

## For Laptop/At-Home Computer Users Printing Files, Photos, & Sites, Use the Web Form!

**User Tips:** To print secure websites requiring a login and password (boarding passes, bank statements, etc.), access the PDF version of the item provided by the site and then print it OR download a free PDF creator to create a PDF version of the item, and then print the saved PDF file.

It is recommended that Windows 8 & 10 users use these instructions and the Email Instructions for printing.

- To get started, visit [www.sayrevillelibrary.org](http://www.sayrevillelibrary.org) and then click on the printer icon on the right side of the page. There you will use the WEB FORM link to send your job.
- Select if the job will be in  Black & White or  Color
- Enter your email address. You will use this to claim your document at the Print Release Station.
- Browse to find your file or enter the URL of a website.

**User Tip:** Some sites may not be optimized for printing with this system. Do a preview before releasing the job.

- Click the Green Printer icon when you are ready to print. When the message on the screen says your job has been processed, you may release your job at the Print Release Station in the Sayreville Library.
- Select **RELEASE A PRINT JOB** at the **Print Release Station** and then enter your email address in the box that appears. Your jobs will pop up! **Please do a Print Preview of each job.**
- Select the job(s) you want to print. Select **PRINT** in the left portion of the screen. Your owed total will appear in the right-hand corner. **Insert the money in the coin machine. Select PAY FROM VENDING DEVICE and confirm your print job by selecting OK.**