



# 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.

**Need more help?**  
Click **HELP** in the lower-right corner to access videos.

The screenshot shows a dark blue button with a white question mark and the word "HELP" below it. Below this is a white box with a red close button in the top right corner, titled "VIDEO PLAYLIST". The playlist contains the following items: Introduction and Overview, Elevated Access, Smart Search, Search Hearings, Make Payments, and Judgement Search.

## SCANNING

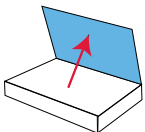
The scanner may be accessed from the touchscreen menu or from within an application.

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

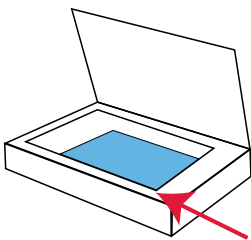
The screenshot shows a dark blue menu with two options: "SCANNER" with a scanner icon and "HELP" with a question mark icon. Below the menu is a white box titled "Select the Scanner" with two options: "GLASS BED" with a scanner icon and "DOCUMENT FEEDER" with a scanner icon.

## Glass Bed

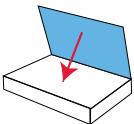
1. Open the scanner cover.



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.



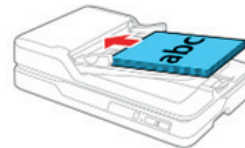
4. Click **Start Scan**.

**START SCAN**

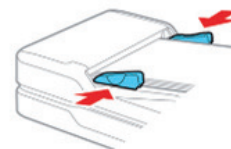
\*Note: The glass bed can only scan one page at a time.

## 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.



**Document Details**  
 Total Number of Pages: 2  
 Estimated Print Cost: \$0.5

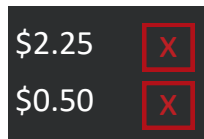
The first page will cost \$2 and the following pages will cost \$0.25.

**Print Cart**

File Name	Page Count	Print Cost	Action
Complaint for Mone	2	\$2.25	X
Complaint for Mone	2	\$0.50	X
<b>Total:</b>		<b>\$2.75</b>	

**Pay and Print**

2. Click the red X to remove unwanted copies.



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



4. Click **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.



See reverse side for scanning instructions