



Web/Wireless Printing

Wollondilly Library Service now gives you the option to print from the comfort of your own home or by using a mobile device in the library by accessing the following URL :

mylibrary.wollondilly.nsw.gov.au/webprint

Once you type in the URL the following screen will appear:

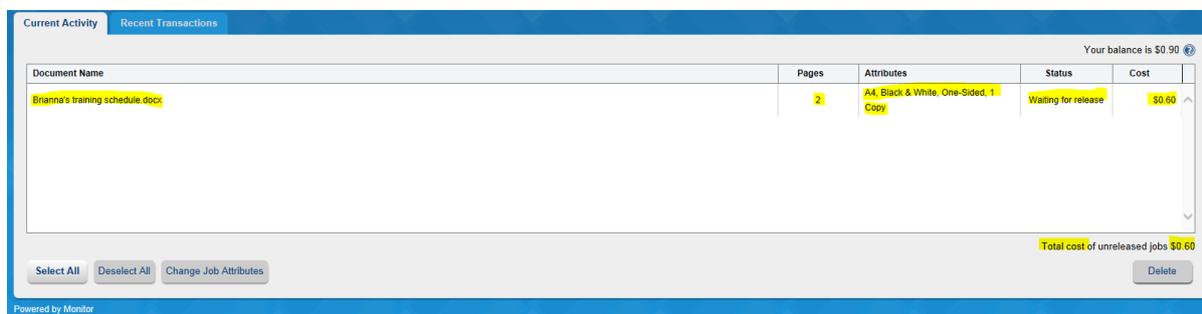
The login screen has a dark blue background. At the top, there is an orange bar with the word "Login" in white. To the right of the bar is a language selection dropdown menu currently set to "English". Below the bar, the text "Please enter your username and password." is displayed. A white-bordered box contains the "Account Information" section, which includes a "Username" label and a text input field, a "Password" label and a text input field, and a "Remember me" checkbox. A green "OK" button is located at the bottom right of the form area.

Your Username is your Library Card number starting with B_____ followed by 5 numbers.
Your password is the PIN you created with your library registration. Once you have entered this information click on OK and the following screen will appear:

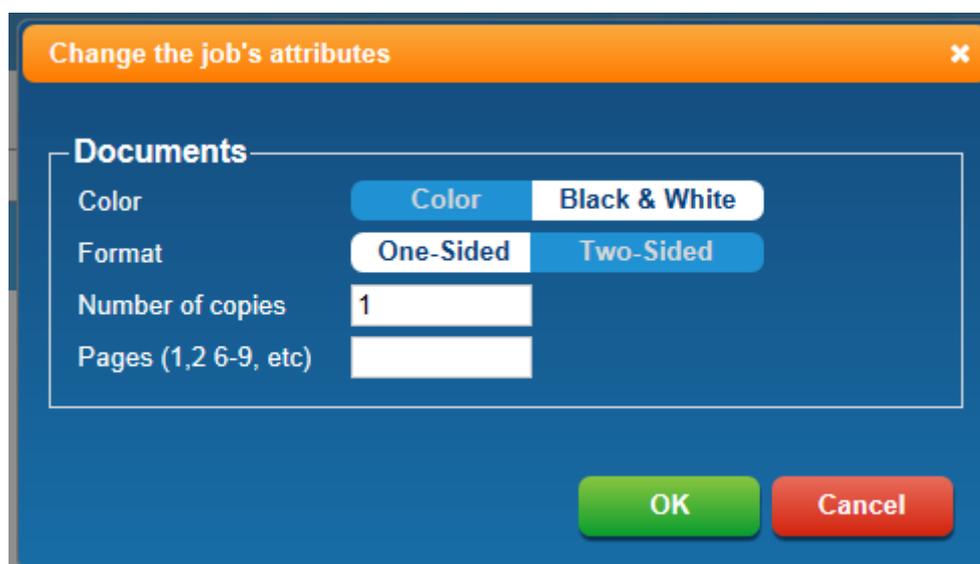
The interface is titled "MONITOR" in the top right corner. It features a "Logout" button in the top left. The main area is divided into two tabs: "File Print" and "Web Print", with "Web Print" selected. Below the tabs, there is a section for file upload with the text "Browse to a file on your device and send it to us" and "Maximum allowed file size: 100 MB". A "Select file..." button and a "Drop files here to upload" area are present. Below this, the current attributes are shown as "Black & White, One-Sided, 1 Copy" with a "Change" button. The bottom section is titled "Current Activity" and "Recent Transactions", with "Recent Transactions" selected. It contains a table with columns for "Document Name", "Pages", "Attributes", "Status", and "Cost". The table is currently empty, showing "No records to display." The bottom right corner shows "Your balance is \$0.90" and "Total cost of unreleased jobs \$0.00".

Click on “Select File” towards the top left hand corner of the screen. This will open your “Windows Explorer” where your file is/should be saved. Select your file and click on “Open” alternatively, double-click the file.

Your file will be loaded under the “Current Activity” Tab:



You can see that the file name, number of pages, attributes, status and cost are all displayed. If you want to change your print job to colour instead of black & white, highlight the file by clicking on it and click on “Change Job Attributes” and a dialogue box will pop up.



The options with a white background are the current selections, so to choose colour click on the word “color” and the background will change to white. The above print job will now print out 1 copy, one-sided in black & white. Once you click on OK you will be taken back to the previous screen and you’ll see the changes in the attributes in the “Current Activity” tab.

This print job will only be available for printing for 24 hours at Picton Library. Therefore if you want to print something on the weekend and print it out at the library on Monday morning, best practice would be not to send the print job until Sunday afternoon. However, if you’re home on a Saturday morning and want to print the library is open until 12noon so you could come straight down and print it.

For further enquiries please contact Picton Library on 4677 8300.