Printing

Usually when printing a PDF you need to download the PDF first then open it in a PDF viewer. PDF's are much easier to print this way.

Each email provider can be different. Instead of using Ctrl+P or right clicking to print there should be a print icon button that will bring up a printable copy of the email the person is trying to print. Sometimes there are three dots at the far end of the action bar, which means more options and print is sometimes found here.

The printer should automatically be selected if not it will be under either TPLxerox or XeroxVersaLink.

When a patron is printing from their phone they need to be connected to our wireless network, named Topsham Public Library (password changes every july). It's very similar to print from an android and an IPhone. There are advanced options and the print button is under that.

Trying to print from your laptop?

When printing from a Windows OS you need to be on our wireless network and add the printer driver to your computer.

To do this go to devices and printers in the control panel for Windows OS earlier than Windows 10. For Windows 10 you will right click the start menu button and go to settings. After that you will select devices then printers and scanners. For both Windows 10 and earlier OS you will need to search for the Xerox Versalink printer which will have an IP address of 192.168.1.14.

Printing from a MacOS
The printer should automatically come up in the options to print because the printer has Apple Print on it Mac's must be on our wireless network to see it. In this case it will also be under Xerox Versalink.

Printing from your USB drive you go to the Xerox Versalink copier and plug in your drive to the top left of the front of the machine. It will ask if you want to scan to USB or print from USB. Once you select print you can browse through to find the file you want to print (must be pdf or an image file).

Scanning

There are some different options for scanning at the library. These options include Scanning to USB and Scanning to Email.

Scanning to USB helps people that are looking to scan a document and have a record of their own on file. Scanning to Email could be used for that same reason but is generally used to replace faxing documents.

Scanning to USB is simple: go to the Xerox Versalink copier and plug in your USB drive. The option to scan to USB/print from USB should pop up. When scanning you can either place the documents you want face upright in the top tray or face down on the scanner surface underneath.

Scanning to Email is very similar, the documents scan the same way but the option is under Email on the copier menu. Once you select it you will enter the email address(es) of the recipient(s) and hit the start square.

Both types of scanning have the same options. You can do two-sided scans of documents and either have them in color or black and white. To do this you place the two-sided pages in the top tray, scroll down the touch screen and change the one-sided option to two-sided.

There is also a helpful tool where you can preview the copies on the machine to make sure that the scanned documents look correct before you send them to an email or save them on your USB drive. The option to preview is turned off just scroll down and switch the option on.