

How To: Wireless Printing

With Princh, you can easily and securely print from a mobile phone, tablet, or laptop, both remotely and at the Library from a wide range of file formats.

Print Using a mobile phone or a tablet:

1. When printing at the Library: locate the print guide poster near the printer and scan the QR code.
When printing remotely: open your browser, go to www.greenwichlibrary.org/print and select the printer.
2. Upload your document(s).
3. Adjust the settings.
4. Enter your email address.
5. Proceed to the Print Release Terminal to pay for and finalize your print job.

Printing from your laptop

1. When printing remotely or at the Library: open your browser, go to www.greenwichlibrary.org/print and select the printer.
2. Upload your document(s).
3. Adjust the settings.
4. Enter your email address.
5. Proceed to the Print Release Terminal to pay for and finalize your print job.

Printing via email

1. When printing: open your browser, go to www.greenwichlibrary.org/print to locate the email address of the printer.
2. Open your email client and enter the printer email address to send or forward an email to the printer.
3. You will receive a confirmation email from no-reply@ewprints.com when your print job is ready.
4. Proceed to the Print Release Terminal to pay for and finalize your print job.

Printing prices

- B/W: \$.10 Color: \$.50
- Letter size paper
- Single-sided printing only
- 50 page limit

