



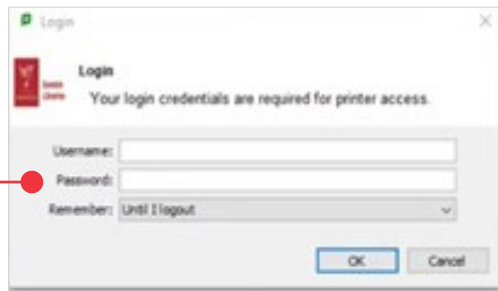
Wireless Printing from a Laptop

BEFORE YOU BEGIN

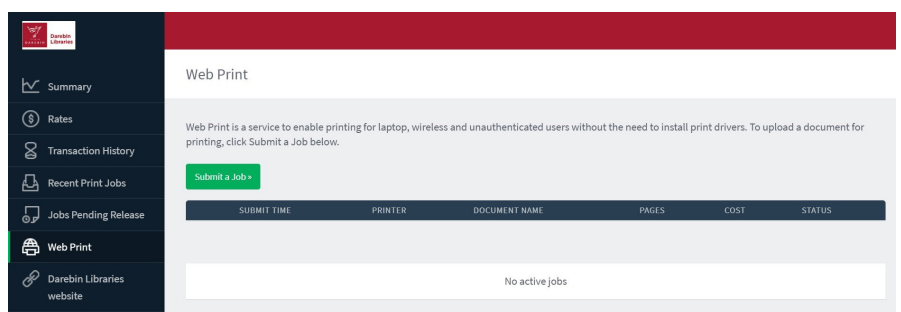
1. Connect to **Library_wi-fi**
2. Go to the Darebin Libraries website and select **Services > Computers > Print, copy and scan.**
3. Scroll down to **Printing from a laptop** and select **open our Web Print portal.**

WIRELESS PRINTING

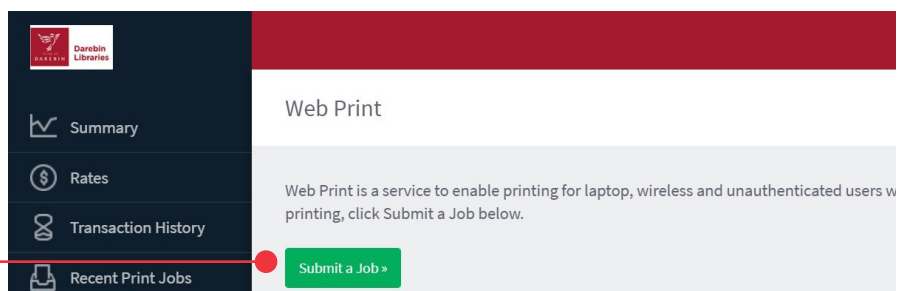
Enter your membership number and PIN



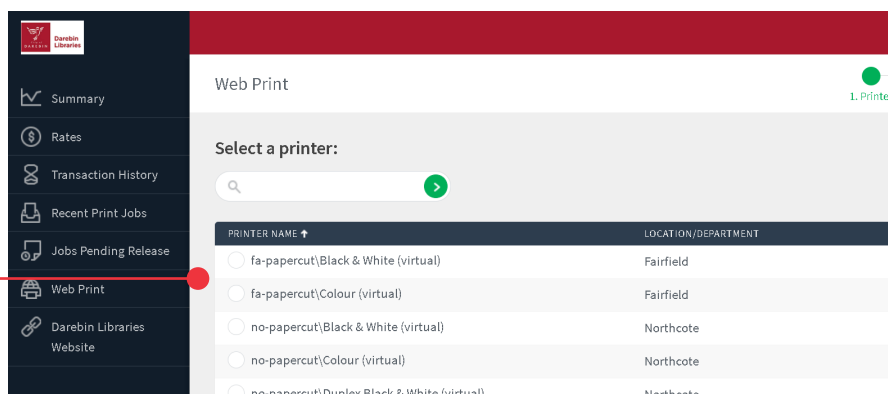
Select **Web Print** from the menu



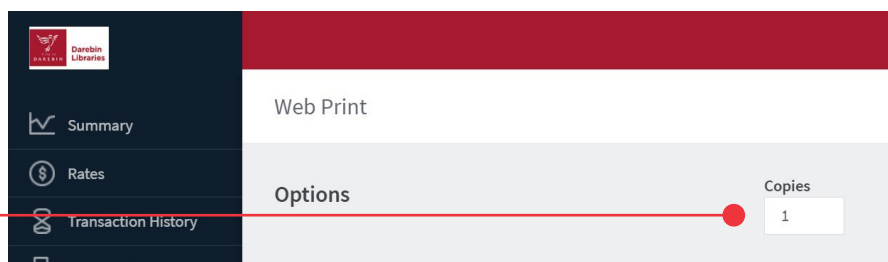
Select **Submit a Job**



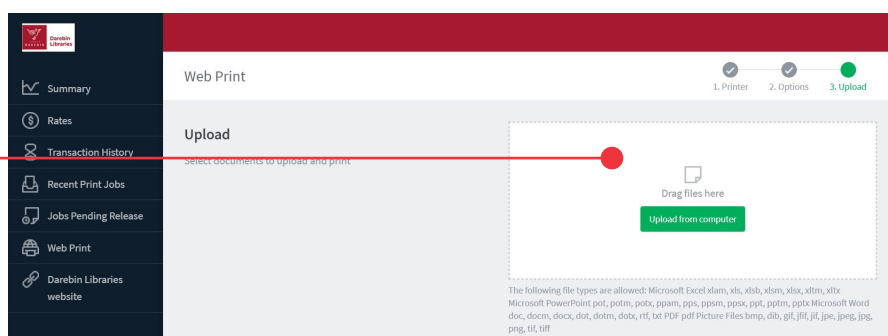
Select a printer **based on your preferences** – check the location, Black and White or Colour, duplex (double-sided)



Select the number of copies

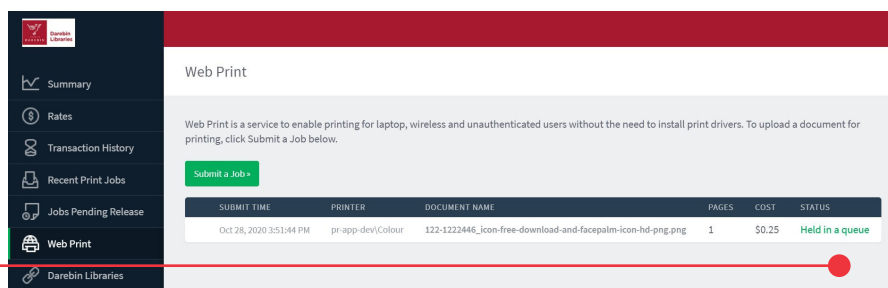


Upload your document/s. Accepted file types are shown.



To print emails, refer to the instructions titled Wireless Printing – Emails and Attachments at darebinlibraries.vic.gov.au/wirelessprinting.

Allow job to render until status is updated to show **Held in a queue.**



AT THE PRINTER

1. Scan your library card or enter your membership number using the touch screen
2. Check total print cost and top up at the Customer Service Desk or kiosk
3. Held print jobs will be displayed. Select individual print jobs or Print All, then select **Print**
4. Select **Cancel Job** to delete unwanted print jobs
5. Select **Log out**

N.B. Print jobs are held in the queue for 120 minutes and then deleted

DAREBIN LIBRARIES

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 E contact_us@darebin.vic.gov.au
libraries.darebin.vic.gov.au



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relayservice.gov.au

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.



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