Website Subpage Recommendations

We recommend you do the following when updating your printing and/or **copying and scanning** webpage:

* Remove any text from your website instructing your patrons to copy or scan with your old service. This is important for your patrons to understand there is a new solution they will use for copying or scanning their documents.
* Include a short introduction to the new service, Princh. This text should not be longer than 2-3 sentences.
* Include a ‘How to use the service’ section, covering all Princh products you are offering.
* If you have multiple printers at a location, we recommend you include a short description of where the printers are located (f.x. cafeteria printer, first floor printer, etc.).
* Display the prices and settings available at each branch location. This includes available paper formats, duplex printing, and color options.
* Tell patrons what time they can use the service. You can do this by either showing or linking the location’s opening hours or telling patrons if the service is available during unstaffed hours.

Website Subpage Text Example

# Introducing Princh, our new copying & scanning solution!

We have implemented Princh, a new copying & scanning solution, at our libraries. With our new solution it is now possible to easily and securely copy and/or scan your documents using our printers!

## How to use the service

You can use our new copying and scanning solution on a tablet connected to the printer / the printer’s built-in interface\*, by following the instructions below.

**Copying with Princh**

1. Press Copy on the printer’s display screen or on the tablet near the printer\*
2. Choose a copying source: glass or document feeder
3. Select the paper format of the document you are copying
4. Place your document and press Copy
5. If desired, add or discard changes and customize the settings
6. Pay with your preferred payment method
7. Take your copy job from the printer

**Scanning with Princh**

1. Press Scan to email on the printer’s display screen or on the tablet near the printer\*
2. Choose a scanning source: glass or document feeder
3. Select the paper format of the document you are scanning
4. Place your document and press Scan now
5. If desired, add or discard changes and customize the settings
6. Enter your email address and choose a password
7. Check your inbox and open the email from Princh
8. Click on the link in the email and enter the chosen password
9. Access the documents and download them to your device

**\*\*IMPORTANT NOTE – This document references the two ways Copy & Scan can be set up at your location; on the printer’s built-in display screen or on an attached tablet. When publishing these instructions on your website, please only reference the setup your library is using.\*\***

## Document prices

The following prices apply for copying documents:

**EXAMPLE – North America:**

* **Letter** - B/W: $\_\_, color: $\_\_
* **Legal** - B/W: $\_\_, color: $\_\_
* **Ledger** - B/W: $\_\_, color: $\_\_

**EXAMPLE – Europe:**

* **A4** – B/W: €\_\_, colour: €\_\_
* **A3** - B/W: €\_\_, colour: €\_\_

Scanning is free of charge.