

# 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 whilst using the Out of Hours service



**In order to print you must ensure that you have loaded your membership card with credit or you have sufficient balance in order to complete your transaction. Please see instructions for loading or viewing your balance on the next page.**

## **You can print from a library computer, a mobile device or a USB stick:**

- if you want to print from a library computer please see the page entitled 'Self Service printing from a library computer'
- if you want to print from a mobile device please see the page entitled 'Self Service printing from a mobile device'
- if you want to print from a USB stick, please insert your device into the right hand side of the printer. Type in your membership number and PIN and then Log In. Select Device function, then Next, and Home. Choose Removable memory and tick the document you want to print. Touch Print.



# Adding to, or checking your balance at the Print Credit Station

## Existing library members:

- go to the Print Credit Station
- either scan membership card or touch screen and key in borrower number and PIN
- follow instructions on screen to add credit or view credit balance
- no change will be given but credit can be used for future printing
- the maximum balance on the membership card cannot exceed £20.

## New library members:

- you must first log onto a computer with your new borrower number and PIN before adding credit to your account at the Print Credit Station
- scan your membership card, then select Yes to add the card to your existing account
- enter borrower number/user name and enter
- enter PIN/password and enter
- screen will show a SUCCESS message box
- the home screen will appear
- scan your membership card
- follow instructions on screen to add credit or view credit balance
- add money and choose either Exit with or without receipt
- no change will be given but credit can be used for future printing
- the maximum balance on the membership card cannot exceed £20.



# 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 choose either Black and White or Colour option as required
- 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.

## Follow instructions below for printing an image:

- right click on the image
- select Print picture
- select dropdown and choose either Black and White or Colour option as required. 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.

## For both options above:

- go to either Printer 1 or Printer 2
- use the touch screen on Printer 1 or on the desk mounted keypad on Printer 2 to enter your borrower number and PIN. A list of document jobs will be displayed on the touch screen
- select an individual document and Print or Print All
- log out when completed.

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

**You can print from either iOS, Android or Windows devices.**

## Follow instructions below:

- Search for URL:  
webprint-mf.librariesni.org.uk:9191
- log in with your user name and password (this is your borrower number and pin)
- if a 'Printing Environment Impact' page displays, scroll to bottom of page and select 'View in Desktop mode'
- select Web print and then Submit a job
- select either the Web Print Black and White or Colour printer and then select Print Options and Account Selection to proceed
- enter the number of copies you wish to print and then select Upload Documents
- select Upload from computer to locate the document you wish to print
- press Upload and Complete.

**This can then be printed using the Self Service printing - instructions overleaf.**

**Please ensure that you have loaded your membership card or you have sufficient balance in order to complete the transaction.**

**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.**