



Self-installation guide





Welcome to your first Princh installation!

We are excited to get you printing with us!



This symbol indicates a step that you **must** complete. Moving onto the next step without completing this step may result in an incorrect setup.



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SYSTEM REQUIREMENTS

The computer that you follow this guide on should be a computer that will always have access to your printers and will be switched on whenever patrons expect to print. This computer could be known as a 'print server', but in many cases this is simply a computer that only staff have access to in the library.

Ensure that your system meets the *minimum system requirements*.

Software requirements

- Windows OS(Windows 10/Windows Server 2012 or later)
 - **With** .Net Framework (4.8) installed on Windows
- **or** Debian based Linux

Hardware requirements

- 2GHz or more
- 8 GB RAM or more
- 10 GB available disk space



SETUP PRINTERS LOCALLY

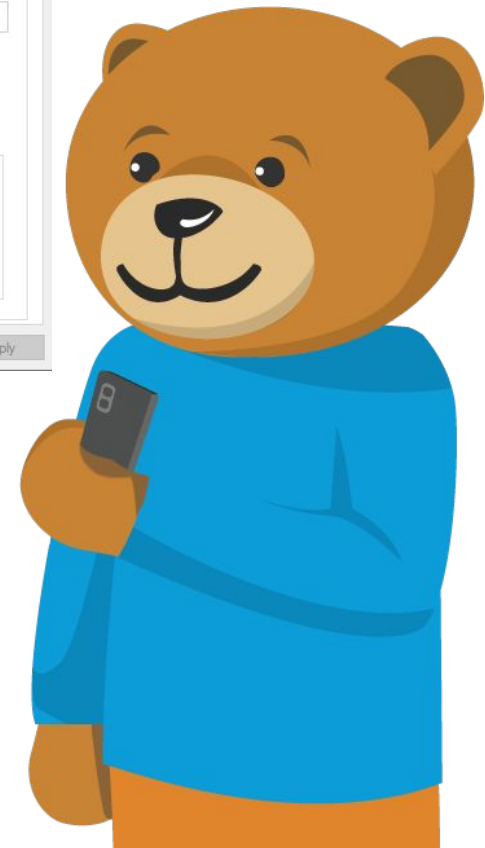
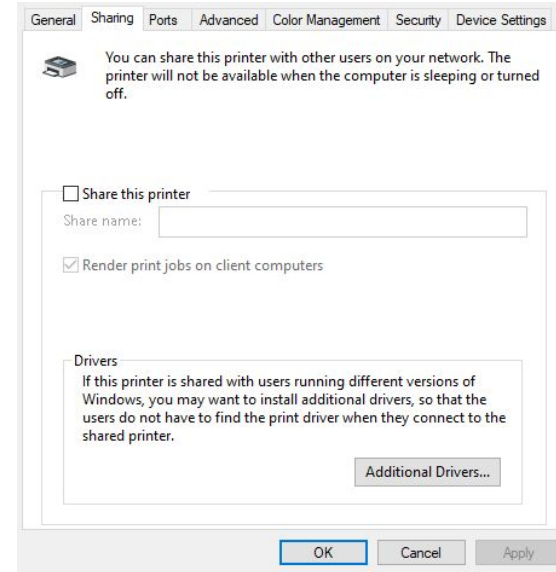
In this step you will ensure that your printers are connected correctly to your local system.

1. Send a test print to confirm that you can print from your computer.
2. If this worked, open the printer properties.
3. Click the sharing tab.
4. Ensure that the printer is **not** shared.

If the printer is shared, add the printer again and do not share it.



Only move past this stage if you have successfully tested your printers.





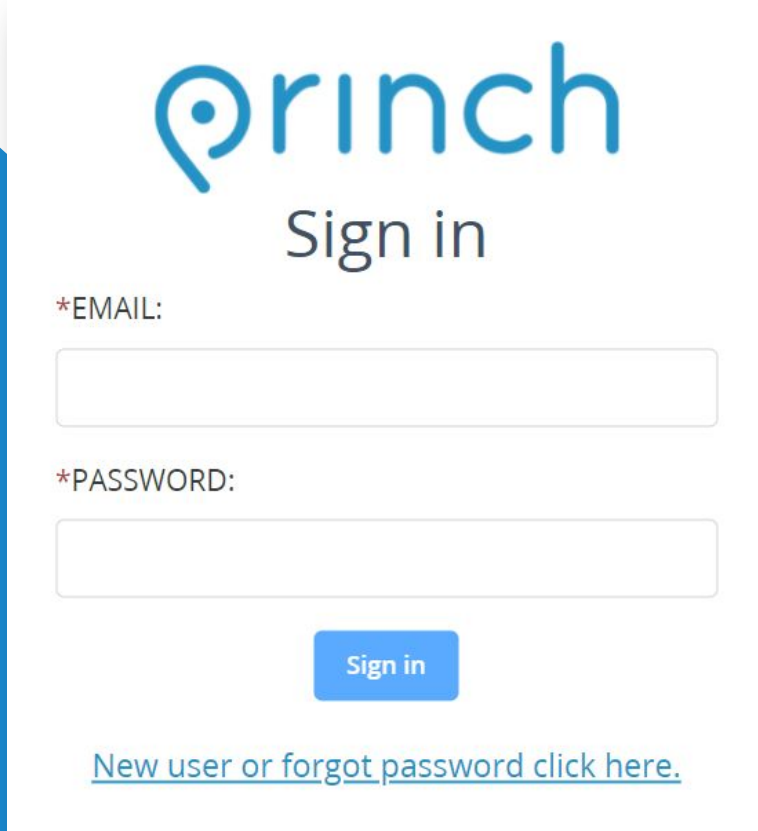

PRINCH SET-UP

We have sent an email with a link to create an admin account for “admp.princh.com” to the email address you provided.

If you can't find this email, please check your spam or junk folders as well.



Create account



princh

Sign in

*EMAIL:

*PASSWORD:

Sign in

[New user or forgot password click here.](#)

- In your email inbox you received a password reset link for your new Administrator account.
- Use this link to set a password.
 - This link expires in 24 hours
 - To reset it, click “New user or forgot password” at the bottom of the log in box.
- Log in to admp.princh.com using:
 - The email address the link was sent to
 - Your newly set password



Create location

 **Locations & Printers**

+ Create Location

Create new Location

Princh location name

Princh map location:

Create

- Select the 'Locations and Printers' tab on the left of the screen.
- In the top right you will see a 'Create location' Button.
- Click this button.
- Fill out the Princh location name
- Search for the Princh map location
 - Search using your exact address
 - You can drag the pin to move it to where it fits best
 - Click the option from the drop down when you have found the right place

If you have more than one location, repeat this process for all locations.



Only move past this stage if you have successfully added a location.



Create printers Pt. 1

The diagram illustrates the process of creating a printer. It starts with a dark blue box labeled 'Printers' with a printer icon. A blue arrow points down to a light grey box labeled '+ Create Printers'. Another blue arrow points down to a white form titled 'Create new printer' with a close button (x) in the top right corner. The form has a label 'Public name:' followed by a text input field containing 'Library Public Reception' and a green 'Create' button.

- Select the 'Printers' tab on the left of the screen.
- In the top right you will see a 'Create Printers' Button.
- Click this button.
- Fill out the **Public name**: The name that patrons of the library will see
- Click 'Create'
- If you have more than one printer, repeat this process for all locations.




- **Do not move past this stage without creating the printer**



Create Printers Pt. 2







Locations & Printers

+ Add new printer

 Library Public Reception <Princhy's Printer> 405562
princh/c990083/ Add

 Edit

Print and Copy Prices

A4 / page	 Black & White 1.00 DKK Enabled <input checked="" type="checkbox"/> Default <input checked="" type="checkbox"/>	 Color 0.00 DKK Enabled <input type="checkbox"/> Default <input type="checkbox"/>
	 Black & White 0.00 DKK Enabled <input type="checkbox"/> Default <input type="checkbox"/>	 Color 0.00 DKK Enabled <input type="checkbox"/> Default <input type="checkbox"/>
A3 / page	 Black & White 0.00 DKK Enabled <input type="checkbox"/> Default <input type="checkbox"/>	 Color 0.00 DKK Enabled <input type="checkbox"/> Default <input type="checkbox"/>

- Go back to the 'Locations and Printers' tab.
- Click the "Add new Printer" button on the location you would like the printer to be added to.
- From the box that pops up of available printers- click "Add" on your desired printer.
- Click "Edit" on the newly added printer
- Scroll down and enter a number into one of the price options, then press enter on your keyboard.

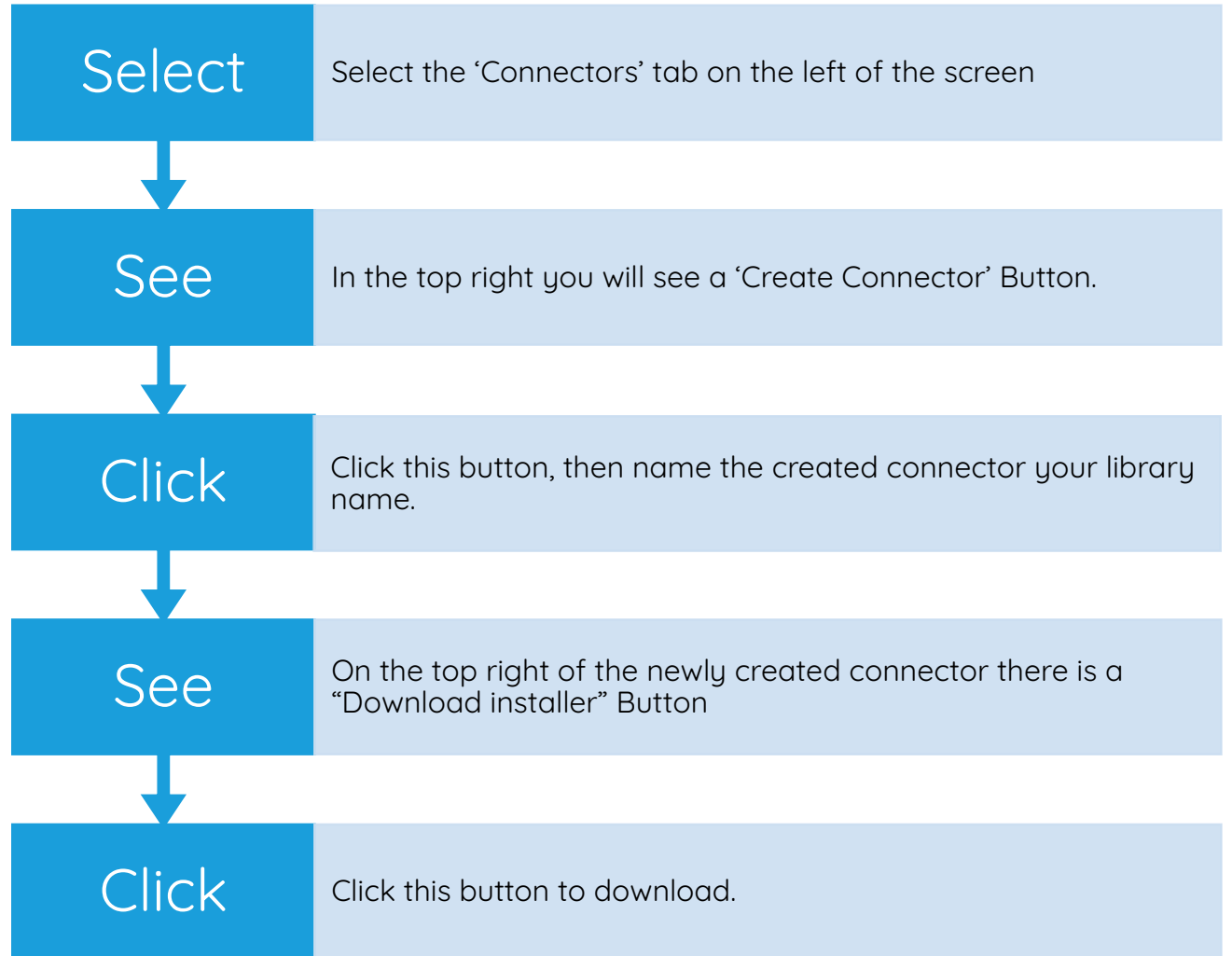
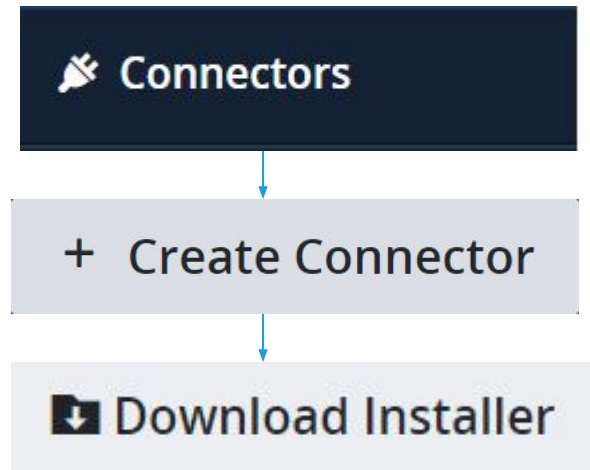
 **Printer updated!** ×
Prices updated.



- **Do not move past this stage without enabling a pricing option on the printer.**



Create Connector Pt.1




Create Connector Pt.2


- Run the Installation locally
- Watch the connector turn from red to orange and the status change to a green tick.




 **LIBRARYNAME_LOCATION_CONNECTOR** [Download Installer](#) [Restart Connector](#) [Edit Connector](#)

Status:  (last seen never)

+ Add new printer

 **LIBRARYNAME_LOCATION_CONNECTOR** [Download Installer](#) [Restart Connector](#) [Edit Connector](#)

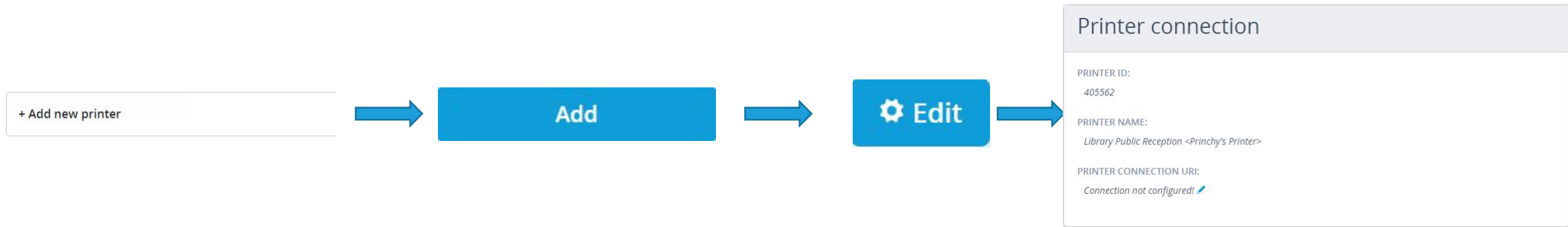
Status: 

+ Add new printer



Only move past this stage if you have a green tick.

Create Connector pt.3



- Click “Add new printer” in the connector box

- From the printers added, click “Add” for the one that is connected to this computer.

- Click “Edit” on the right of this newly added printer

- Click “Connection not configured”



Create Connector Pt.4

Edit printer connection

PRINTER CONNECTION TYPE

- Direct network connection (IPP)
- Secure direct network connection (IPPS)
- Windows printer queue
- CUPS printer queue

Next

Edit printer connection

PRINTER CONNECTION TYPE

Direct network connection (IPP)

PRINTER IP ADDRESS OR DNS NAME

192.168.0.10

TCP PORT

631 [For guidance on selecting the right port, click here](#)

URL PATH

/ipp/print [For guidance on selecting the correct url path, click here](#)

Cancel Next

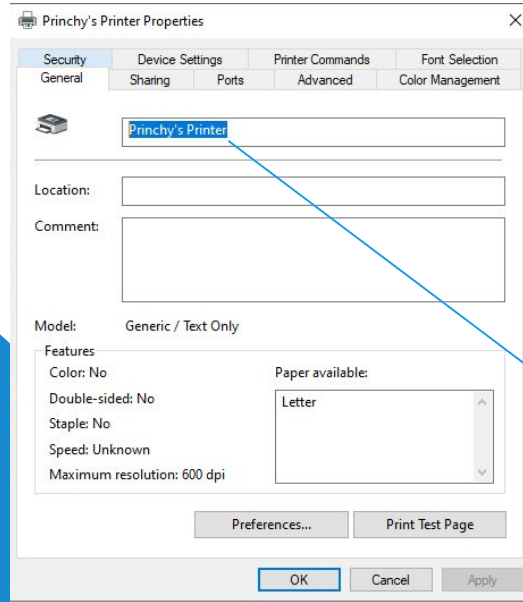
- From the dropdown menu, select “Direct Network connection (IPP)”
- Enter the IP address of the printer here.
- Select the right TCP and URL path. For guidance, see the links.
- A successful setup will give you this message.

Successfully connected to printer



If this fails, try the method on the next slide.





Create connector Pt.5

- If IPP connection is not successful, you can instead use the Windows printer queue.
- Copy the local printer name from the printer properties.
- From the drop-down list on your admin panel, select “Windows printer queue”.
- Input the local printer name from the printer properties in this box. Then click next.

PRINTER QUEUE NAME

Edit printer connection

PRINTER CONNECTION TYPE

Direct network connection (IPP)
Secure direct network connection (IPPS)
Windows printer queue
CUPS printer queue

Next



Successfully connected to printer



- Don't move past this stage without a green tick.



Create Connector Pt.6

Please note that for security purposes only one connector can be installed on one machine.

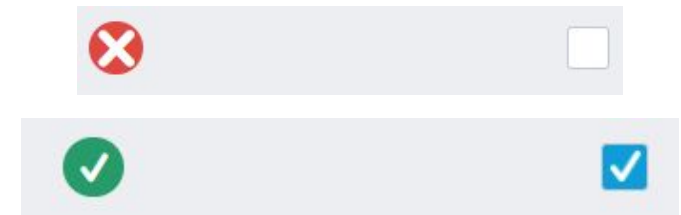
This means that if you would like to install a connector on another machine you should create a new one in the Admin panel and install that connector. If you have already installed a connector, this computer is locked into that connector. For instructions on how to uninstall it and reinstall it again please contact support@princh.com



Enable and Test Printers

 Restart Connector

 Printers



- Click this button on the connector.

- Go back to the “Printers” tab.

- Click the Checkbox on the far right to activate the printer.





Run a test print!

Click [HERE](#) for a video explaining the process.

Thank you for following along.





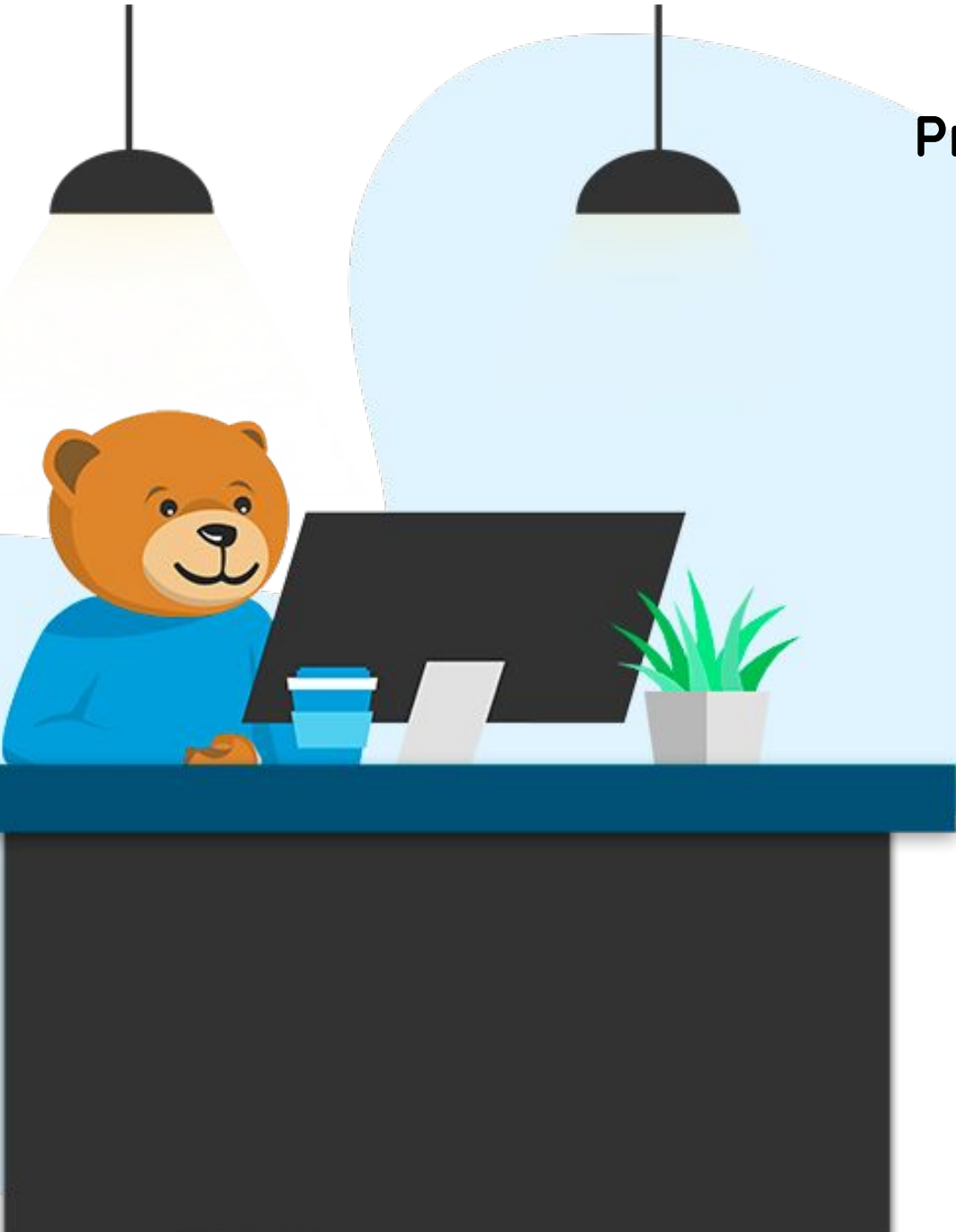
Your password for Printing with a password is '1234'.

Please contact support@princh.com to request a new password



Print with password





Princh For Public PC's- the Full Solution!

For those who have requested to have the full solution you can also download the package from the admin panel.

This can only be done successfully after you have completed all other steps in this install guide.

Once you are printing and everything is working from a test print from print.princh.com, you can then start to install Princh for Public PC's.

You can do it using this guide [HERE](#).

Support

- If you need a hand to finalize set-up, please book a support slot [HERE](#).
- You can also email any questions to support@princh.com
- Explore the possibilities with Princh in our [Knowledge Base](#).



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