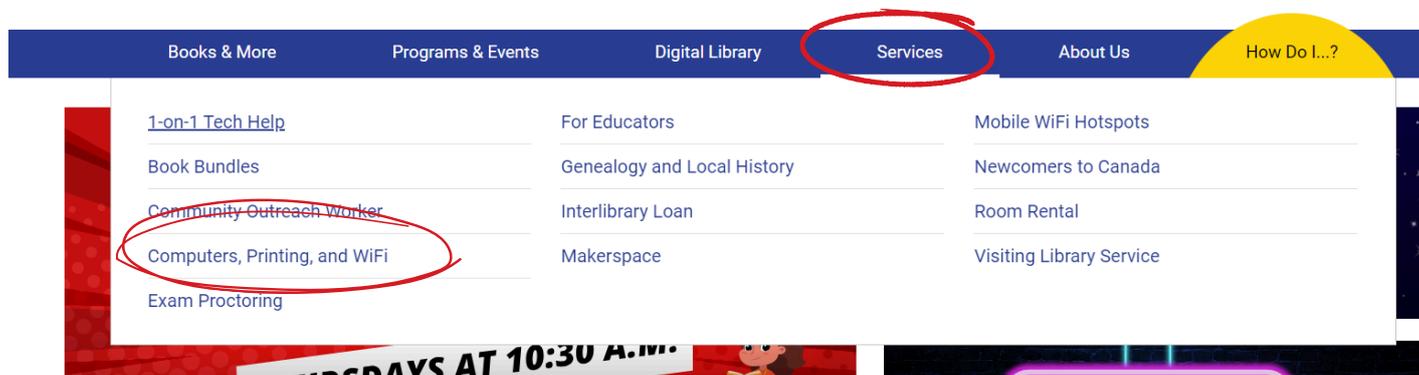
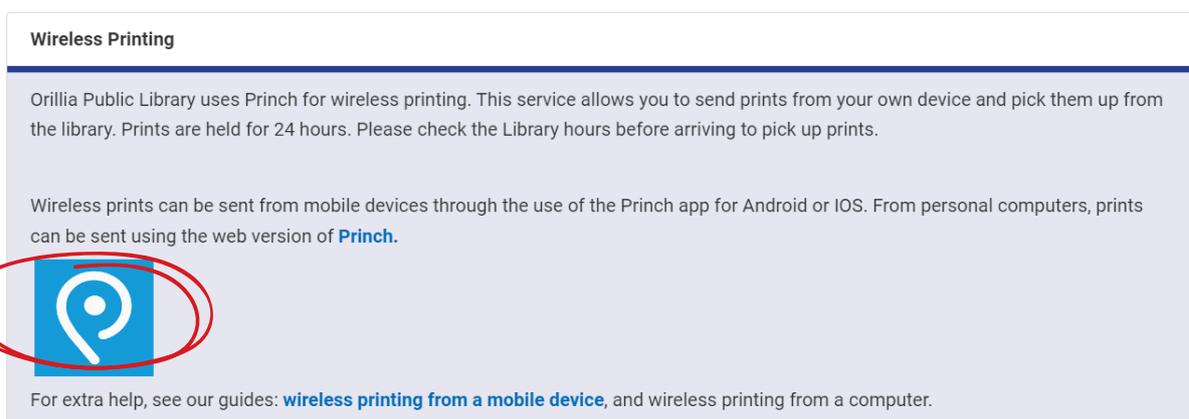


# Printing From Your Own Device With Princh

1. Go to the Orillia Public Library Website ([www.orilliapubliclibrary.ca](http://www.orilliapubliclibrary.ca))
2. Select “Services” and then “Computers, Printing, and WiFi”.



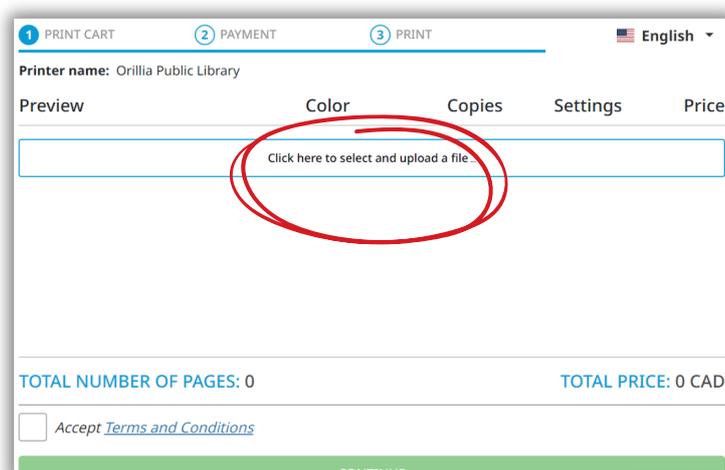
3. Select the “Princh” link by clicking the logo under Wireless Printing.



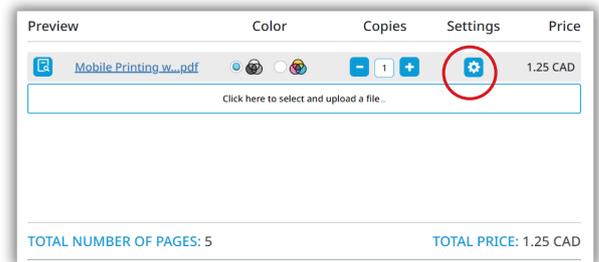
You will be redirected to this page. Click the bar that says “Click here to select and upload a file”.

Select the file you would like to print and click “Open”.

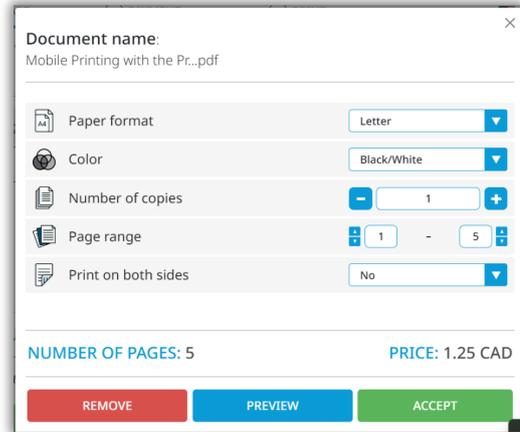
You can select multiple files to print by repeating this process.



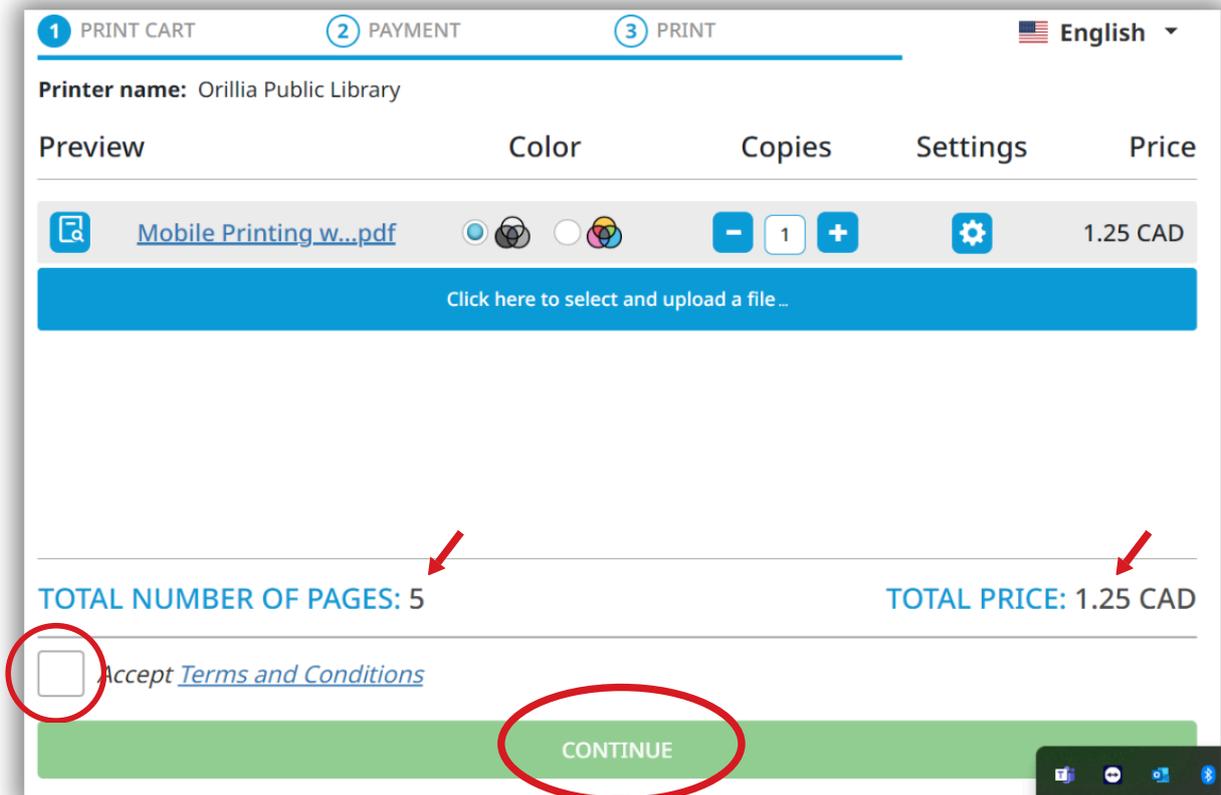
4. Adjust the settings of your print by selecting black and white or colour and changing the number of copies.



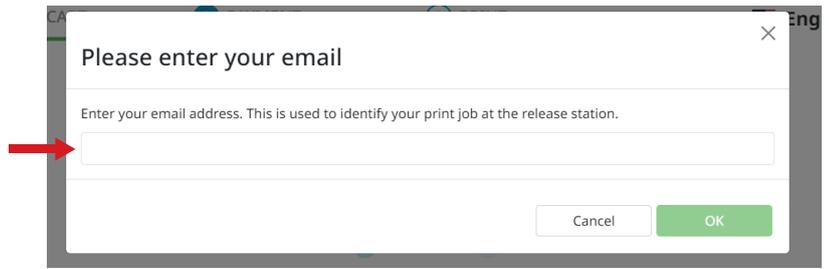
Clicking on the settings gear will bring you more options.



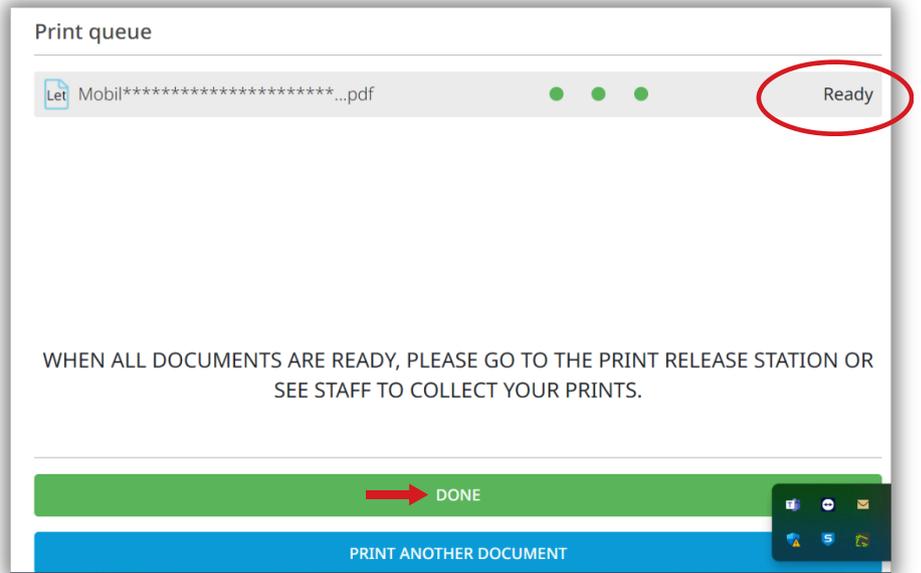
5. Review your print order, this will show you the number of pages and the price. (OPL charges \$0.25 per page for black and white, \$1 per page for colour). Click the “Accept terms and conditions” box and hit “Continue”.



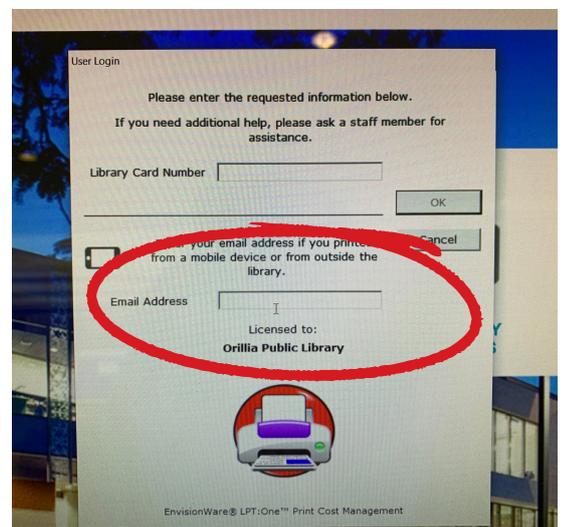
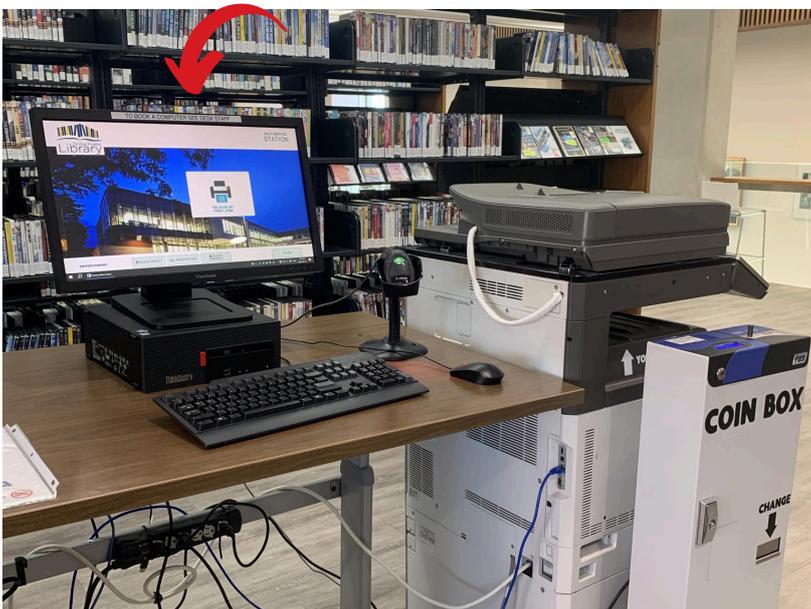
8. Enter your email address and click “OK”.



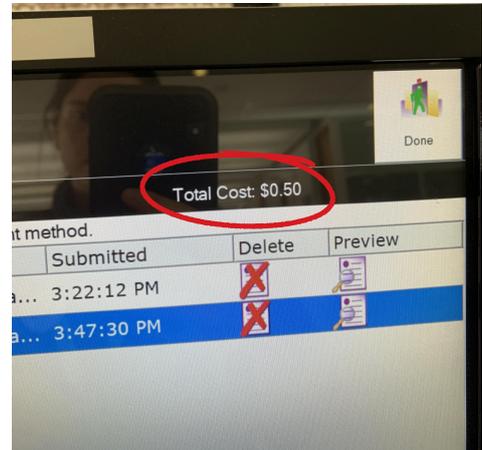
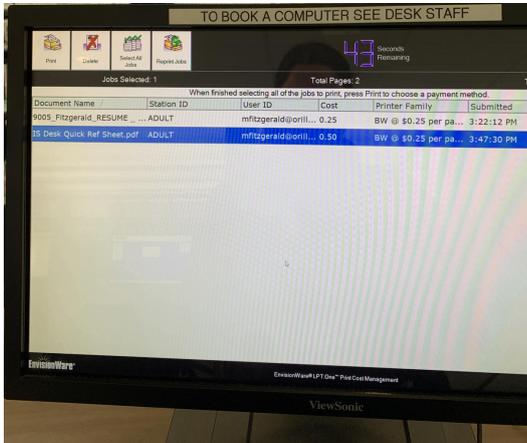
9. Wait for your document to say “Ready”, then click “Done” OR select “Print another document” if you have more documents to add.



10. Head to the print release station next to the large printer. Click “Release My Print Job” and type in your Email address to log in.



11. Ensure that the documents you would like to print are highlighted in blue. The total cost for your print will show in the top right corner.

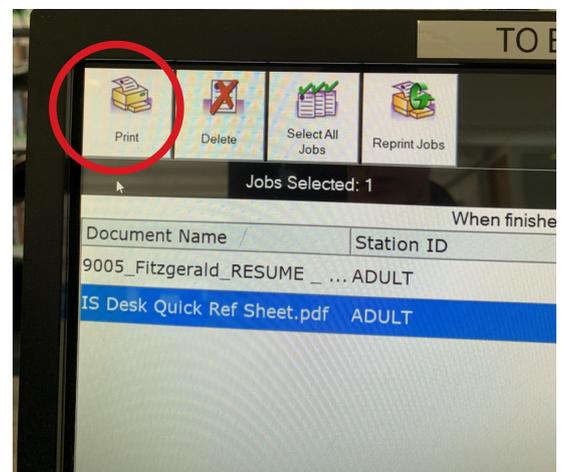


12. Put your coins in the coin box. If you must pay by debit or Visa, see staff for assistance.

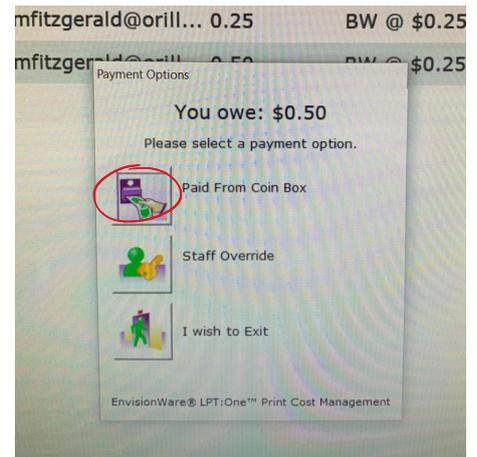
**We do not accept Mastercard.**



13. Click "Print" in the top left corner.



14. Select “Paid from Coin Box” (click directly on the square). If you must pay by card, see staff for assistance.



15. Collect your print from the printer.  
Colour prints may take a few extra minutes  
to process.