Easy Prints With Princh

Beverly Farms residents and visitors can use our print-from-anywhere service, Princh. Using on-site computers or personal laptops, mobile devices, or tablets, anyone can send print jobs to our printer.

The print release station is located at the Service Desk. Ask staff for assistance with releasing your print jobs. Print jobs are available for same-day pick up. Submissions are deleted daily at closing.

Cost

Cash only

- .15 per page for Black & White
- .75 per page for Color

BEVERLY FARMS LIBRARY

www.beverlypubliclibrary.org

How To Print With

princh

Print via Princh App

1. Download the Princh app for iOS or Android from your app store, open Princh, and follow any setup prompts
2. Go to the file that you want
3. Find the print function:
   - For Android phones, tap ⋮ and select Print, then select Princh from the list of printers
   - For iPhones/iPads, tap ⬆ and scroll to select "Print with Princh"
5. Follow prompts as directed by app
6. Enter Printer ID **109317** or scan the QR code below
4. Choose black & white or color, number of copies, and page range (Use "Preview" to confirm your print job appears correct)
6. Tap "Print" and check off "I Accept the Terms and Conditions"
7. Tap "Continue" to proceed
9. Enter your email address in the pop-up, then tap "Submit Print Job"
10. Go to the Service Desk and ask a staff member to release your print job.

Print via Web Browser

1. Open a web browser and go to print.princh.com
2. Enter Printer ID **109317** or scan the QR code below
3. Click to select and upload a file
4. Tap ⚙ to choose black & white or color, number of copies, and page range (Use "Preview" to confirm your print job appears correct), then tap "Accept" to proceed
5. Repeat steps 3 & 4 to send additional files in the same print job
6. Check the "Accept Terms and Conditions" box and tap "Continue"
7. Enter your email in the pop-up, then tap "OK"
8. Go to the Service Desk and ask a staff member to release your print job.

Printer ID & QR Code

109317

Print via Email

1. Save the file(s) to your device
2. Open your preferred email app
3. Compose a new email
4. Attach the file(s) to the email (IMPORTANT! Files as links in the body of the email won't work)
5. Add the printer's email addresses to the "To" field:
   - For black & white, add beverlyfarms-bw@ewprints.com
   - For color, add beverlyfarms-color@ewprints.com
6. Send the email (an email subject is not required)
7. You will receive a submission confirmation email from Princh when the print job is ready
8. Go to the Service Desk and ask a staff member to release your print job.

Want help? Ask at the Service Desk!