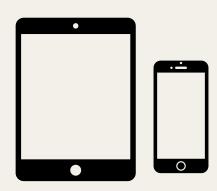


Bring Your Own Device Printing

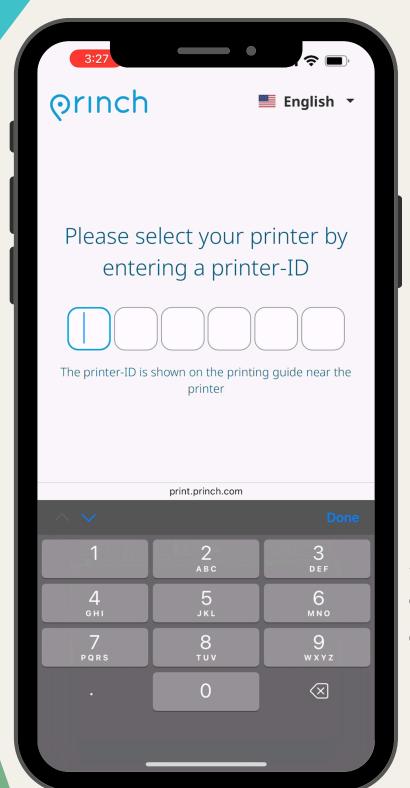
(mobile printing)









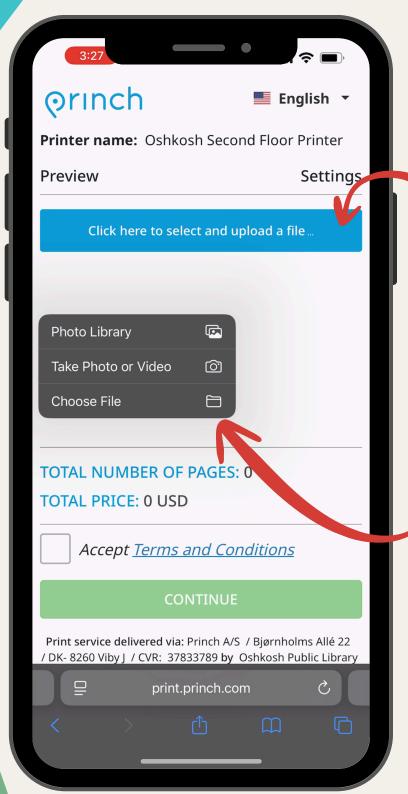




Scan the printer's QR code or go to print.princh.com and enter the printer-ID







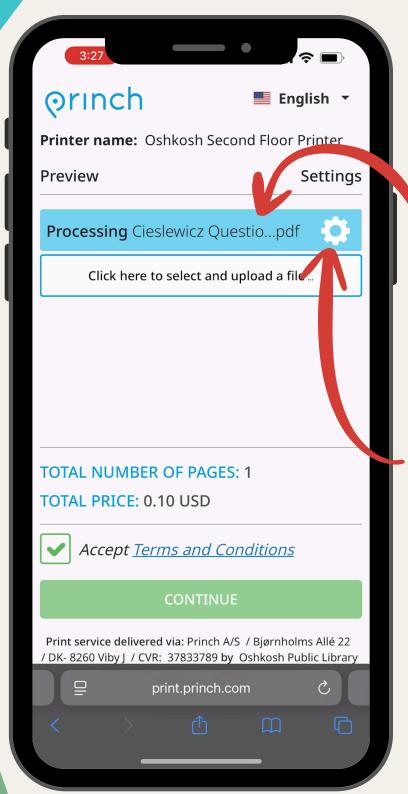
Click here to select your file or photo

all files need to be downloaded to your phone's local "files" app

Choose the location with the pop-up







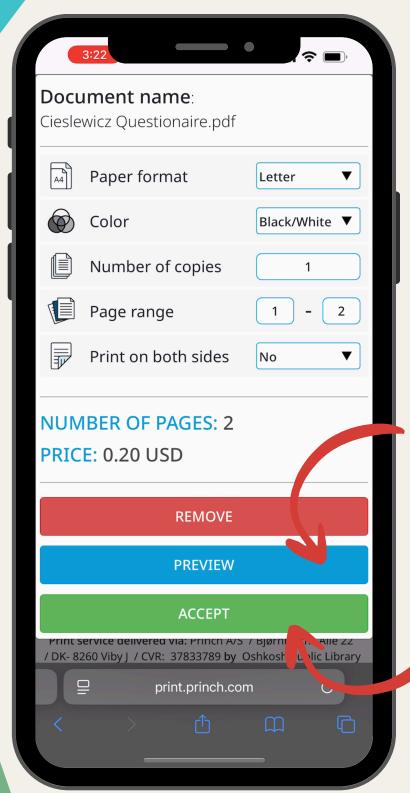
Your file will load here

Continue to add as many files as you need printed

To adjust the settings of your print, click the "gear" icon next to your files







Change any of the following settings by clicking in the boxes outlined in blue

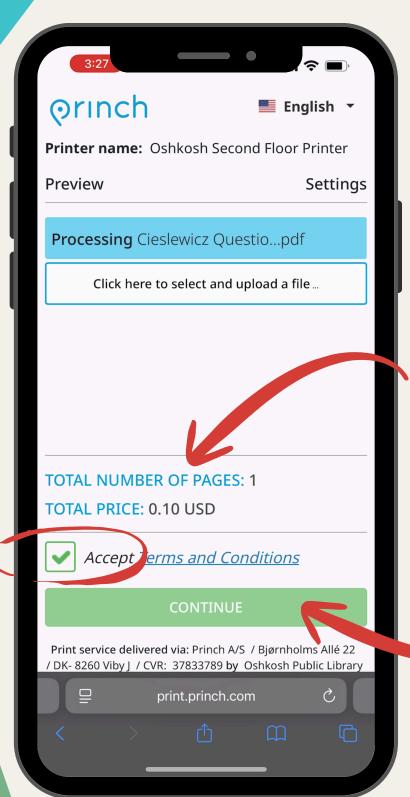
If you'd like to see a preview of your file, click the blue preview button

Select the green accept button when finished





*NOTE: the library charges per side, not per page

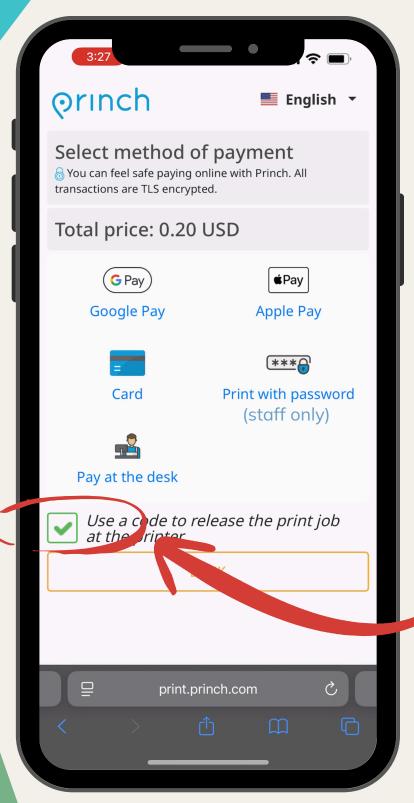


Your total number of pages, and the price will display here

Check the box next to terms and conditions, and then select the green continue button







Select the method of payment you wish to use.

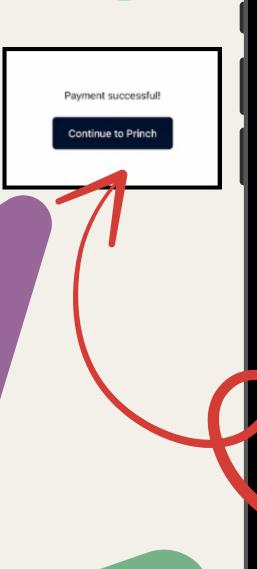
For any online or card payments, continue to page 7

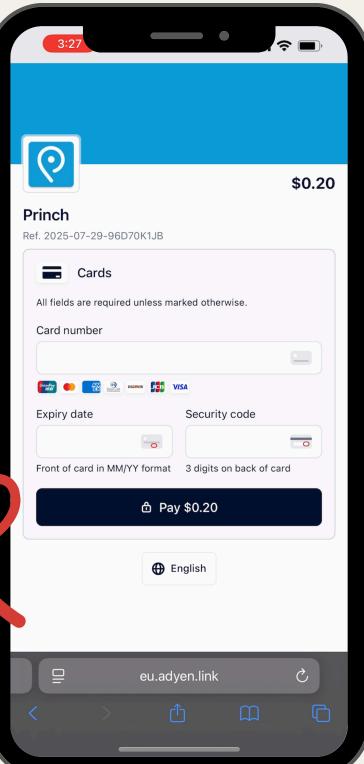
For cash payments, select "**Pay at the desk**" and continue to page 11

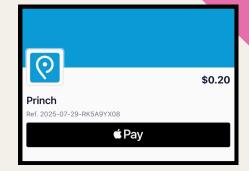
LEAVE THIS BOX CHECKED

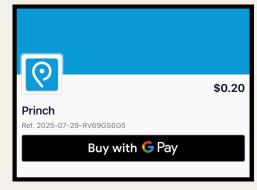








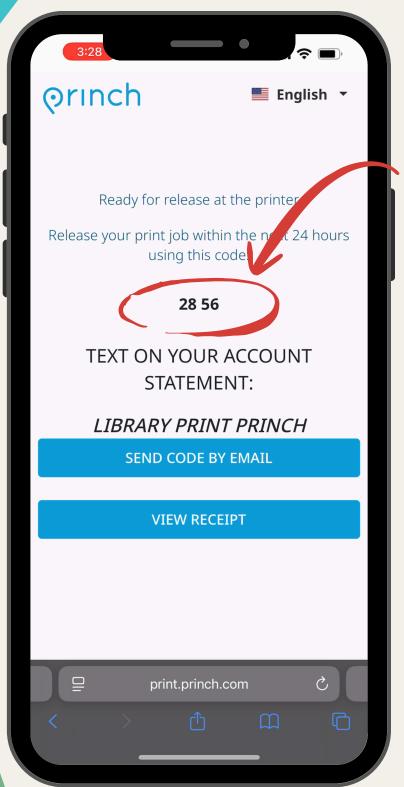




Selecting a card or online payment will reroute you to a billing page. Fill out the necessary information and select pay. Then "Continue to Princh"







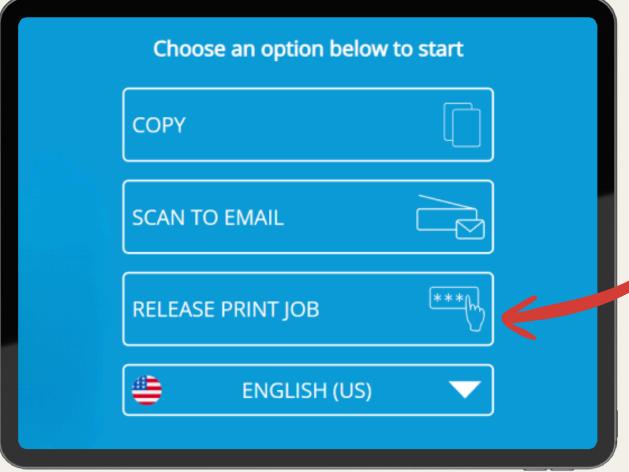
You will receive a 4-digit code to release your print at the copier

DO NOT LOSE THIS CODE UNTIL AFTER YOU HAVE RELEASED YOUR PRINT JOB

Staff cannot access this code for your security. If you lose it, you will have to resend the print job.



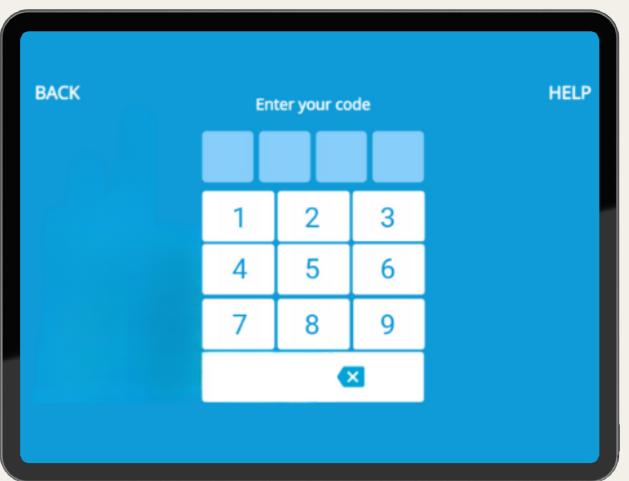




Go to the copy machine and select "RELEASE PRINT JOB"



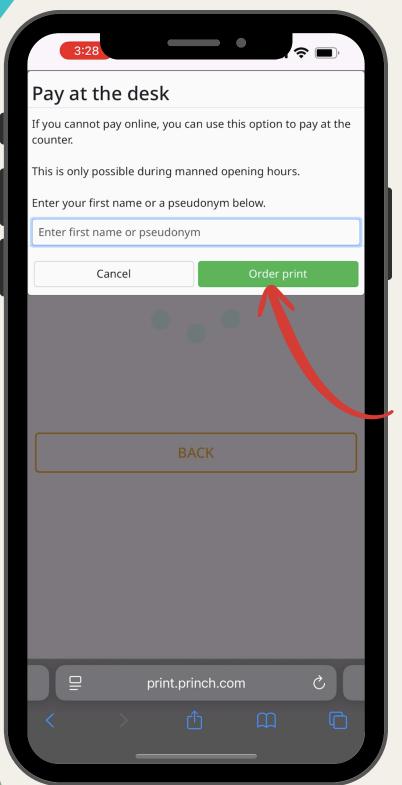




Enter your 4-digit code and your job will release





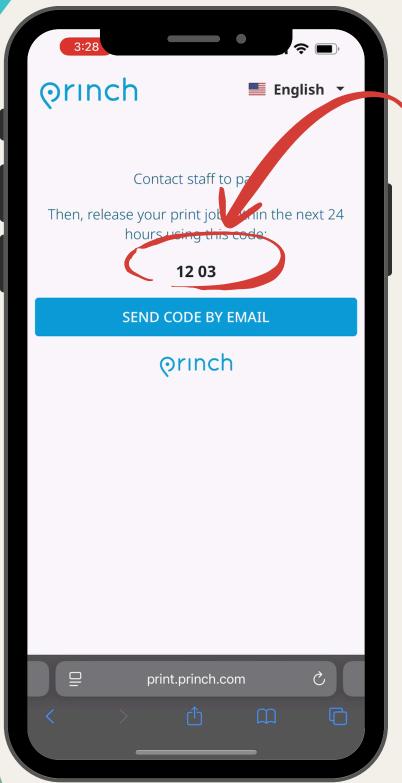


Please enter your name in the box so that staff can identify which print job is yours

Then click the green "Order Print" button







You will receive a 4digit code to release your print at the copier

DO NOT LOSE THIS CODE UNTIL AFTER YOU HAVE RELEASED YOUR PRINT JOB

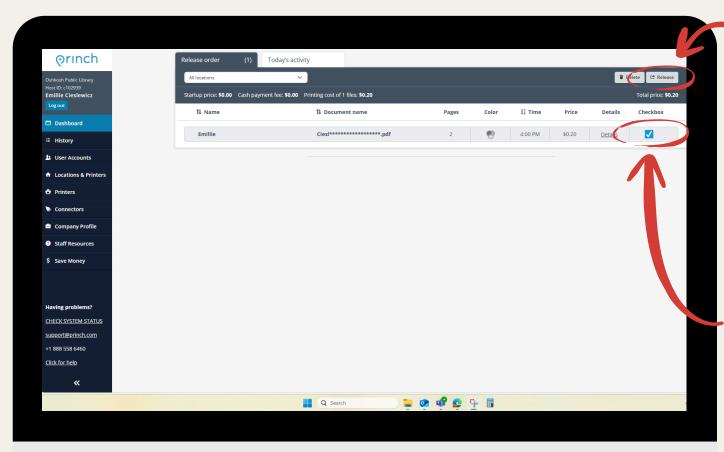
Staff cannot access this code for your security. If you lose it, you will have to resend the print job.

Next, go to the nearest service desk to pay





STAFF ONLY INSTRUCTIONS

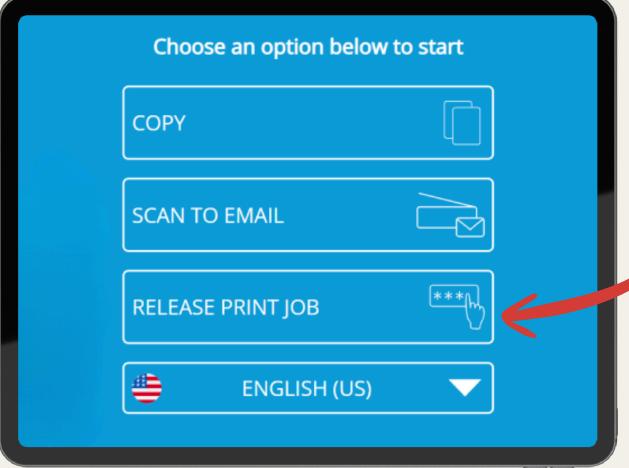


After accepting payment, click the checkbox next to the print job

Then click release



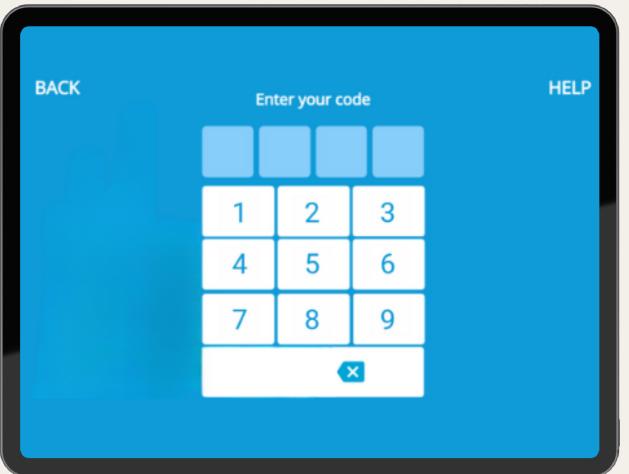




Go to the copy machine and select "RELEASE PRINT JOB"







Enter your 4-digit code and your job will release

