

**Print** Your **Ticket**  
**@ the Library**

Forward an attachment of the document from your email to

**ap-1bw1s@printspots.com**

*15¢ per side for black & white printing*

[www.apl.org/hours](http://www.apl.org/hours)

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## Getting Your Printing

1. Entering the Library, pass the stairwell & huge, bright books on your right for 1st floor printer (printers look like copiers).
2. Click **GET MY PRINTING** on the computer (not copier) screen & **enter your email address** in lower half of the screen. **OK**.
3. Preview to see which file is your bus ticket (vs. the email). Exit preview & **select only the file with the bus ticket**.
4. Click the **PRINT** icon in the upper-left corner. Click the **picture of the dollar going into a machine**.
5. Put your money into the small tower between the computer and the copier.
6. Click **OK**

*Need help? Ask at the desk.*

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