Print from your device from your home or office:
Start at step 3 if you accessed these instructions from our website.

1. Go to the Tenafly Library website www.tenaflylibrary.org
2. Scroll down until you see the “print from your device icon”
3. Choose black and white ($0.10 per page) or color ($0.30 per page). You can pay by cash when you come to the library to pick up your prints. Exact change appreciated. If you do not wish to pay by cash, we can add the fee to your library card account. **You will not be able to use your card to check out items if your account balance reaches $10.** Log into your account to pay by credit card from [www.bccls.org](http://www.bccls.org). A $0.50 convenience fee will be charged for credit card payments.

4. Enter your email address. We will not email you and your email address will only be used to identify your document in the print queue.

5. Browse your computer for the document you want to print. (Make sure to first download the document for the best results.)

6. Click on the white arrow near the bottom of the screen.

7. Select the number of copies you want to print.
8. You can print all the pages of the document or selected pages of the document.

9. Then click on the green and white printer icon.

10. Come to the Library to pick up your prints. Sometimes prints can take up to ½ hour to be processed so you may wish to call ahead to make sure your prints are ready.