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To: Marilyn Kappenberg

From: Michael Dietz

Re: Printing from Home/Library

After some research, I found a regulated method to allow patrons or staff to print documents from home. As of 6/1/16 this system is now installed and activated.

Pros:

Allows printing from remote locations, home or on the road.

Prevents users from printing to an unmanaged printer.

Allows staff to collect correct fee for each print job.

Can be done from any device, phone, tablet, laptop, desktop regardless of operating system that has email access.

Can run even when SAM (Print and Time Management) internet PC's are down. (We know this happens a bit)

Allows both color and b/w printing which surpasses the feature of our existing iOS print server

Cons:

Need a staff member to choose the document on the print server behind the desk.

May have to wait a few minutes for the email to be delivered to our PC (So it's slower than a direct print)

Instructions posted at front desk:

Patrons Can Now Email To Printer From Library/Home

- 1) Patron decides what they need to print and send the item to print_0b09@sendtodropbox.com
- 2) Staff Double clicks folder on FrontDesk PrintPC "Print From Anywhere"
- 3) Staff Double clicks folder with correct date
- 4) Staff Double clicks folder with patron name or email
- 5) Staff Double clicks folder with correct subject
- 6) A) B/W Printing: Staff Right clicks each item to print and chooses PRINT from the menu
B) Color Printing: Staff Double clicks each item then presses CTRL-P then chooses color printer
- 7) Collect 10 cents for each B/W page and 25 cents for each color page