



# Fortville-Vernon Township

## Public Library

### Printing, Copying, and Scanning Instructions and Fees

#### Printing & Copying Service

- **Printing or Copying Fees**
  - Letter (8.5" x 11")
    - Black & White \$0.10 per page
    - Color \$0.25 per page
  - Legal (8.5" x 14")
    - Black & White \$0.10 per page
    - Color \$0.25 per page
  - Tabloid (11" x 17")
    - Black & White \$0.25 per page
    - Color \$0.50 per page

#### Printing from a library computer

1. Open the document or file you would like to print and click File>Print.
2. Log into the print release computer with your computer number. (Your computer number starts with 'lab' and is located on your computer.) Your password is the same as your computer number.

Example:

Username: lab1

Password: lab 1

3. Add dollar bills or coins to the vending box, then select the documents you would like to print and click 'print.' (You can choose to print all documents or only specific documents.)

Need assistance? We are happy to help! Please ask for help at the Information Desk.

#### Printing from a Personal Device



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1. Email a PDF or image file to [fortvillelibraryprint@gmail.com](mailto:fortvillelibraryprint@gmail.com)
2. Within 5 minutes, you will receive an email with instructions on how to retrieve your documents from the print release station computer
3. Log into the print release station computer with the information you receive.
4. Add dollar bills or coins to the vending box then select the documents you would like to print and click 'print.' (You can choose to print all documents or only specific documents.)

### Printing from a USB Device

1. Plug your USB storage device into the slot on the right-edge of the printer lid.
2. Select 'Access Stored Files.'
3. Select your device from the list that pops up. (There should only be one)
4. Select the folder the document you want to print is stored in.
5. Select the name of the file/files you would like to print and click print. (Can only print PDF or image files!)
6. Select your printing options (color, black & white, double-sided, etc) and click 'Start Printing'.



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## Scanning Instructions

\*Scanning is free!\*

### Scanning to USB device

1. Plug your USB storage device into the slot on the right-edge of the printer lid.
2. Place the document face up in the tray on the top of the printer or on the glass under the lid.
3. Select 'Scan and Store.'
4. Select your device from the list that pops up. (There should only be one)
5. Select the folder the document you want to scan your document to and click 'OK.'
6. Select your options (paper size, double-sided, etc) and then press the green start button. (If prompted, select the paper size)
7. When you are finished scanning, select the eject icon on the bottom of the screen.
8. Select the name of your device and click 'Remove.' A window will pop-up telling you it is safe to remove your device.

### Scanning to email

1. Place the document face up in the tray on the top of the printer or on the glass under the lid.
2. Select 'Scan and Send' from the main menu
3. Select 'New Destination.'
4. Select Email
5. Type in your email address and hit ok
6. Press Start (A screen will pop up notifying you that you will receive this document from [relay@fortville.lib.in.us](mailto:relay@fortville.lib.in.us), select ok)
7. Check email to be certain that document was received. Large files will be divided into smaller files.
8. When you are finished scanning, select the eject icon on the bottom of the screen.
9. Select the name of your device and click 'Remove.' A window will pop-up telling you it is safe to remove your device.



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