



Princh Training To-Do

Recap:

1. Payments: we accept credit cards, Apple Pay, Google Pay & PayPal through Princh or cash at the desk.
2. Printing can be done through the website at <https://print.princh.com>
 - a. This will only work with files, not webpages or other active screen images.
 - b. Great for laptop users or even on our public PCs if they want to pay with a credit card.
3. We do not recommend the App.
4. Admin Panel: <https://admp.princh.com>
 - a. Password: HPLPrint21!

To Do

1. Training: <https://princh.com/courses/princh-staff-training/?tab=tab-curriculum>
 - a. Most videos are about 1.5-2 min.
 - b. Take some time away from the desk to go through it, should take less than 30 minutes for 12 videos/quizzes.
 - c. Watch all videos except:
 - i. Print from a Public PC
 - a. Public PCs still print through Cassie.
 - b. BUT, if a patron wants to pay with a credit card, they can save their document(s) to a file(s), go to print.princh.com and print there with a CC.
2. Welcome Center
 - a. Take all quizzes: Ask questions if unsure on quiz answers.
3. Review the [Princh Process posted to Wiki](#)
 - a. Check out how to release print jobs, refunds and review the FAQ.
4. Glance through the Support Center: <https://support.princh.com/en>

Next Steps

1. Play and Test
 - a. Try a print through the website and with the QR code.
 - b. Our Color Printer ID is 103748 and our Black & White Printer ID is 112190

Pay with cash when prompted but don't release through the Admin Panel. Just delete the jobs to save paper.