



Wireless Printing from a Laptop

BEFORE YOU BEGIN

1. Ensure you are connected to the Darebin Libraries wireless network, called 'Darebin'
2. Open your web browser (ie. Safari, Google Chrome, Internet Explorer, Firefox)
3. Go to the Darebin Libraries website www.darebinlibraries.vic.gov.au
4. From Quick Links, click on [Print from Wifi](#)
5. Click on the link to the branch you are located at:

Fairfield

Northcote

Preston

Reservoir

WIRELESS PRINTING

Login to the Wireless Print Management page using your library card number and PIN.

When typing in your library card number, you do not need the C or D prefix.

Darebin Libraries Wireless Print Management

User Login

ENTER CREDENTIALS

Select the type of identifier you want to use, then enter your credentials.

Identifier Type
Card Number
Identifier
PIN

Login

Select > **Submit Print** tab

Darebin Libraries Wireless Print Management

Welcome [logout](#)

my details print jobs **submit print** reports

My Details

DETAILS

Browse > to find the file you want to print, then

Click > Open

Darebin Libraries Wireless Print Management

Welcome [logout](#)

my details print jobs submit print reports

Print Submission

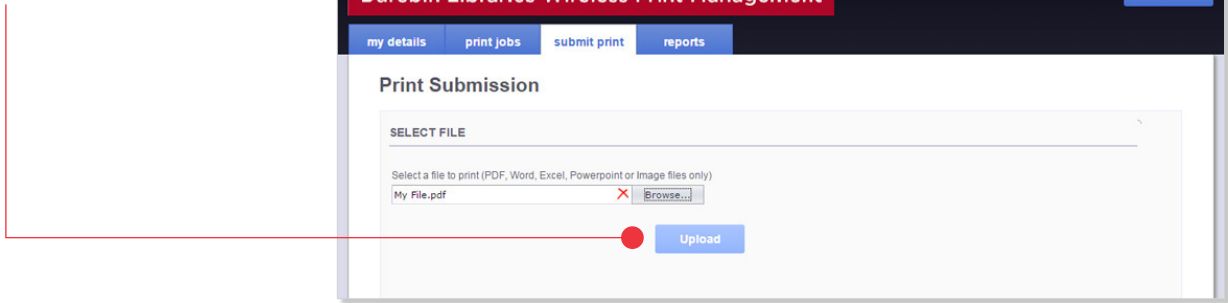
SELECT FILE

Select a file to print (PDF, Word, Excel, Powerpoint or image files only)

Click here to browse files... [Browse...](#)

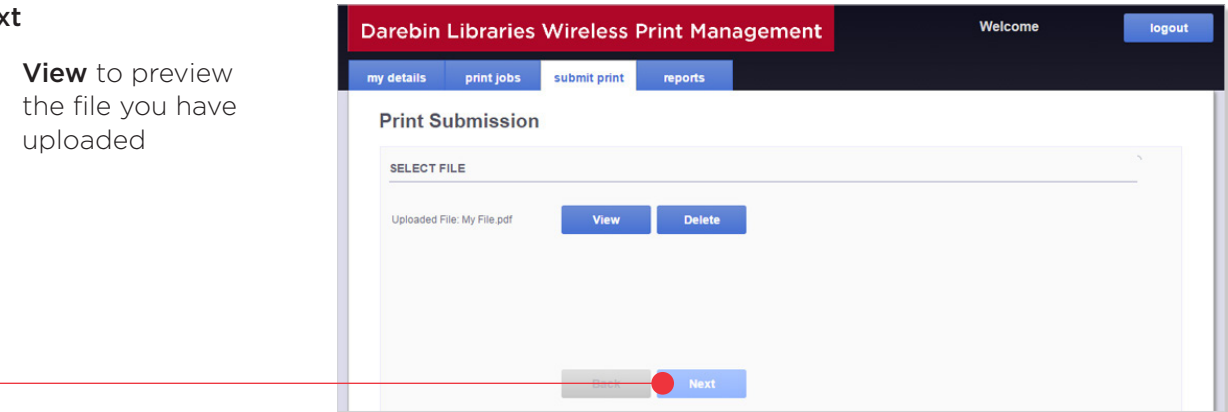
Upload

Click > **Upload**



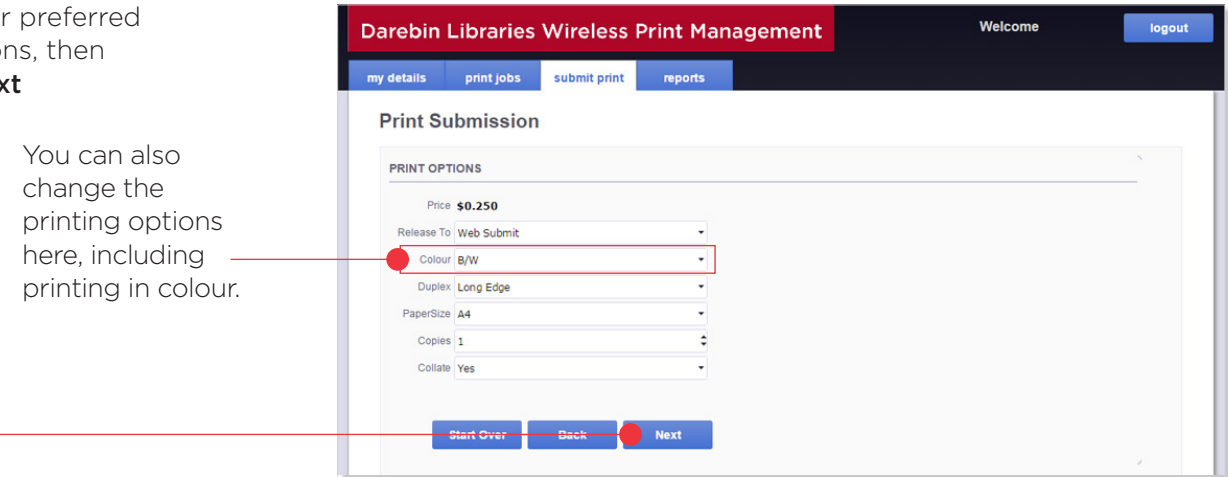
Click > **Next**

View to preview the file you have uploaded



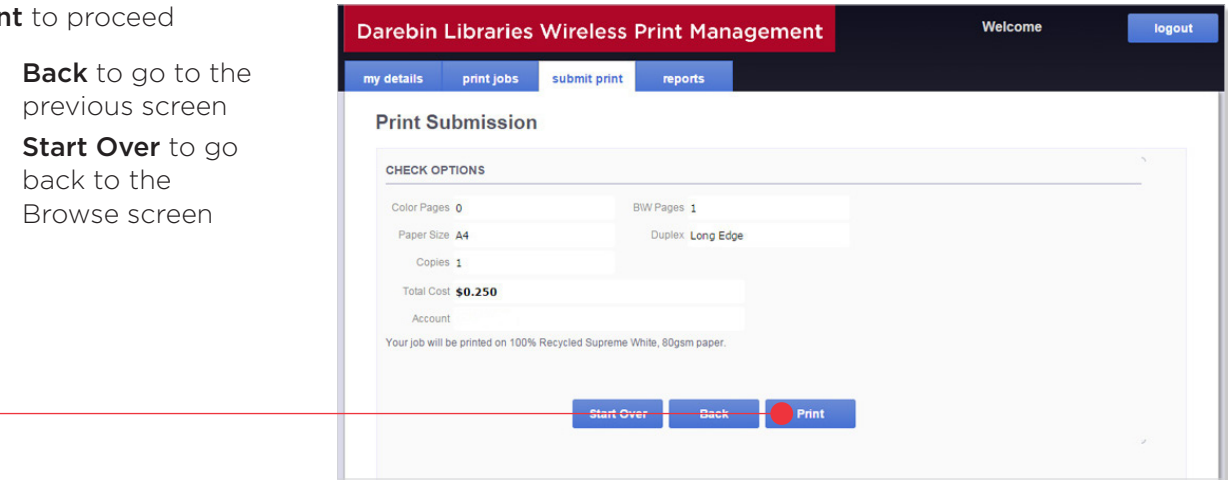
Select your preferred print options, then
Click > **Next**

You can also change the printing options here, including printing in colour.

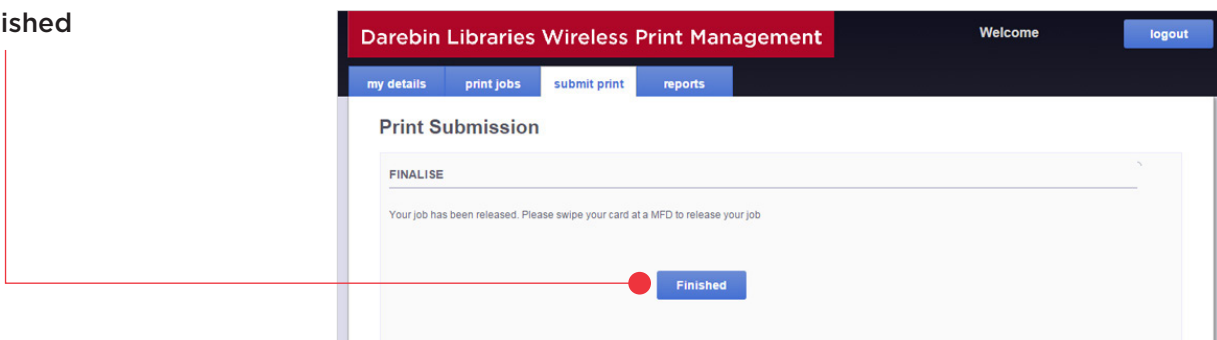


Click > **Print** to proceed

Back to go to the previous screen
Start Over to go back to the Browse screen



Click > **Finished**



Click > **Logout**



Take your library card to the Print Station to release your print job.

Your document will be available to print for two hours. After this time any unprinted documents are deleted from the system.

DAREBIN LIBRARIES

266 Gower Street, Preston
PO Box 257, Preston Vic 3072
T 1300 655 355
E contact_us@darebinlibraries.vic.gov.au
darebinlibraries.vic.gov.au

 **National Relay Service**
TTY dial 133 677 or **Speak & Listen**
1300 555 727 or iprelay.com.au
then enter 03 8470 8888

 **Speak your language**
T 8470 8470

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