

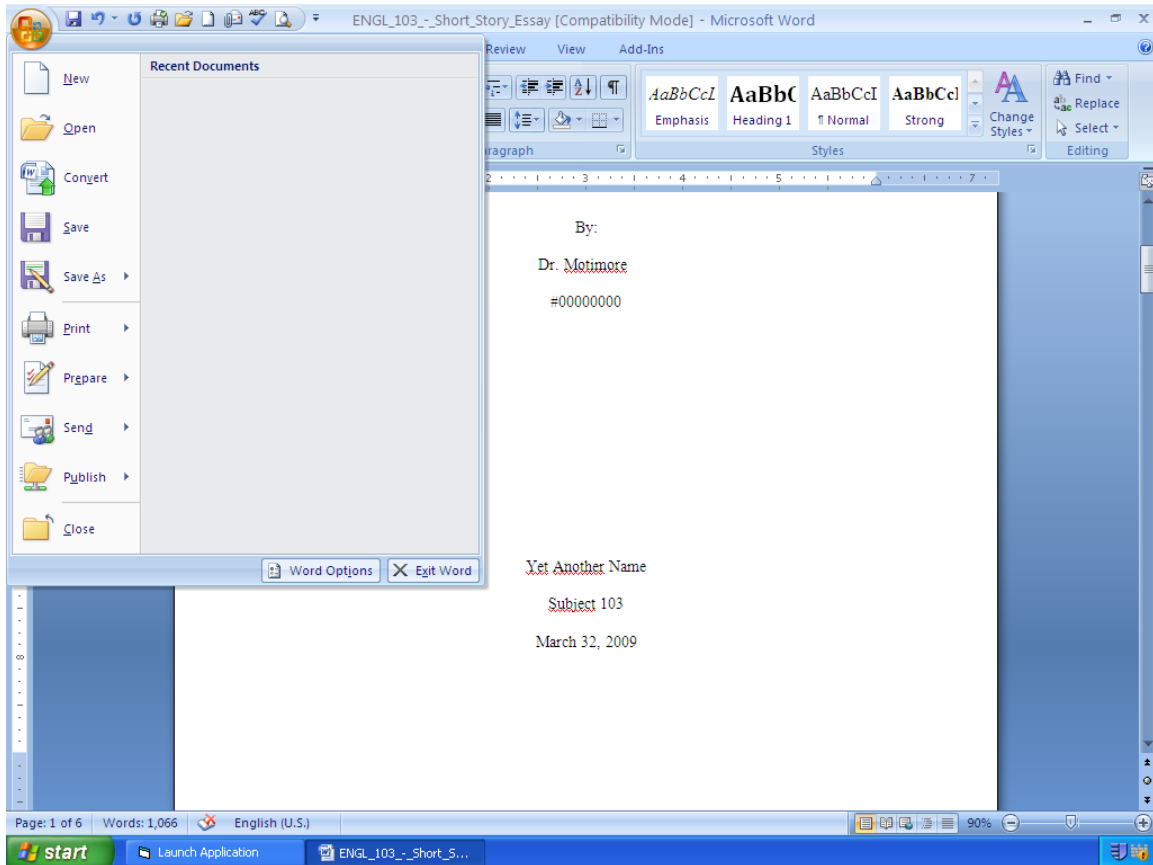
Printer Options
On
Public Terminals

There are now two printer options in the library. We now have the printer working on the main floor. The printing to that printer is the same as it has been in the past.

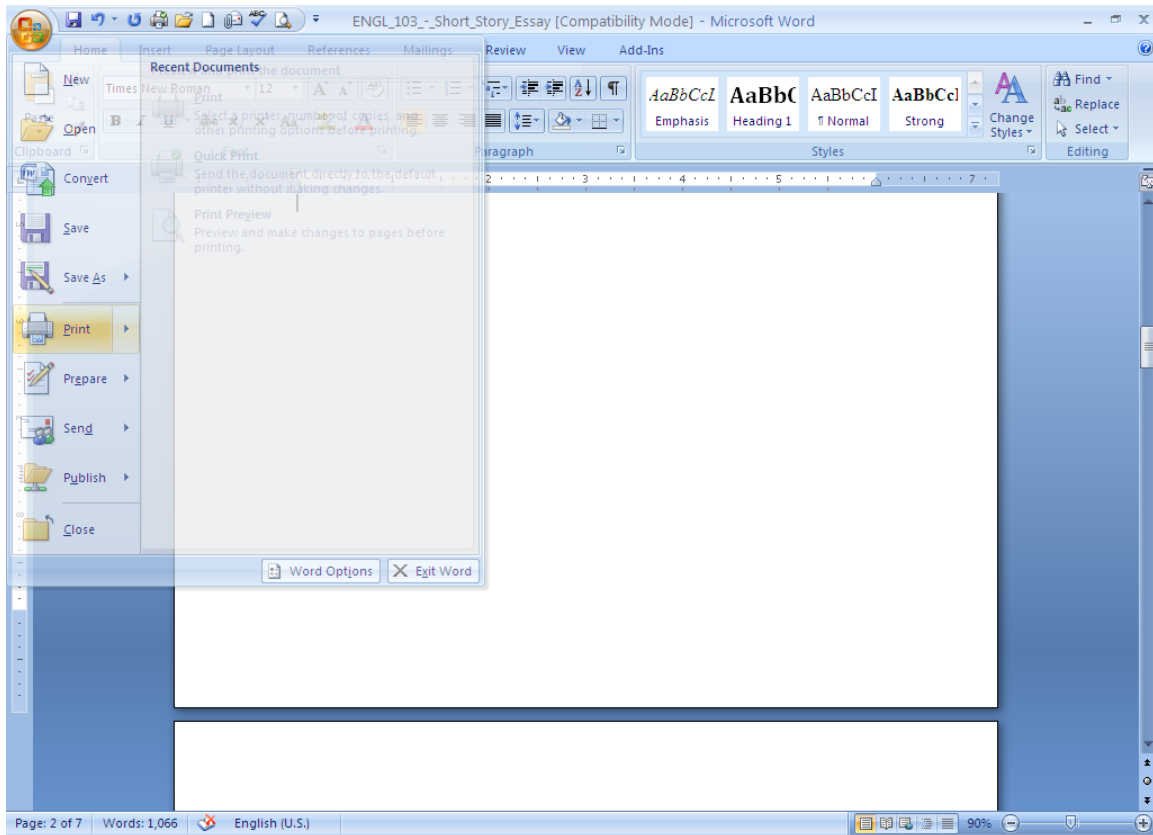
But if that printer is busy or, for some reason, if it is NOT working properly, You can print to the photocopier that is near the Circulation Desk.

Here are some instructions on how to choose the optional printer.

Click on the Office Button at the top left on your screen.



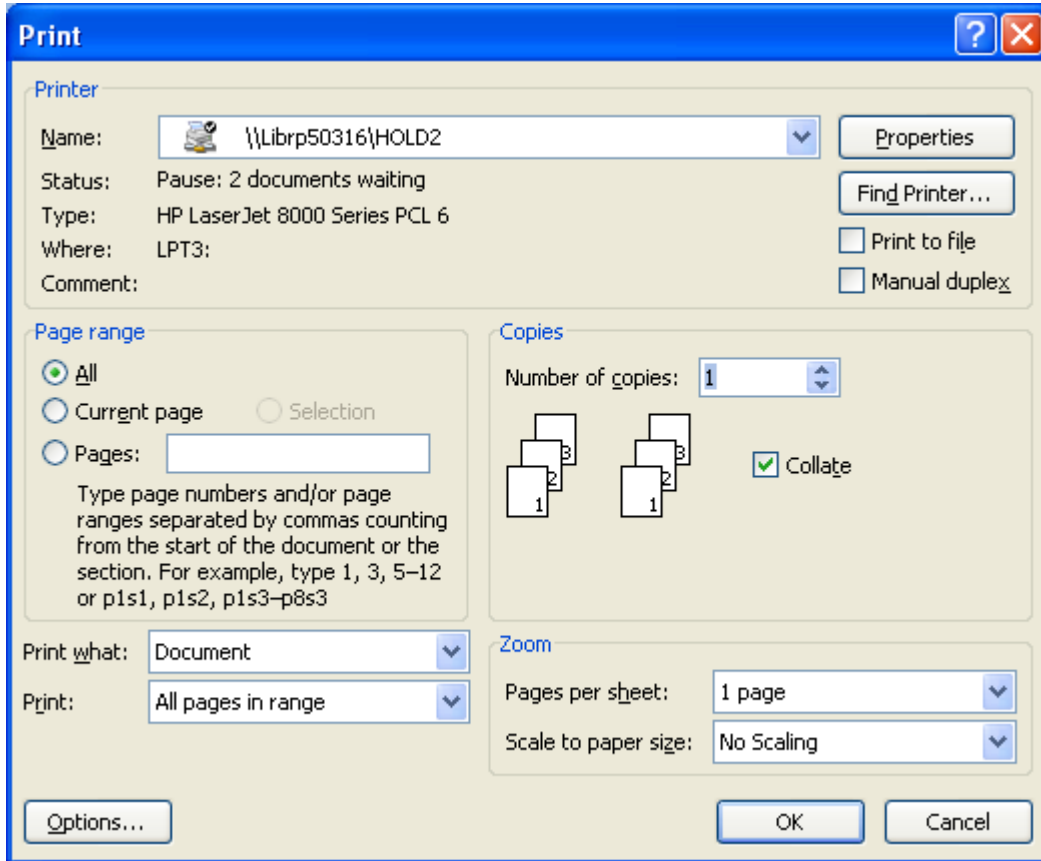
Hover your mouse over Print. You will see these three options: Print, Quick Print, and Print Preview.



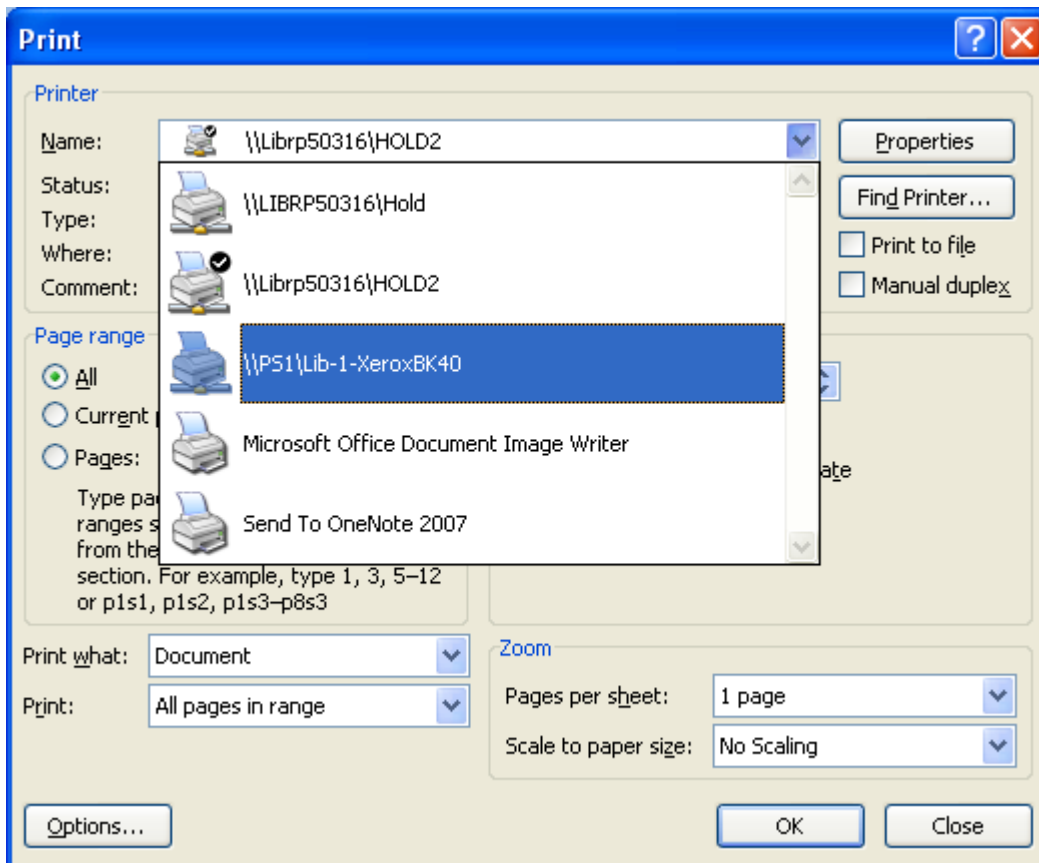
Choose **Print**.

The default printer is \\LIBR50316\HOLD2, but if this printer is not working you will need to choose another printer.

Click on the drop-down arrow to reveal the other printers available.



From the list of printers, choose **\\PS2\Lib-1-XeroxBK40**.



When you have sent your document to the printer/copier, walk over to the photo copier room on the MAIN FLOOR and use your Library copier/printer card in the card reader. There are instructions by the copier for using the copier as a printer.