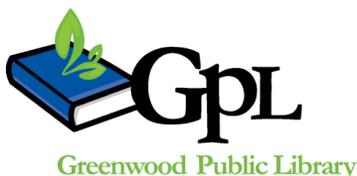


How to release your documents from the printer

1. Click **Start**.
2. **Select** the last option from the list.
3. Click **Next**.
4. **Enter the user ID** that you used to log on to the computer.
 - a. Either your library card number
 - i. scan the card or
 - ii. enter by hand
 - b. OR the patron ID from a computer pass
5. Click **OK**.
6. **Select the document** you would like to print.
 - a. Select more than one document by holding down Ctrl while you click.
7. **Make payment**
 - a. coins on top
 - b. bills on front
 - i. accepts \$1.00 and \$5.00
 - ii. library cannot make change for bills greater than \$10.00
8. **Click Print**
9. **Close the window**
 - a. Printer will not give change is if the window is open.



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