

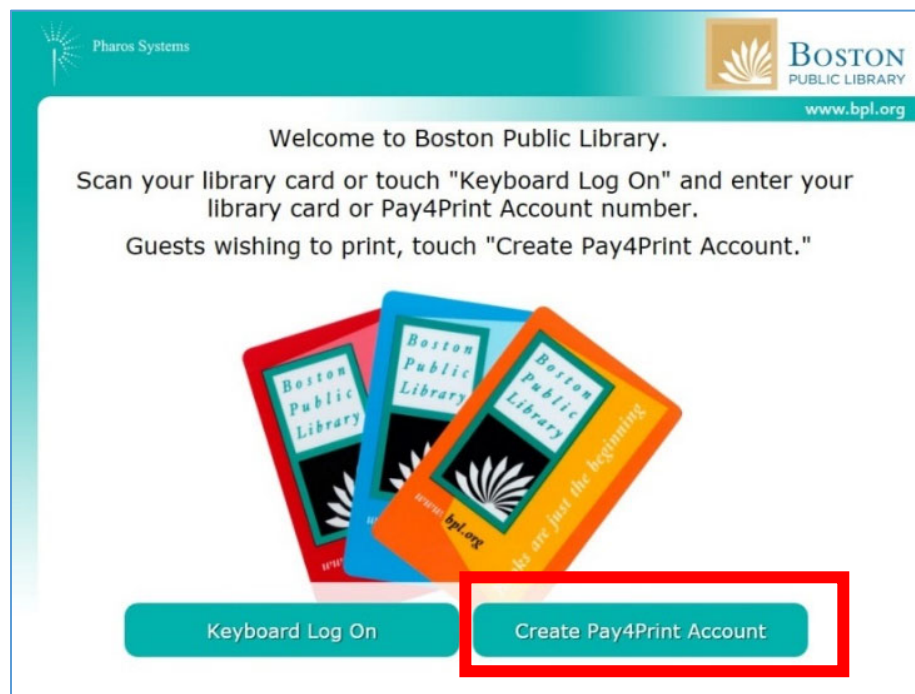
# Creating a Kiosk Account

## Introduction

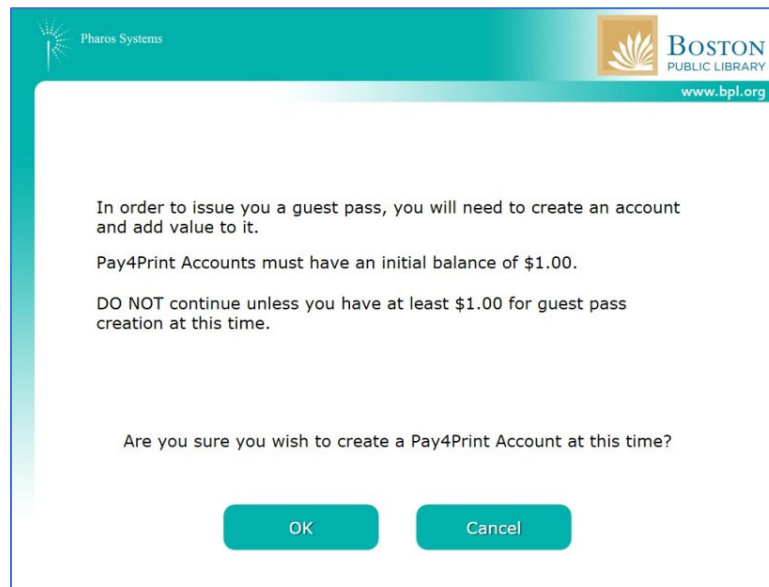
- If you do not have an email address, you may use a Red Kiosk to create a Kiosk Account. **Kiosk Accounts must be paid in cash with a minimum of \$1.**

## Creating a Kiosk Account

- Go to a **Red Kiosk**
- Select **Create** Pay4Print Account.



- **Confirm** you have at least **\$1** in cash to create an account.
  - If **yes**, Select **OK**
  - If **no**, Select **Cancel** (staff are unable to provide change)



The screenshot shows a confirmation dialog box from the Boston Public Library's Pay4Print system. The header includes the Pharos Systems logo and the Boston Public Library logo with the URL www.bpl.org. The main text informs the user that a guest pass requires account creation and a \$1.00 initial balance. It asks for confirmation to create the account at this time. At the bottom, there are two buttons: 'OK' and 'Cancel'.

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In order to issue you a guest pass, you will need to create an account and add value to it.

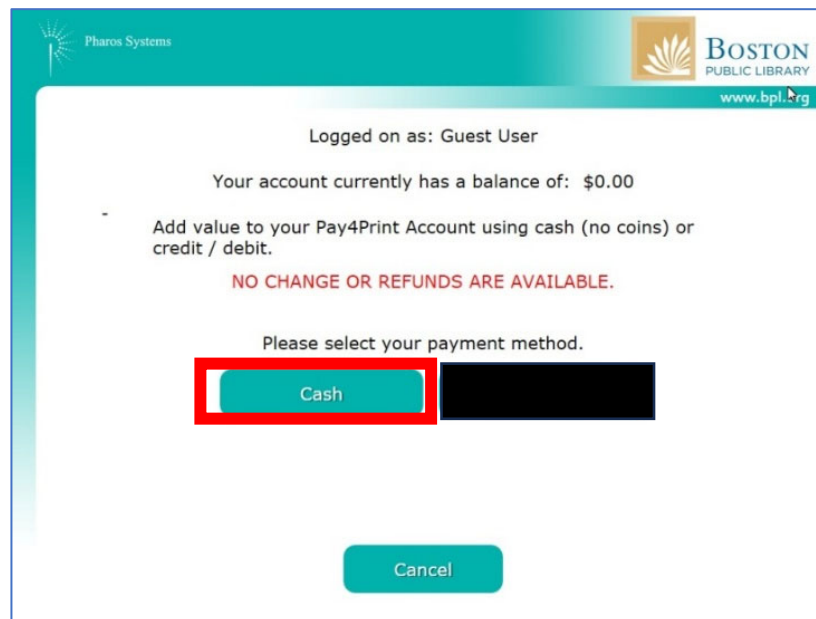
Pay4Print Accounts must have an initial balance of \$1.00.

DO NOT continue unless you have at least \$1.00 for guest pass creation at this time.

Are you sure you wish to create a Pay4Print Account at this time?

OK Cancel

- Select **Cash**.



The screenshot shows the 'Add value' screen for a Pay4Print account. The header is the same as the previous screen. It indicates the user is logged on as a 'Guest User' and shows the current account balance as \$0.00. It prompts the user to add value using cash or credit/debit. A red box highlights the 'Cash' button, which is the selected payment method. A 'Cancel' button is at the bottom.

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Logged on as: Guest User

Your account currently has a balance of: \$0.00

Add value to your Pay4Print Account using cash (no coins) or credit / debit.

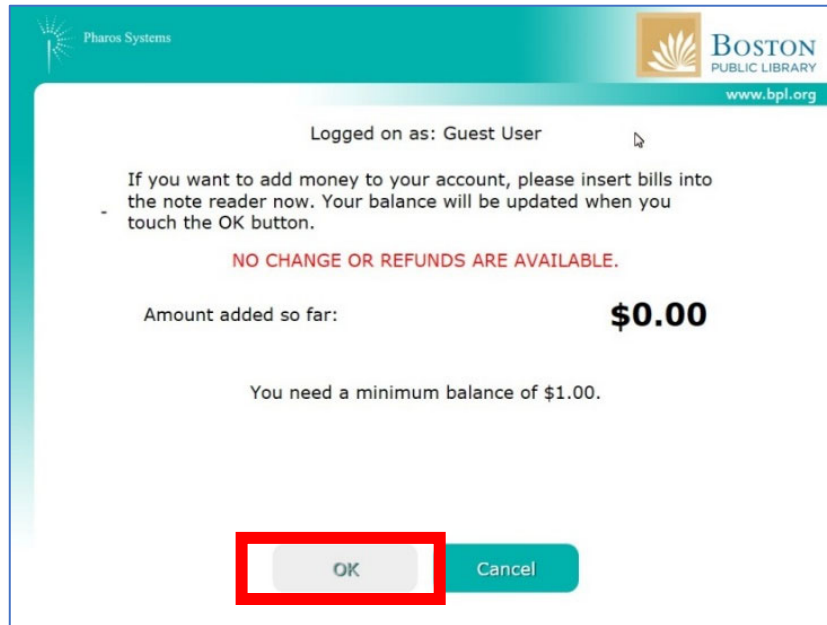
NO CHANGE OR REFUNDS ARE AVAILABLE.

Please select your payment method.

Cash

Cancel

- **Insert** bills into the bill reader and select **OK**.



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Logged on as: Guest User

If you want to add money to your account, please insert bills into the note reader now. Your balance will be updated when you touch the OK button.

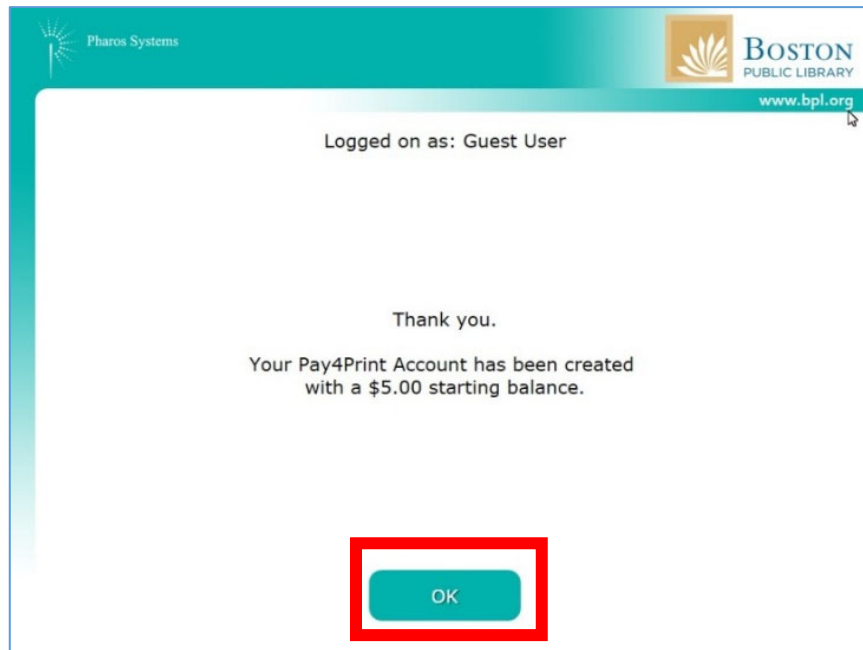
NO CHANGE OR REFUNDS ARE AVAILABLE.

Amount added so far: **\$0.00**

You need a minimum balance of \$1.00.

OK Cancel

The acknowledgement page indicates your Kiosk Account has been created and the starting balance. Select **OK**.



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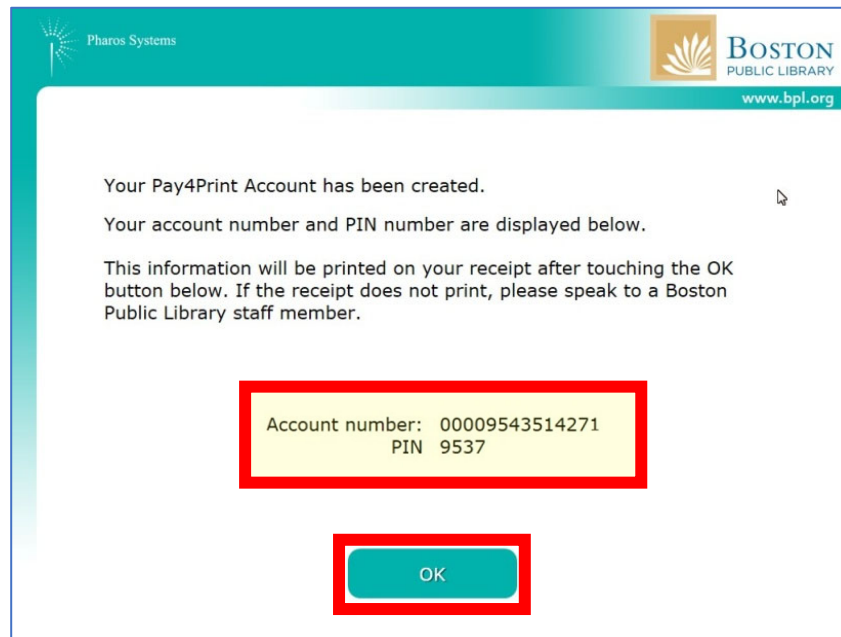
Logged on as: Guest User

Thank you.

Your Pay4Print Account has been created with a \$5.00 starting balance.

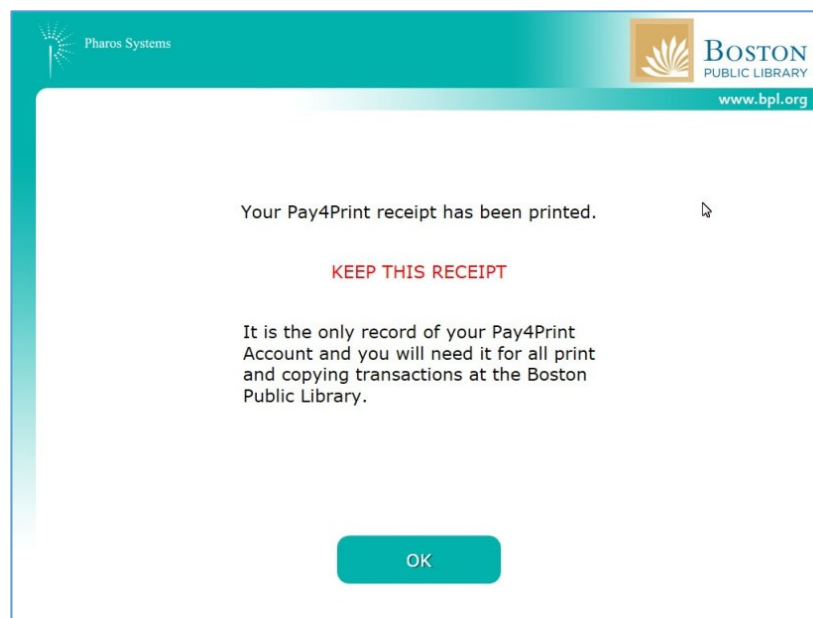
OK

**Review** your account information, Select **OK**, and wait for your receipt with this information to print.



The screenshot shows a confirmation screen for a Pay4Print account. The header includes the 'Pharos Systems' logo on the left and the 'BOSTON PUBLIC LIBRARY' logo with the website 'www.bpl.org' on the right. The main text states: 'Your Pay4Print Account has been created. Your account number and PIN number are displayed below. This information will be printed on your receipt after touching the OK button below. If the receipt does not print, please speak to a Boston Public Library staff member.' A yellow box with a red border contains the account details: 'Account number: 00009543514271' and 'PIN 9537'. Below this, a teal button with the text 'OK' is also highlighted with a red border.

Take your receipt with your Kiosk account number, PIN and balance. **Some patrons choose to take a picture of the receipt for ease of use.**



The screenshot shows a confirmation screen for a printed receipt. The header is identical to the previous screen, with 'Pharos Systems' on the left and 'BOSTON PUBLIC LIBRARY' with 'www.bpl.org' on the right. The main text states: 'Your Pay4Print receipt has been printed.' followed by 'KEEP THIS RECEIPT' in red. Below this, it says: 'It is the only record of your Pay4Print Account and you will need it for all print and copying transactions at the Boston Public Library.' At the bottom, there is a teal button with the text 'OK'.