



PRINTING INSTRUCTIONS

**Print from the Library's desktop computers:
10 page daily maximum.**



With a Library Card

- ▶ Click "Log In as Patron"
- ▶ Enter your Library Card Number
- ▶ Access your document, then click "Print."
- ▶ On the Print Preview page, select your Printer Terminal from the list.
- ▶ Review the preview of your pages and adjust settings as needed.
 - * Click "Print."
 - * Click "OK" two (2) times.
- ▶ Go to the Print Release Station (Adult or Children's).
 - * Type in your Library Card Number.
 - * Click to highlight the document(s) you want to print.
- ▶ When payment box appears, select "Pay from AAM Allocation Account."
- ▶ Collect your printed pages.



With a Guest Pass

All California residents are encouraged to apply for a library card. Guest passes are available for those who are unable to get a card at this time.

- ▶ Click "Log In as Guest"
- ▶ Enter your Guest Pass Number
- ▶ Access your document, then click "Print."
- ▶ On the Print Preview page, select your Printer Terminal from the list.
- ▶ Review the preview of your pages and adjust settings as needed.
 - * Click "Print."
 - * Click "Yes", you wish to have your job sent as a GUEST job.
 - * Click "OK" two (2) times.
- ▶ Documents uploaded with a Guest Pass number will need to be released by a Staff Member at the Information Services Desk or Children's Services Desk.

Each Library Card receives a \$2.50 daily printing credit
(Equivalent to 10 free black-and-white pages at \$0.25 per page).
Double-sided (duplex) print jobs are twice the price of single-sided jobs.

**Uploaded print jobs will remain pending and ready to print until
the end of library business hours on the day submitted.**



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