

Print from a Public Computer

Follow these steps to print from any public computer at the Sharon Public Library.

How to Print

1. Open your document and select **Print**.
2. Choose the appropriate printer:
 - **Black & White Printer on Server**
 - **Color Printer on Server**
3. Select your print settings (number of copies, double-sided printing, page range, etc.).
4. Review the print cost and select **Print** to send your job to the secure print queue.
5. Go to the **Payment Kiosk**.
6. Scan your library card or enter your Guest Pass/library card number to retrieve your print job.
7. Review your print job(s), complete your payment, and select **Print** to release your documents.

Helpful Tips

- Submit all of your print jobs before paying at the Payment Kiosk.
- Print jobs remain in the secure print queue until you release them at the Payment Kiosk.
- If your print job exceeds **\$10.00** (approximately 50 black & white pages or 33 color pages), please ask a staff member for assistance before submitting your print job.