Website Subpage Recommendations

We recommend you do the following when updating your **printing** webpage:

* Remove any text from your website instructing your patrons to print with your old mobile printing service. This is important for your patrons to understand there is a new printing solution they will use for printing.
* Include a short introduction to the new service, Princh. This text should not be longer than 2-3 sentences.
* Include a ‘How to print’ section, covering all Princh products you are offering.
* Display the printer IDs for each branch location. If you have multiple printers at a location, we recommend you include a short description of which printer the IDs belong to (f.x. cafeteria printer, first floor printer, etc.).
* Display the prices and printing options 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 to the location’s opening hours, or telling patrons if printing is available during unstaffed hours.

Website Subpage Text Example

# Introducing Princh, our new printing solution!

We have implemented Princh, a new printing solution, at our libraries. With our new solution it is now possible to easily and securely print from a mobile phone, tablet, or laptop, both remotely and at the library.

## How to use the service

**Printing from your mobile phone or a tablet**

1. When printing at the library: locate the print guide poster near the printer and scan the QR code.
   1. When printing remotely: open your browser, go to [print.princh.com](https://print.princh.com/) and enter the 6-digit printer ID to select the printer (find IDs below).
2. Upload your document(s).
3. Adjust the settings.
4. Select your preferred payment method and pay for your document(s).
   1. When printing remotely: Please be aware that unless you select the “Pay at the desk” payment option, your document(s) will be printed immediately\*.
5. Your document(s) is being printed, and it is ready to be picked up!

**Printing from your laptop**

1. When printing remotely or at the library: open your browser, go to [print.princh.com](https://print.princh.com/) and enter the 6-digit printer ID to select the printer (find IDs below).
2. Upload your document(s).
3. Adjust the settings.
4. Select your preferred payment method and pay for your document(s).
   1. When printing remotely: Please be aware that unless you select the “Pay at the desk” payment option, your document(s) will be printed immediately\*.
5. Your document(s) is being printed, and it is ready to be picked up!

**\*\*IMPORTANT NOTE – If you are not using our** [**Manual Release feature**](https://princh.com/manual-release-app-guide)**, which allows patrons to securely release their print jobs when they are physically at the printer, we recommend you add point 4.a and the following text:**

**Disclaimer when printing remotely (without Manual Release)**

Please be aware that unless you select the “Pay at the desk” payment option, your document(s) will be printed immediately. As such, to avoid inconveniences, we kindly ask you to always select the “Pay at the desk” payment option when printing remotely. Thank you for your understanding.

**Printing from our public PCs**

1. Open your document and press the “Print” option.
   1. You can also right click on your document and select the print option or click the printer icon to begin the printing process.
2. Select “Princh” as your printer and press “Print” again.
3. Adjust the settings.
4. Select your preferred payment method and pay for your document(s).
5. Your document(s) is being printed, and it is ready to be picked up!

If you require further help, we have instructions available at our libraries, and you can always ask staff for help.

## Princh printers

* **Library branch #1** (Insert Printer ID: ######)  
  (Insert Address & Opening hours)  
  (Insert Special cases (f.x. black & white only, letter paper format only))
* **Library branch #2** (Insert Printer ID: ######)  
  (Insert Address & Opening hours)  
  (Insert Special cases (f.x. black & white only, letter paper format only))

**\*\*EXAMPLE TEXT – DO NOT USE\*\***

* **ABC Library Branch** – Printer ID: 123456  
  123 Fake Street, Anytown, OH, 54321  
  Mon – Sun: 09.00am - 03.00pm  
  Single-sided printing only

You can also link your Printer IDs so the Princh web app automatically opens selecting the correct printer. You can do this by inserting the hyperlink print.princh.com/?pid=**printerid**

For example, if you wanted to automatically select the Printer ID 123456, then you could link it by inserting the hyperlink print.princh.com/?pid=123456.

Please note that including the wrong Printer ID may select a different printer for your patrons, leading to inconveniences.

## Printing prices

The following prices apply to both locations:

**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: €\_\_