How To: Wireless Printing

With Princh, you can easily and securely print from a mobile phone, tablet, or laptop, both remotely and at the Library from a wide range of file formats.

Print Using a mobile phone or a tablet:

1. When printing at the Library: locate the print guide poster near the printer and scan the QR code.

When printing remotely: open your browser, go to www.greenwichlibrary.org/print and select the printer.

- 2. Upload your document(s).
- 3. Adjust the settings.
- 4. Enter your email address.
- 5. Proceed to the Print Release Terminal to pay for and finalize your print job.

Printing from your laptop

- 1. When printing remotely or at the Library: open your browser, go to www.greenwichlibrary.org/print and select the printer.
- 2. Upload your document(s).
- 3. Adjust the settings.
- 4. Enter your email address.
- 5. Proceed to the Print Release Terminal to pay for and finalize your print job.

Printing via email

- 1. When printing: open your browser, go to www.greenwichlibrary.org/print to locate the email address of the printer.
- 2. Open your email client and enter the printer email address to send or forward an email to the printer.
- 3. You will receive a confirmation email from no-reply@ewprints.com when your print job is ready.
- 4. Proceed to the Print Release Terminal to pay for and finalize your print job.

Printing prices

- B/W: \$.10 Color: \$.50
- Letter size paper
- Single-sided printing only
- 50 page limit

