

Topsham Public Library

Patron Copying & Printing

Black & White copies \$.15 a sheet

Color copies \$.25 a sheet

Patrons may scan to USB drive or
print PDF or JPEG files from a
USB drive

Patrons can 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

There is no charge for scanning.



WIRELESS PRINTING

For windows/android printing

email document to:

TPL.xerox@printbyxerox.com

and wait for a confirmation code to
be emailed back. The patron then
enters the code to release (print)
their document. If they cannot see
their document they should press
the “job status” button.

Microsoft Publisher files are not
recognized by the copier—they
should be converted to a PDF
before being sent for printing

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

*Please visit the
circulation desk with any questions*