

Instructions for Remote Printing

It is possible to print remotely in our library from your own laptop, iPad, tablet or smartphone. You can also send to our printer from home.

How does this work?

Choose Library location

You need to first determine which library you are in or wishing to send and collect printed material.

Go to one of the following websites:

- Voorschoten: <http://printenvoorschoten.obvw.nl>
- Wassenaar: <http://printenwassenaar.obvw.nl>

Website Start Page

The website will show the following screen:



The screenshot shows the website interface for 'Wifi printen in de bieb'. It features the logo of 'de Bibliotheek Voorschoten-Wassenaar' on the left and the title 'Wifi printen in de bieb' on the right. Below the logo, there is a welcome message: 'Welkom bij printen-in-de-bieb. Op deze pagina kunt u documenten versturen om deze vervolgens af te drukken.' At the bottom, there is a text input field and a button labeled 'Kies bestand'.

Start – Create Print Job

1. Select 'Kies bestand' to choose a document
2. Search for the file that you wish to print
3. Next choose 'Upload'
4. A message will appear noting that your document is ready to be sent



5. Before you send to print you need to indicate the following:
 - How many copies
 - Black and white or colour
 - How many pages of the document to print if not all
 - If you are sending a photo you can define the size and layout (portrait or landscape)

The screenshot shows the 'Wifi printen in de bieb' interface. On the left, there is a document preview for '181001 Gebruik alarm vest.pdf' with a 'Voorbeeld' button. The document details are: 450 kb and 5 kleurpagina's. On the right, there are settings: 'Aantal kopieën:' with a value of 1, 'Alles in zwart-wit afdrukken?' with a 'Nee' radio button selected, and 'Alles afdrukken?' with a 'Ja' radio button selected. At the bottom, there are 'Annuleren' and 'Print' buttons.

6. After making the above choices you can select 'Print'
7. A screen will appear with a printcode and the option to connect 'koppelen' with your library account.

The screenshot shows the 'Wifi printen in de bieb' interface after clicking 'Print'. It displays the document details: '181001 Gebruik alarm vest.pdf', 'Printcode: bvm', 'Prijs: € 1.00', and 'Code geldig tot: 18-10-2018 20:41'. Below this, there is a section titled 'Om de opdracht aan u te koppelen dient u in te loggen' with fields for 'Gebruikersnaam:', 'Wachtwoord:', and 'Aanmelden met:' (set to 'Bibliotheekpas op betaalautomaat'). An 'Inloggen' button is at the bottom. At the very bottom of the screen, there are 'Annuleer opdracht' and 'Gereed' buttons.

8. Choose one of the following:
 - WRITE DOWN the PRINTCODE and choose 'Gereed' to 'Finish'. You will pay at the library for the copies when you collect the documents.
 - Type in your username 'Gebruikersnaam' and password 'Wachtwoord' and choose 'Gereed' to 'Finish'. This will charge the print costs to your library card account.

9. If you have enough*** pre-paid credit on your library card then you can choose to pay direct from your account 'Betalen'. Otherwise WRITE DOWN the PRINTCODE and select 'Gereed' to 'Finish' and pay later in the library.



10. If you choose 'Betalen' the following screen will appear and you can simple scan your library card at the photocopy machine in the library to print and collect.



11. If you choose 'Gereed' to 'Finish' then the start screen will reappear with the option to upload and send another document. Then you can go to the library and pay at the pay machine 'betaalautomaat' before collecting your copies.

*** If you don't have enough pre-paid credit in your library account to pay for the printing you will see the following screen. To send the printing job you need to click on 'Gereed' to 'Finish' and then the start screen will reappear. You will need to pay at the pay machine 'betaalautomaat' before collecting your copies at the library.



Collect at the library with a PRINTCODE

1. Go to paymachine 'betaalautomaat' in the library
2. Choose 'Printen'
3. Type in the PRINTCODE
4. Use your bank pinpas to pay for the printing following the instructions (note it is not possible to pay with cash)
5. The sent documents will automatically be printed by the copy/print machine in the library

Collect at the library with your library card

Is there enough pre-paid credit on your library card account?

- NO - you need to add more credit using the paymachine 'betaalautomaat' in the library or via 'MijnMenu' in the library website www.obvw.nl
- YES - go directly to the copy/print machine in the library and scan your library card to start printing.

Print is available for 24 hours