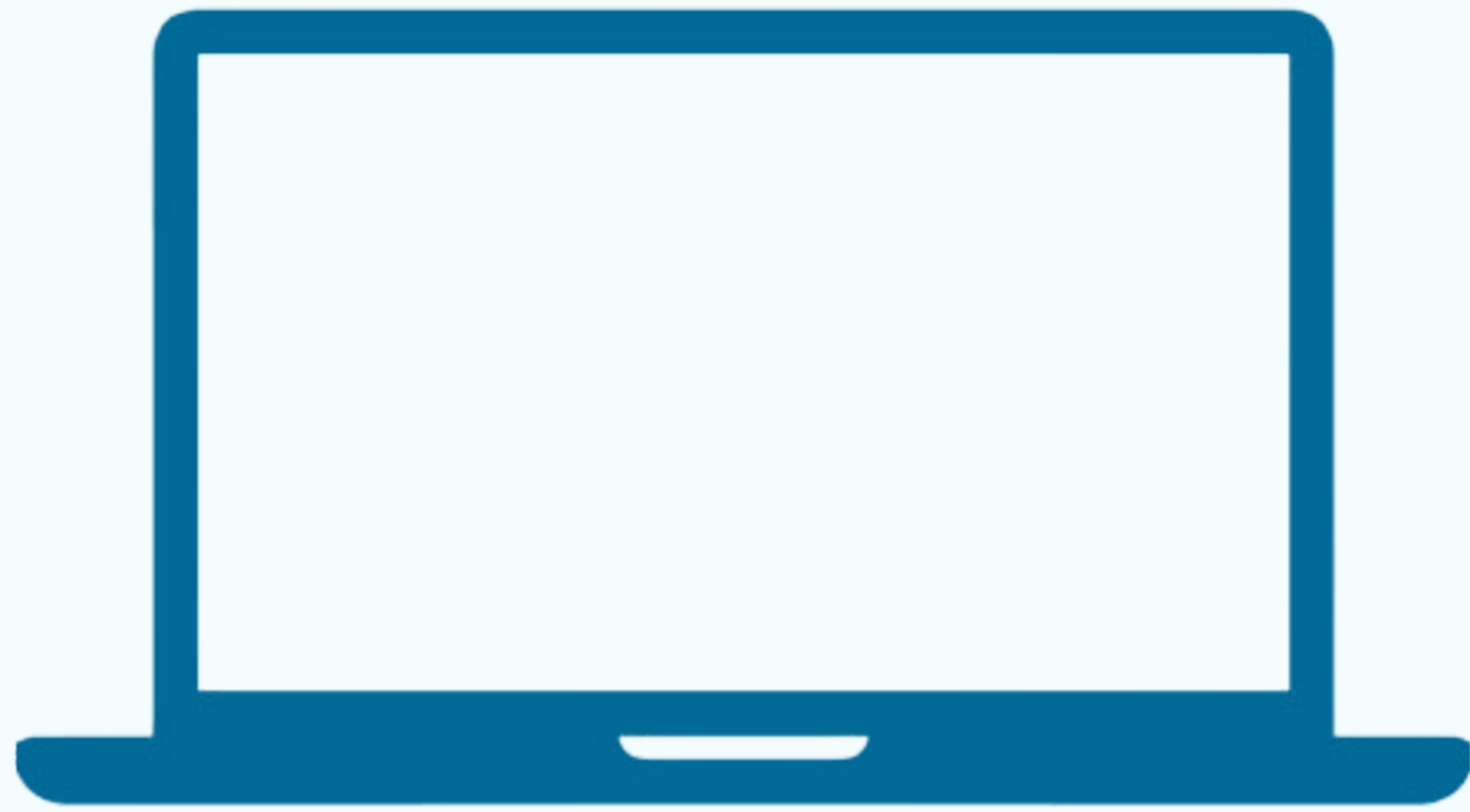


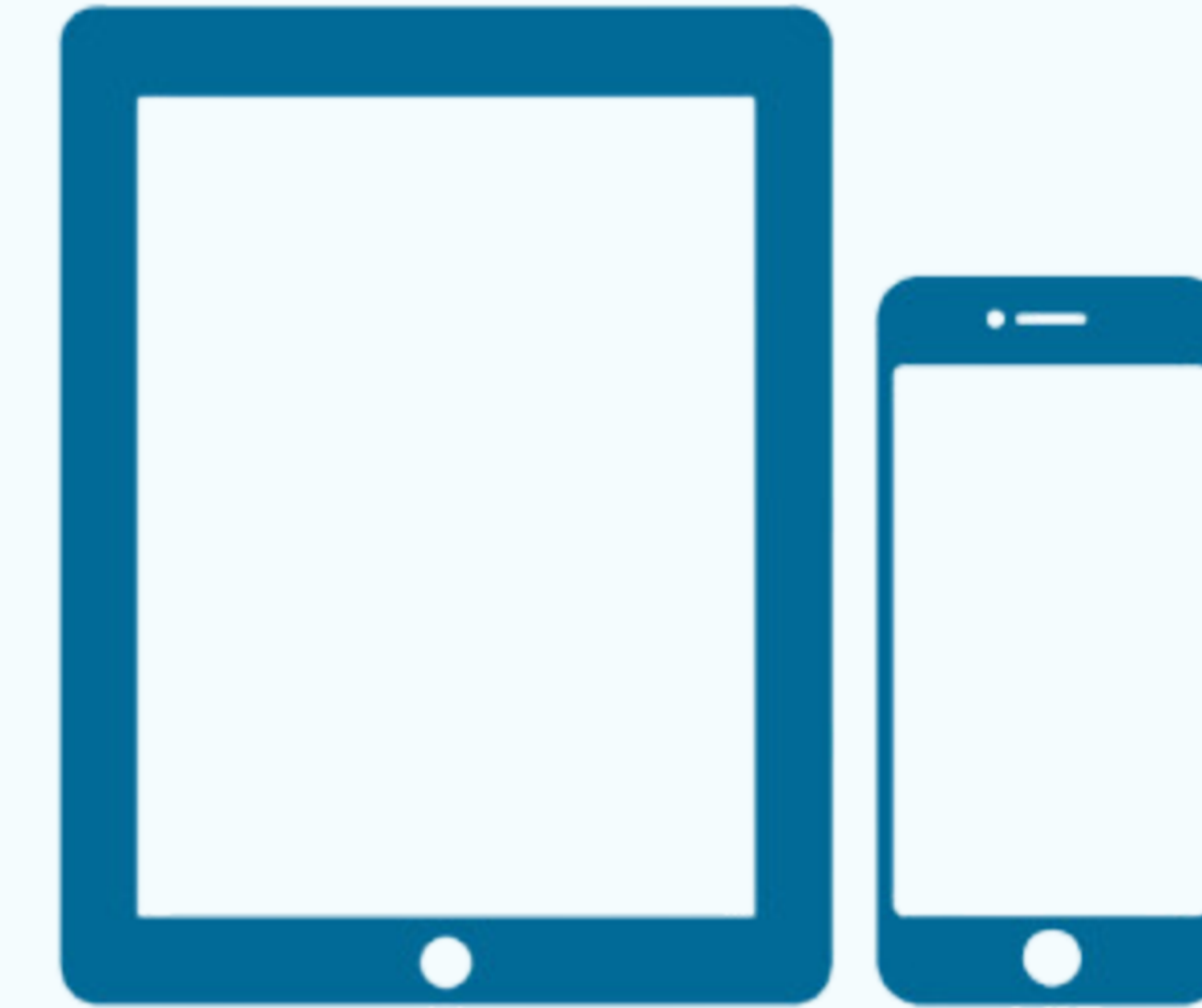
PRINT GUIDE

You can print using the following devices






PRINT FROM A LAPTOP

1. Open a browser and go to print.princh.com
2. Enter the printer ID that can be found below
3. Upload your document(s) and adjust your settings
4. Pay via the LPT:One Print Release Terminal



PRINT FROM A MOBILE PHONE OR TABLET

1. Scan the QR code below with your device's camera. Alternatively, you can open your browser and go to print.princh.com and enter the printer ID (found below)
2. Upload your document(s) and adjust your settings
3. Pay via the LPT:One Print Release Terminal

FORMAT	COLOUR	PRICE	PRINTER ID
	Black/White	\$0.20	 108729
	Colour	\$1.00	
	Black/White	\$0.30	
	Colour	\$1.50	

To print on the library printers via sending/forwarding an e-mail:

- Compose a new email and attach the document that you would like to print (or forward an existing email).
- Send the email to the appropriate email address:

Print Format	Email Address
A4 black and white, single-sided	108729.bw.a4@ewprints.com
A4 black and white, double-sided	108729.bw.a4.duplex@ewprints.com
A4 colour, single-sided	108729.colour.a4@ewprints.com
A4 colour, double-sided	108729.colour.a4.duplex@ewprints.com

- Please wait for an auto-reply email. Then, on the *Print Release Terminal* computer screen, select 'Release a Print Job' and enter your email address to retrieve your print jobs. Insert coins or ask our staff for card payment assistance.
- Please note when using this option, both the email and the attachments will be sent to the printer, but they will be listed separately at the print release station. When releasing your printing, make sure to select only the documents you wish to print.