

PayPrint Application

USER'S MANUAL

Generate PIN

Clicking on the **GENERATE PIN NUMBER** button leads to the creation of a temporary, one-time PIN number which can be used for the authorisation or the assignment of the card to a user's account. PIN numbers are generated randomly. There is no possibility to enter the number by using a keyboard.

Komunikat ze strony www.pay-print.eu

Właśnie wygenerowałeś jednorazowy pin do systemu, który będzie ważny przez 33 minut(y). Za jego pomocą możesz zalogować się przy urządzeniu lub dodać kartę. Twój pin to: 752418

OK

Authorisation

In order to login to the **PayPrint System**, enter your **email address** and a **password** created during the registration process. The application is available in two language versions. After entering the credentials, click on the **LOGIN** button.

Print

After successful login, the **PRINT** bookmark will appear. One of the options available on the website is the possibility to download a document which is supposed to be printed. This can be done by using the drag and drop method or by clicking on the **Choose file from storage** button.

All added documents will be displayed on the list.

The information about available **Printcoins** can be found in upper right corner of the page. Before being printed, the document can be modified.

Available options:

- changing the number of copies
- choosing monochromatic colours

Besides, users can also:

- delete the document – it will be permanently deleted from the list
- preview the document – it will be opened in a new bookmark

In order to print the document from the website, choose one of the devices which are available on the map:

After choosing the device (marked on the map with a pin), you will see some detailed information concerning the printer and the expenses divided into:

- monochromatic print,
- colour print,
- scan,
- scan with OCR function.

In order to start printing, click on the **Print** button.

The document will be sent to the printer after clicking on the **OK** confirmation button.

Documents

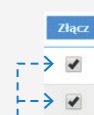
The **DOCUMENTS** bookmark includes two options available for users:

- **SCAN** – list of all scanned documents
- **OCR** – list of all scanned documents with OCR function

Nazwa	Czas	Ilość stron	Dodane przez	Podgląd	Usuń	Złącz
__2019-07-01_16-03-28-041_0001.pdf	2019-07-01 16:03:28	1	adamczewski@onet.eu			OCR
__2019-06-21_11-24-47-391_0001.pdf	2019-06-21 11:24:47	1	adamczewski@onet.eu			OCR
__2019-06-21_11-23-59-711_0001.pdf	2019-06-21 11:24:00	4	adamczewski@onet.eu			OCR
__2019-06-21_11-21-37-444_0001.pdf	2019-06-21 11:21:37	1	adamczewski@onet.eu			OCR

Options available for a **scanned document**:

- **Preview** – displaying the scanned document in a new bookmark,
- **Delete** – permanent deletion of the scanned document from the system,
- **Merge** – creating a new document from the ones included on the list.
For merging, select the documents and click on the **Merge** button.
- **OCR** – converting the document into an editable form – the new OCR document will appear in the **DOCUMENTS – OCR** bookmark.



Nazwa	Czas	Ilość stron	Dodane przez	Usuń	Pobierz
__2019-07-01_16-03-28-041_0001.pdf	2019-07-02 11:07:19	1	a@q.pl		
__2019-06-21_11-24-47-391_0001.pdf	2019-07-02 11:07:11	7	a@q.pl		
__2019-06-21_11-23-59-711_0001.pdf	2019-07-02 10:07:40	1	a@q.pl		
__2019-06-21_11-21-37-444_0001.pdf	2019-07-02 10:07:39	10	a@q.pl		

Options available for the **OCR document**:

- **Delete** – permanent deletion of the OCR document from the system,
- **Download** – downloading the document to the disk.

Documents converted into OCR format can be found in the **DOCUMENTS – OCR** bookmark under the name of merge document "timestamp".

Load your account

You can use the system on condition that you load your account with **Printcoins** – payment units available in packages for a defined number of days assigned to a given package.

5	20	50	100
Ilość printcoinów: 450	Ilość printcoinów: 1900	Ilość printcoinów: 4900	Ilość printcoinów: 10000
Dni: 180	Dni: 180	Dni: 180	Dni: 360
Cena [PLN] 5.00	Cena [PLN] 20.00	Cena [PLN] 50.00	Cena [PLN] 100.00
KUP	KUP	KUP	KUP

The payment for a selected package is realised via dotpay.

Contact

Contact data of the PayPrint system producer:

Qube Technologies Sp. z o.o.

ul. Popularna 4/6 lok. 8
02-473 Warsaw
Poland

e-mail: qube@qube.pl
servis: serwis@qube.pl

tel. +48 22 253 42 40



PayPrint Application

PRICE LIST *

1 page A4 mono print

14 - 16 gr

1 page A4 color print

70 – 78 gr

1 page scan

7 – 8 gr

1 OCR page

7 – 8 gr

* prices depending on a selected loading package

