



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

NOTE: Colour Printing in PowerPoint, Publisher - We advise saving documents in PDF format before sending to print,

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

Payment is only accepted **at the end** of your transaction at the **Payment** prompt. Payment attempts before this stage will be rejected.

Coin payment (**€2, €1, 50c, 20c, and 10c**) accepted. **Note (€10, €5)** payment at selected locations, check with on-site staff.

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

NOTE: Unused credit is cleared after **10 minutes** of inactivity.

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



1800 818989



support@surfbox.ie



www.surfbox.ie



Click & Collect Printing @ Graiguenamanagh Library



Instructions

Step 1 Email your document to the appropriate address below. Take care to avoid typos!

Or share your document with the **PrinterOn Mobile App**, where you can find the printer by Location search.

Alternatively, browse the "PrinterOn PrintSpots Directory" to upload your document from a laptop or PC.

Step 2 Check your email, or the Print History in the PrinterOn App, for a **Release Code** (can take 5 - 10 minutes to process).

Step 3 To retrieve your document at the PrintStation, enter the 6-digit Release Code and make payment when prompted.

Cash and Card Payment (incl. Contactless) now Accepted!

Type	Email Address	Price per Page
A4 Black-White	graig.bw@printspots.com	€0.20
A4 Colour	graig.colour@printspots.com	€0.60

NOTES:

- **PRIVACY RELEASE CODES:** You receive separate codes for the email message and each attached document.
- **ATTACHING DOCUMENTS:** Make sure to choose the "Send a Copy" (or similar) option to send your document as an Attachment, rather than a shared Link. Sending a Link to the document will not work. Pay particular attention for cloud storage services, e.g. Google Drive, OneDrive, Box, DropBox, etc.
- **SUPPORTED FORMATS:** The following file formats are supported: Word, Excel, Powerpoint, Adobe PDF, Graphics – PNG, JPEG, BMP, GIF, TIFF. For other formats, we recommend converting to PDF first.
- **PASSWORD PROTECTED DOCUMENTS:** These can only be submitted using the PrinterOn App (after opening with required password). Printing via Email or Web upload is not supported.
- **TIME LIMIT:** You have up to 3 days (72 hours) to retrieve your document, and can reprint up to 10 times, within 1 hour.
- **DATA PROTECTION:** See overleaf, or refer to www.printcopyandgo.com – Contact Us – Data Protection

Data Protection Statement

SurfBox