

# Albert Carlton-Cashiers Community Library - Wireless Printing


There are multiple ways to send your print job wirelessly (Cloud Printing). You can upload a file (document, photo, etc.) already on your device to our wireless portal or forward an email attachment. You may also use the Princh ([princh](#)) app if it is downloaded to your device.

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## Method 1: Upload to Wireless Portal



Use the QR Code to the left, if you can, or go to <https://print.princh.com/?pid=108183>

1. Select "Click here to select and upload a file"
  2. Locate the file on your device that you wish to print and select it
  3. Click on the Settings Icon  and chose Black & White or Color (black & white is the default setting); Range of pages you wish to print; Print Preview, etc.
  4. Check box to Accept Terms and Conditions
  5. Enter your email address
  6. Then the portal will Process your file. When completely processed, it will read "Ready."
  7. You may now Release the document at the Print Release Station (see below)
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## Method 2: Send as Email Attachment

You can also send your print jobs to a wireless library print as an email attachment. Simply send or forward an email with the document to be printed as an attachment to your selected printer:

- Black and white print: [fri\\_cashiers-bw@ewprints.com](mailto:fri_cashiers-bw@ewprints.com)
  - Color print: [fri\\_cashiers-color@ewprints.com](mailto:fri_cashiers-color@ewprints.com)
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## Using the Library Print Release Station

The Library Print Release Station can accept cash only and will only accept change or small bills (up to \$10).

After sending your print job to the library printer, your print job will remain in queue for up to 72 hours (3 days).

At the Library Print Release Station, click *Release a Print Job* and enter your email address.

1. Select the print job(s) you wish to print. It is recommended that you Preview your file before you select Print.
2. A window will pop up the total cost of the print job(s).
3. After paying for your print, the job(s) will then be released to the printer.