Click & Collect Printing
@ Lanesborough Library
Instructions

Step 1   **Email** your document to the appropriate address. Make sure that the subject line is not blank, if it is add a short text, e.g. "Email Print".

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

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

Step 2   Check your email, or the Print History in the PrinterOn App, for a **Release Code** (can take 5 - 10 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!

Type	Email Address	Price per Page
A4 Black-White	**lanesboro.bw@printspots.com**	€0.20
A4 Colour	**lanesboro.colour@printspots.com**	€0.40
A3 Black-White	**lanesboro.bw.a3@printspots.com**	€0.30
A3 Colour	**lanesboro.colour.a3@printspots.com**	€0.50

NOTES:

– PRIVACY RELEASE CODES: You receive separate codes for the email message and each attached document.

– ATTACHING DOCUMENTS: Make sure to choose the "**Send a Copy**" (or similar) option to send your document as an Attachment, rather than a shared Link. Sending a Link to the document will not work. Also you must ensure that the email subject line is different to the attached document name, so that you can distinguish the returned codes.

– SUPPORTED FORMATS: The following file formats are supported: Word, Excel, Powerpoint, Adobe PDF, Graphics – PNG, JPEG, BMP, GIF, TIFF. For other formats, we recommend converting to PDF first.

– PASSWORD PROTECTED DOCUMENTS: These are not supported for Mobile (Click & Collet) Printing. Instead, they may be printed in branch using **Print from USB** or (where available) **PC Printing**.

– 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 see Help Section on touch screen, or refer to www.printcopyandgo.com – Contact Us – Data Protection