



# PRINT GUIDE

*How to print at the Jefferson Public Library*



## PRINT FROM A TABLET, LAPTOP, OR SMARTPHONE

- 1 Connect to the library's Wi-Fi at JPL\_Wireless (no password required)
- 2 Sign into your email account (ex: Gmail, hotmail, iCloud, netINS, yahoo.)
- 3 Email [jplibstaff@gmail.com](mailto:jplibstaff@gmail.com) with your desired print materials attached
- 4 Speak to a librarian at the circulation desk and inform them that you sent an email with documents to print
- 5 Retrieve printed documents and pay at the circulation desk



## PRINT FROM A PUBLIC LIBRARY COMPUTER

- 1 Visit the circulation desk and request to check out a computer
- 2 Gather desired print materials from email, word documents, Internet, or other relevant areas
- 3 Select "print" where available on your material and select a library printer (black & white or color)
- 4 Retrieve printed documents and pay at the circulation desk

FORMAT

PRICE

**ADDITIONAL SERVICES**

**BLACK/WHITE**  
**COLOR**

**\$0.20**  
**\$1.00**

**FAX/SCAN**  
**LAMINATION**

**\$1**  
**\$1 (8.5 X 11)**