



## PRICE PER PAGE

COLOUR PRINT, COPY: 60c (A4)

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

SCAN: 20c

## 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:** [comer.colour](mailto:comer.colour)  
**Black-White:** [comer.bw](mailto:comer.bw)

For colour documents please ensure that 'Print in grayscale', 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 Laptop/PC, Smartphone, etc

Consult Mobile Print instruction cards available in the library for details on printing documents from your own smartphone device or computer. These instructions can also be taken away to assist you in sending your documents from home. Documents sent from a mobile device are collected in the same way as described above.

**Colour Prints:** [comer.colour@printspots.com](mailto:comer.colour@printspots.com)

**Black-white Prints:** [comer.bw@printspots.com](mailto:comer.bw@printspots.com)

**DATA PROTECTION:** Please note this service is provided and operated by Ormonde Technologies (SurfBox) Ltd. The purpose of processing User Data is for the delivery of the above services only; User Data is not retained or shared for any other purpose. A copy of the full Data Protection Statement is available on request from staff, or from the website, [www.surfbox.ie](http://www.surfbox.ie).

## 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

See Copy instructions above (select **Photocopy & Scan**, then **Scan to Email** / **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)**.



1800 818989



[support@surfbox.ie](mailto:support@surfbox.ie)



[www.surfbox.ie](http://www.surfbox.ie)