

INSTRUCTIONS FOR COPYING/FAXING/PRINTING DURING CURBSIDE SERVICE

Copies/Faxes*

1. Call the library when you arrive and describe to the staff person the details of what you need (faxing to what number, how many copies, b/w or color (copies only-faxes are only done in B/W), etc.)
2. Staff will tell you how much the job will cost** and instruct you to place your paper(s) in the blue basket by the curbside table
3. Please place the money for the job inside the container in the blue basket at the same time (if you can have exact change, that is ideal)
4. Go back to your car
5. Staff will come and collect your papers, go inside and make copies, and return your originals and/or copies and change in the blue basket
6. Please remain in your car until the staff person waves you up

Printing

1. Call the library when you arrive and describe to the staff person the details of what you need printed (multiples, b/w or color, etc)
2. You will be told the cost for the prints** and instructed to send/forward the item(s) to the following email address:
 - a. publicuser@ruthhughes.org
3. Staff will print the item(s) for you and bring them out to the blue basket in the curbside table
4. Once the staff member is back inside, please come up to collect your prints and leave the money for the job inside the container in the blue basket (if you can have exact change, that is ideal)
5. If change is needed, please go back to your car and wait for the staff member to come back out and wave you up and before coming up to collect change

Printing via Princh (wireless library printing service)

1. Go to the following web site - print.princh.com
2. Enter in the library's printer ID (Imlay City is 101849 – Attica is 102293)
3. Upload your document and follow the steps to print-choose pay with card (library card)
4. Call the library when you arrive and let staff know your name and that you sent a job to Princh.
5. Staff will look the item up, tell you the price, and bring your item(s) out to the blue basket, please collect when they go back inside and leave the money for the job in the container inside the blue basket

*For faxes, please have the receiving fax number ready to give to the staff person on the phone, or have it written on a slip of paper with your materials.

**If at all possible, please try to have exact change to pay for copies/faxes/prints.

If you have questions or need assistance forwarding emails or using Princh, please call Imlay at 810-724-8043 and staff will do their best to assist you!

Service Costs

Faxes: \$2.00 for first page, \$.50 for each page after that (fax machine does single sided pages only, so copies will have to made of any double sided pages)

Prints/Copies: \$.10 for B/W, \$1.00 for Color (per page)

Special Size Papers in B/W: 8.5x14 costs \$.15, 11x17 costs \$.25

Special Size Papers in Color are all \$1.00 each