



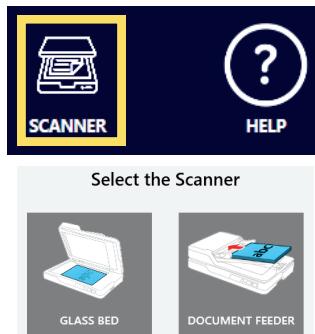
PUBLIC ACCESS KIOSK

Use this Public Access Kiosk to access eCourts applications (such as Guide & File, File & Serve, and Portal), print records, and scan documents. You may use the touchscreen feature and the keyboard to navigate the kiosk.

SCANNING

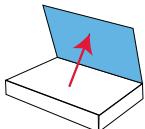
The scanner may be accessed from the touchscreen menu or from within an application.

Select the preferred scanner method. Make sure to read the instructions for your chosen scan method before clicking **Start Scan**.

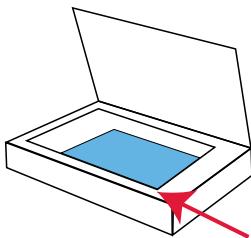


Glass Bed

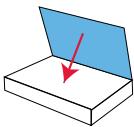
1. Open the scanner cover.



2. Place your original **face down** on the scanner glass with the top edge facing as shown. Slide the original to the edges of the indicated corner.*



3. Close the scanner cover gently.



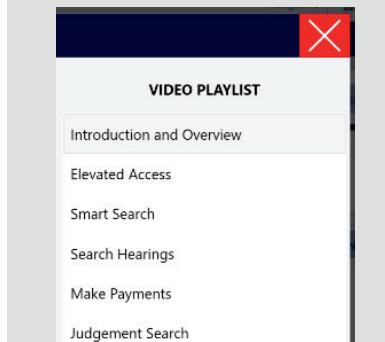
4. Click **Start Scan**.

START SCAN

*Note: The glass bed can only scan one page at a time.

Need more help?

Click **HELP** in the lower-right corner to access videos.

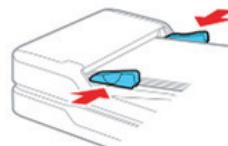


Document Feeder

1. Insert the originals into the document feeder faceup and top-edge first.[#]



2. Slide the edge guides against the originals, but not too tightly.



3. Click **Start Scan**.

START SCAN

[#] Note: The document feeder only reads the faceup side of the document.

See reverse side for printing instructions



PUBLIC ACCESS KIOSK

PAY TO PRINT

1. Click **Add to Print Cart** to add the document to your cart. Click multiple times to add more copies. The 1st page is \$2.00. Each additional page is \$0.25.

 **Add To Print Cart**

Document Details

Total Number of Pages: 2

Estimated Print Cost: \$0.5

 **Add To Print Cart**

The first page will cost \$2 and the following pages will cost \$0.25.

2. Click the red X to remove unwanted copies.

\$2.25 
\$0.50 

3. Click **Pay and Print** to begin the pay-to-print process.

Pay and Print

4. Click **Proceed to Checkout**.

PROCEED TO CHECKOUT →

5. Scroll through the **Payment Processing** screen and fill in the required information.

Note: The kiosk adds an additional \$0.50 convenience fee for each transaction.

6. Click **Submit payment**. Documents will begin to print and appear at the lower portion of the kiosk. You *must* remove each page of the document within 45 seconds, or the kiosk will retract the page.

Submit payment



See reverse side for scanning instructions