PRINT COPY & SCAN
Instructions

PRICING
DISPLAYED ON SCREEN

Print Copy AND GO ®
Self-Service Printing

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 your Document

At the Print Station, select **Print - Release Code,** enter your **Release Code** and follow on-screen instructions to collect your document. Documents can be collected any time within 3 days (72 hours) of submitting.

From a Mobile Device

1 Email Print

Email - send documents to one of these email addresses:
Colour: **print.colour@pcg.ie**
Black-White: **print.bw@pcg.ie**

2 Mobile App

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

ePRINTit SaaS

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,** the number of **Copies** and press **Start**.

2 Add more Pages

If you have more pages to add, choose **Add 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 **Finish** to proceed to the payment screen. Your copies will start to print after making payment.

SCAN

Refer to the Copy instructions above, select **Photocopy, Scan** then **Scan to Email** or **Scan to USB**. Where charges apply, this is a flat rate charge for a single document up to a **maximum of 10 pages (Email)** or **25 pages (USB)**, 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 our Customer Service Team to troubleshoot.

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, for Data Protection Statement.