

How to print from the library computers

1. Open the document(s) you wish to print.
2. Choose 'print' in the menu bar.
3. A new page will open. Make sure that all the the settings are correct, for example: black-and-white, 1 copy.
4. Make a card payment by entering your card details onto the page.

To pay at the library front desk, choose 'pay at the desk'.

Please note that the desk is unable to accept card payments for amounts under 10 SEK. The desk does, however, accept cash and swish payments.

5. Do not forget to submit your name so that we can identify your print.
6. Once you have submitted your files for printing, you will receive a 4-digit code. You will need this code in order to receive your print(s), so **please make sure to take note of the code** as it is unique to you and staff cannot retrieve lost codes.
7. When you have paid for your print(s), please enter your 4-digit code in the android tablet next to printer: press the 'release print' button and then enter the 4-digit code. Your print(s) will be printed in the next 10 to 20 seconds.