

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 and PIN	membership number	Login Login Your login or Veename: Password: Remember: Until I lis	edentials are required for printer access.		
Select Web	Print from the menu	Daniele			
			Web Print		
		© summary			
		Transaction History	Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.		
		Recent Print Jobs	Submit a Job »		
		Jobs Pending Release	SUBMIT TIME PRINTER DO	DCUMENT NAME PAGES COST STATUS	
	•	Heb Print			
		Darebin Libraries website		No active jobs	
Select Sub i	mit a Job	Derebin Encode Encode Summary Image: Second S	Web Print Web Print is a service to enal printing, click Submit a Job I	ole printing for laptop, wireless and unauthenticated users w pelow.	
		Recent Print Jo	bbs		



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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National Relay Service relayservice.gov.au

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service. Speak Your Language T 8470 8470

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