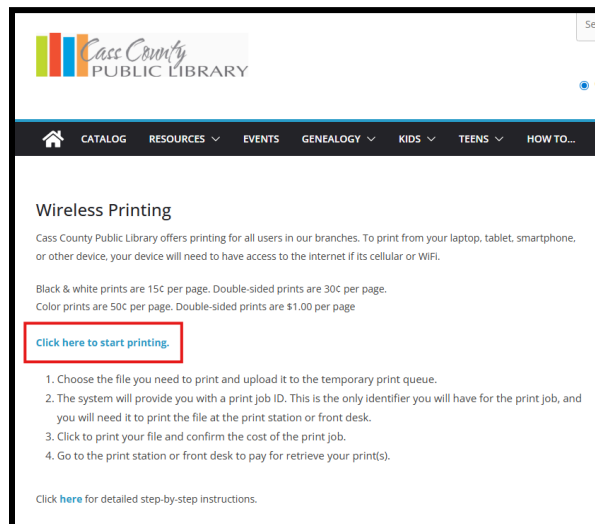# How to Wireless Print at the Library

1. Go to [casscolibrary.org](casscolibrary.org) and scroll to the very bottom of the page. Click "**Wireless Printing**".



2. You should now be on this page: https://www.casscolibrary.org/wirelessprinting/
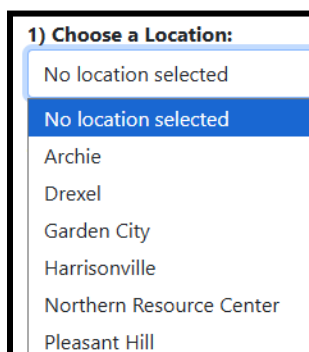
   Click "**Click here to start printing**".



3. Select the location you are printing at:

4. **Choose** black & white or color:

**2) Choose an Output:**
- ⦿ Black and White (.15 cents per page)
- ◯ Color (.50 cents per page)

5. **Enter** the number of copies you want to print:

**3) Enter number of copies (1 to 99):**

`1`

6. **Upload** the file you want to print:

**4) Select your file(s) to print:**
Supported file types:
(.PDF,.DOCX,.DOC,.RTF,.TXT,.CSV,.PPTX,.PPT,.XLSX,.XLS,.XML,.BMP,.JPG, .JPEG,.PNG,.GIF,HEIC,.WEBP,.WMF,.EMF,.ICO,.CUR,.HTML,.MHT,.MHTML,.HTM)

| Choose Files | Very Important Multi-Page Document.pdf |

7. Calculate the cost by clicking the "**Calculate**" button:

**5) Show Me the Cost:**

Calculate

8. At this point you may choose which of the pages you want to print:

> **5) Show Me the Cost:**
>
> [ Calculate ]
>
> Release Station ID: **WIFI1406**
> ☑ Very Important Multi-Page Document.pdf **Page(s):** 9 **Copies(s):** 1
> **Price:** 1.35 **print pages from:** [ 1 ] to [ 9 ]
> **Total Cost for all selected print jobs:** $1.35
>
> [ Recalculate page ranges ]

**Note:** You can also change any of the parameters you have previously entered
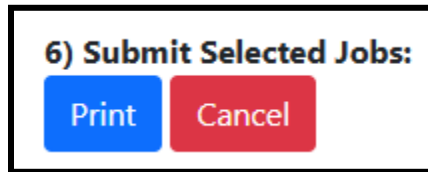- Number of copies
- Upload additional files
- Deselect uploaded files (un-check the box to the left of the file name)
- Print only selected page(s)

Once you have made any changes, click "**Recalculate page ranges**" for a new total cost. In this example I have uploaded an additional file and changed the page range on the first file:

> **5) Show Me the Cost:**
>
> [ Calculate ]
>
> Release Station ID: **WIFI1406**
> ☑ VeryImportantSinglePageDocument.PDF **Page(s):** 1 **Copies(s):** 1
> **Price:** 0.15 **print pages from:** [ 1 ] to [ 1 ]
> ☑ VeryImportantMulti-PageDocument.PDF **Page(s):** 9 **Copies(s):** 1
> **Price:** 0.45 **print pages from:** [ 5 ] to [ 7 ]
> **Total Cost for all selected print jobs:** $0.60
>
> [ Recalculate page ranges ]

9. Click "**Print**" or "**Cancel**":



10. If you printed, you should receive this page. Take note of the **Print Job ID**.



11. At the printing station, enter your **Print Job ID** (it is not case sensitive) and click OK:

12. Now you will see your print jobs. Insert money into the coin machine, click on the print job you want to print, and click "**Print**". If you want to cancel a print, click on the print job and click "**Delete**".



**Note:** You will not be able to print without inserting money, it will return an error message: