

Library PC - Printing Instructions



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 your 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.

Option	Price Per Page	
Colour	A4-50c	A3-50c
Black-White	A4-20c	A3-20c

How to Print Password Protected Documents

Open your document by entering the Password.
Print the document choosing the **Microsoft Print to PDF - Printer**. This will save the document as a pdf without password.
Now you can print the saved pdf using the steps outlined above.

Customer Service: 1800 818 989

Email Support: support@surfbox.ie

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