



PRICING

COLOUR PRINT, COPY: 60c / €1.20 (A4 / A3)

BLACK-WHITE PRINT, COPY: 20c / 40c (A4 / A3)

SCAN: 20c (per document)

PRINT

From a Library PC

1. Send your Document

Print as normal, choosing the **PrintStation** printer. Black-White A4 is default. To switch between Black-White and Colour, A4 and A3, click on **Properties** or **Preferences** (for pictures click **Options – Printer Properties**), and choose:

Colour : [kilkenny.colour](#) / [kilkenny.colour.a3](#)

Black-White: [kilkenny.bw](#) / [kilkenny.bw.a3](#)

Also, for colour documents please ensure that 'Print in gray-scale', 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

Consult Mobile Print Instruction cards available in the library for details on printing documents from your own smartphone device or computer. Documents sent from a mobile device will be assigned a random 6-digit Release Code. Use the Release Code to collect your document 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**, the page size **A4 / A3**, 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 **25 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**, and note these additional instructions:

1. Email

Tap in the email box and begin typing your email address (one address only). Tap anywhere else on the screen to close the on-screen keyboard. Always use **your own email address**, so that you can save the scan and forward if necessary.

2. USB

You will see an error message if no USB key is detected. It may take up to 30 secs. for the USB key to be fully detected.

3. Page Limit

There is a flat rate charge (see pricing above) for scanned documents up to a **maximum of 10 pages (Email)** or **25 pages (USB)**.

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



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