



PRICING

DISPLAYED ON SCREEN

PRINT

From a Library PC

1. Send your Document

Print as normal, choosing the **PrintStation** printer. Black-White is default. To switch between Black-White and Colour click on **Properties** or **Preferences** (for pictures click **Options – Printer Properties**), and choose:

Colour: `colour.library_name`

Black-White: `black.white.library_name`

Also, for colour documents please ensure that 'Print in grayscale', or similar, is NOT selected in the print dialog.

2. IMPORTANT - Release Code

After confirming your print a dialog will display your document's **Release Code**. Click OK (**twice**). You **MUST** make a note of this code.

3. Collect your Document

At the Print Station, select **Collect Print Job**, enter the **Release Code** and press **Print**. Make payment and press **Confirm**. You have 3 days (72 hours) to collect a document. After the 1st print you can reprint up to 10 times, within 1 hour.

From a Mobile Device

Search for instructions to submit your documents for printing via Email, Mobile App, or Web upload:

www.printcopyandgo.com

Documents sent from a mobile device are collected in the same way as described above.

From USB (PDF Files Only)

After inserting your USB key to the slot on the front of the kiosk, choose Print—Print from USB. A list of your PDF files will be displayed. Follow on-screen instructions to print one or more files.

COPY

Select **Photocopy, Scan**, then **Photocopy**.

1. Start

Place your first page on the Flatbed (Glass) or Document Feeder. Select **Colour / Black-White** and the number of **Copies** and press **Start**.

2. Add More Pages

If you have more pages to add, choose **Next Page**, add the page(s) and press **Confirm**. Repeat this for all additional pages. There is a **100 page limit** per single photocopy job.

3. Finish

Once you've added all pages, press **Done**. The total payment due will be shown on screen, Your copies will start to print as soon as you make payment.

SCAN

Refer to Copy instructions above, select **Photocopy, Scan**, then **Scan to Email** or **Scan to USB**. There is a flat rate charge for scanned documents, up to a **maximum of 10 pages (Email)** or **25 pages (USB)**, all in PDF format. Email delivery uses a secure email service, normally within 5 minutes or less. In the event of a delay, or non-delivery, please contact our Customer Service team for investigation

PAYMENT

Please note that payment is only accepted **at the end** of your transaction when you see the **Cash Payment** prompt. Payment attempts before reaching this stage will be rejected.

For cash payment, **Exact Change** must be provided. **€2, €1, 50c, 20c, and 10c** coins accepted.

For **Card / Tap Payment**, select **Pay by Card**. The card reader makes an audio sound and displays a graphic instruction when ready to accept payment. For tap payments, hold the card / phone close to the reader for up to 5 seconds and await payment confirmation.

DATA PROTECTION: See Data Protection Statement overleaf, or on the website, www.surfbox.ie.



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