



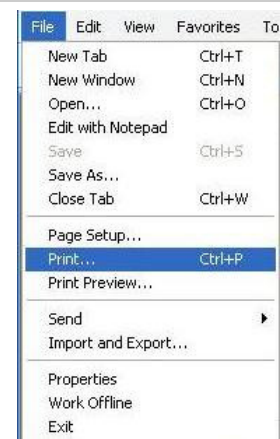
# Self Service Pay-For-Printing

*Effective January 4th, 2010*

## Sending a print job from a lab station

### **Step One:**

Print your document or web page as normal, using **File** → **Print** or a similar shortcut or command. When prompted to choose a printer, select the computer lab you are working in.

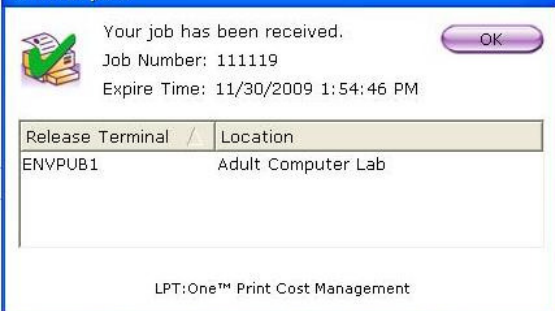


### **Step Two:**

The system will display a message informing you of how many pages you will be printing and what the total cost will be. Click “**OK**” if everything looks right...or “**Cancel**” if you do not want to send the print job.



### **Print Complete**



### **Step Three:**

The system will display a confirmation message informing you of where to pick up your print job. Click “**OK**” to continue.

You may now proceed to the public self-service station to pay for your printouts...or you can wait and pick up all your print jobs at the same time.

# Paying for a print job at the public self service station

## Step One:

At the public self-service station, click on the “Release a Print Job” option.



**Release a Print Job**

User Login

Please enter the requested information below. If you need additional help, please ask a staff member for assistance.

Library Card Number

OK Cancel

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EnvisionWare  
NEXT GENERATION

LPT:One  
Print Cost Management

LPT:One™ Print Cost Management

## Step Two:

Scan or enter your library card number at the prompt.

## Step Three:

Select the jobs you wish to print by clicking on the appropriate line(s). When you have selected all the jobs you intend to print, click on the “Print” button.

You can also delete unwanted jobs by selecting the job and clicking the “Delete” button.

Print Delete Select All Jobs

EnvisionWare 45 Seconds Remaining  
ENVPUB1 Done

Jobs Selected: 0 Total Pages: 0 Total Cost: \$0.00

Select the print jobs by touching each line you wish to print.

Document Nam	Station ID	User ID	Cost	Printer Family	Submitted	Delete
http://www....	TEST2	GUEST113	0.10	Adult Compu...	11:51:10 AM	
http://www....	TEST2	GUEST113	0.10	Adult Compu...	11:53:14 AM	
http://www....	TEST2	GUEST113	0.10	Adult Compu...	11:54:46 AM	

## Step Four:

When the “Payment Options” window pops up, feed cash into the coin/bill acceptor next to the public station. Once you have entered the total amount, click on “Pay from Vending Device.”

Your print jobs will now print out at the printer adjacent to the self-service station!

Payment Options

You owe: \$0.20

Please select a payment option.

Pay From Vending Device

Staff Override

I wish to Exit

LPT:One™ Print Cost Management