

HOW TO PRINT FROM YOUR DEVICE

TO PRINT FROM YOUR OWN
DEVICE, YOU WILL NEED
THE FOLLOWING :

- ▶ Your CAIJ ID
- ▶ Your CAIJ password
- ▶ Administrator rights on your device
- ▶ The printer installation link for your library

1 ACCESS YOUR CAIJ PROFILE



Log in to Espace CAIJ. Then, click on your initials on the top right of the page to head over to your profile. There, you will be able to retrieve your CAIJ ID : <https://app.caij.qc.ca/en/profil>

If you've forgotten your password, click on "Password Forgotten ?" and follow the instructions.

VT First Name L
Subscription
ID CAIJ : 123456789

Your CAIJ ID is the number listed next to ID CAIJ in your profile.

ⓘ You must contact your subscription manager to modify your personal information.

Personal details	Telephones	Addresses	Change Password...
Name	Phone n/a	Home	
Email emailaddress@email.qc.ca	Cell Phone n/a		

Areas of Practice

2 DOWNLOAD THE PRINTER INSTALLER



Go to the link for the printer associated with the library where you're working. You'll find it in the "Library Printing" section here: <https://www.caij.qc.ca/en/co-working-libraries/>

Printing

The printing service, **AVEC**, allows you to print directly from your personal devices as well as from library workstations. Software and printer installation are required for this service to work properly.

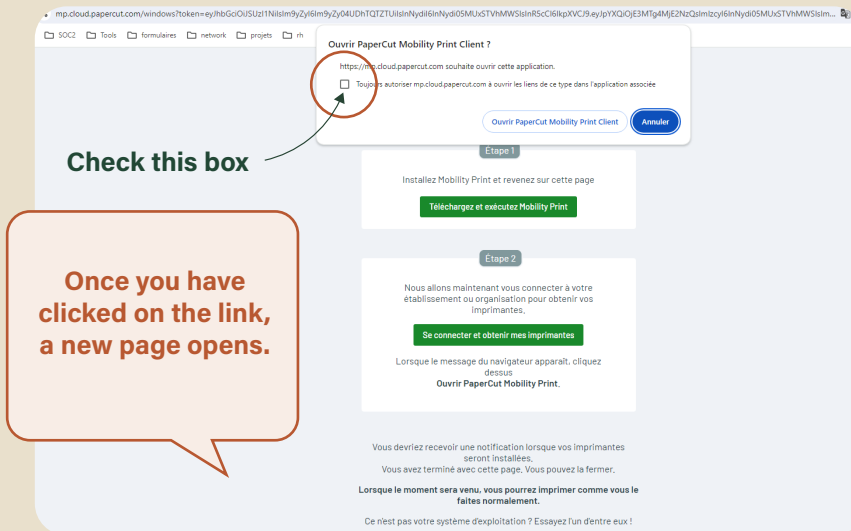
See the details and procedure for how to access this service:

- [Procedure guide for AVEC printing service \(french only\)](#)
- [FAQ](#)

[Click here to install the printer](#)

3

INSTALL THE PAPER CUT MOBILITY PRINT CLIENT



Click on **"Ouvrir PaperCut Mobility Print Client"**

A program will download and run on your device.

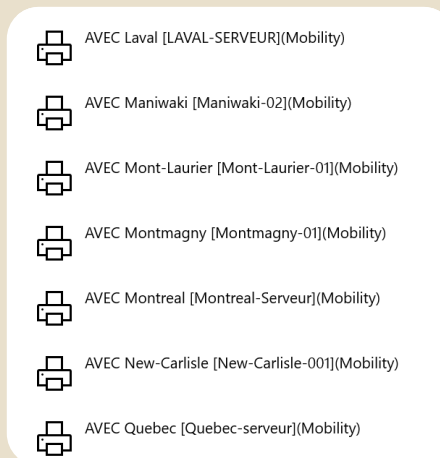
Note: You must have administrator rights on your computer to complete the installation. If you do not have them, please contact your system administrator.

4

ADD THE PRINTER

After the installation is complete, a new printer will appear in your system's printer list.

The printer name will include the site name and the term **AVEC** (e.g., "AVEC Laval").



5

PRINTING

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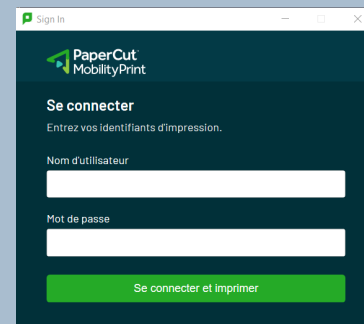
You can send your print job from anywhere—even from home—and release it later at the library.

To do so, first select the printer for the library where you want to release your print job.

A pop-up will prompt you to log in using your **CAIJ ID** and **password**.

RELEASE YOUR PRINT JOB

Your job will be held on the library's print server.* To release your document, swipe your CAIJ card at the copier in the library.



Copy-paste is not allowed at the login screen. You must enter your credentials manually.

*for up to 12 hours. If the printing job has not been released after 12 hours, it will be deleted.