

Print from your laptop, smartphone, home PC etc!

1. Send your document

Email your document to one of these email addresses:

Colour: cotcolour@printspots.com

Black & White: cotmono@printspots.com

You will receive a **Privacy Release Code** by return email from “PrinterOn Printspots”, normally within 1-2 minutes. Note that you receive separate, distinct codes for the email message and any attachment(s).

2. Retrieve your Printed Document

At the **Print Station** within **Cottingham Centre**, enter the **Privacy Release Code** and press **Print**. Then make payment and press **Confirm**. You have **72 hours** to retrieve your document. After the 1st print you can reprint up to **10 times**, within **1 hour**.

***Price per A4 sheet: Black & White 20p. Colour 50p.**