Enjoy at Markham Village & Milliken Mills libraries our new printing services!

Printing Portal Login

Access

You will just need your Library Card & Password to access the new <u>MPL Printing Portal</u> to submit print jobs and fund your account. If you can't remember your password, <u>reset it here</u> or <u>ask staff for</u> <u>assistance</u>

Payments

You will need credit on your account before you can print or copy. To add credit:

- 1. Login to the <u>MPL Printing Portal</u>
- 2. Select 'Add Credit' and follow the prompts to add funds to your account using a credit credit

OR

3. Select 'Redeem Card' to use a 'Prepaid Print Card' (purchased at the branch)

How to Print?

Submit print jobs from anywhere and from any device connected to the internet. On mobile devices, use the 'Desktop' view on your internet browser.

- 1. Login to <u>MPL Printing Portal</u> from anywhere
- 2. Select 'Web Print' then click on the 'Submit a Print Job' button
- 3. Follow the prompts and upload any documents you wish to print
- 4. If needed, add credit on your account so you have sufficient funds for printing your documents
- 5. At the branch, login on the public printer & release the documents you submitted

Note:

- Files submitted for printing will remain in the printer's queue for 48 hours before they expire
- Another option for online printing is Cloud Print, which requires the installation of the library's cloud printer on any personal <u>Windows</u>, <u>MAC</u>, or <u>Chromebook</u> computer. Once installed, you will be able to print directly from any software on your computer.

Copying

- 1. Login on the public printer
- 2. Use the printer's touch screen to select the appropriate function and settings to copy documents

Scanning

You can also scan documents for free on our new new public printers

- 1. Login on the public printer
- 2. Use the touch screen to select the Scan to USB feature
- 3. Adjust the scanning settings, insert your documents or images and scan

Note:

- If needed, you can purchase a USB storage device from the branch
- You might be able to email scanned documents to the email address on your library account as long as it's not shared with any other library customers (ie: spouse or child). To enable this feature, please ask staff to help you update your library account so it has an email address that is not shared by any other library customer (ie: family member).