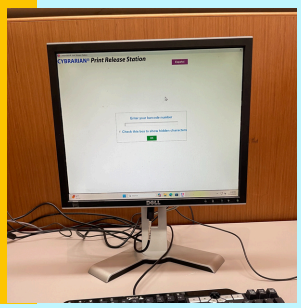
HOW TO RELEASE PRINTS

1 PRINT FROM LIBRARY COMPUTER OR UPLOAD DOCUMENT TO CYBRARIAN AIRPRINTER

- Make sure you see a notice that advises you to pay for your prints

2 ENTER LIBRARY CARD NUMBER OR PRINT JOB ID AT PRINT RELEASE STATION



3 PAY FOR COST OF PRINTS USING KIOSK

- Make sure no one is using the copy machine
- payment kiosk will take card, paper bills and coins

4 FROM PRINT RELEASE COMPUTER SELECT DOCUMENTS TO PRINT

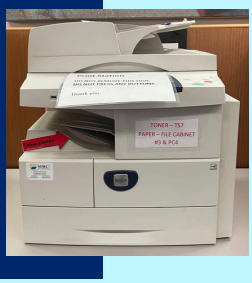
- To print multiple documents hold shift and click on each document you want to print

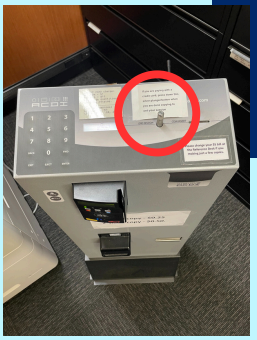
5 PRESS PRINT

- Select the blue print button located near the top right of the screen

6 COLLECT PRINTS

- Printer is next to the Print Release Computer



7 COLLECT CHANGE

- Push down on silver plunger at payment kiosk
- Ensure Machine reads “Insert Money”