

Printing from your own device or from home

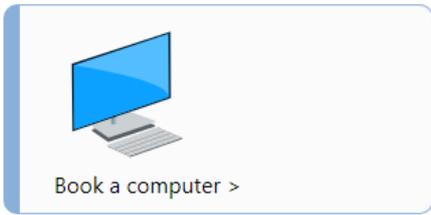
Files need to be downloaded onto or saved to your device.

- Go to bookapc.leicester.gov.uk
- Login using your library card and PIN

The image below shows the home page of your Netloan account

Select the **Print a document** button (Button with image of printer) which goes to the new print upload page.

My Account - Welcome to netloan



Book a computer >



Print a document >

Future reservations [View all reservations](#)

Time	Site	Units	Tasks
Wednesday 4th August 2021 16:00-17:00	Central Library Floor 1	Computer 8	...
Wednesday 4th August 2021 17:00-18:00	Central Library Floor 1	Computer 4	...
Wednesday 3rd November 2027 11:30-12:00	Central Library Floor 1	Computer 8	...
Friday 1st December 2028 11:30-12:00	Central Library Floor 1	Computer 1	...

Reservations 1-4 of 4 [< Previous page](#) [Next page >](#)

On the **Print Upload** page below click on **Get started**

Print Upload

Welcome

 From here you can print files from your phone, tablet or laptop.

 Once submitted, your files will be securely processed and prepared for printing within the next few minutes.

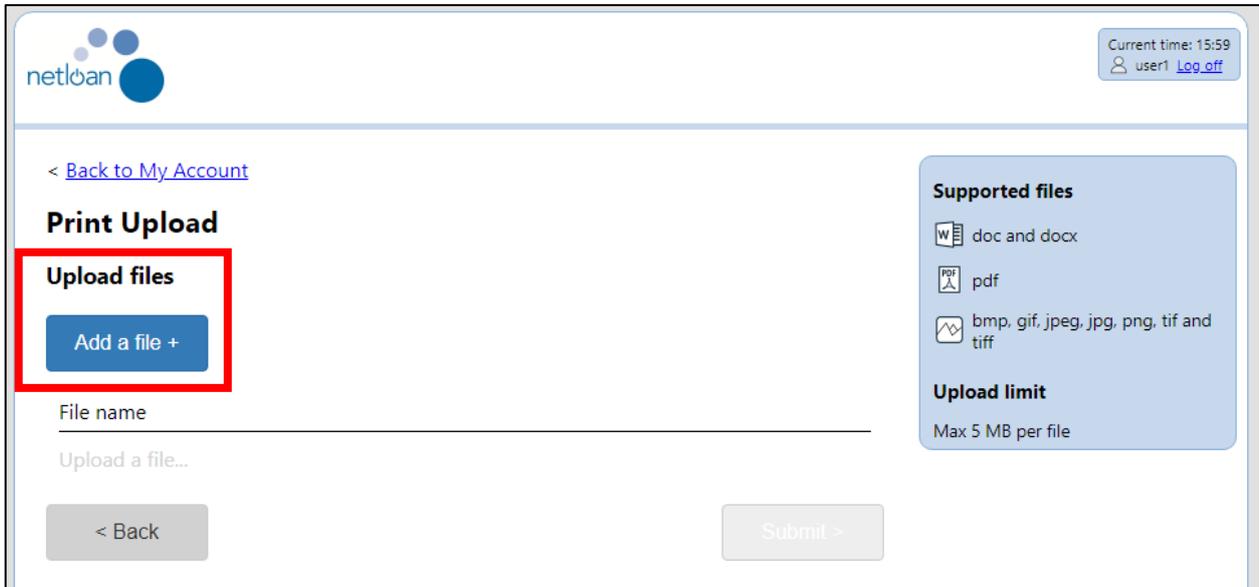
 You can then pay for and collect your print jobs at one of the self service kiosks or by speaking to a member of staff in one of your local libraries.

 Your print job will then be available for the next 12 hours.

[Get started >](#)

Print Upload page

This is where you can choose the file to upload shown below. The page includes an **Add a file** button.



The screenshot shows the 'Print Upload' page on the netloan system. At the top left is the netloan logo. At the top right, it displays 'Current time: 15:59' and 'user1 Log off'. Below the logo is a link '< Back to My Account'. The main heading is 'Print Upload'. Underneath, there is a section titled 'Upload files' which is highlighted with a red box. Inside this box is a blue button labeled 'Add a file +'. Below the button is a text input field for 'File name' and a placeholder 'Upload a file...'. At the bottom left is a '< Back' button, and at the bottom right is a 'Submit >' button. On the right side of the page, there is a blue box containing 'Supported files' (doc and docx, pdf, bmp, gif, jpeg, jpg, png, tif and tiff) and 'Upload limit' (Max 5 MB per file).

- Select **Add a file** to choose a file from your device

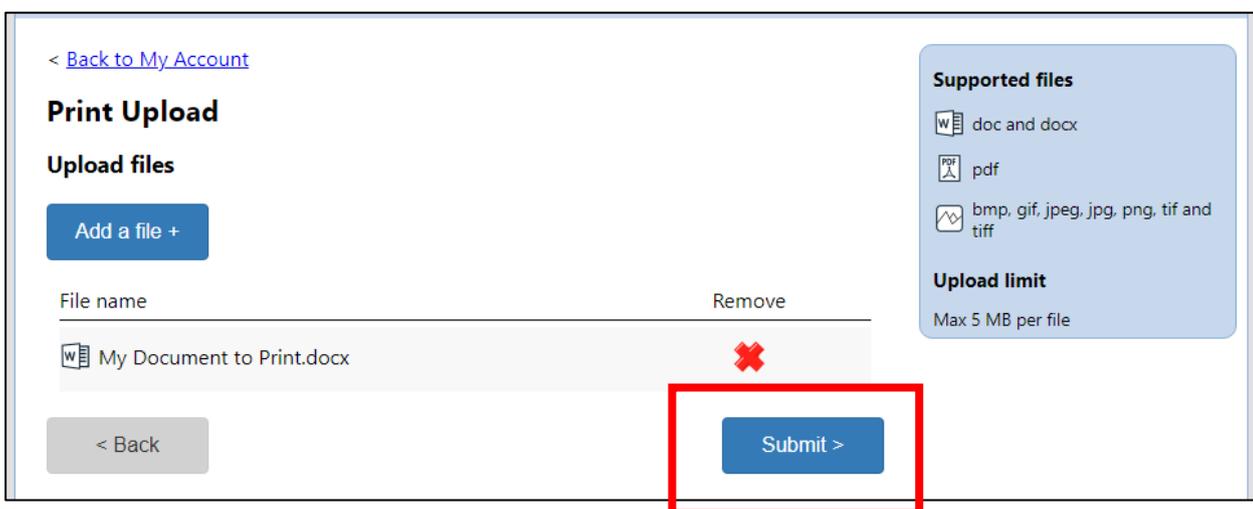
You can upload any doc, docx, pdf, bmp, gif, jpeg, png, tif or tiff file.

Size

- Maximum 150mg per individual file
- Maximum 750mg across all files at one upload

In the example image below there is only one file shown, but you can upload a maximum of five files at the same time.

Once the files have been selected it will go back to the **Print Upload** page:



The screenshot shows the 'Print Upload' page after a file has been selected. The 'Upload files' section now contains a list with one entry: 'My Document to Print.docx' with a document icon on the left and a 'Remove' button with a red 'X' icon on the right. The 'Add a file +' button is still present. The 'Submit >' button at the bottom right is highlighted with a red box. The rest of the page layout, including the netloan logo, user information, and supported files/limits, remains the same as in the previous screenshot.

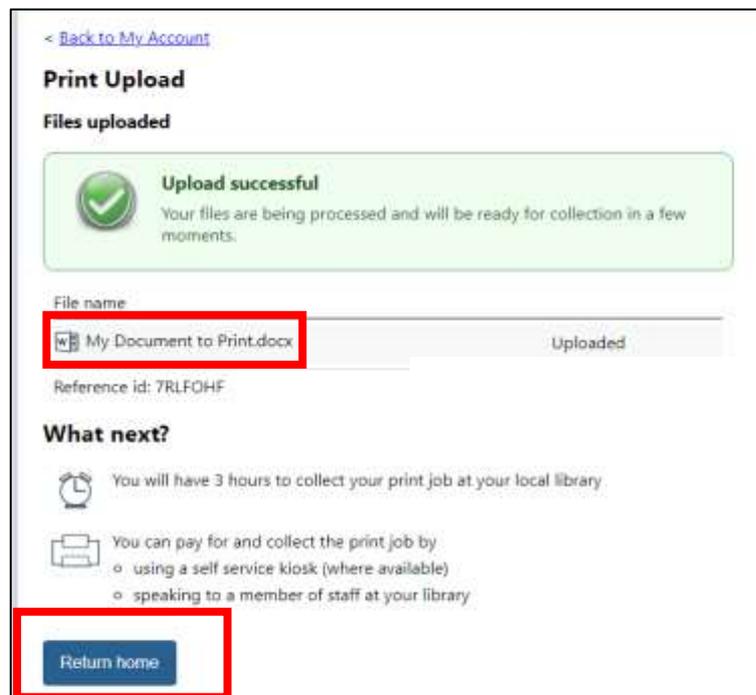
The page above now lists any documents selected to be uploaded.

Users can use **Add a file** again to add in more files (up to the maximum of five) or can remove any files they have a selected by mistake using the **Remove** icon.

When the user is ready, select the **Submit** button and the documents are uploaded.

Files uploaded

You are then informed that the upload has been a success, and given a reference id for your records as the image shows



Files are virus checked before they are downloaded to the system to wait for printing.

The **Return home** button goes back to the home page.

Please now visit the library counter where you can make payment for the print(s) and staff will release your prints.