Mobile Printing with Princh

All 10 branches of our library have mobile printing with Princh. You can easily print from your mobile device or laptop.

Before printing with Princh your device needs to be connected to the Internet.

To print from the Princh website app, the file that you want to print must be downloaded onto the device.

You cannot download some things, such as the body of an email or a web page. To print these things you will have to download and use the Princh app on your device. Skip to page five for information on printing with the app.

Go to Princh's website app

There are two options for getting to the Princh printing website app to upload files to print.

1. Open the camera on your device and scan the QR code posted near the printer. Click the link to open the Web app. The 6-digit printer-ID will automatically fill. Or

2. Open the Internet browser on your device (e.g. phone, tablet, or laptop) and go to [Princh's web app](print.princh.com) (print.princh.com). Input the 6-digit printer-ID for the branch where you are printing. The Princh printer-ID is posted near the printer or the staff can provide it.
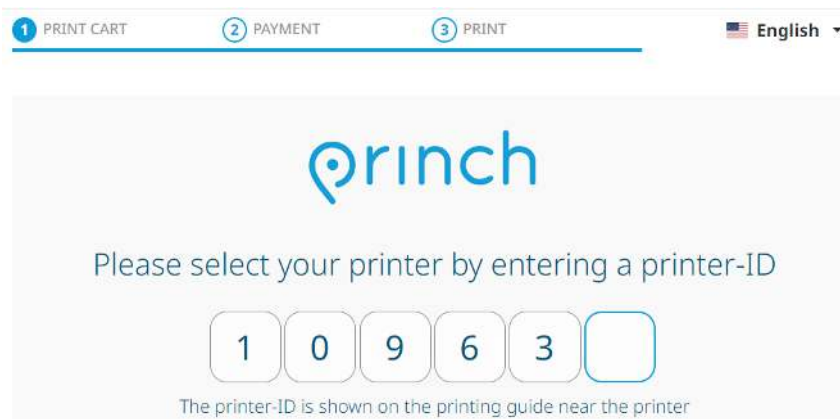
*Princh web app with a printer-ID being input*

Upload file

The upload page will open.

1. Check that the Printer name matches the library branch you are printing in.

Princh upload page with the Printer Name Listed as Yarmouth.

2. Click on the box to select and upload a file. Select the file or files you wish to print on your device. This will look different depending on the device you are using.
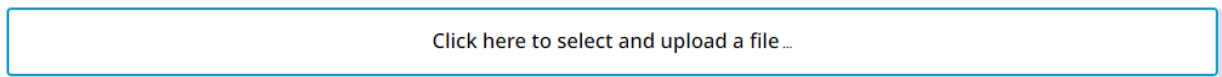
The box to click to select and upload a file for printing

Look over the uploaded file(s)

Review the uploaded files prior to printing. You can select color options, change the number of copies, and other settings.

       a. The blue file button with a magnifying glass   allows you to preview the print.

       b. You can choose between color or black and white, change the number of copies, and view the price for each print job.

       c. Click on the blue cog button   for more setting options such as printing a range of pages and printing on both sides.

The blue cog button will bring up additional settings options such as page range and the option to print on both sides.

Confirm the print job

Check that the 'total number of pages' and the 'total price' are what you expect. You must check the box to 'accept the terms and conditions' before you can click the green 'Continue' button. The 'Continue' button confirms the print job.

TOTAL NUMBER OF PAGES: 3   TOTAL PRICE: 0.60 CAD

✔ Accept *Terms and Conditions*

CONTINUE

Check the Total Number of Pages and the Total Price. Accept the Terms and Conditions and then click Continue to confirm the print job.

Enter a name

Enter a name or pseudonym to give the staff so they can identify your print job. This must be at least 4-digits long. Click on 'Order print'.

Pay at the desk   ✕

If you cannot pay online, you can use this option to pay at the counter.

This is only possible during manned opening hours.

Enter your first name or a pseudonym below.

Enter first name or pseudonym

Cancel   Order print

The Pay at the desk screen asks for a name or pseudonym so that staff can identify your print job.

Pay at desk and get your printout

The final screen states that the print job is ready for release and asks you to contact the staff.

Pay for your print job at the library circulation desk. The clerk will then release your print job and it will print.

Printing from the Princh app

You cannot download some things, such as the body of an email or a web page. To print these things you will have to download and use the Princh app from Printing Solution on your device. Other reasons to use the Princh app are: if you print often or struggle to find a file once you download it.

Search for and download the Princh app from Apple's App store or the Android Play store. Several permissions may be needed for Princh to be able to function as expected. These include being able to access media and run on top of other apps. The Princh app has a step-by-step tutorial when it is first opened.

Important: When printing from the Princh app, remember that *you do not begin a print job from the app itself. You must navigate to the file/ webpage you wish to print* and click 'share' or 'print' from there.

On Apple devices you will be asked to go to the Princh app to continue with the print job. On Android devices you will automatically be taken to the Princh app.

The rest of the process resembles printing via the browser. You much enter the printer-ID or scan the QR code to select the printer. Then you choose your print job settings such as number of copies, print range, printing on both sides, and printing in black and white or colour. You must 'Accept the Terms and Conditions' before you can click 'Continue' to select the payment method.

When you get to the 'Pay at the desk' pop up, you need to select that as your payment method.
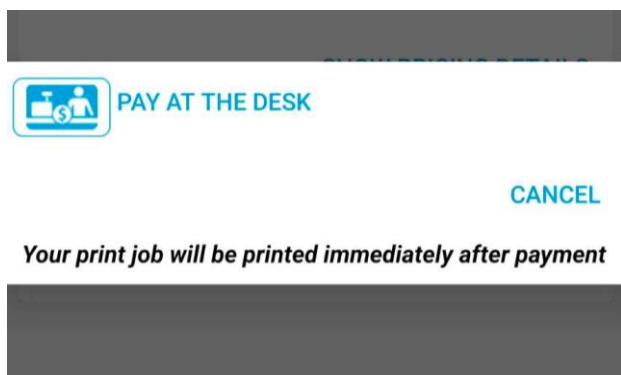
Pop up to select payment method. Pay at the desk must be selected to proceed with print job.

Once you have entered a name or pseudonym to identify your print job, the printout will be sent to the staff. They will release the print job to the printer after you pay for your printing at the desk.

Date: August 30, 2024

Contact: Training and Development Manager