

## Introducing Princh, our mobile printing solution!

It is now possible to easily and securely print from a mobile phone, tablet, or laptop, both remotely and at the library. To print now, simply click **HERE** and upload files to be printed.

## How to use the service

## Printing from your laptop, mobile phone or a tablet

- 1. When printing remotely or at the library: open your browser, go to <a href="mailto:shpl.info/princh"><u>shpl.info/princh</u></a>.
- 2. Upload your document(s).
- 3. Adjust the settings.
- 4. Enter your email address when prompted for a unique ID.
- 5. Proceed to the library's Print Release Terminal to pay for and collect your print job.

Tablet and smartphone users who are inside the library can scan the QR code posted near our public printers. Scanning the QR code simply automates step 1 above.

If you require further help, please see a staff member at the reference desk.

## Using the Princh APP for Android and IOS

Users of Apple and Android phones/tablets may install the **Princh App**. The Princh app is available for install in the Google Play Store and in the Apple AppStore.

The app is only necessary when a file cannot be uploaded such as when printing the body of an email or when printing a webpage.

To print after the app is installed, use your device's print or share feature and choose "Princh" as the destination for your document. When prompted, enter our libraries 6-digit printer ID: **106048** or scan the QR code posted near the printer.

