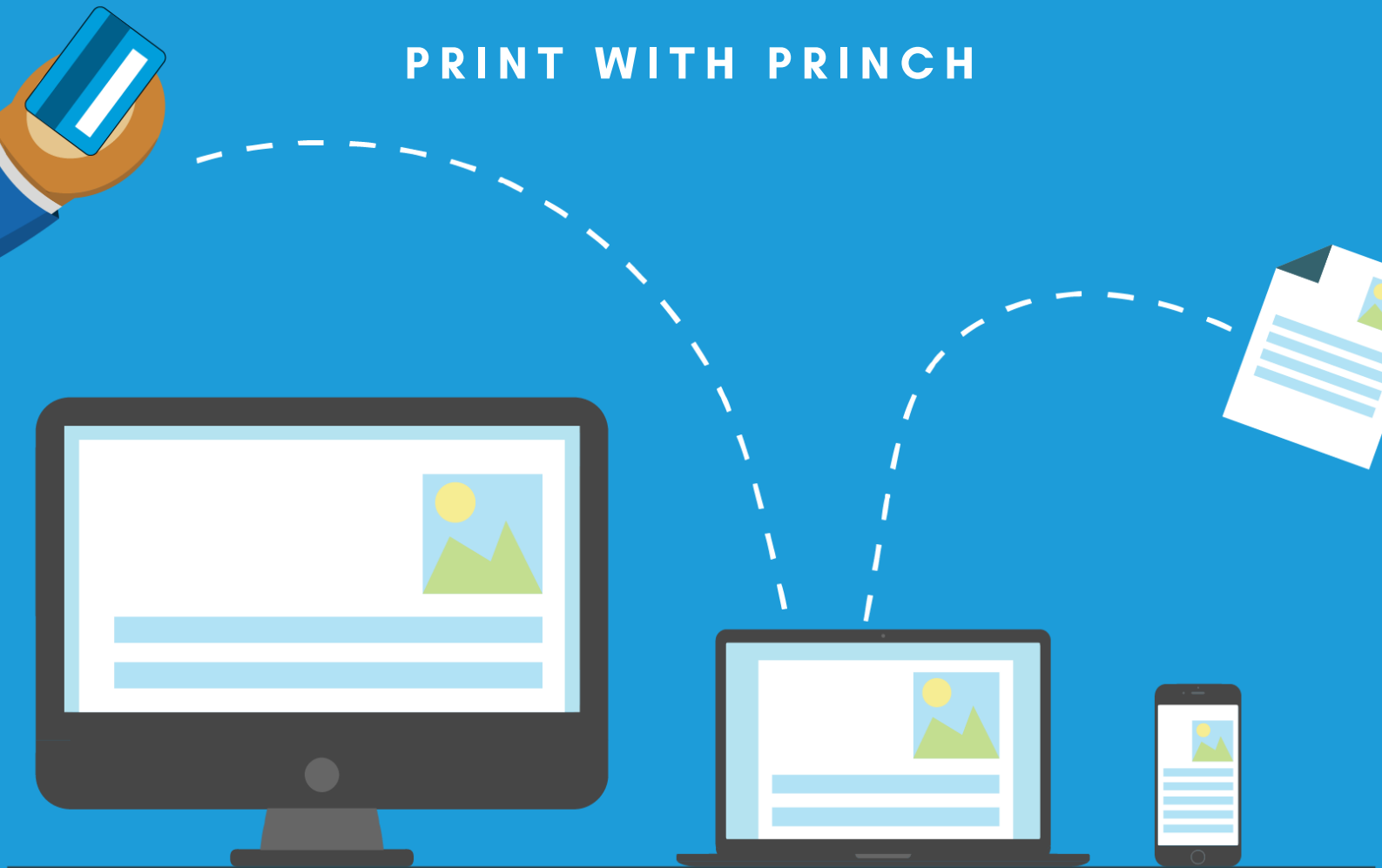


PRINT WITH PRINCH



princh

A GUIDE TO PRINT FROM DIFFERENT UNITS





It is possible to print from the following devices:
Public computer, laptop, tablet or mobile.

PRINTING FROM MOBILE

Have you downloaded the Princh app? 

Then you can print documents from your mobile.

Step-by-step guide:



- Open the document you want to print.
- Print or share documents with Princh. 
- Select printer. Scan QR code  or enter **Printer ID 102820**.
- Hofors Library – choose this printer.
- Print settings. Choose the number of copies, double-sided printing, color printing, etc. 
- Preview. 
- Total price is displayed.
- Print.
- Order is displayed. Accept the terms of use.
- Continue.
- Choose payment method.
Swish/payment card/over the counter.
When paying with swish/payment card, your order will be printed immediately after payment.
When paying over the counter, you also need to fill in your name, so the staff sends the printout to the printer after payment.
- Pay.
- Print ordered/sent to printer.



PRINTING FROM COMPUTER

Also applies to Chromebooks

Step-by-step guide:

- Save the document on the computer.
- Open a web browser and type: **print.princh.com**
- Fill in Hofor's library's **printer ID, 102820**.
- Click here to select and upload documents.
- Find your saved document and select: Open
Multiple documents can be uploaded at the same time.
- Print settings. Choose the number of copies, double-sided printing, color printing, etc. For more settings, click on the wrench symbol. 
- Preview by clicking 
- Total price is displayed.
- Accept terms of use.
- Continue
- Select payment method. Swish/payment card/over the counter.
When paying with swish/payment card, your order will be printed immediately after payment. When paying over the counter, you also need to fill in your name, so the staff sends the printout to the printer after payment.
- Pay
- Print ordered/sent to printer.

