

# How to Print from Home or a Laptop



1. Activate your Library card or printing card by scanning it at the Add Value Station at the South Branch Library.
2. Go to <https://printing.summitcountyco.gov>.
3. Enter your library card or printing card number to log in.
4. Leave the Password section blank.
5. Click the Upload button in upper left-hand corner and select the document you would like to print. If you need to print multiple documents you will have to upload them separately.
6. Once you have uploaded a document, to select different printing settings (color, two-sided, etc.), you can click the box on the left-hand side next to the document, and select different options on the bottom right-hand side of the screen.
7. Load money onto your card using the Add Value Station at the South Branch Library. Funds may be added prior to uploading your documents or after uploading, but must be loaded before releasing print job.
8. At the copier at South Branch Library, scan your library or printing card to release your print jobs.