

Using a Desktop or Laptop Computer

Method 1: Send As Email Attachment

Login to your email account and send/forward an email with the document to be printed.

- **Black and White Printer:** hdl-bw@ewprints.com
- **Color Printer:** hdl-color@ewprints.com

This will send your print job to the Circulation Desk at the library.

Method 2: Upload To Web Portal

1. Go to <https://print.princh.com/> or Scan the QR code at the library.
Select the library printer:
 - Enter the printer-ID: **108929**
 - Click the “Click here to select and upload file ...” button.
 - Choose the file to upload.
 - Select the bubble for Black and White or Color.
 - Select the number of copies needed.
 - Accept the terms and conditions.
 - Click continue.
2. Enter your email address when prompted and click OK. This will be used to identify your print job.
3. Click DONE or Print another document.



Using a Phone or Tablet. (Apple & Android ONLY)

NOTE: If using a Kindle Fire Tablet, you MUST use Method 2: Upload To Web Portal for Desktop or Laptop Computer

Method 1: Send As Email Attachment

Login to your email account in your mail app and send/forward an email with the document to be printed.

- **Black and White Printer:** hdl-bw@ewprints.com
- **Color Printer:** hdl-color@ewprints.com

This will send your print job to the Circulation Desk at the library.

Method 2: Download and Use the Princh App

1. Go to your devices App Store and download the Princh App
2. Open the app that contains your document.
3. With the document open tap the share icon and select Print with Princh.
4. When instructed to do so, switch to the Princh App.
5. Scan QR code at the library OR enter the printer-ID: **108929**.
6. Select the library.
7. Change any needed settings and tap print.
8. Accept the terms and conditions and tap continue.
9. Enter your email address. Tap Submit Print Job.

This will send your print job to the Circulation Desk at the library.