## **Printing From Your Own Device With Princh**

- 1. Go to the Orillia Public Library Website (www.orilliapubliclibrary.ca)
- 2. Select "Services" and then "Computers, Printing, and WiFi".

Books & More	Programs & Events	Digital Library	Services	About Us	How Do I?
<u>1-on-1 Tech Help</u>		For Educators		Mobile WiFi Hotspots	
Book Bundles		Genealogy and Local History		Newcomers to Canada	
Community Outreach Worker		Interlibrary Loan		Room Rental	
Computers, Printing, a	and WiFi	Makerspace		Visiting Library Service	
Exam Proctoring					

3. Select the "Princh" link by clicking the logo under Wireless Printing.



You will be redirected to this page. Click the bar that says "Click here to select and upload a file".

Select the file you would like to print and click "Open".

You can select multiple files to print by repeating this process.

	2 PAYMENT	3 P	RINT	Er	nglish 🔻
Printer name: Orillia	Public Library			_	
Preview		Color	Copies	Settings	Price
	Click	here to select and u	upload a file .		
TOTAL NUMBER	OF PAGES: 0			TOTAL PRIC	E: 0 CAI
TOTAL NUMBER	OF PAGES: 0			TOTAL PRIC	E: 0 CAI

4. Adjust the settings of your print by selecting black and white or colour and changing the number of copies.

Clicking on the settings gear will bring you more options.

	TOTAL NUMBER OF PAGES: 5	TOTAL PRICE: 1.25	
	Document name: Mobile Printing with the Prpdf	×	
	न्मो Paper format	Letter	
	Color	Black/White	
	Number of copies		
	Page range		
>	Print on both sides	No	
	NUMBER OF PAGES: 5	PRICE: 1.25 CAD	
	REMOVE PREVIEW		

Color

Click here to select and upload a file

Copies

Settings

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Price

1.25 CAD

Preview

Mobile Printing w...pdf

5. Review your print order, this will show you the number of pages and the price. (OPL charges \$0.25 per page for black and white, \$1 per page for colour). Click the "Accept terms and conditions" box and hit "Continue".





10. Head to the print release station next to the large printer. Click "Release My Print Job" and type in your Email address to log in.





11. Ensure that the documents you would like to print are highlighted in blue. The total cost for your print will show in the top right corner.





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insert coins

12. Put your coins in the coin box. If you must pay by debit or Visa, see staff for assistance.

## We do not accept Mastercard.

staff for assistance.





13. Click "Print" in the top left corner.



14. Select "Paid from Coin Box" (click directly on the square). If you must pay by card, see staff for assistance.

15. Collect your print from the printer. Colour prints may take a few extra minutes to process.