## QR Codes to locate the printer in Youghal Library using the PrinterOn App



**A4 Black and White**



**A4 Colour**

## What to consider when sending your print job to the printer remotely.

Once you have sent your print job you have until the next working day to collect it. <u>Exception</u>: Any print job sent on a Saturday will need to be collected that day.

It can take up to 20 minutes after you have sent your job to the printer before it is ready to print from our system. Including if you have received a confirmation e-mail.

Please ensure you know the e-mail address from which the document was sent to the printer from when you arrive to collect your print job.

A4 is the smallest size a photograph will print.

You will find the list of Cork County Libraries that have remote printing available at www.corkcoco.ie/en/library-services.

Personal information collected by Cork County Council is done so in order for us to administer the library service. By using this printing service we assume your consent to us processing your data. The protection of your personal data is a key priority for the Council and your data will be processed in line with our Privacy policy which is available at https://www.corkcoco.ie/Privacy-Policy or hardcopy from our offices at County Library HQ, Carrigrohane Road Cork, Ireland.

Should you have any questions about our privacy policy or the information we hold about you please contact us by email to dpo@corkcoco.ie or write to us at Data Protection Officer, Cork County Council, County Hall, Carrigrohane Road Cork, Ireland.
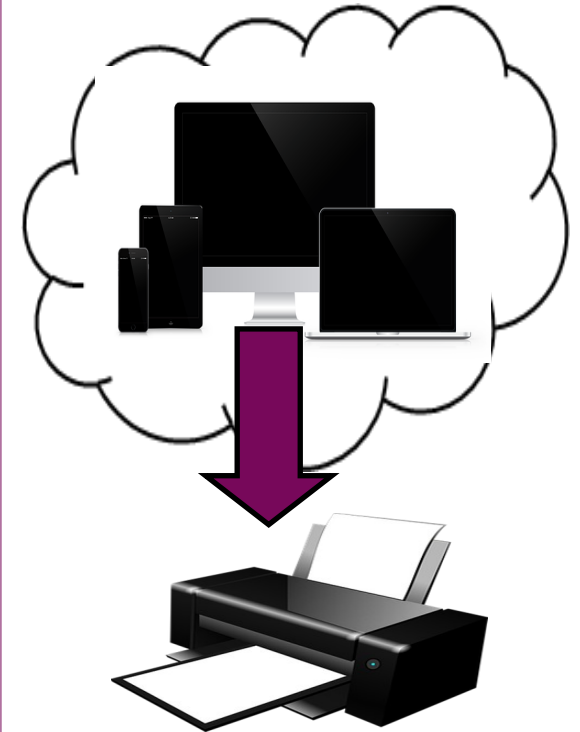
**Youghal Library**

**Phone: 024 - 93459**

**Email: Youghal.library@corkcoco.ie**

## Remote Printing available at Youghal Library



## CORK COUNTY COUNCIL LIBRARY & ARTS SERVICE

## Option 1 : By E-mail



Attach the documents you wish to print to a blank e-mail and *ensure you include a subject heading* before sending to one of the e-mail addresses provided below depending on your preference.

**A4 Black & White: 15 cent/page**

youghalbwa4@printspots.com

**A4 Colour: 60 cent/page**

youghalcola4@printspots.com

Once your document is sent to the printer you will receive an e-mail confirming that it has been sent.
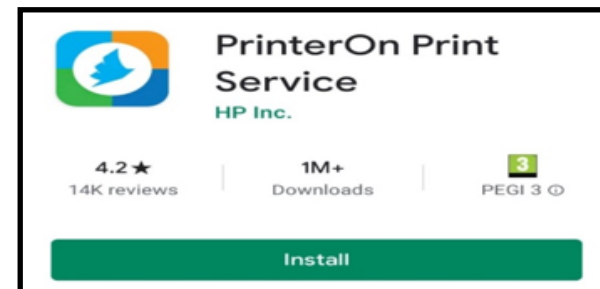
## Option 2 : From the Browser



Visit:

**https://www.printeron.net/ccl/youghal** to upload your print job to send to the printer.



Once the item is sent to the printer, a page will appear confirming the job is processed. Please take note of the job reference number before closing the tab.

## Option 3 : From the App



Download **PrinterOn Print Service App** from Google Play Store or iTunes App Store.

Ensure your Location services are enabled in order to locate Youghal Library printer or scan one of the QR codes on the next page.

To find the documents that you have previously downloaded* on your device go to the 'Documents' folder.

[*Please note: if you cannot find the one you are looking for, find the original copy on your device and download it again or use option 1 or 2 and attach & send by e-mail to the printer.]

'Print History' tab will show the items you have previously sent to printer.

[Please note: The e-mail tab does not work on the iPhone app]