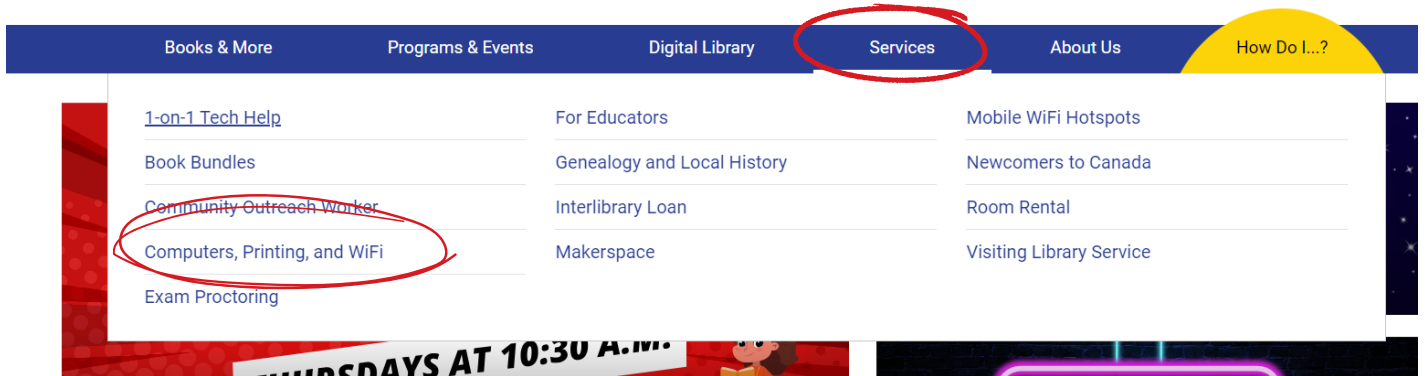# Printing From Your Own Device With PrinterOn

1. Go to the Orillia Public Library Website (www.orilliapubliclibrary.ca)

2. Select "Services" and then "Computers, Printing, and WiFi".

3. Select the blue "PrinterOn" link by clicking on the words.

You will be redirected to this page.

4. Select whether you would like your print to be Black and White or Colour, and Single or Double Sided. Black and white prints are $0.25 per page and colour prints are $1 per page.
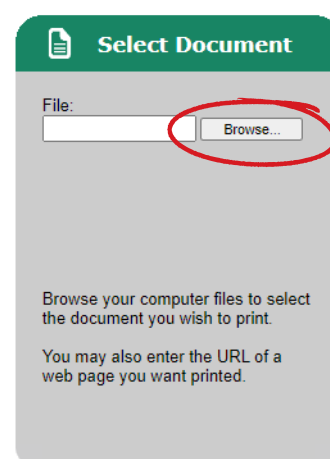
5. Input your email address. *Note- you will use your email address to release your prints from the printing computer later.

6. Upload the document you would like to print by selecting "Browse" and finding it from your files when prompted. *Note- If you would like to print a document from your email, you must download it to the files on your phone or computer first.
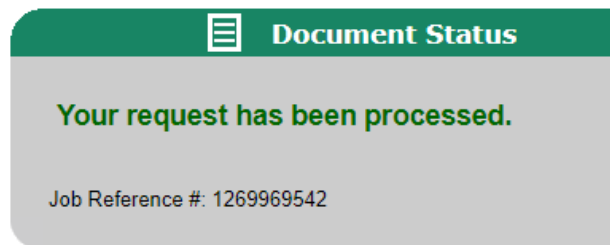
7. Send your document to print by clicking the green button.

8. Wait until you receive this message. Your prints will be held for 24 hours.

Document Status

Your request has been processed.

Job Reference #: 1269969542

*Note: You will have to repeat this process for all the documents you would like to print. If you want multiple copies of the same document, you must either upload it multiple times, or photo copy after printing.

9. Head to the print release station. Click "Release My Print Job" and type in your Email address to log in.
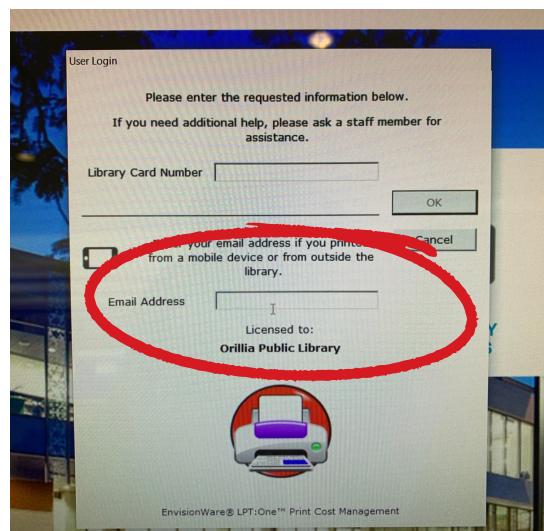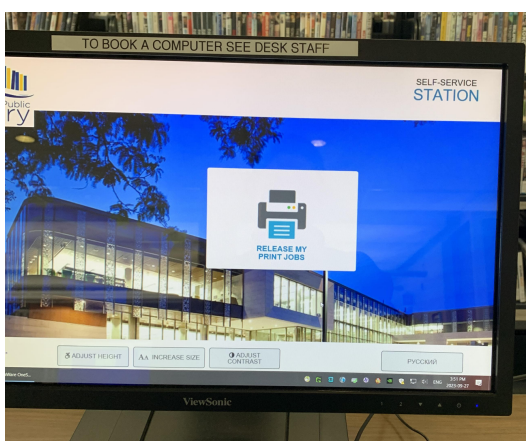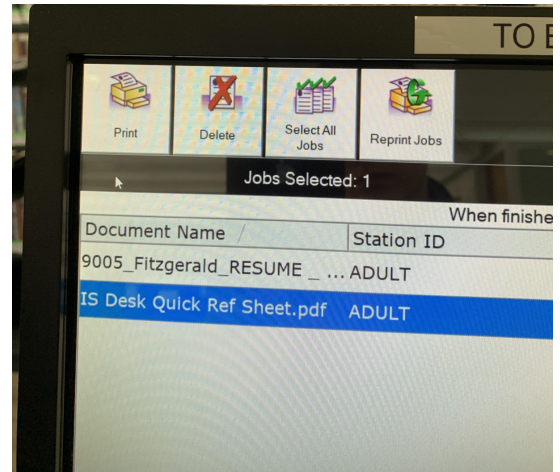

10. Ensure that the documents you would like to print are highlighted in blue. The total cost for your print will show in the top right corner.
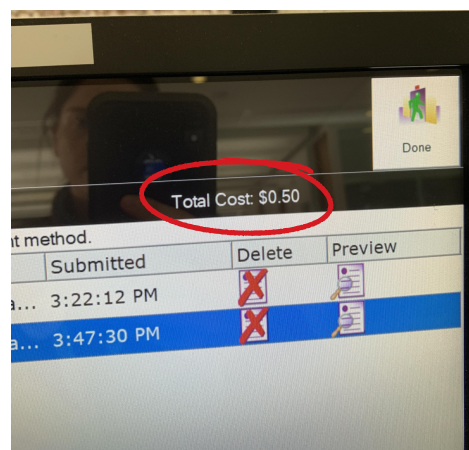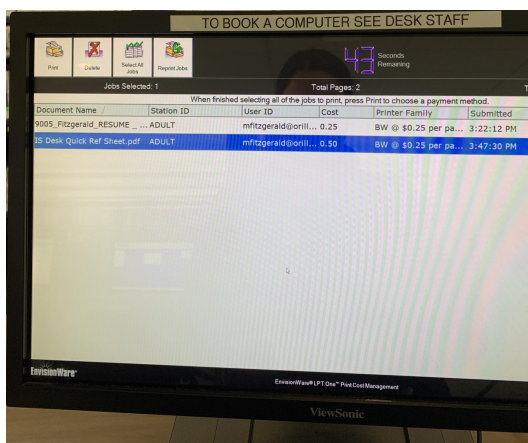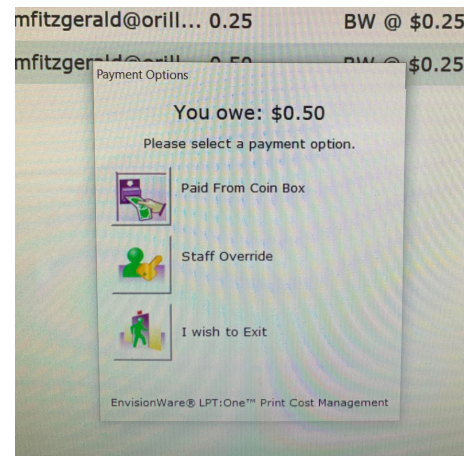
11. Put your coin in the coin box.

12. Click "Print" in the top left corner.

13. Select "Paid from Coin Box". If you must pay by card, see staff for assistance.

14. Collect your print from the printer.
Colour prints may take a few extra minutes
to process.