nec
thenec.co.uk

Print Copy AND GO ®
Self-Service Printing

Print service is located opposite Hall 2 on the Piazza Concourse, NEC Exhibition Centre.

PRICE (per page)

COLOUR A4: 50p

COLOUR A3: £1

BLACK-WHITE A4: 30p

BLACK-WHITE A3: 60p

PRINT

1. Send your Document

Print your document by using the **PrinterOn App** , or email your document to the email addresses below.

Using the PrinterOn App

a.   Use the App's search feature to select the printer you want to use.

b.   Open your document or Photo and share it with the PrinterOn App.

c.   Tap on **Print History** to see the document and obtain your **Release Code**.

d.   To Print your document at the Print Station, enter the 6-digit Release Code and make payment by Debit/Credit Card when prompted.

Print using Email - Email your document to:

Colour A4:   nec1@printspots.com
Colour A3:   nec1.a3@printspots.com
Black & White A4:   nec1.bw@printspots.com
Black & White A3:   nec1.a3.bw@printspots.com

IMPORTANT - Privacy Release Code

You will receive a return email from "**PrinterOn PrintSpots**" containing a **Privacy Release Code** normally within 5 minutes. Note that you receive separate, distinct codes for the email message and each attachment(s).

2. Collect your Document

At the Print Station, select **Collect Print Job,** enter the **Release Code** and press **Print**. Make payment with Debit or Credit Card and press **Confirm**. You have 3 days (72 hours) to collect a document. After the 1st print you can reprint up to 10 times, within 1 hour.

COPY

Select **Photocopy, Scan**, then **Photocopy.**

1. Start

Place your first page on the Flatbed (Glass) or Document Feeder. Select **Colour** / **Black-White**, the page size **A4 / A3,** the number of **Copies** and press **Start.**

2. Add More Pages

If you have more pages to add, choose **Next Page**, add the page(s) and press **Confirm** . Repeat this for all additional pages. There is a **25 page limit** per single photocopy job.

3. Finish

Once you've added all pages, press **Done**. The total payment due will be shown on screen, Your copies will start to print as soon as you make payment.

SCAN

Refer to Copy instructions above, select **Photocopy, Scan,** then **Scan to Email** or **Scan to USB**, and note these additional instructions:

1. Email

Tap in the email box and begin typing your email address (one address only). Tap anywhere else on the screen to close the on-screen keyboard. Always use **your own email address**, so that you can save the scan and forward if necessary.

2. USB

You will see an error message if no USB key is detected. It may take up to 30 secs. for the USB key to be fully detected.

3. Page Limit

There is a flat rate charge (see pricing above) for scanned documents, up to a **maximum of 10 pages (Email)** or **25 pages (USB)**.

VISA   **mastercard**   **Apple Pay**   **pay**   ))))   £30 per transaction payment limit for card payments.