BRING YOUR OWN DEVICE PRINTING

To print a file from your device

- Ensure your device is connected to the internet, and you have your library card number or a guest ticket from our printing kiosk.

- Visit print.unley.sa.gov.au/webprint and enter your library card number or your guest ticket number to login into the secure site.

- To send a print job, click on the Select Files button and navigate to the file you would like to print. Once selected the file/s will appear in the Current Activity tab below. Number of pages and cost to print is listed beside the job.

- If you would like to change the number of copies or colour/black and white, you can access the job attributes by selecting the job in the list and clicking the Change Job Attributes button at the bottom of the page. White is the selected option.

- Make sure you have enough money on your account (total is displayed above the cost of job printing) and add to it using the printer kiosk in the Libraries.

- To release the job/s scan/enter your card/guest number into the printer at either Unley Civic or Goodwood Libraries. Select Print Release and print the jobs you would like to print.

UNLEYLIBRARIES
DIGITAL TOOLS

ph 8372 5100 | unley.sa.gov.au/libraries

THE CITY of
Unley

BRING YOUR OWN DEVICE PRINTING

To print an email or an attachment from an email

- Ensure your device is connected to the internet, and you have your library card number or a guest ticket from our printing kiosk.

- Visit print.unley.sa.gov.au/webprint and enter your library card number or your guest ticket number to login into the secure site.

- Choose the Send an Email Attachment tab at the top of the page.

- Enter your email address and click Select. You can only register one email address per library card/guest ticket number.

- Using your email client, forward your email to print@unleylibrary.com.au

- It may take some minutes for the jobs to appear in your Current Activity list. If there are attachment/s to your email, each attachment will appear as a job. If you would like to print just the email itself, you will need to forward the email without the attachments. You can alter each job's printing attributes via the button at the bottom of the page.

- Make sure you have enough money on your account (total is displayed above the cost of job printing) and add to it using the printer kiosk in the Libraries.

- To release the job/s scan/enter your card/guest number into the printer at either Unley Civic or Goodwood Libraries. Select Print Release and print the jobs you would like to print.

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