



Mobile Printing

print your documents - anytime. anywhere.

HOW TO PRINT

1. Begin by visiting print.princh.com where you will be taken to the **Stratford Public Library** print page.
 - a. If you are asked to enter a number, use **108489**.
2. Browse your device to find and **select the file** you wish to print. You can upload multiple documents at one time.
3. Use the **Color, Copies & Settings** to format your print job.
4. The following options are available:
 - a. **Paper Format:** Letter, Legal or Ledger
 - b. **Colour:** Black & White or Colour (the cost will automatically adjust based on your colour choice)
 - c. **Number of copies** you'd like printed
 - d. **Page Range:** Enter the range of pages you'd like printed from the document (i.e. pages 3-8)
 - e. **Print on both sides:** Yes or No
 - f. **Orientation:** Not an option. The document will automatically print in the orientation it was uploaded as.
 - g. Select **Preview** to check your print job before submitting
5. Accept the **Terms & Conditions** and select **Continue**.
6. Enter your **email address** and select **Continue**. Payments cannot be made online. Print jobs must be paid for at the main floor information desk using cash, debit, or credit.
7. If you are ready to print, select **Done**.
8. If you wish to print another document, select **Print Another Document** and repeat **Steps 1-6**.

RETRIEVING PRINT JOBS

1. Once you submit a print job, visit the main floor information desk. Print jobs are held at the adult floor information desk.
2. Tell staff your email and you are there to pick up a print job.
3. Pay for your print job. Black and white copies are \$0.10 per side and colour copies are \$0.75 per side

Please Note: Only certain file formats can be printed. If your file format is not listed, try converting it to a PDF before printing. **Submitted print jobs are deleted automatically after 24 hours.**

If you need assistance or have questions about printing contact the library at askspl@splibrary.ca or **519-271-0220**.

