

# Print via *Upload*



## STEP 1 / UPLOAD A FILE FOR PRINT

- › Visit: [eprint.marion.sa.gov.au/WebPrint](http://eprint.marion.sa.gov.au/WebPrint) or scan the QR code above
- › Log in using your library card number
- › Under the File Print tab, click 'Select File' and find the file you would like to print
- › Select the attributes you want to use for printing (eg. Colour/B&W)
- › Visit your local Marion Library branch to release your print job

## STEP 2 / RELEASE THE PRINT JOB

- › Scan your library card at the photocopier and press the 'Print Release' button on the screen
- › Select the jobs you want to print and press 'Print'

## PRINTING COSTS

### BLACK & WHITE

A4 \$0.20 per page

A3 \$0.30 per page

### COLOUR

A4 \$1.00 per page

A3 \$1.50 per page

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[marion.sa.gov.au/libraries](http://marion.sa.gov.au/libraries)



# Print via *Email*



## STEP 1 SUBMIT A NEW PRINT JOB

- › Send an email with the information you want to print to: **marioneprint@marionlibrary.com.au**
- › If there is an attachment in your email, the system will print ONLY the attachment. If there is NO attachment, the system will print the body text of the email
- › Please wait to receive TWO emails from Marion Library. The second email will contain your 6-digit JOB ID number

*Note: emails can take up to 5 minutes to arrive*

## STEP 2 RELEASE PRINT WITH JOB ID

- › Visit your local Marion Library branch and select 'Print from Email' at the print kiosk
- › Enter your 6-digit JOB ID number
- › Select the documents you would like to print
- › You can adjust settings such as colour, size, and number of copies in the 'preview' button
- › Press 'next' and choose your payment method – cash, EFTPOS, or library card.  
*To use library card, enter your card number and PIN*
- › Your print job will release at the printer