

Web Print User Guide

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

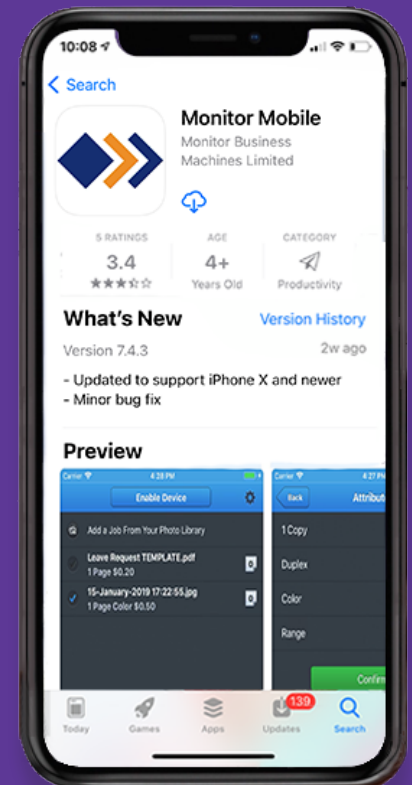
Submit

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

Release

1. Scan the **QR Code** on the touchscreen of the printer
2. Print confirmation screen appears showing the pages, copies and cost with Printer name
3. Select **Always use this printer** to set as default
4. Press **Print** and collect your print job
5. The application will remember the site QR code and printer for future printing

For assistance, please ask our friendly staff members.



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Using your laptop or mobile device

To print via website

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

To print via email

Register

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

Submit

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

To release printing

1. Scan your library card at any of the printers in the Library
2. Select **My Print Jobs**
3. **Print All**
4. Collect your print job

For assistance, please ask our friendly staff members.