

### PRINT

#### From a Library PC

##### 1 Print your Document

Print as normal, choosing the **ePRINTit Printer**. A4 Black-White is default. To Print in **Colour**, check the **Print dialog options** or **Printer Properties** and choose Colour.

##### 2 Note your Release Code

After confirming your print the **Print Job Notification** dialog will display your document's **Release Code**. Click OK to confirm. You **MUST** make note of this **8-digit code**.

##### 3 Collect you Document

At the Print Station, select **Print - Release Code**, enter the **Release Code** and press **Print**. Make Payment and Press **Confirm**. You have 3 days (72 hours) to collect a document.

#### From a Mobile Device

##### 1 Email Print

**Email** - send documents to one of these email addresses:

**Colour:** [print.colour@pcg.ie](mailto:print.colour@pcg.ie)

**Black-White:** [print.bw@pcg.ie](mailto:print.bw@pcg.ie)

##### 2 Mobile App



**Mobile App** - scan the QR Code to use the ePRINTit SaaS web app.



ePRINTitSaaS

#### From USB (PDF Only)

Insert your USB key in the USB slot, on front of kiosk, and choose Print - Print from USB.

On the 1st screen, choose your files for print, then press print.

On the 2nd Screen use the settings (Gear Icon) button to choose Colour/Black-White, Selection of number of Copies, etc.

You may also Preview (Eye Icon) your files before pressing Confirm to proceed to the Payment screen.

### COPY

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

##### 1 Start

Place your first page on the Flatbed (Glass) or in 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 the Copy instructions above, select **Photocopy**, **Scan** then **Scan to Email** or **Scan to USB**. There is a flat rate charge for scanning 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 delay or non-delivery, please contact Customer Service Team for investigation.

### PAYMENT

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**. For tap payments, hold the card/Phone close to the reader for up to **5 seconds** and await confirmation. The standard Contactless card payment limit (€50) applies. Larger amounts can only be accepted by smartphone app, e.g. Google Pay, Apple Pay, etc.

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

**DATA PROTECTION:** Any documents found that are not your own must be handed over to staff for disposal. See website [www.surfbox.ie](http://www.surfbox.ie), for Data Protection Statement.