

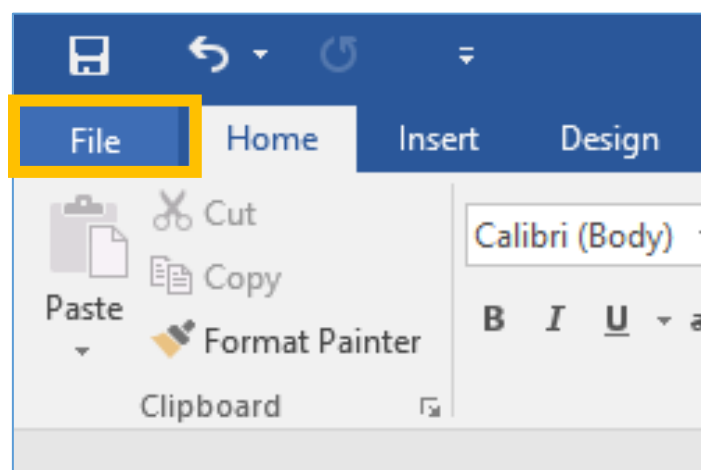
# Guide for Patrons Printing from a Library Computer

Within the application you are printing from:

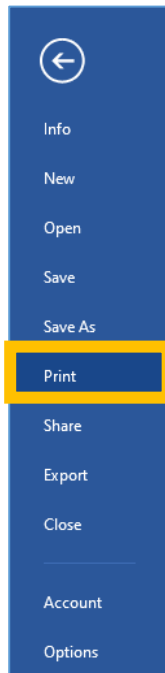
- Select **File > Print** or press **Ctrl+P** on the keyboard
- In the print dialog box that appears, select:
  - **PR3 Xerox BW** for Black and White prints (\$0.20/side) (default)**OR**
  - **PR3 Xerox Color** for Color prints (\$0.60/side).
- Press **Print**.
- In the authentication box that appears, enter library card number and PIN, **or** your Visitor Account login, **or** Kiosk account login, **or** your Self-Service Print account login.
- You will need to release your job from a Release Station or a Multi-Function Printer (Xerox) (see Releasing Your Print Job at [BPL.org/printing](https://bpl.org/printing))  
*\*Note: if you do not have a library card, please review the Visitor Account, Kiosk Account, or Self-Service Account information at [BPL.org/printing](https://bpl.org/printing) or ask a staff member to assist you.*  
For more information, please see our guide at [BPL.org/printing](https://bpl.org/printing)

## Detailed Steps to Send to a Printer from Microsoft Word

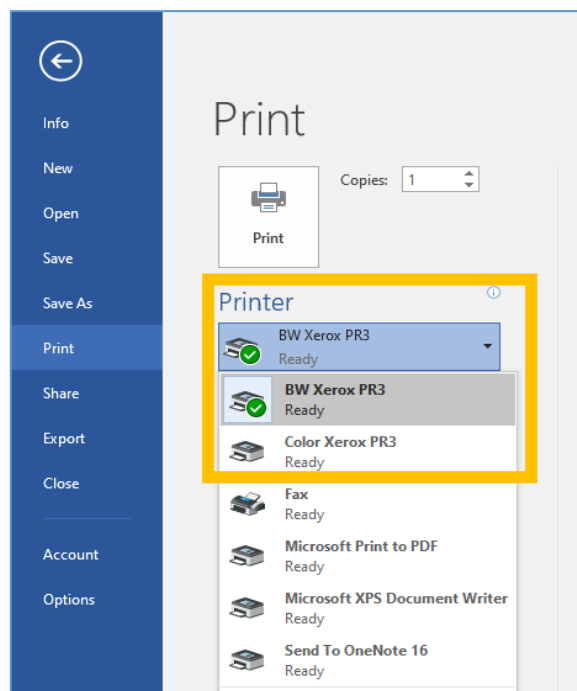
- Click **File** in the top left corner of the Microsoft Word window



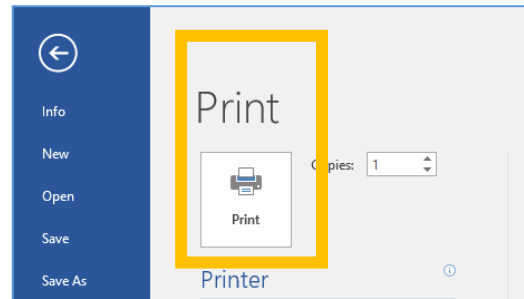
- Click **Print** in the side menu



- Select **BW Xerox PR3** (black & white prints \$0.20/side) or **Color Xerox PR3** (color prints \$0.60/side)



- Click **Print**.

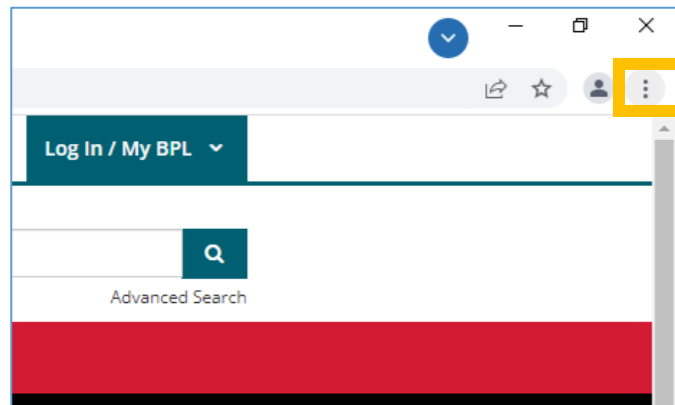


- In the dialog box that appears, enter your **library card number and PIN**, or your **Visitor Account login**, or **Kiosk account login**, or your **Self-Service Print account login**.
- Click on **Print**

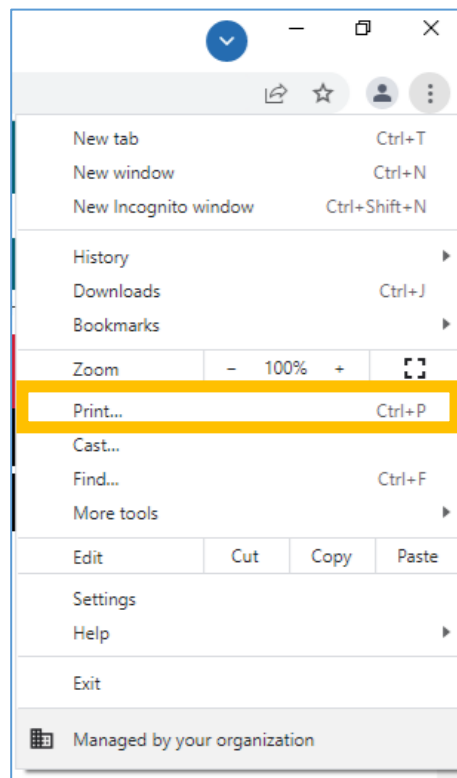
A screenshot of a 'Print Job Details' dialog box. The title bar is dark grey with the text 'Print Job Details'. The main area is light blue. It contains two text input fields, each preceded by a label: 'Please enter your Library Card ID (or Pay4Print account name if you are a guest)' and 'Please enter your Library PIN (or guest PIN if using a Pay4Print account)'. To the right of these fields is a note: 'This is how you will find and pay for your print job at release'. At the bottom left is a small logo of a torch. At the bottom right are two buttons: 'Print' (highlighted with a yellow box) and 'Cancel'. A link 'Answer Settings' is located at the bottom left of the main area.

## Detailed Steps for Sending to a Printer from Google Chrome

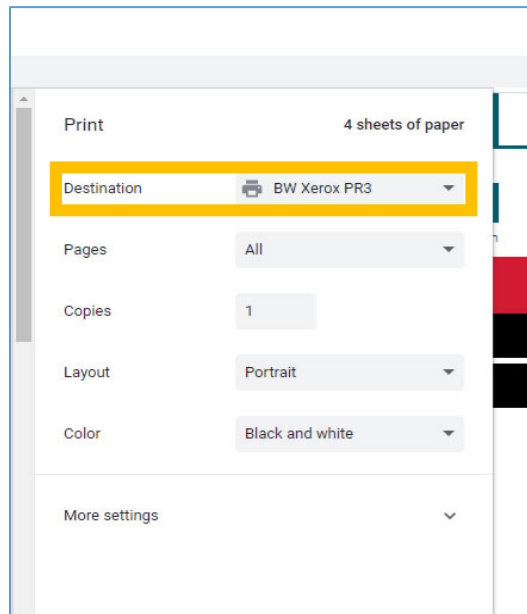
- Click on the **three dots** at the top right of the Google Chrome window



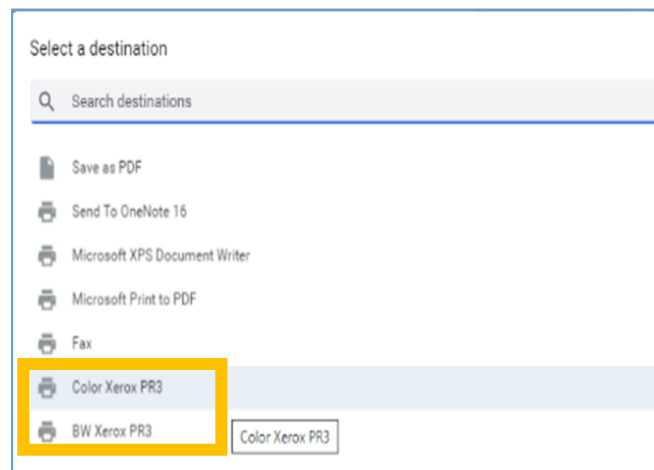
- Click **Print...**



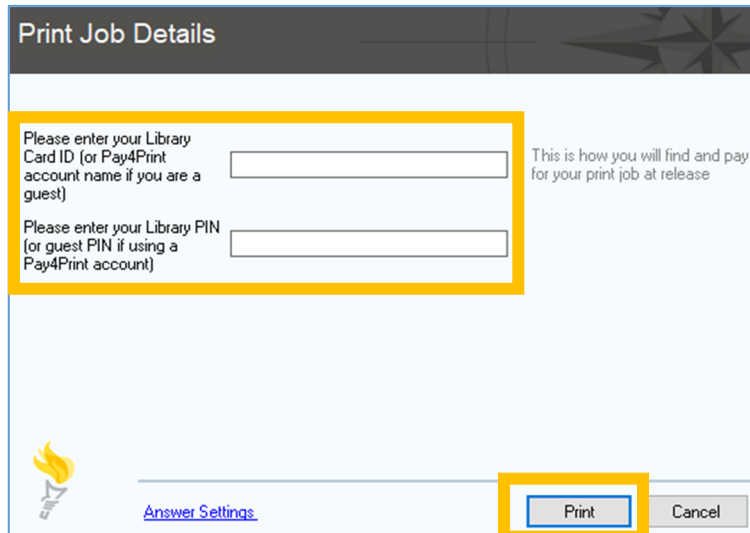
- Select Destination **BW Xerox PR3** (black & white prints) or **Color Xerox PR3** (color prints)



- If your desired printer does not appear in the short list, select **the drop-down arrow** and select the correct printer from the list.



- In the dialog box that appears, enter your **library card number and PIN**, or your **Visitor Account login**, or **Kiosk account login**, or your **Self-Service Print account login**.
- Click on **Print**

A screenshot of a 'Print Job Details' dialog box. The title bar is dark grey with the text 'Print Job Details' in white. The main area has a light blue background. On the left, there are two text input fields. The first is preceded by the text 'Please enter your Library Card ID (or Pay4Print account name if you are a guest)'. The second is preceded by 'Please enter your Library PIN (or guest PIN if using a Pay4Print account)'. To the right of these fields is a smaller text area that says 'This is how you will find and pay for your print job at release'. At the bottom left is a small icon of a torch. In the bottom center is a blue link that says 'Answer Settings'. At the bottom right are two buttons: 'Print' and 'Cancel'. The 'Print' button is highlighted with a yellow border.