

# Click & Collect Printing @ Ballinasloe Library

## Instructions



- Step 1** Email your document to the appropriate address below, adding a subject line (see Note below).  
Or share your document with the **PrinterOn Mobile App**, where you can find the printer by Keyword or Location search.  
Alternatively, browse the **PrintSpots Directory** to upload your document.
- 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	ballinasloe-bw@printspots.com	€0.20	ballinasloe-bw
A4 Colour	ballinasloe-colour@printspots.com	€0.60	ballinasloe-colour

#### NOTES:

- **PRIVACY RELEASE CODES:** You receive separate codes for the email message and each attached document.
- **EMAIL SUBJECT LINE:** Take care not to send your email with a BLANK subject line. Otherwise your email provider may block sending because of anti-spam rules.
- **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](http://www.printcopyandgo.com) – Contact Us – Data Protection