

# Mobile Printing

When printing from your own device, you can either use our printing portal or send your document as an attachment to the appropriate email listed below. For help, please see the following instructions or ask a Reference Librarian.

**Please note:** Documents you send are only kept in the printer queue for about 90 minutes.

## How-To:

### Option 1: Printing Portal

(Recommended for printing from personal laptops.)

1. Access our Printing Portal at

**Reference-** <https://print.princh.com/?pid=107487>

**Childrens-** <https://print.princh.com/?pid=109026>

2. Upload your documents.
3. Adjust the settings.
4. Enter your email address.
5. Proceed to the Print Release Terminal to pay for and release your document.

### Option 2: Sending an Email Attachment

(Recommended for phones and tablets.)

1. Log in to your email account.

2. Send or forward an email with the document you would like to print attached. Please see the list below to find the email address you need.

**Email List:**

Black and White: **[southbury-bw@ewprints.com](mailto:southbury-bw@ewprints.com)**

Color: **[southbury-color@ewprints.com](mailto:southbury-color@ewprints.com)**

Children's Department (Black and White):

**[southburychild-bw@ewprints.com](mailto:southburychild-bw@ewprints.com)**