



INDIAN TRAILS PUBLIC LIBRARY DISTRICT

LPTOne: Pay-for-Print

Quick Reference

Please Note:

The LPTOne release station can be used to make computer reservations. To reserve a PC click the *Reserve a PC* button along the top of the release station window. For further instructions on making a reservation please refer to our PC Reservation Quick Reference page.

What You Need:

- Your valid Indian Trails Library card (with magnetic stripe on the back) or an Indian Trails Convenience Card. Using either requires enough cash value to print your jobs. You will be unable to complete your print job if there is inadequate value on your card.
- If you need to purchase a convenience card or add value to your existing library or convenience card please use the vending machine in the Youth Services area on the first floor. Instructions for doing this are on the vending machine.

Creating a Print Job:

- After clicking *OK* in the application's print box a pop up window appears for the print job you wish to submit.
- This pop-up window will indicate the name of the printer, number of pages, and the cost of your print job. Click *Print* to submit the job.
- A second window appears with an option to password protect your print job. If you choose to use password protection you will need your password to release the job to the printer. Click *OK* to continue.
- A message appears indicating that the release station has received your print job. It includes the job number, pick up location, and the time your job will expire. Click *OK* to close this window.
- You can send multiple jobs to the release station before paying for them.

Release Station Job Information:

- The release station screen will list the documents waiting to print with information about those print jobs.
- *Job Number*: Each document will have a unique job number assigned by the computer for your document.
- *Station ID*: This is the name of the computer you are using to send your job.
- *Cost*: The price of the individual job.
- *Submitted*: This is the date and time you sent your job to the print release station.

Interacting with the Release Station:

- There are several options available when interacting with the release station.
- *Print*: Sends the chosen job to the printer.
- *Delete*: Removes selected jobs from the queue without printing.

- *Select Multiple Jobs*: Allows you choose several jobs to print at once. Multiple jobs can also be selected by holding down the *Ctrl* key and using the mouse to click on the jobs you want to print.
- *Query Card*: Use this option to determine the value on your library card or convenience card.
- *Reserve a PC*: Activates the PC Reservation screen for making a reservation for computer use.
- The bottom of the release station window will indicate the number of jobs you have selected, the combined number of pages for selected jobs, and the combined cost of those selected jobs.

Printing Your Documents:

- At the release station you will choose the job(s) to print.
- Insert your card in the card reader with the stripe face down as indicated by the image on the card reader.
- Click the *Print* button at the top of the release station screen.
- The cost of the print job will be deducted from your card.
- When finished, your card will automatically eject from the card reader. If it does not, press the *End* button on the card reader to manually eject it.