



How to Click and Collect your printing at

Johnston Central Library, Bailieborough Library and Cootehill Library

1. Email Your Document

Email your document to the appropriate address listed below

Cootehill Library

For Black and White printing email cootehill.bw@printspots.com

For Colour printing email cootehill.colour@printspots.com

Johnston Central Library

For Black and White printing email cavan-bw@printspots.com

For Colour printing email cavan-colour@printspots.com

Bailieborough Library

For Black and White printing email bailieboro.bw@printspots.com

For Colour printing email bailieboro.colour@printspots.com

Make sure you add some text to the subject line. Otherwise your email provider may block sending because of anti-spam rules

Wait for an email to return to your email inbox. This can take up to 5 minutes

This return email will contain your **PRIVACY RELEASE CODE**

Note: You will receive separate codes for your email message and for each attached document

2. Collect Your Printing

Call into your relevant library (Cavan, Bailieborough or Cootehill) and go to the Print and Go Station.

Enter your **PRIVACY RELEASE CODE** on the screen keypad to release your documents,

Make payment when you are prompted and collect your printing.

Time Limit You have up to 3 days (72 hours) to retrieve your document, and you can reprint up to 10 times, within 1 hour.

Price per page Colour: 60c Black-White: 20c Scan: 20c

You can also submit your document for printing and receive your Privacy Release Code via the PrinterOn app. Find Cavan, Bailieborough or Cootehill Library in the app by Keyword or Location. Upload your document to the App. Once processed your Privacy Release Code will be listed in the Print History.

[Online Postal Printing](#)

Get your printed documents delivered to you next business day,

to any address in Ireland with [Print, Copy, Go.](#)

Online Postal Printing

Get your printed documents delivered to you next business day, to any address in Ireland.

'Online Postal Printing' we will print your document and post it to you.

Online Postal Printing