

How to print from home using the MFD

Setting up the Your Print Cloud printing application

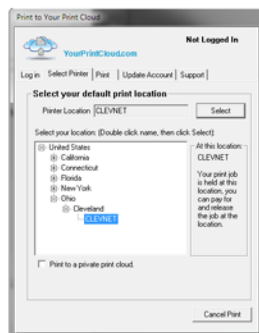
Step 1: Go to www.cpl.org and under the **Library** tab select **TechCentral**. Once there select **Printing to the Library's Multi-Function Device**.

Step 2: Click 

Step 3: Click 

Step 4: Choose the install that matches your operating system and follow the install prompts.

Step 5: Double click on the **CLEVNET** location and then click select. Click Ok to finish.



Sending print jobs from your home computer

Step 1: Select print in the program you are using.

Step 2: In the print dialogue box, choose **"Your Print Cloud"** in the printer list.

Step 3: Enter your Library Card number and Pin in the Log In window that appears and click Log In.

Step 4: Select your desired output and number of copies needed and click **Print**.




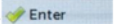
Step 5: Record your job tracking ID and click OK.

Retrieving your print job Logging in

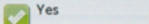
Option 1: Using barcode scanner:

Scan your **Library Card** using the barcode scanner on the right side of the MFD

Option 2: Using Numeric Keypad:

If you are unable to scan your Library Card, press  **Keyboard...** on the screen, enter your Library Card number and press .

For Both Options: Press  **Yes** on the **Login Completed** screen.

If print jobs are waiting, follow the on-screen directions to print your pages. You will need to press  **Yes** twice to release print jobs.

Logging off the MFD

Step 1: Press the  button to the right of the screen.

Step 2: Press 