Princh Training To-Do

Recap:
1. Payments: we accept credit cards, Apple Pay, Google Pay & PayPal through Princh or cash at the desk. We are not using the Password option at this time.
2. Printing can always 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. 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 FAQ for sure!
4. Glance through the Support Center: https://support.princh.com/en

Next Steps
1. Play and Test
   a. Download the app on your phone and play a bit so you can best help patrons.
   b. Try a print through the website and with the QR code.
   c. Our printer ID is 103748

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