



# TOPSHAM PUBLIC LIBRARY

*a community center for all ages*

## **Patron Printing and Copying Information**

Black & White and Color printing available: Black & White copies \$.15 a sheet/Color copies \$.25 a sheet

TPL computers automatically print at the circulation desk in black and white. To print in color or to print from your own device see wireless printing information below.

### **Wireless Printing:**

For Windows printing, email document to: [TPL.xerox@printbyxerox.com](mailto:TPL.xerox@printbyxerox.com) and wait for a confirmation code to be sent back. At the copier enter your choice of black & white, color or match my originals. Then press the “job status” button, select the item to print and enter your code when prompted. Press release to print the document.

Apple devices will see the Xerox printer automatically when on the tplfish network.

Please note that Microsoft publisher files are not recognized by the copier—they should be converted to a pdf before being sent for printing.

### **Scanning**

You can scan to USB drive or print PDF or JPEG files from a USB drive. You can also scan to an email address by placing document in top tray and selecting:

Service Home button — email— new recipient — enter email address — +add — start button

When scanning to email the copier selects PDF as a default. To change this to image file, close the add recipient screen before pressing the start button and select Email Options/File Format. From there you can choose a JPEG or TIFF file. Be sure to tap “ok” on this screen before pressing the start button.

There is no charge for scanning.

Please visit the circulation desk with any questions!