

# Free Wi-Fi

**Library members can use their Wi-Fi enabled device to connect to the Internet for free.**

## **Steps to using Wi-Fi in this library:**

- Connect your device to the Libraries NI Public Adult network
- Open your browser and the Libraries NI log-in page will appear
- Log in with your user name (borrower number) and password (four digit PIN).

## **Please note**

When you try to load secure websites which have a web address starting with HTTP, you will be prompted every time with a warning page. Click on Continue to access these web pages. In order to stop this happening, you should install the security certificate.



# Printing

## You can print from a library computer or a mobile device:

- If you want to print from a library computer, please see the page titled 'Self Service printing from a library computer'
- If you want to print from a mobile device, please see the page titled 'Self service printing from a mobile device using Libraries NI Wi-Fi'

**If you want to print from a USB stick, you must log in to a library computer to use it.**

# Releasing prints from the kiosk

Follow the instructions below:

- Select the Release Prints tile on the kiosk, and scan your library card. You will be prompted to enter your PIN
- Select your prints using the boxes on the left-hand side, and select Pay in the bottom-right of the screen
- Select your payment method, pay by cash or card
- The printer will automatically start printing what you have paid for. Make sure to collect your prints before leaving

**Please be aware of your own and others' health and safety when using equipment in the library.**

**Libraries NI does not accept responsibility for any damage caused or loss of data due to power or system failures.**

# Self service printing from a library computer

Follow instructions below for printing a document:

- Select File and Print, a print preview window will open
- Select dropdown and chose the correct **Self Service** printer from the menu, e.g. *OGH-Self Service-01-B&W*

Note: during Out of Hours service, **all prints must be sent to Self Service printers**

- Select print. Please check prior to printing that ALL pages are required as no refunds can be given
- A Print Job Notification box will appear displaying the printer details, the number of pages and the cost of printing
- Select Print to confirm
- Release your prints at the kiosk as instructed overleaf

# Self service printing from a mobile device using Libraries NI Wi-Fi

You can print from iOS, Windows and Android devices.

Follow instructions below:

- Open your browser and go to:  
<http://print.librariesni.org.uk:9163/setup>  
or, if printing from a phone, use your device's camera to scan the QR code and follow the link to the webpage
- Follow the instructions on the screen to install the Mobility Print Software onto your device
- Print as you normally would on your device. Choose either the Black & White or Colour printer that belongs to the library location when selecting the printer. When prompted, log on to the printer using your library card number and PIN as your username and password
- Release your prints at the kiosk as instructed overleaf

