How to print…

From a Public PC…

1. **Save your document** to the computer—it will disappear when you log off.

If printing from the web, right click the screen you wish to print, select print, then select Save as PDF.

2. **Click the Princh logo** in the menu ribbon at the bottom of the screen.

3. **Follow the instructions** on the page to select your saved document, select color and copy options, preview it, and send it to the printer.

The system will generate a 4-digit code for your printout.

4. **Pay and collect your printout.** If you pay with a credit card or Google/Apple Pay you can proceed immediately to the print release station, type in your 4-digit code and collect your printout.

If you need to pay cash, come to the desk to pay. After paying you can use the 4-digit code at the print release station to collect your printout.

From a Laptop…

Printer code:
111237

1. Same as above.

2. **Go to print.princh.com. Enter the printer code**.

3-4. Same as above.

From a mobile phone or tablet…

1. Save your document to your device.

2. **Scan the QR Code**.

3-4. Same as above.

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