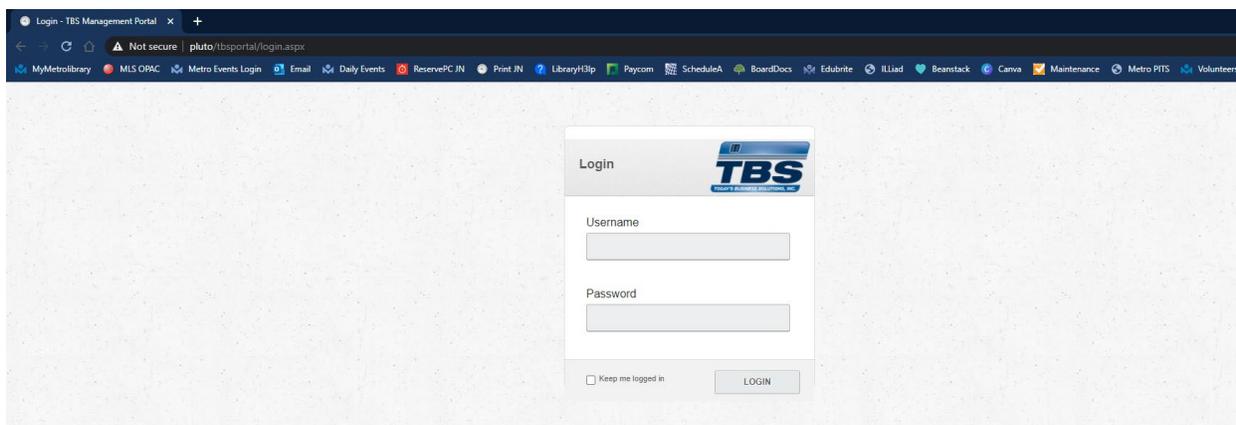


- The “Print Job Notification” window will popup on the screen after patrons confirm the print job.
 - Here patrons can confirm he/she selected the correct printer, number of pages, and the cost of the print job.
- After the patron confirms the information is correct, he/she will then click on the “OK” 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 self-service printing station(if applicable to that library location).**

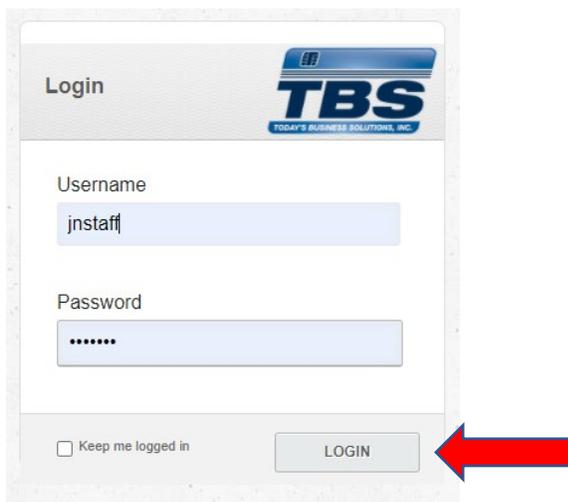


Staff Printing Instructions

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



- Staff will need to enter their location’s username and password to access the printing system.
 - Example: *Jones Library* username is “jnstaff”
- Once the correct username and password are entered, staff can click the “LOGIN” button.



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

Search :

SEARCH

Card Number Document Name Printer Computer Pages

DESELECT ALL

Print Job Select	Submit Time	Printer	Card Number	Document Name	Computer	Pages	Cost
<input type="checkbox"/>	Oct 07, 2020 10:55:22 AM	plutoJN Color Printer	20213642	Document1	JNPUBLIC03WTF.metrolib.mis.lib.ok.us	1	\$0.50

PRINT DELETE OVERRIDE

Log Out Email Us Privacy Policy Terms Of Use COPYRIGHT © TBS | ALL RIGHTS 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”

Search :

SEARCH

Card Number Document Name Printer Computer Pages

DESELECT ALL

Print Job Select	Submit Time	Printer	Card Number	Document Name	Computer	Pages	Cost
<input checked="" type="checkbox"/>	Oct 07, 2020 10:55:22 AM	plutoJN Color Printer	20213642	Document1	JNPUBLIC03WTF.metrolib.mis.lib.ok.us	1	\$0.50

PRINT DELETE OVERRIDE

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

Search :

SEARCH

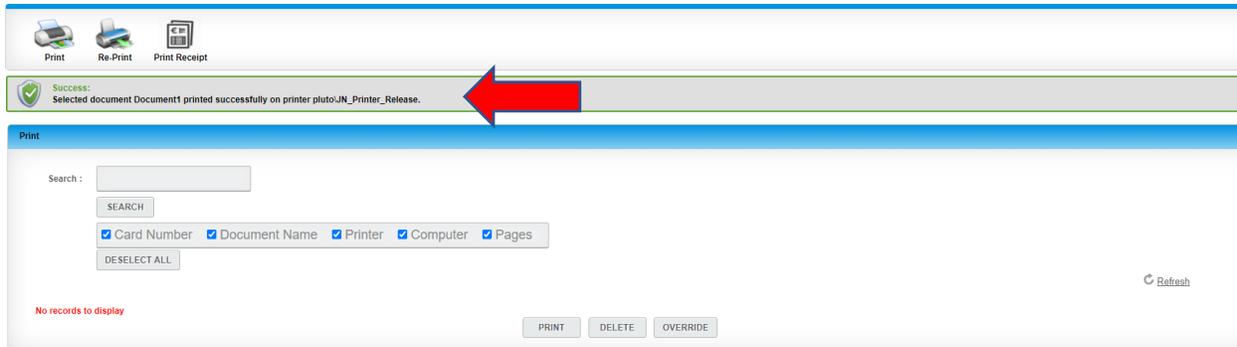
Card Number Document Name Printer Computer Pages

DESELECT ALL

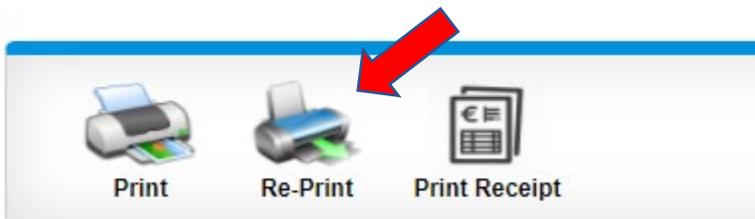
Print Job Select	Submit Time	Printer	Card Number	Document Name	Computer	Pages	Cost
<input checked="" type="checkbox"/>	Oct 07, 2020 10:55:22 AM	plutoJN Color Printer	20213642	Document1	JNPUBLIC03WTF.metrolib.mis.lib.ok.us	1	\$0.50

PRINT DELETE OVERRIDE

- Staff should get a “Success” message if the print was successful.



- 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.



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

TBS Print Jnstaff
Help Account Log Out

Print Re-Print Print Receipt

Re-Print

Date Range: From: 10/7/2020 To: 10/7/2020

Search: SEARCH

Card Number Document Name Printer Computer Pages

Print Job Select	Submit Time	Printer	Card Number	Document Name	Computer	Pages	Cost	Print Preview
<input type="checkbox"/>	Oct 07, 2020 10:55:22 AM	plutoJN_Printer_Release	override	Document1	JNPUBLIC03WT.metrolib.mils.lib.ok.us	1	0	

Log Out Email Us Privacy Policy Terms Of Use COPYRIGHT © TBS / ALL RIGHTS RESERVED

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

Re-PRINT

Date Range: From: 10/7/2020 To: 10/7/2020

Search: SEARCH

Card Number Document Name Printer Computer Pages

Print Job Select	Time	Printer	Card Number	Document Name	Computer	Pages	Cost	Print Preview
<input checked="" type="checkbox"/>	Oct 07, 2020 10:55:22 AM	plutoJN_Printer_Release	override	Document1	JNPUBLIC03WT.metrolib.mils.lib.ok.us	1	0	

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

Re-Print

Date Range: From: 10/7/2020 To: 10/7/2020

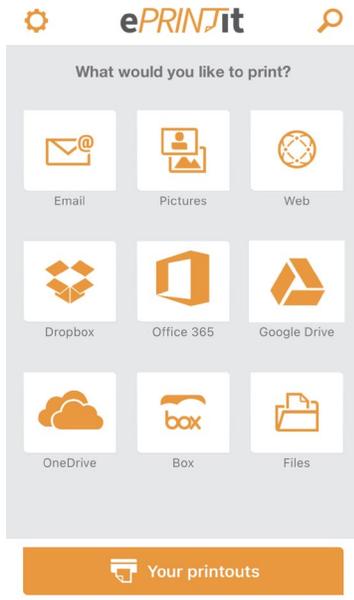
Search: SEARCH

Card Number Document Name Printer Computer Pages

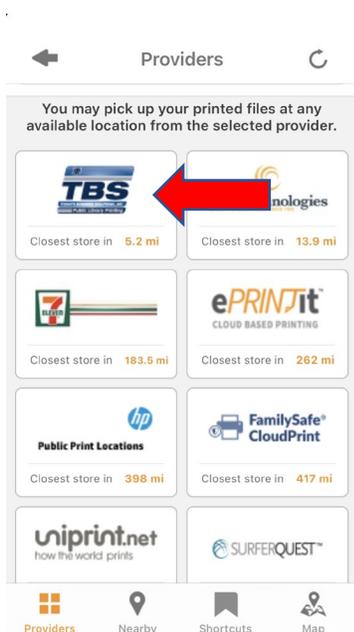
Print Job Select	Submit Time	Printer	Card Number	Document Name	Computer	Pages	Cost	Print Preview
<input checked="" type="checkbox"/>	Oct 07, 2020 10:55:22 AM	plutoJN_Printer_Release	override	Document1	JNPUBLIC03WT.metrolib.mils.lib.ok.us	1	0	

Patron ePRINTit App Printing Instructions

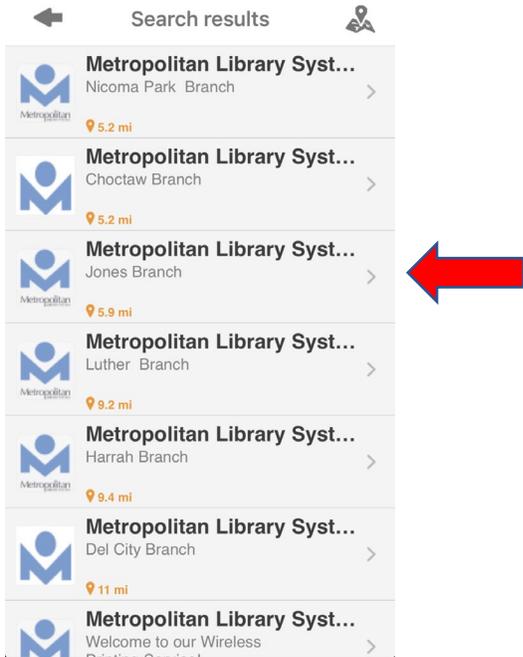
- Patrons can download the ePRINTit app on his/her phone and can send documents to a library from anywhere!
 - Patrons will need to create a login to access the ePRINTit app features.
- Patrons will need to select the appropriate icon to locate a saved document on his/her phone.



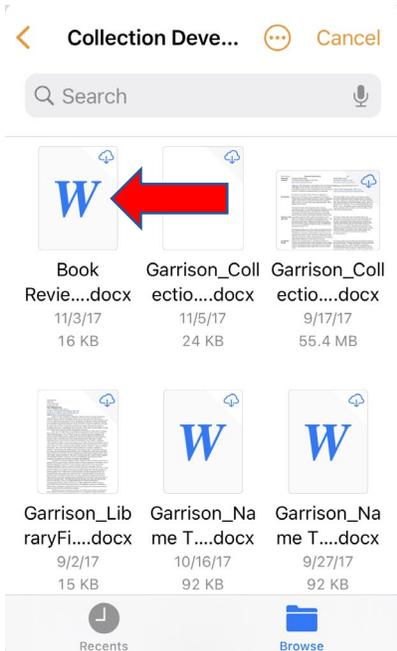
- Patrons will then select the "TBS" icon.



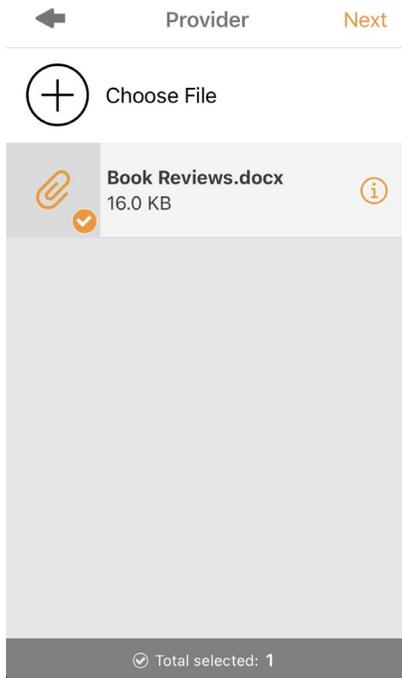
- Patrons will then select the appropriate library location.



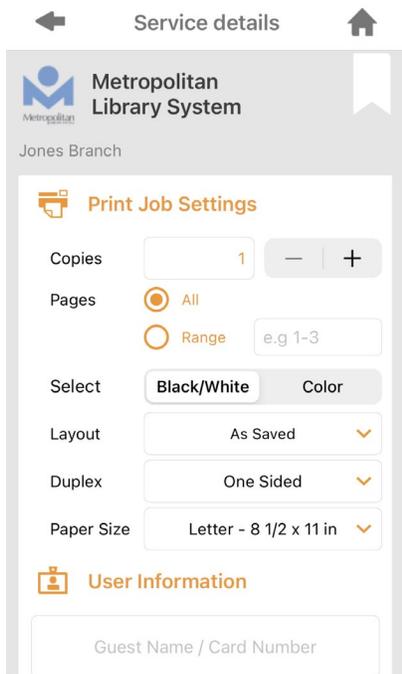
- Select the correct document(s) he/she wants to be sent to the library's printer.



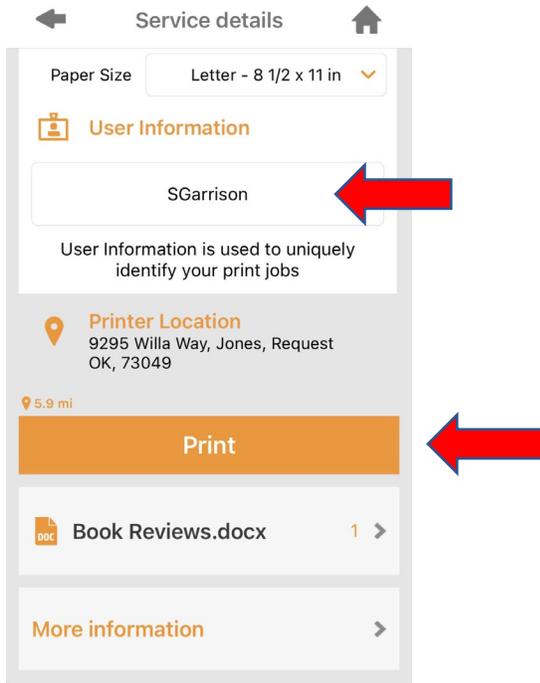
- Patrons will then select the document(s) he/she would like to print.



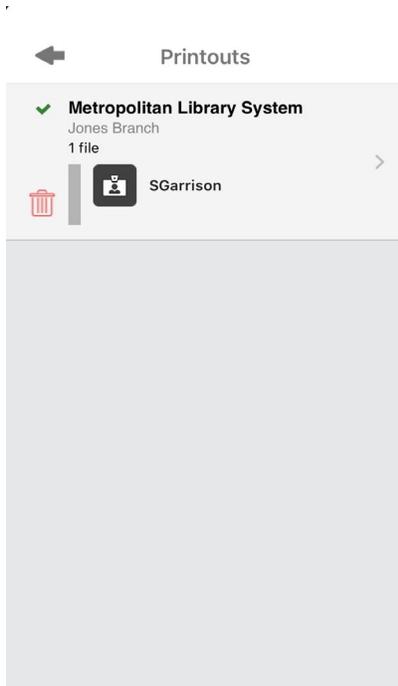
- Here, patrons can select number of copies, which pages to print, Black/White or Color, and paper size.



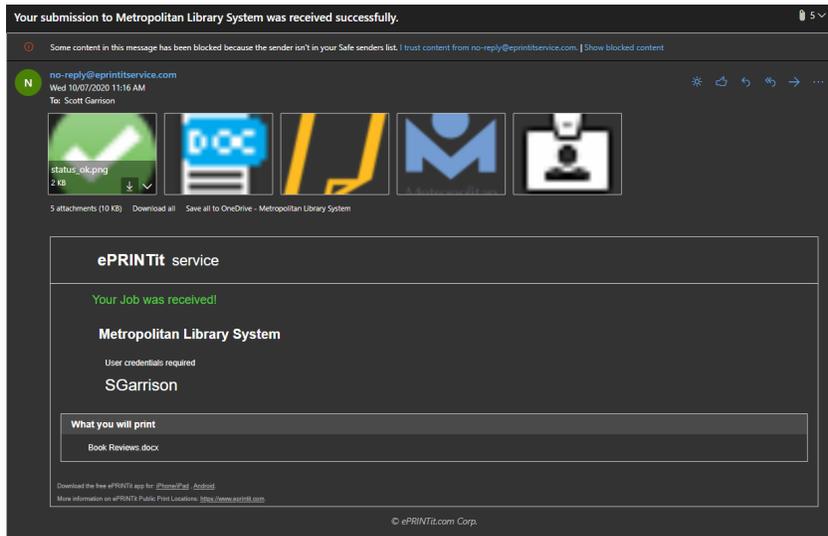
- Patrons must enter some kind of “User Information” before selecting the “Print” button.
 - Examples: John Doe, JDoe, library card number, etc.
 - This is how staff and patrons can identify and print documents at the library location.



- There should be a green checkmark after the patron selects the “Print” button.

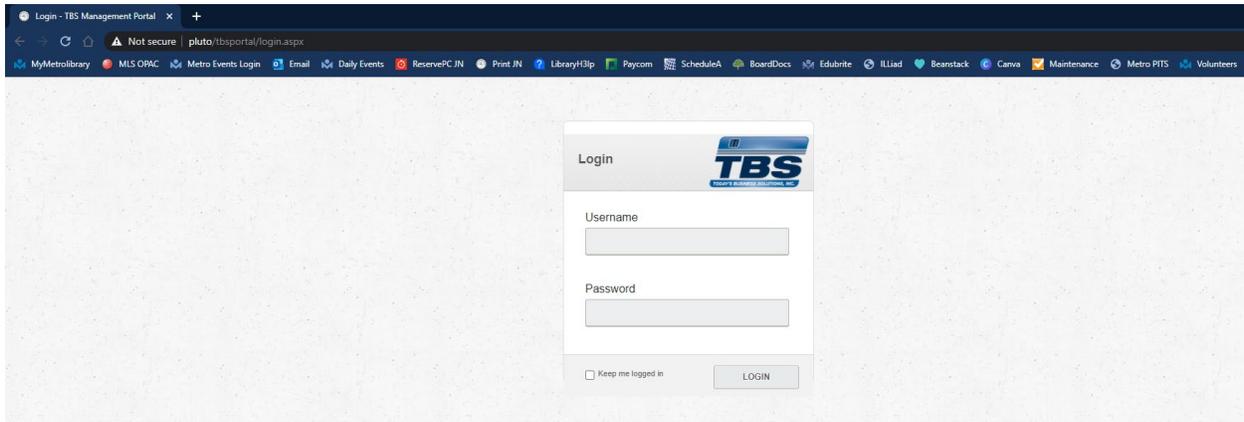


➤ Patrons will receive the following email as confirmation.

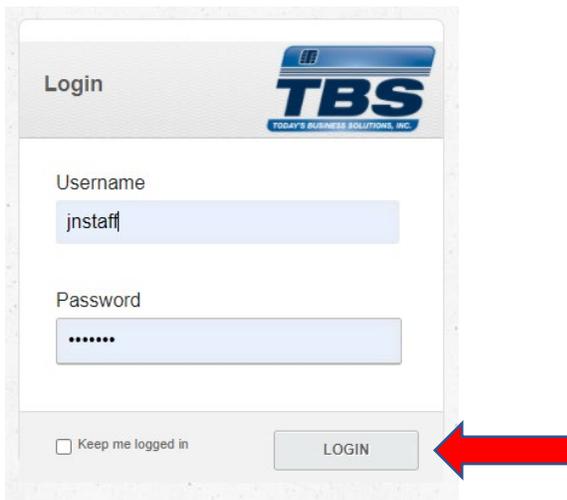


Staff Printing Instructions for ePRINTit App

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



- Staff will need to enter their location’s username and password to access the printing system.
 - Example: *Jones Library* username is “jnstaff”
- Once the correct username and password are entered, staff can click the “LOGIN” button.



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

The screenshot shows the 'Print' interface with a search bar, a 'SEARCH' button, and a list of filters: Card Number, Document Name, Printer, Computer, and Pages, all of which are checked. Below the filters is a 'DESELECT ALL' button. A table displays a single print job with the following details:

Print Job Select	Submit Time	Printer	Card Number	Document Name
<input type="checkbox"/>	Oct 07, 2020 11:16:58 AM	plutoXerox_WirelessBW	SGarrison	Book Reviews.pdf

At the bottom right of the table are three buttons: PRINT, DELETE, and OVERRIDE.

- Staff will need to confirm the correct identifying information.

This screenshot is identical to the previous one, but a red arrow points to the 'Card Number' field in the table, which contains the value 'SGarrison'.

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

This screenshot shows the 'Print Job Select' checkbox checked. A red arrow points to this checkbox, and another red arrow points to the 'OVERRIDE' button at the bottom right of the interface.