

WEB PRINT USER GUIDE

How to print from your laptop
or mobile device

SUBMIT:

- Go to <http://webprint.teatreegully.sa.gov.au/WebPrint> and login with your library barcode and PIN.
- Under **File Print** tab click **Select file...** to browse to the file you wish to print.
- Select the attributes you want to use for printing e.g. colour, double sided

RELEASE:

- Scan your library card at any of the printers in the Library
- Select **My Print Jobs**
- **Print All**
- Collect your print job

To print an email:

REGISTER:

- Register your email address at <http://webprint.teatreegully.sa.gov.au/WebPrint>
- Login with your Library barcode and PIN.
- Under the **Send Email Attachment** tab enter your email address.

SUBMIT:

- Forward the email you wish to print to: webprint@cttg.sa.gov.au
- If there is an attachment, the system will print the attachment.
- If there is no attachment, the system will print the body text of the email.

RELEASE:

- Scan your library card at any of the printers in the Library
- Select **My Print Jobs**
- **Print All**
- Collect your print job

If you require further assistance please see a Library staff member

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Using the Monitor Smart Device App
Available for iOS and Android

DOWNLOAD:

- Go to your app store and search for **Monitor Business Machines**, download and install:



Monitor Mobile
Monitor Business Machines Ltd
3+

SUBMIT:

- Open the **Monitor app** on your device
- Press **Scan Code** and scan the Site QR code on top of the printer
- Log in using your Library barcode and PIN
- Browse for the document/photo you want to print
- Select the Attributes according to your requirements and press **Confirm**
- Once uploaded, select the item/s and press **Print**

RELEASE:

- Scan the QR Code on the touchscreen of the printer
- Print confirmation screen appears which includes pages, copies and cost with Printer name
- Select **Always use this printer** to set as default. You can change later if required
- Press **Print** and collect your print job
- The application will remember the site QR code and printer QR code for future printing

If you require further assistance please see a Library staff member