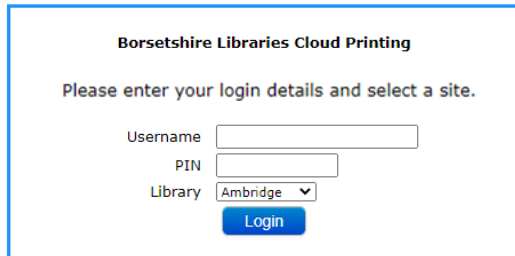


PrintMyDocuments User Guide

- Go to your internet browser
- Type in the web address for the print upload for your library – this will be in the following format: <https://library.docprint.uk/>



Borsetshire Libraries Cloud Printing

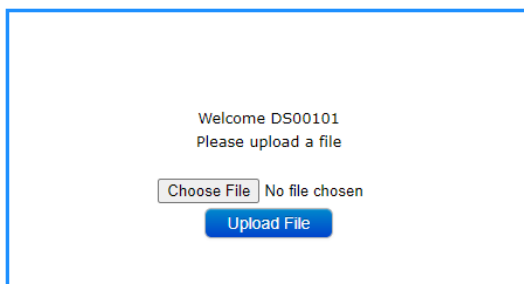
Please enter your login details and select a site.

Username

PIN

Library

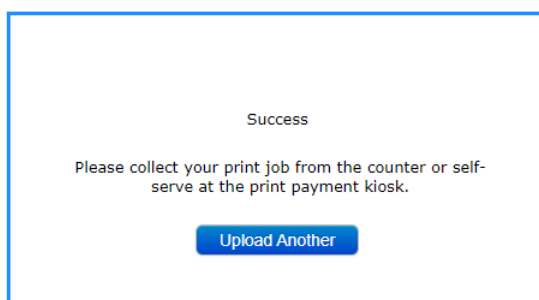
- Type in your library membership number and PIN and select your library
- An upload box will appear on screen



Welcome DS00101
Please upload a file

No file chosen

- Select the **Choose file** button
- Browse for the document you wish to print and select **Open**
- Click **Upload file**
- You will see the following message on screen:



Success

Please collect your print job from the counter or self-serve at the print payment kiosk.

- Your document is now in the print queue ready for you to pay and release at the self-service kiosk or library counter when you visit the library