

# Wireless Printing

You can send print jobs wirelessly to the Port Moody Public Library using your computer, phone, or tablet.

## Upload file(s) from your device

Click the link below to access Princh, our wireless printing service:

[Upload your files here](#)

## Select your settings

Choose black and white or colour, and number of copies.

Note: On mobile, you need to tap the gear icon under "Settings" to change these options. The icon will not appear until the document has finished uploading.

Click/tap the gear icon under "Settings" for more options:

- Paper size
- Black & white / Colour
- Number of copies
- Page range
- Single-sided / Double-sided

You can also preview your print job or remove the file in this window.

## **Select method of payment**

Once you submit your wireless print job, you will be prompted to select a method of payment.

### **Electronic payment**

Pay online with Google Pay, Apple Pay, or a credit card.

Note: Your print job will be printed immediately after payment. If you are sending a print job from outside the Library, select Pay at the desk or Pay with cash.

### **Pay at the desk**

Enter your name (or a pseudonym) and see staff at the Information Desk to release your print job.

You can pay with cash, debit, or credit at the Accounts Desk.

### **Pay with cash**

You will receive a 4 digit code to release your print job. At the print release station, tap the "Release my print jobs" option and enter the code. Insert coins or bills.

Note: All print jobs will be cleared from the system at the end of each day. Make sure you pick up your print job the same day that you print it.

## **Printing costs**

Our self-serve print release terminal accepts bills and coins. You can also pay online using Google Pay, Apple Pay, or a credit card. If you would like to pay in person using debit or credit, see staff at the Information Desk to release your print job.

**Type of printing****Cost per page**

Black and white, single-sided

\$0.20

Black and white, double-sided

\$0.40

Colour, single-sided

\$0.50

Colour, double-sided

\$1.00