

Click & Collect Printing @ Ballina Library

Instructions



Step 1

Email your document to the appropriate address below. Take care to avoid typos!

Or share your document with the **PrinterOn Mobile App**, where you can find the printer by Keyword or Location search.

Alternatively, browse the "**PrinterOn PrintSpots Directory**" to upload your document from laptop / PC.

Step 2

Check your email, or the Print History in the PrinterOn App, for a **Release Code** (can take up to 5 minutes to process).

Step 3

To retrieve your document at the **PrintStation**, enter the 6-digit Release Code and make payment when prompted.

Cash and Card Payment (incl. Contactless) now Accepted!

Page Type	Email Address	Price per Page	Keyword
A4 Black-White	ballina-bw@printspots.com	€0.20	ballina-bw
A4 Colour	ballina-colour@printspots.com	€0.60	ballina-colour

NOTES:

- **PRIVACY RELEASE CODES:** You receive separate codes for the email message and each attached document.
- **GOOGLE DRIVE, ONEDRIVE:** Make sure to choose the "Send a Copy" option to send your document as an Attachment. Sending a link to the document will not work. Similarly for other cloud storage services, e.g. Box, DropBox, etc.
- **PASSWORD PROTECTED DOCUMENTS:** These can only be submitted using the PrinterOn App (after opening with required password). Printing via Email or Web upload is not supported.
- **TIME LIMIT:** You have up to 3 days (72 hours) to retrieve your document, and can reprint up to 10 times, within 1 hour.
- **DATA PROTECTION:** Please refer to www.printcopyandgo.com – Contact Us – Data Protection