

How to print

You can print, copy or scan at SLQ on the Multi Function Devices (MFDs) in the Print Copy rooms on levels 1, 2 and 3, in the Family History / Micrographics area, level 3 and the John Oxley Library (JOL) Reading Room, level 4.

To use an MFD you need to log in with your library card or a copy card. You can buy a copy card for \$1 (which includes 30c credit) and top up your credit in the Print Copy rooms on levels 1 and 3.

A library card is free and gives you access to a range of services. Register online at www.slq.qld.gov.au or see staff at the level 1 Welcome desk or the level 3 Info desk.

Ask our staff if you need help at any time.

Please note: All equipment (computers, MFDs etc) will be turned off 15 minutes prior to closing time.

Logging in to an MFD

- Select the *Other Function* button on the left of the touch screen
- Swipe your card through the black card swipe box on the right side of the MFD
- Enter your PIN on the touch screen and press *OK* on the touch screen
- If you are using your card for the first time and do not have a PIN you need to enter a PIN at this stage, for all future use
- Your current balance appears on the touch screen. Press *OK* on the touch screen
- A list of your print jobs appears on the touch screen
- The MFD is ready to print, copy or scan

Printing

You can print three ways at SLQ:

- From Public Access Computers (PACs) – log in with a library card
- From Open Use Computers – no library card needed
- Using wi-fi print from your own mobile device or laptop

Printing from a Public Access Computer (PAC)

Select *Print* on your computer and choose your printer.

- B&W printer (for black and white printing)
- Colour printer (for colour printing)

Printing is automatically set to black and white.

When you print from a PAC, your job is automatically tagged with your library card number. When you log in to a MFD a list of your print jobs appears on the touch screen.

Printing from an Open Use Computer

Open Use Computers include:

- All computers in the Infozone on level 1
- All 'Online collections and catalogue' computers on levels 2, 3 and the JOL Reading Room, level 4
- All computers in the Family History / Micrographics area, level 3

PLEASE NOTE: You don't need a library card to use these computers. You will need a library or copy card to print, which you can buy or top up in the Print Copy rooms.

Select *Print* on your computer and choose your printer.

- B&W express (for black and white printing)
- Colour express (for colour printing)

Printing is automatically set to black and white.

When you have selected your printer, a pop up window will ask you to enter your card number, which you will find on the back of your library or copy card.

If you do not know what your card number is – please ask a staff member.

Print using wi-fi

You can use your personal laptop, tablet or mobile device to print directly to an SLQ MFD.

- You will need an SLQ library or copy card. Set your PIN by logging in to an MFD
- Go to the webpage at www.slq.qld.gov.au/wifiprint or scan this QR code
- Click on the link to the wi-fi print service
- Enter your library or copy card number and PIN, upload your document and follow the steps to send your print job to an MFD
- Print jobs can be collected during opening hours

Collecting your print job

- Log in to an MFD
- The touch screen will display your print jobs
- Select a print job to view details such as the number of pages. You can select print jobs to print or delete
- To log out select the *Other function* button on the left of the touch screen and press *Logout* on the touch screen

Need more information?

State Library of Queensland, Cultural Centre, Stanley Place, South Bank
Information Services: 07 3840 7810 www.slq.qld.gov.au/services/ask-us