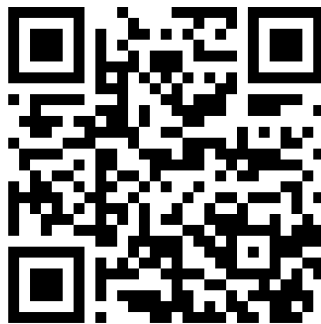


Printing from your own device:

1. Send your document(s).

You can either:

- Upload to the print portal: Go to print.princh.com and enter the Printer ID: 107487
- Email to the printer:
 - Black & White: southbury-bw@ewprints.com
 - Color: southbury-color@ewprints.com
- Scan QR Code:



2. Release your document from either Print Release Terminal.

First Floor: Reference Department (Black & White and Color)

Second Floor: Near copier and computers (Black & White only)

1. Put your money into the tan cash machine next to the printer.

If you put a dollar bill in, you will get change back. The machine can only take \$5 at a time. Please see the Reference Desk on the First Floor or Circulation Desk on the Second Floor if you need more change, are printing more than \$5 of printing, or need to pay via check. Cash or check only.

2. Log on with the email address you used to send your document.

3. Select your job(s) and click "Print" on the top left. You can also see how they will come out with the the "Preview" button to the right of each print job.