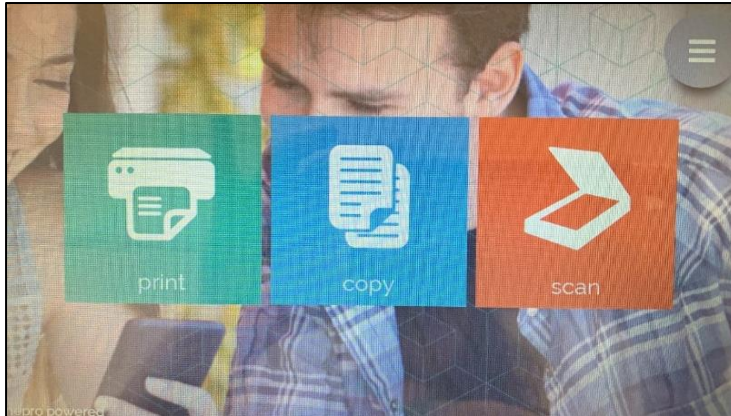


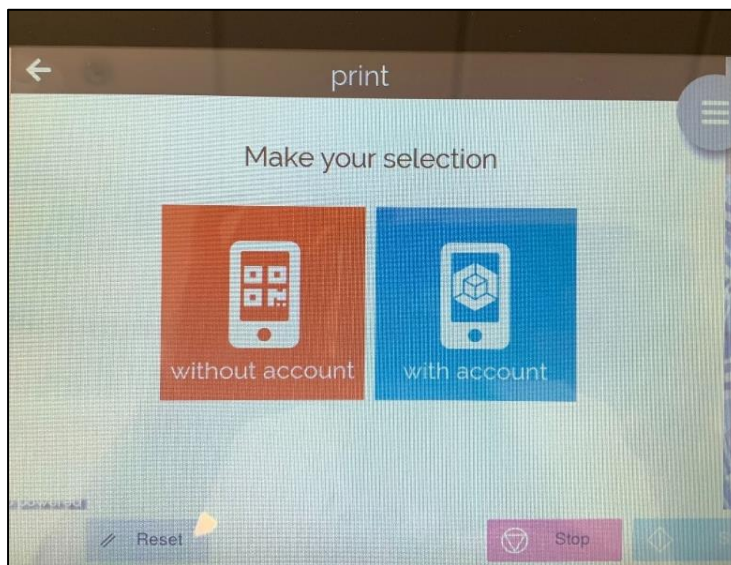
# KUARIO User Instructions

## HOW TO PRINT

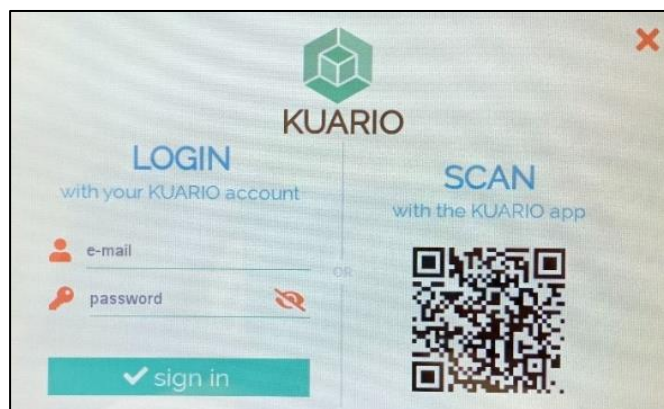
1. Select the **PRINT** option from the menu



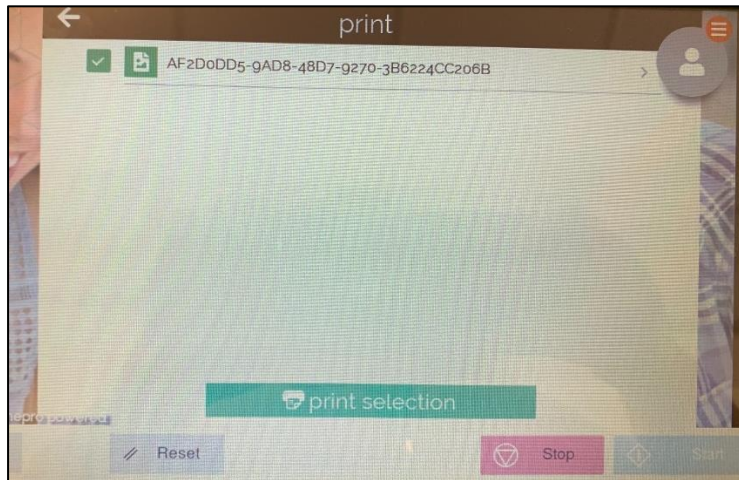
2. If you have a KUARIO account select **WITH ACCOUNT**



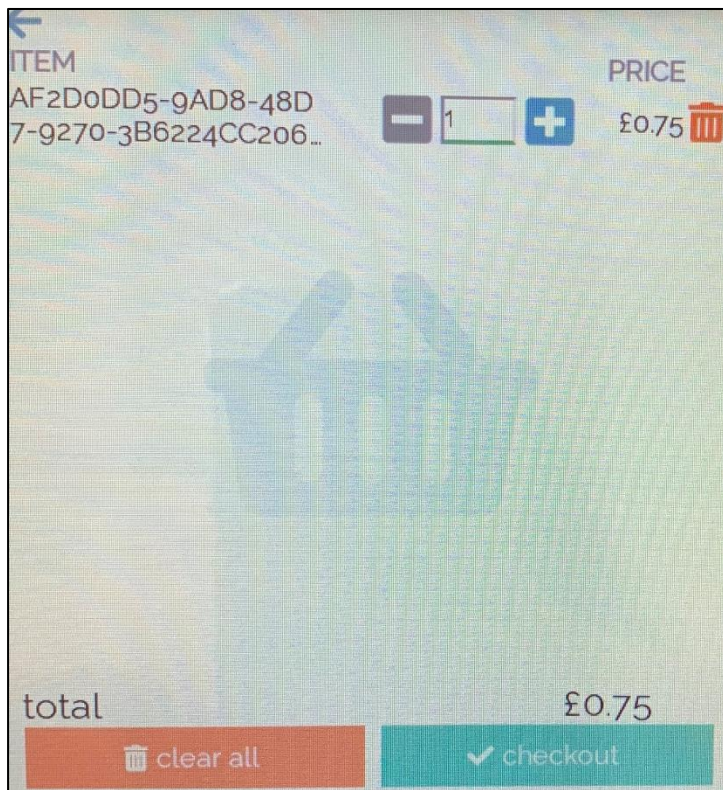
3. You can choose to **sign in** with your email address and password.
  - a. Alternatively if you have the KUARIO app on your phone, you can open the app and scan the QR code displayed on the printer screen.



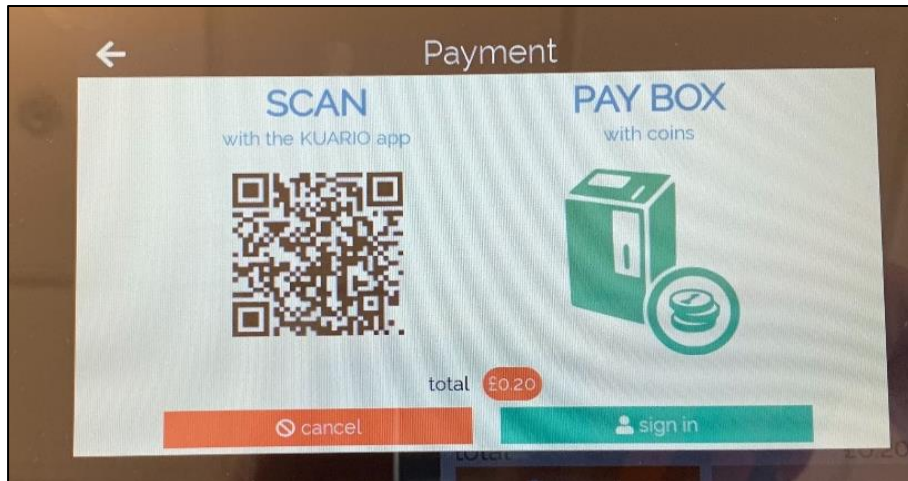
4. Once you have logged in, any print jobs you have uploaded to your account will be visible on the screen.
5. Select the items you want to print and press **PRINT SELECTION**.



6. Next you will see your basket. Here you can make any changes to your selection, such as choosing to print more than one copy.
7. The cost of printing the jobs will display at the side, and the total cost at the bottom.
8. If you are happy with your selection press **CHECKOUT**.



9. You will see the payment screen.
10. If you have topped up your Kuario account SIGN IN or scan the QR code with your Kuario app and the cost of the printing will be taken from the credit on your Kuario account.
11. If you would prefer, you can pay in cash using the coinbox. **Be aware the coinbox does not give change – if you need change ask at the staff desk.**



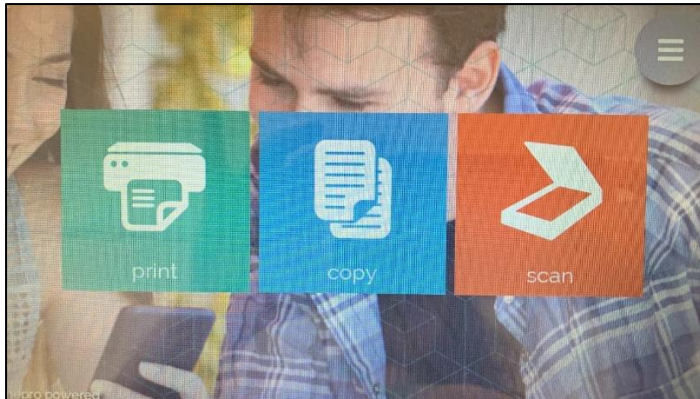
12. Your documents will now print.



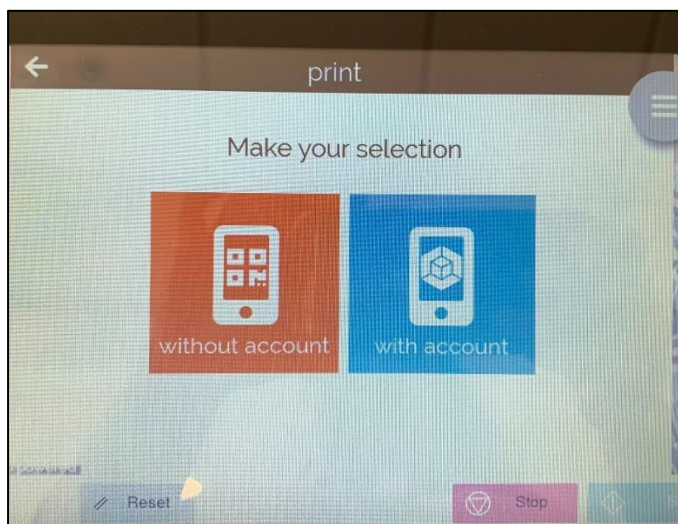
## PRINTING WITHOUT A KUARIO ACCOUNT

It is possible to print straight from your phone without an account. The items you want to print must be saved on your phone and your phone must have a camera that can scan a QR code.

1. From the menu select **PRINT**



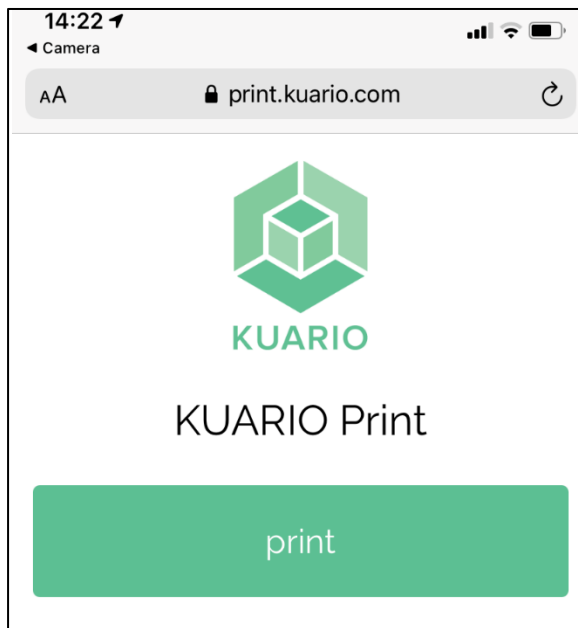
2. Press **WITHOUT ACCOUNT**



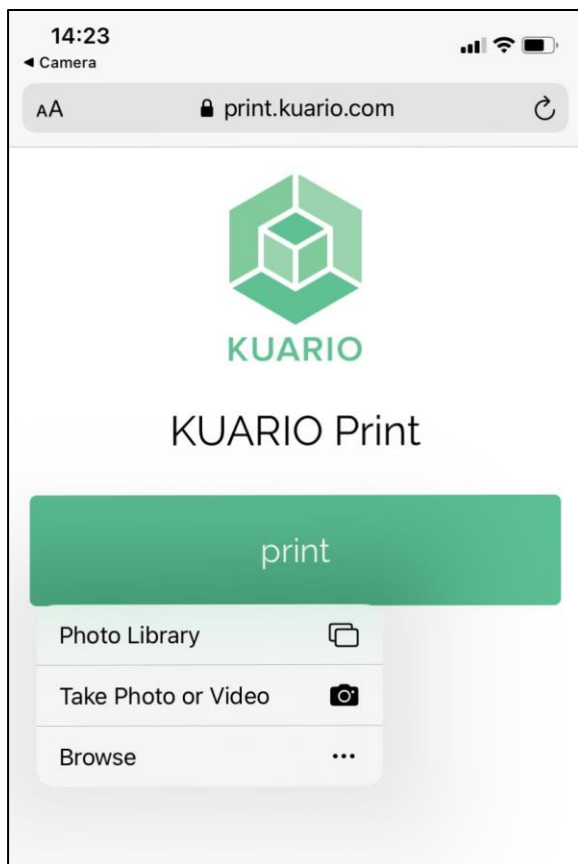
3. Open the camera on your phone and scan the QR code on the screen.



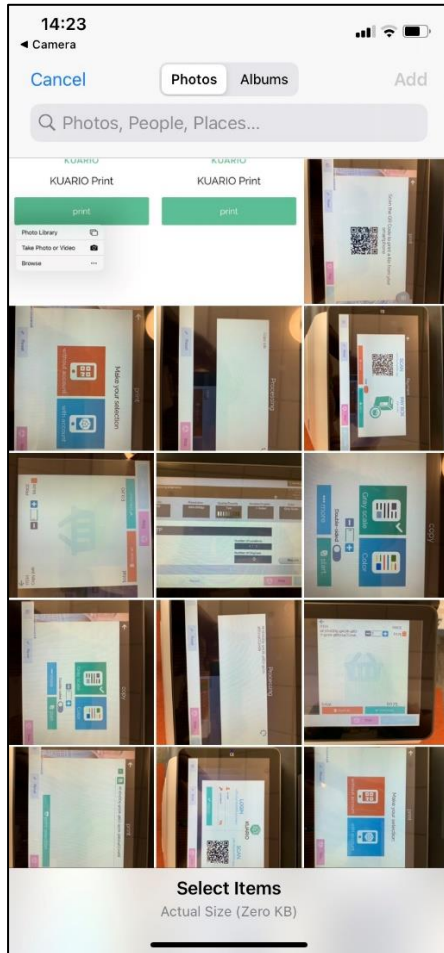
4. A link will flash up on your phone. Press on it and it will open the KUARIO PRINT screen.



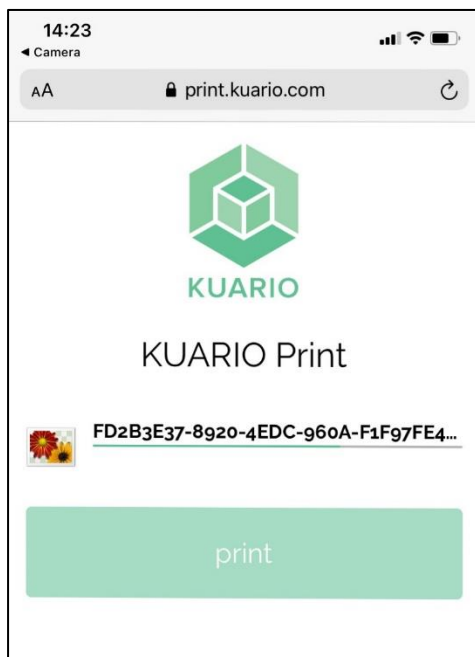
5. Press **PRINT**. You will see options of where to select your print from. Select the area on your phone where you have saved your document/image.



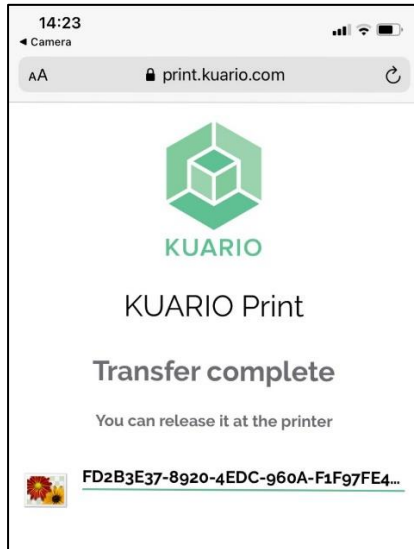
6. Select the document or image you want to print and press ADD.



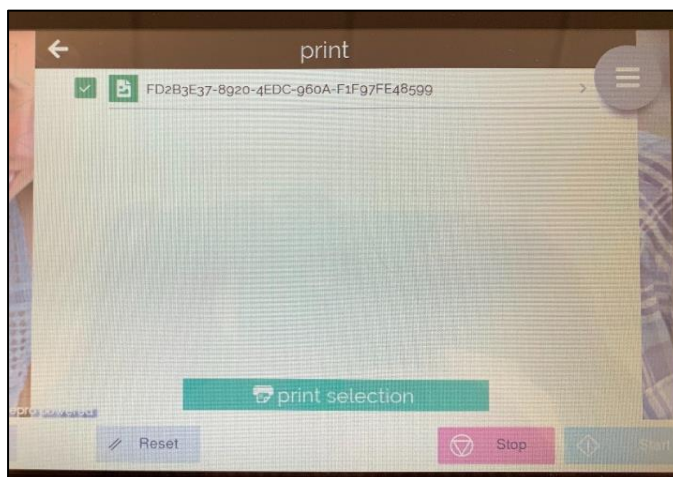
7. The name of your document or images will appear on the KUARIO print screen. Press **PRINT**.



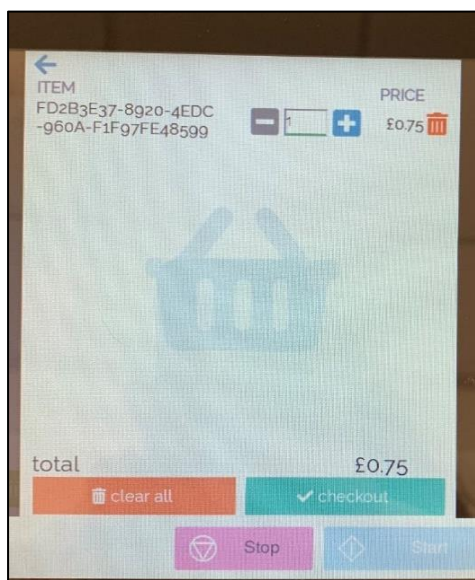
8. Your print jobs will be transferred to the Konica printer.



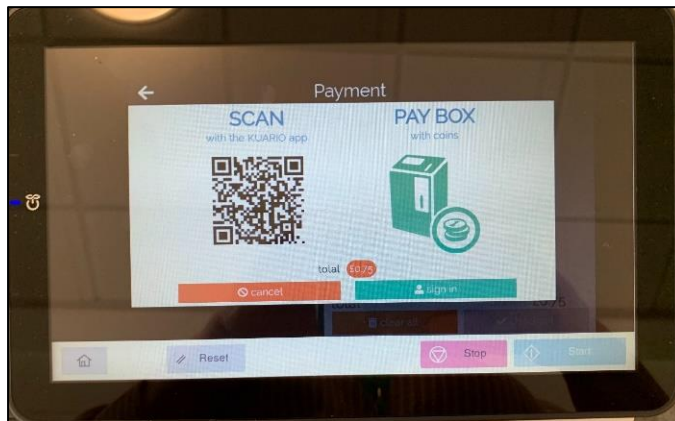
9. Press **PRINT SELECTION**



10. Your basket will be displayed, along with the total cost of the printing. If you are happy with your selection press **CHECKOUT**.



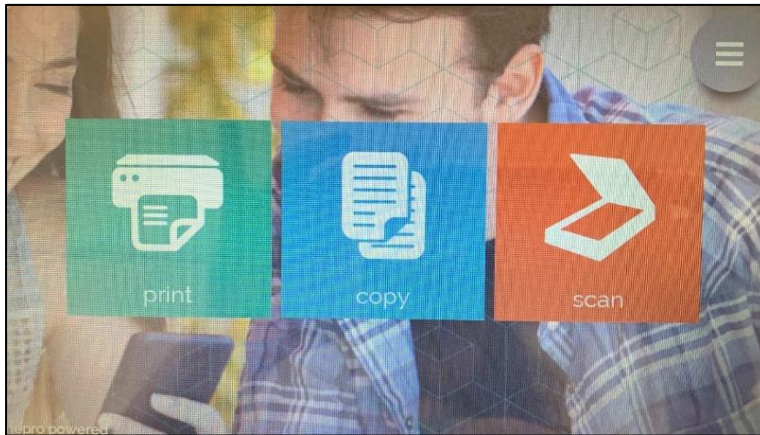
11. The payment screen will display. Pay your coins into the coinbox. **Be aware it will not give change – if you need change please ask at the staff desk.** Once the total amount is paid your documents will be printed.



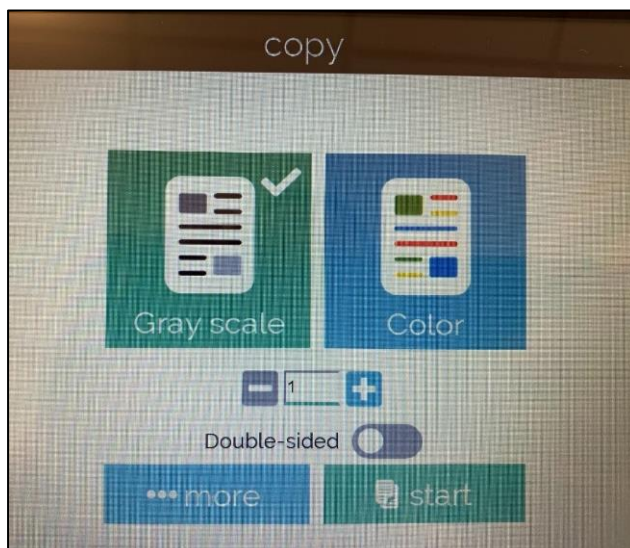


## HOW TO PHOTOCOPY

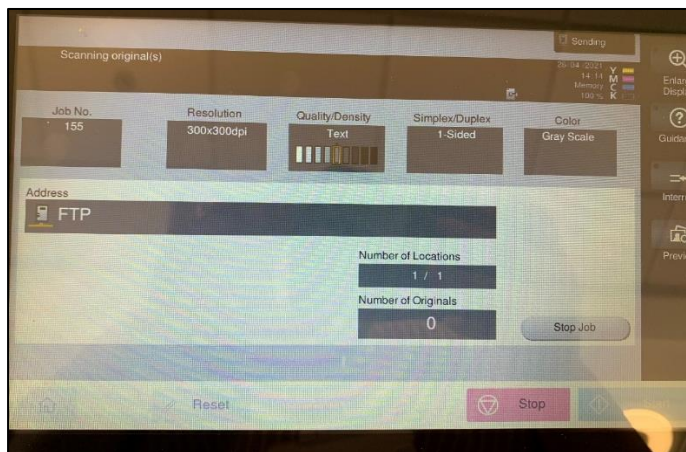
1. Lift the lid of the copier and place the paper you want to copy face down on the glass. Close the lid again.
2. Select **COPY** from the menu.



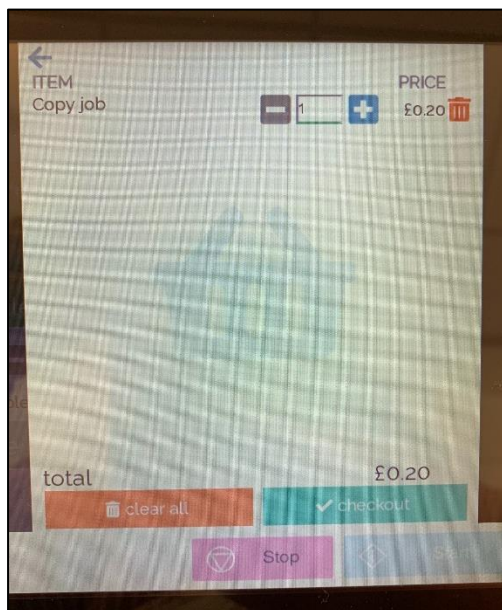
3. Select whether your copy should be colour or black & white (grayscale).
4. If you need more than one copy you can select that here. If you want double-sided copying press the double-sided option. Other options can be found under **...MORE**.
5. Once you are satisfied with your set-up press **START**.



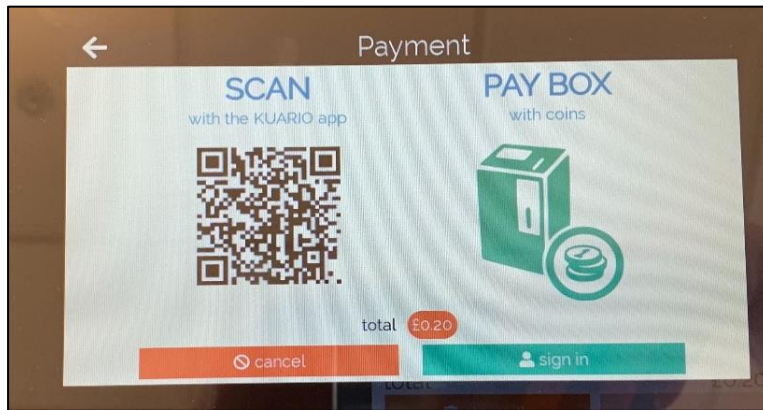
6. Your original document will be scanned. If you have selected DOUBLE-SIDED you will now be prompted to turn over your original document and scan the other side.



7. Once your original document(s) have been scanned your basket will be displayed.
8. If you need to you can change your number of copies here. You will see the cost of your copies at the bottom of the screen.
9. Once you are happy with your selection press **CHECKOUT**.



10. You will see the payment screen. You can pay with coins into the coin tower. **Be aware this will not give change. If you need change, please ask at the staff desk.**
11. Alternatively, if you have a KUARIO account, and have topped up your account with some money, **sign in** or open the app and scan the QR code on the screen. Your payment will be taken from the credit on your account.



12. Your copies will now be printed.