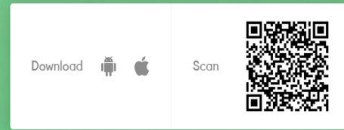


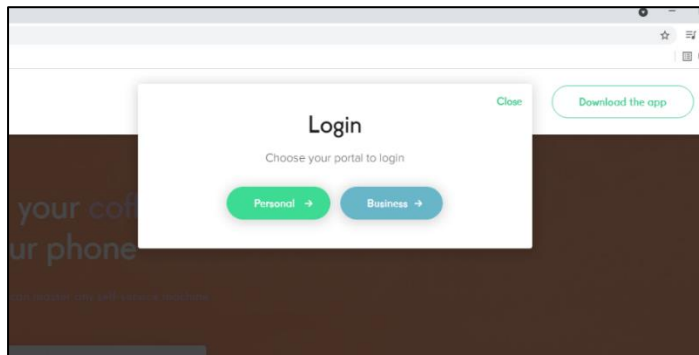
Pay for your **prints** with your phone

With KUARIO you can master any self-service machine

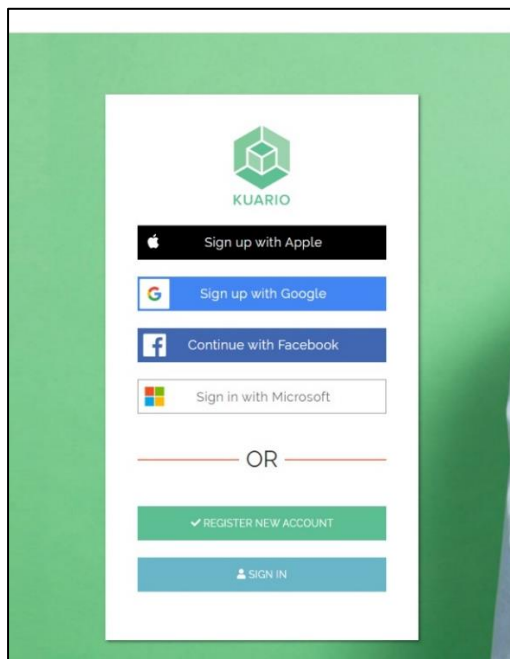


## Creating and using your Kuario account

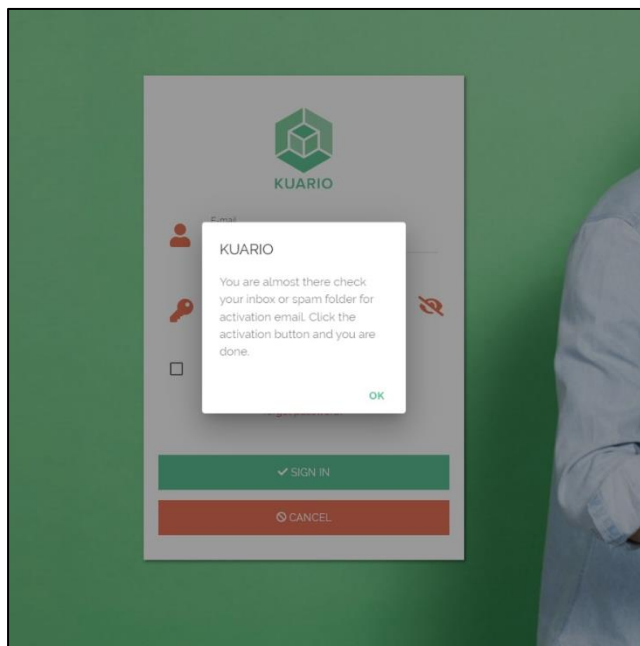
1. First open your internet browser and go to [www.kuario.com](http://www.kuario.com).
2. In the top left-hand corner, you will see the option to **Login**. Click it.



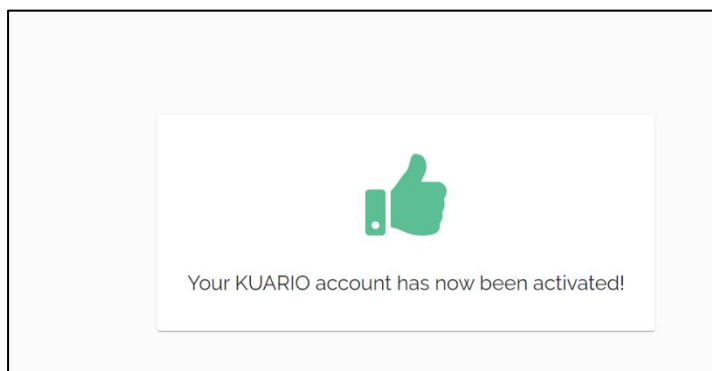
3. Then click **Personal**.
4. Click **Register New Account**



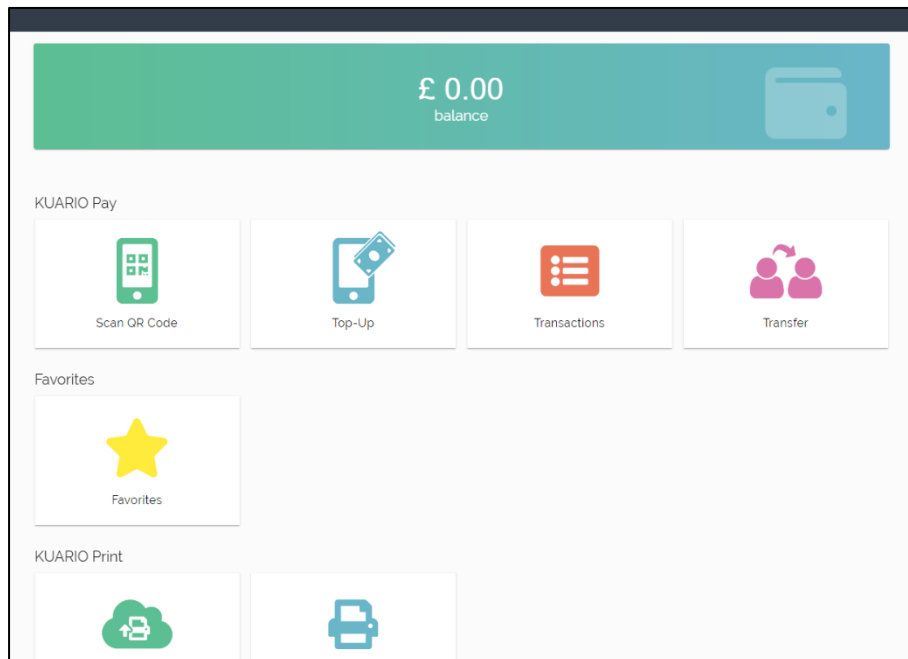
5. Then enter your **email address** and a **password**.
6. Click **Register new account**.
7. An email will be sent to your email address. You will see this message to prompt you to check your emails.



8. Login to your emails and find the email from Kuario.
9. Click the activation button within the email.
10. If you see the thumbs up, your account has been activated and you can start printing.

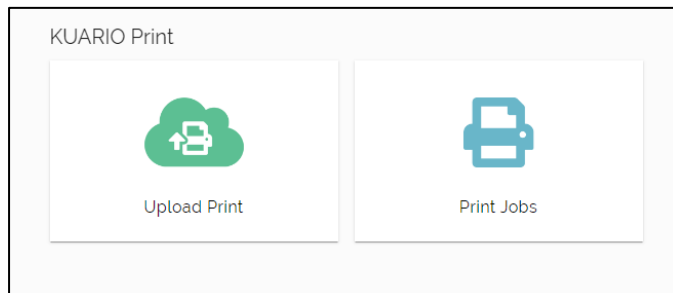


11. This is what your account will look like when you login.

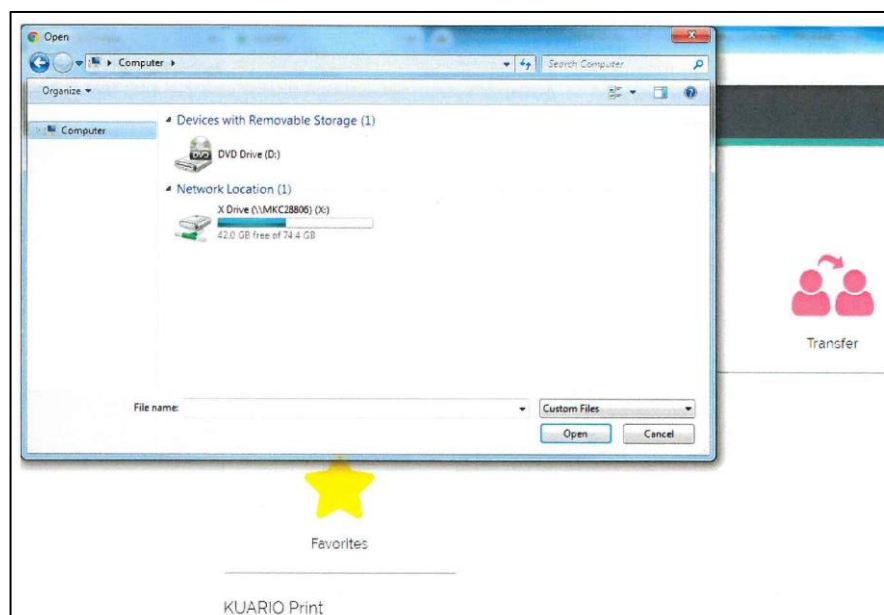


# How to upload a document to print

1. This is where you can upload a document to print.
2. Click on **Upload print**.

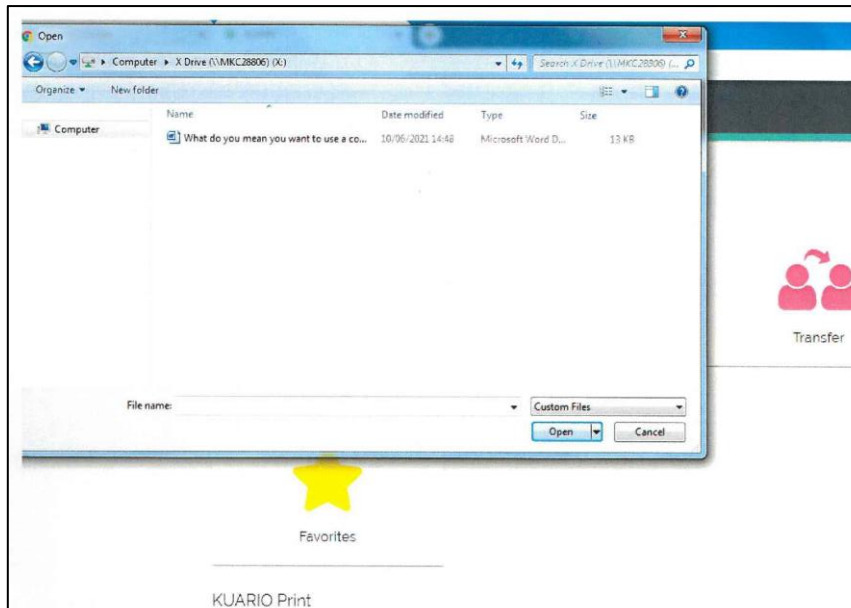


3. Choose where to find the document you want to upload.

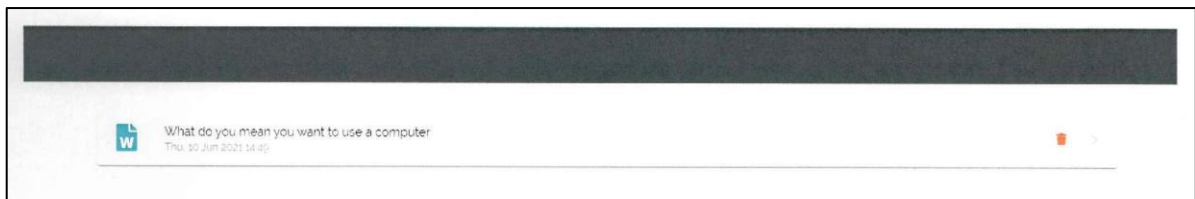


e.g. On a library public PC you will find your saved documents on the **X Drive**.

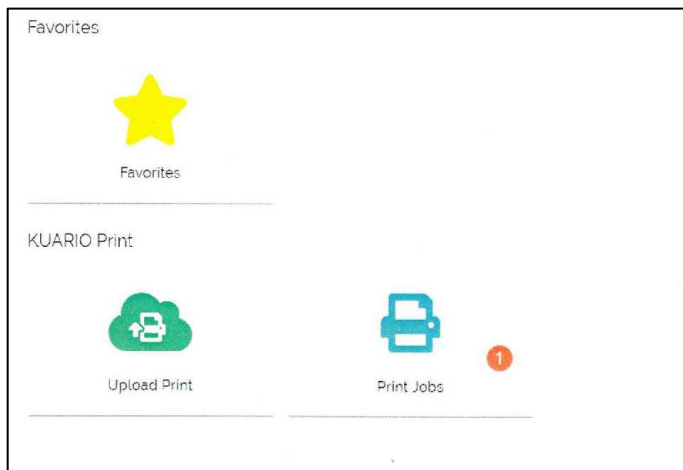
4. Select the document(s) you wish to print and click 'open'.



5. You will see there is now a number against the Print Jobs icon. This means your document has been uploaded successfully.

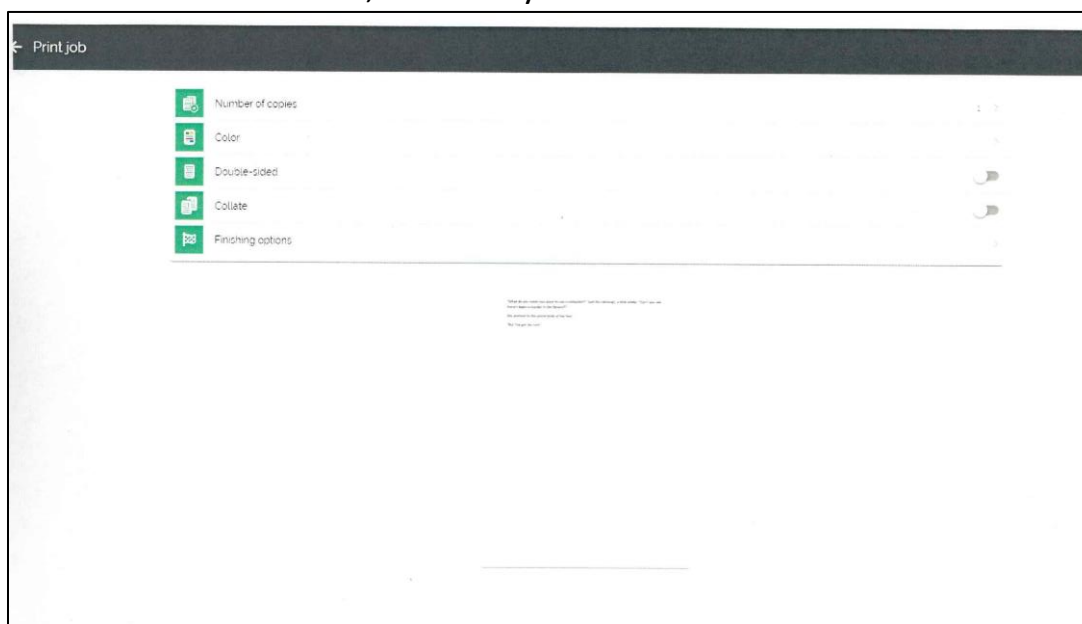


6. If you want to check your print jobs just click on the **Print Jobs** icon. The title of your document will be displayed. Click on it.



7. Here you will see a small preview of your print.

You can also change the number of copies, choose whether you want your document double-sided, whether you want it in colour or black & white etc.



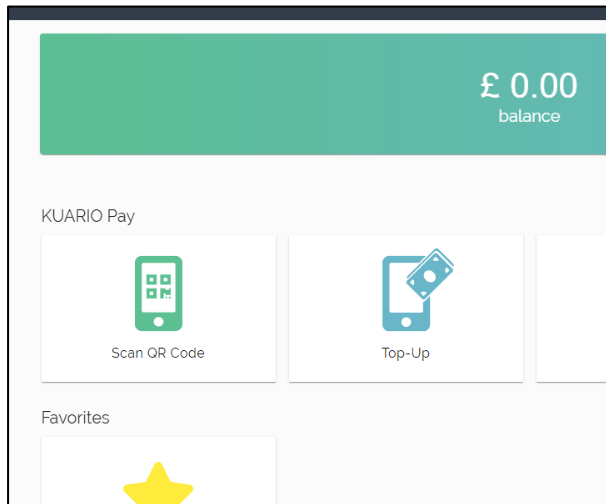
8. Your document is now ready to print. You can now go to any of the machines at Kingston, Olney, Westcroft, Woburn Sands or Wolverton Libraries to release and print your documents.

9. You can pay by cash at all the machines. Please be aware that the machines do not give change. If you need change, please ask at the staff desk beforehand.

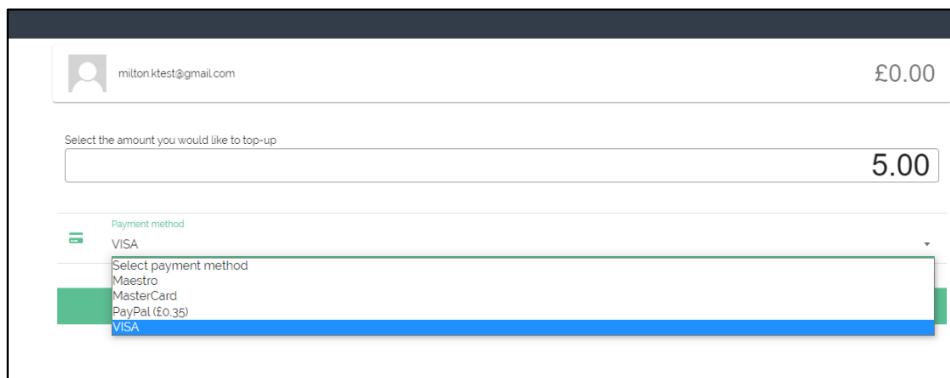
Alternatively you can top up your account with credit using a payment card or Paypal, so that when you print, the money is taken from the available balance on your Kuario account. You can top up your account at any time.

# How to top up your Kuario account

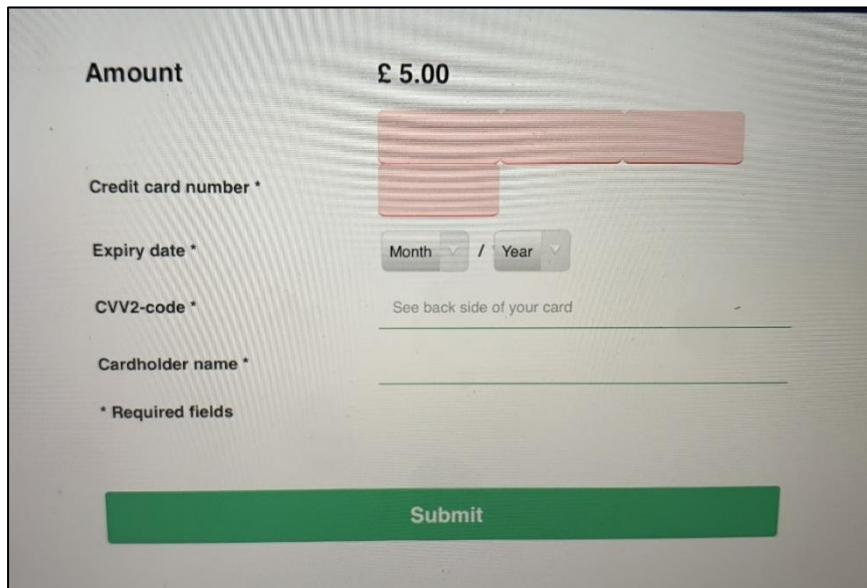
1. Log in to your Kuario account.
2. From the home screen select the **Top-Up** icon.



3. Type in the amount you would like to top-up and select your payment method.



4. You will then be prompted to enter your card details.

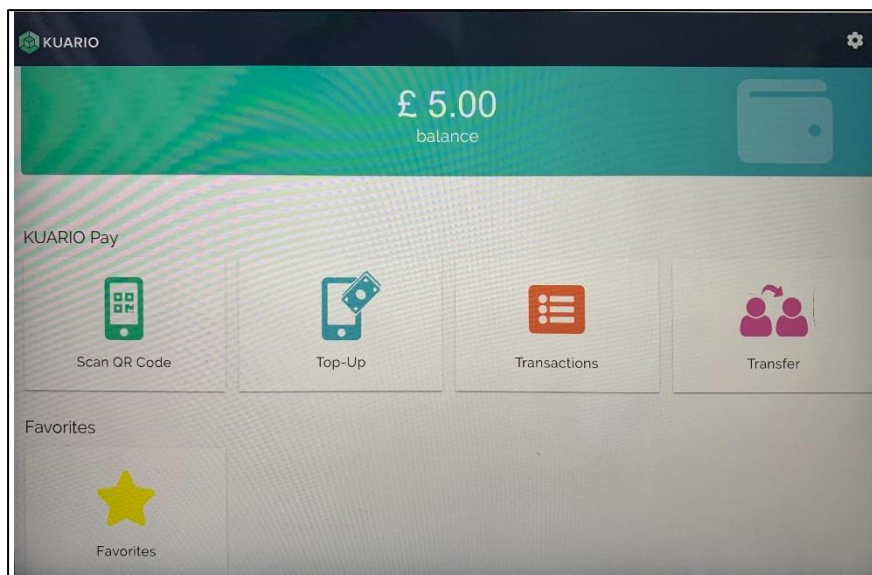


The screenshot shows a payment form with the following fields and options:

- Amount:** £ 5.00
- Credit card number \*:** A redacted field with a pink background.
- Expiry date \*:** Two dropdown menus labeled "Month" and "Year" separated by a slash.
- CVV2-code \*:** A text input field with the placeholder text "See back side of your card".
- Cardholder name \*:** A text input field.
- \* Required fields:** A label indicating that the asterisked fields are mandatory.
- Submit:** A large green button at the bottom of the form.

5. Click **Submit**.

6. Once your payment has been processed you may be logged out of your Kuario account.



You can log in again to check your account has been topped up.

The balance will display along the top of your screen.