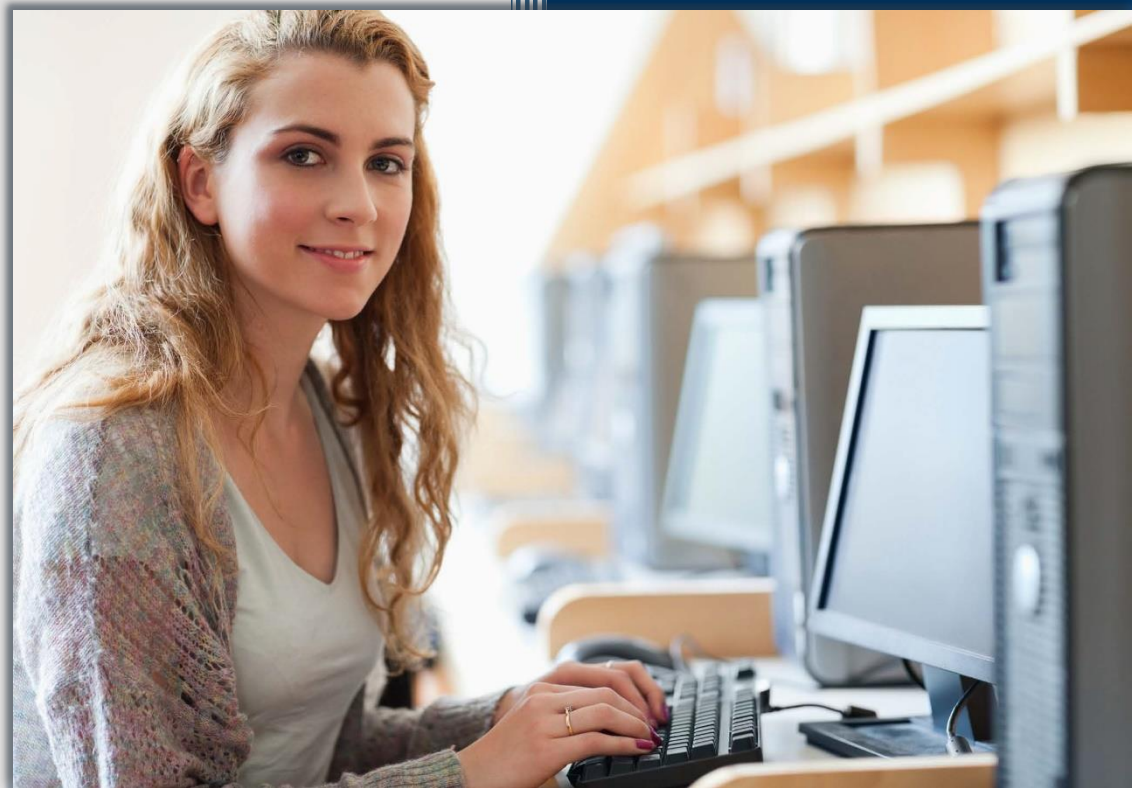




Web Print

Online Print job submission - User Guide



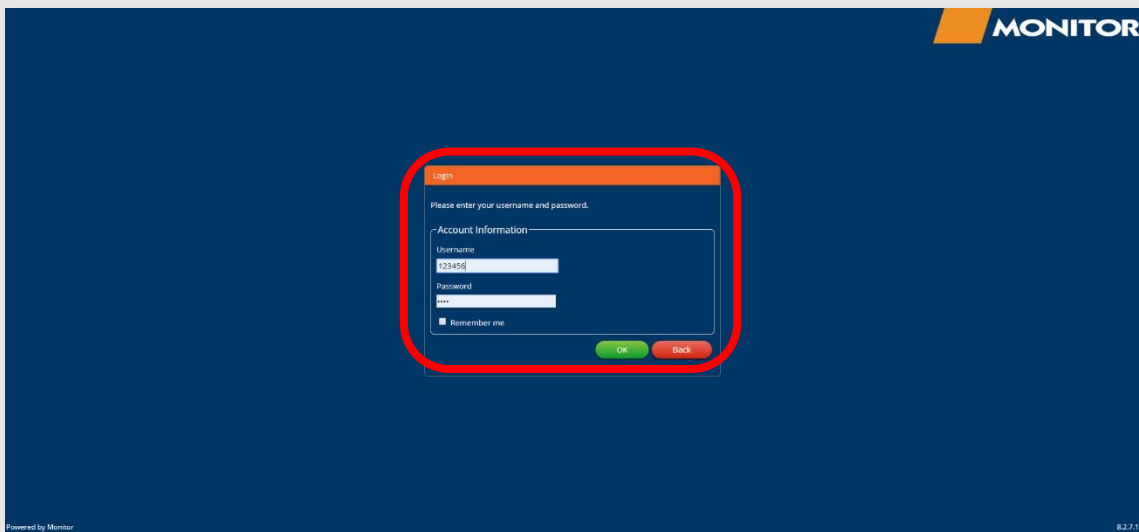
ONLINE PRINT JOB SUBMISSION - USER GUIDE

IMPORTANT NOTICE

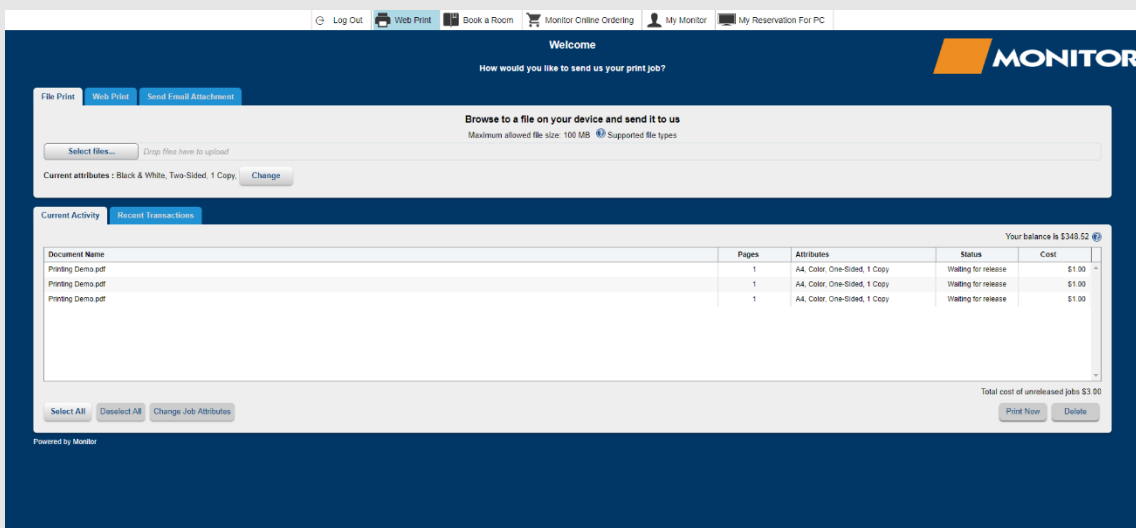
NOTE: This guide is a generic document, images included are based on the default configuration and may be different based on the branding, configuration and design of the site you are accessing. The general user experience will be somewhat similar.

LOGGING IN

Sign in to the site using your "Library Card Number" and "Password".

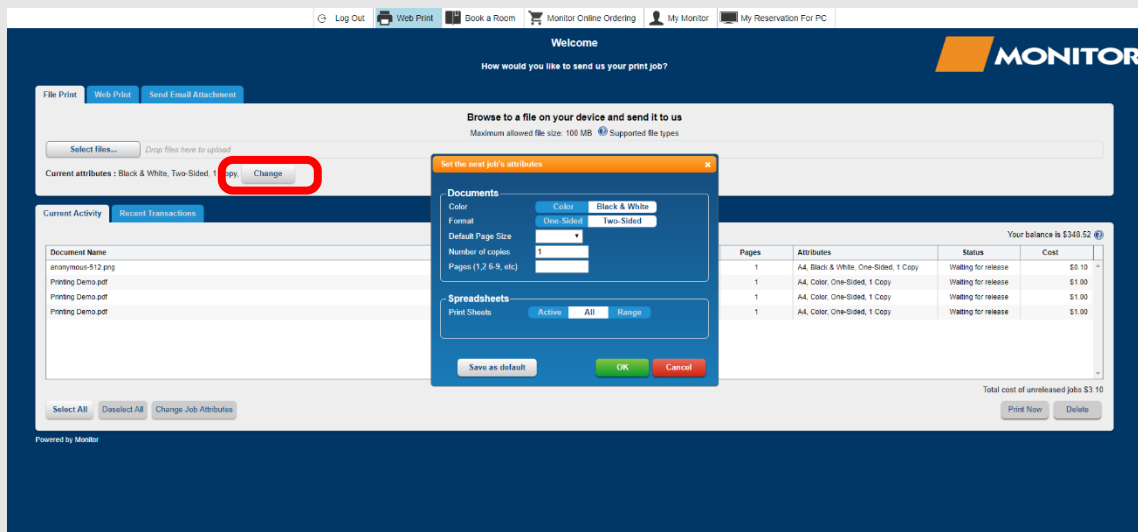


You will see the following screen which allows you to upload documents or change your default settings.



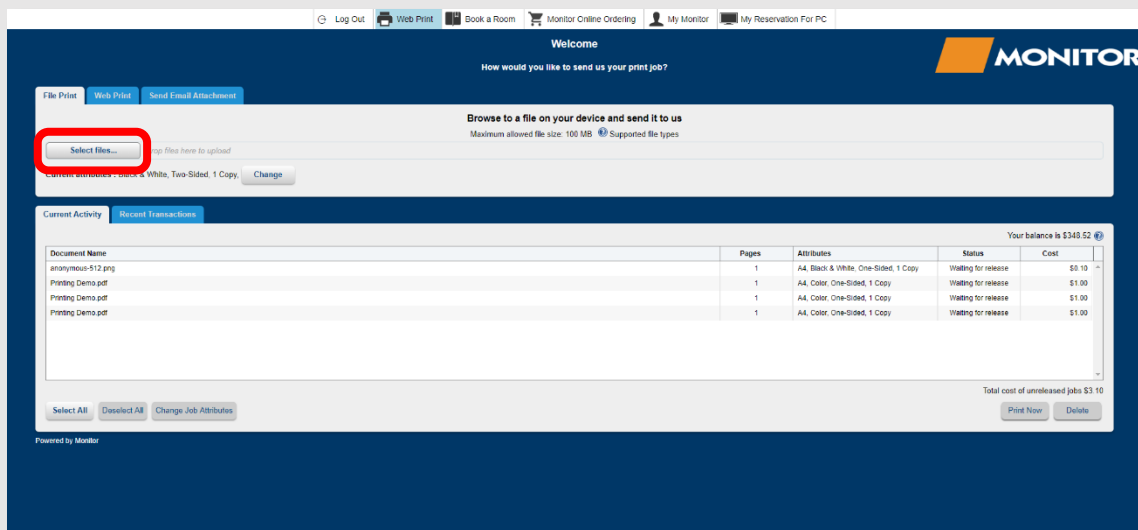
CHANGING DEFAULT JOB ATTRIBUTES

Select the "Change" button to set the settings for any future jobs you upload.

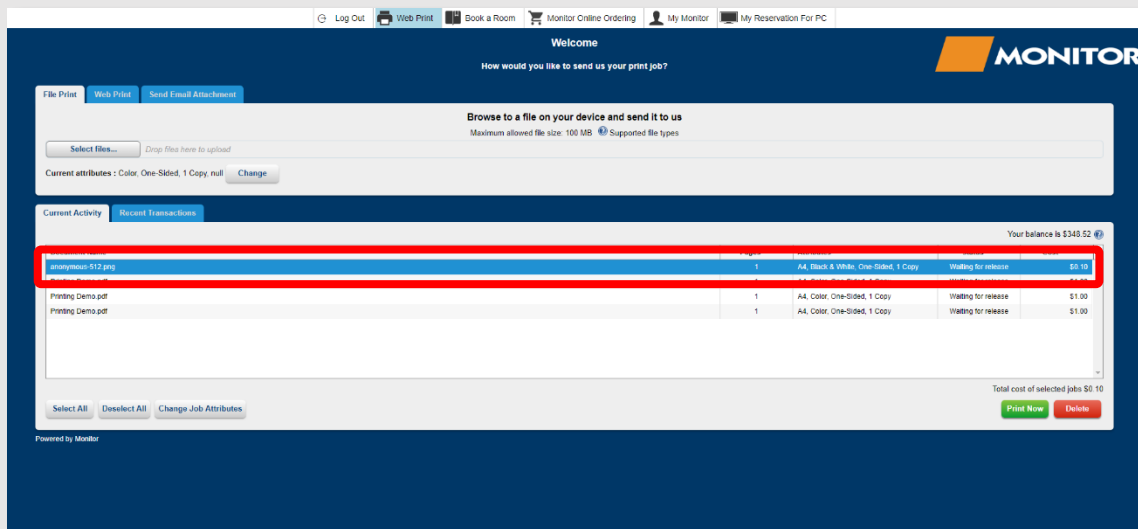


SUBMITTING A PRINT JOB

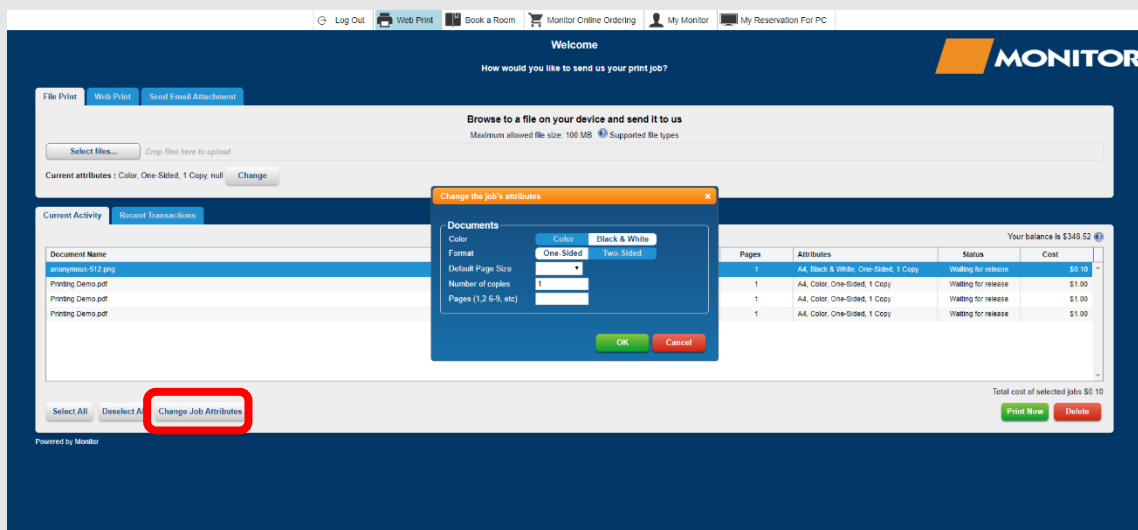
Click "Select Files" to upload your document.



Once uploaded and processing completes, you can select your document which will enable the buttons at the bottom of the screen to allow additional functionality.



Click "Change Job Attributes" to set different settings for the already uploaded document.



Once complete you can release your print job at any of the copiers at any of the library branches within the same council.

Supplementary Technical Service Guide

ONLINE PRINT JOB SUBMISSION - USER GUIDE

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