

# PayPrint Application

## USER'S MANUAL

### Generate PIN

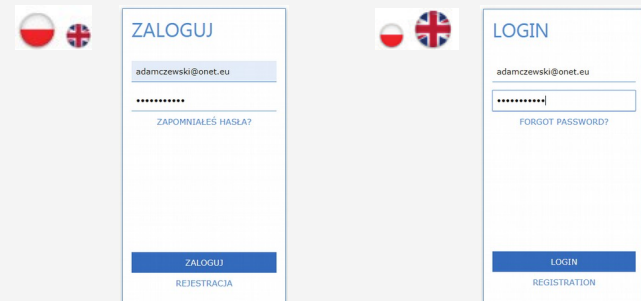
Clicking on the **GENERATE PIN NUMBER** button leads to the creation of a temporary, one-time PIN number which can be used for the authorisation or the assignment of the card to a user's account. PIN numbers are generated randomly. There is no possibility to enter the number by using a keyboard.

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

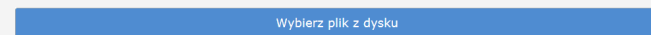
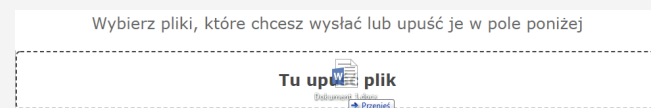
In order to print the document from the website, choose one of the devices which are available on the map:

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**.

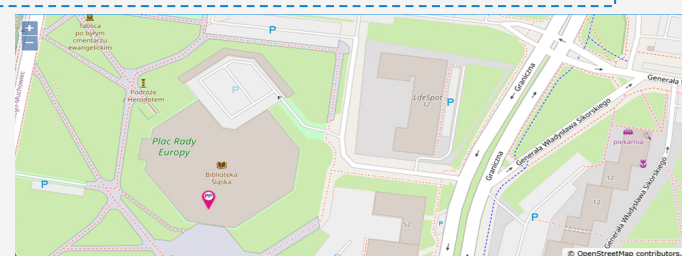
The document will be sent to the printer after clicking on the **OK** confirmation button.



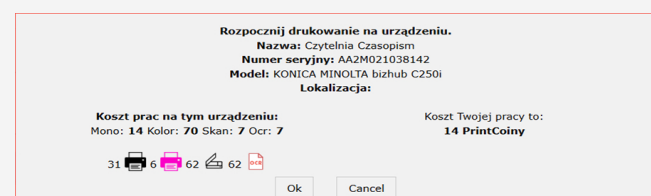
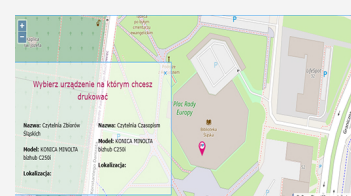
|   | Ilość kopii | Kolor/Mono | Podgląd | Drukuj | Usuń |
|---|-------------|------------|---------|--------|------|
| Dokument_2.docx<br>Data dodania: 2019-07-02 10:11:47<br>Rozmiar: 11 kb Ilość stron: 6 | 1           | Kolor      |         |        |      |
| Dokument_1.docx<br>Data dodania: 2019-07-02 10:11:10<br>Rozmiar: 1 kb Ilość stron: 1  | 1           | Kolor      |         |        |      |

Printcoins: 600

|   | Ilość kopii | Kolor/Mono | Podgląd | Drukuj | Usuń |
|---|-------------|------------|---------|--------|------|
| Dokument_2.docx<br>Data dodania: 2019-07-02 10:11:47<br>Rozmiar: 11 kb Ilość stron: 6 | 1           | Kolor      |         |        |      |
| Dokument_1.docx<br>Data dodania: 2019-07-02 10:11:10<br>Rozmiar: 1 kb Ilość stron: 1  | 1           | Kolor      |         |        |      |



|   | Ilość kopii | Kolor/Mono | Podgląd | Drukuj | Usuń |
|---|-------------|------------|---------|--------|------|
| Dokument_2.docx<br>Data dodania: 2019-07-02 10:11:47<br>Rozmiar: 11 kb Ilość stron: 6 | 1           | Kolor      |         |        |      |
| Dokument_1.docx<br>Data dodania: 2019-07-02 10:11:10<br>Rozmiar: 1 kb Ilość stron: 1  | 1           | Kolor      |         |        |      |



## Documents

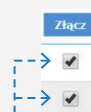
The **DOCUMENTS** bookmark includes two options available for users:

- **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 |         |      |       |
| __2019-06-21_11-24-47-391_0001.pdf | 2019-06-21 11:24:47 | 1           | adamczewski@onet.eu |         |      |       |
| __2019-06-21_11-23-59-711_0001.pdf | 2019-06-21 11:24:00 | 4           | adamczewski@onet.eu |         |      |       |
| __2019-06-21_11-21-37-444_0001.pdf | 2019-06-21 11:21:37 | 1           | adamczewski@onet.eu |         |      |       |

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:<br><b>450</b> | Ilość printcoinów:<br><b>1900</b> | Ilość printcoinów:<br><b>4900</b> | Ilość printcoinów:<br><b>10000</b> |
| Dni:<br><b>180</b>               | Dni:<br><b>180</b>                | Dni:<br><b>180</b>                | Dni:<br><b>360</b>                 |
| Cena [PLN]<br><b>5.00</b>        | Cena [PLN]<br><b>20.00</b>        | Cena [PLN]<br><b>50.00</b>        | Cena [PLN]<br><b>100.00</b>        |
| <b>KUP</b>                       | <b>KUP</b>                        | <b>KUP</b>                        | <b>KUP</b>                         |

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

