



Shire of Augusta Margaret River Library Service FAQs: How Do I...?

Send a print job to the Margaret River Library from my home PC, laptop or mobile device

- Send a print job to the Margaret River Library Print Release station from any internet-connected device, any time, from anywhere.
- Print job is held within the library print system for 48 hours - come into the library during open hours to pay for and release the print job.
- Note there is a **16Mb size limit**, and a **\$30 cost limit**, per print release.
- We recommend using either of these 2 methods:

1. Printing via the website...



Print from your laptop or desktop computer

- ✓ Faster than emailing
- ✓ Can be accessed via web browser from any device

See overleaf for full instructions with illustrations

2. Printing via email...



Email from any device to library print system

- ✓ A slower method (allow at least 15 mins)
- ✓ Jobs can be sent via your own email account
- ✓ 2 docs will come through (email + attachment) - you can preview and select the required doc at the Print Release Station

Forward your email + attachment to email address that corresponds to the desired print type (b&w/colour, paper size, etc).

See overleaf for full list of email addresses

To release the print job:

- Go to the Margaret River Library Print Release Station during open hours
- Touch the 'Release a Print Job' icon on the touchscreen
- Follow the instructions beside the Print Release touchscreen

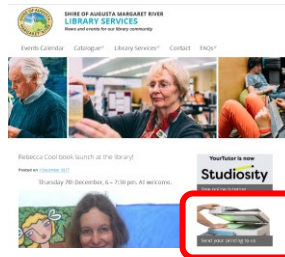
Note: The Vending Machine does give change but does not accept \$50 notes, 50 cent pieces or 5 cent pieces.



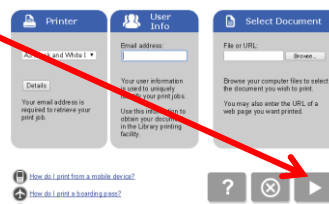
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Printing via the website (instructions)

1. Go to: amrlibraries.com
2. Click on **Send your printing to us:**



3. Select from the printing options. **Note: if you want to print A4 you will need to select it from the dropdown list.**
4. Enter your email address
5. Browse to select your file or URL to print
6. Click the arrow to continue



7. To approve your print job, click the printer icon when it turns green:

Printing via email (instructions)

IF YOU WANT TO PRINT....	SEND TO THIS EMAIL ADDRESS...	COST
A4 Black & white single-sided	margaret-river-a4-bw-simplex@printspots.com	\$0.30 <i>per page</i>
A4 Black & white double-sided	margaret-river-a4-bw-duplex@printspots.com	\$0.30 <i>per side</i>
A4 Colour single-sided	margaret-river-a4-colour-simplex@printspots.com	\$0.50 <i>per page</i>
A4 Colour double-sided	margaret-river-a4-colour-duplex@printspots.com	\$0.50 <i>per side</i>
A3 Black & white single-sided	margaret-river-a3-bw-simplex@printspots.com	\$0.50 <i>per page</i>
A3 Black & white double-sided	margaret-river-a3-bw-duplex@printspots.com	\$0.50 <i>per side</i>
A3 Colour single-sided	margaret-river-a3-colour-simplex@printspots.com	\$1.00 <i>per page</i>
A3 Colour double-sided	margaret-river-a3-colour-duplex@printspots.com	\$1.00 <i>per side</i>