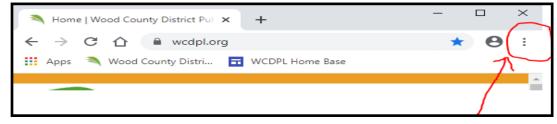


Printing Instructions

1. Select PRINT from the appropriate menu. (Note: for many programs, this is under the FILE menu, or you can also look for a printer icon within the program. In Google Chrome, PRINT is under the 3 dots in the upper right corner.)



2. From the print screen that pops up, select any necessary options (ie: specific pages, number of copies, etc.).

NOTE: It will default to BLACK & WHITE SINGLE-SIDED. If you wish to print in color, click the box marked DESTINATION and then OTHER OPTIONS. Another box will pop up that allows you to choose COLOR SINGLE or COLOR DOUBLE-SIDED.

Print	2 sheets of p	зарег	Selec	ct a destination Bearch destinations
Destination	🖶 Black and White Single	-		Save as PDF Color Single Sided EnvisionWare Virtual Printer
Pages	All	•	0	Color Guige Sided EnvisionWare Virtual Printer Black and White Single Sided EnvisionWare Virtual Printer
Copies	1		ē	Black and White Double Sided EnvisionWare Vitual Printer
More settings		~	0 0 0	Microsoft XPS Document Writer Microsoft Print to PDF Fax

3. You will then be prompted to enter a RELEASE KEY. Enter something easy to remember, like your first name and click OK.

4	A box will then pop up	about printing	cost.	Click O	K. You	will pag	y the fo	ollowing	costs
	to the payment box	at the Release	Stati	on:					

Black & White = 10 cents/side

Color = 25 cents/side

5. The final box that comes up will be about where to send the print job. Just click OK and the job will be sent to all release stations. You will then enter the Release Key you created in STEP 3 above at one of these stations, put your payment in

the box, and receive your print job.

i inic oomp			
	Your job has been received. Job Number: 111167 Expire Time: 7/10/2021 12:26:04 PM	ОК	
	Terminal 🛆 Location		
	ENSPLACE2 RELEASE-A		
	RELEASE-Y	•	
	EnvisionWare® LPT:One™ Print Cost Management		
	251 North Main Street	419.352.8253	We're Your Librar
	Bowling Green, Ohio 43402	www.wcdpl.org	

Please enter the following information.

EnvisionWare® LPT:One™ Print Cost Management

246540

Release Key

OK

Cancel