Mobile Printing Instructions

1. There are multiple ways to send a mobile print:
   a. From thelibrarystd.org, select "Using the Library" then "Mobile Printing".
   b. Go to print.princh.com and enter the branch printer ID if known.
   c. Scan the branch specific QR Code provided onsite in the library.

2. From thelibrarystd.org Mobile Printing area, select the library from which you would like to pick up your documents. A screen will open with the selected branch Printer ID automatically entered into the field.

Mobile Printing

- You can print the most common file types from any smartphone, tablet, laptop, or PC.
- You can access this service from anywhere, with a Wi-Fi or 3G/4G/5G internet connection.
- You can also download the Princh app to your mobile device.

Select library for printing:
3. Select “Click here to select and upload a file” to proceed.

4. Verify the print job information, print color and pricing are accurate, click “Accept Terms and Conditions”, and then click “Continue” to proceed.

5. Clicking on the settings symbol will open an additional menu of print options as well as an option to Preview the print job. Click “Accept” to proceed.
Note: If printing additional documents, repeat steps 3-5.

6. Next, enter an email address. This email address will be utilized to access the print job at the print release station. Then, click “OK” to proceed.

7. A confirmation screen will display with the word “Ready” when the print job finishes processing. You may select “Done” or “Print Another Document”.

8. Visit the library where you sent your print job in order to and pay for and retrieve your documents.

9. See a staff member for assistance if needed.

10. Additional Resources:

   a. Guide to Printing from a Laptop
   b. Guide to Printing from a Mobile Device with the Princh Web App