




How to print from your personal computer

Print from your own computer at home or in a branch

1. Go to <https://print.yprl.vic.gov.au/myprintcenter>
2. Enter your Library ID and PIN number

Secure Login



Username

Password

Keep me logged in

Upload and Print a document

3. Click on **Upload** and browse and select the files you want to print

PHAROS Print Center

Job List Activity

Refresh Upload Delete

Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
There is no data						

Payment method :
My Funds : \$4.00
User Pays : \$4.00

Print options :
Color: Color
Pages per side: 1
Sides: Single Sided
Copies: 1
Page range: e.g. 1-5, 6, 11-13



- The print job will now appear in the queue. Select the file and select your printing options

PHAROS Print Center

Job List Activity

Refresh Upload Delete

<input checked="" type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
<input checked="" type="checkbox"/>		My Orders.pdf		2	1	5 seconds ago	\$0.00

Payment method: My Funds : \$4.00
User Pays : \$4.00

Print options:

- Color: Black & White
- Pages per side: 2
- Sides: Double Sided
- Copies: 1
- Page range: e.g. 1-5, 8, 11-13

- If an error was made with the print job, select the file and select **Delete**. You will not be charged until you release and collect your print out at a branch.

PHAROS Print Center

Job List Activity

Refresh Upload Delete

<input checked="" type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
<input checked="" type="checkbox"/>		My Orders.pdf		2	1	5 seconds ago	\$0.00

Payment method: My Funds : \$4.00
User Pays : \$4.00

Print options:

- Color: Black & White
- Pages per side: 2
- Sides: Double Sided
- Copies: 1
- Page range: e.g. 1-5, 8, 11-13

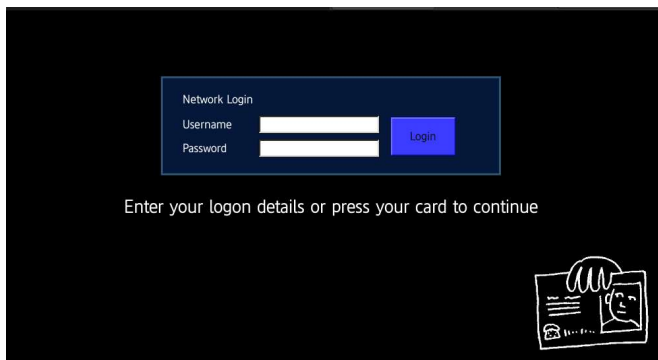


Collect your printout

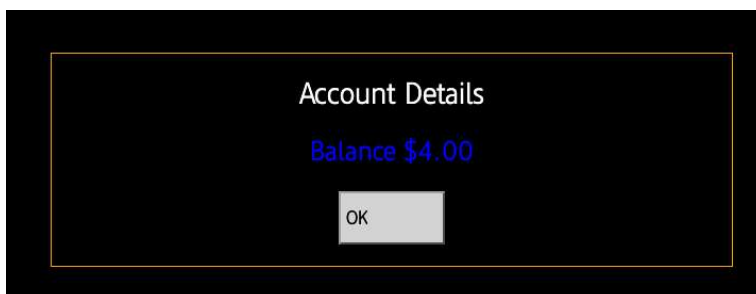
6. You can collect and release your printout from any Yarra Plenty Regional Library branch
7. Scan your library card at the printer



8. If you don't have your library card you can manually key in your library ID and PIN on the printer display panel



9. A screen will pop up with your account balance, select OK. If you do not have enough funds on your card, top up your balance at the top up kiosk.





10. The documents you have uploaded will appear in the list, select the document you would like to print and select **Print** or **Print All**

