

You can now email to VPLPrint@vaughan.ca to print!

1. First time users: register your email address at <https://webprint.vaughanpl.info>:
 - Log in with your VPL library card number
 - Under the “send email attachment” tab, put your email address in the box on the top left, and then click ‘select’ button, then click ‘OK’ on the pop-up email address window.
2. Email to print from any devices or computer, using your preferred email app and the email account you registered in Step 1
 - Compose your email and set VPLPrint@vaughan.ca as the “To” email address (the recipient)
 - Attach the documents that you want to print to the email
 - The printer will print the attachments by default. If there is no attachment, the printer will print the email body
 - If no print option is specified in the email subject line, the printer will print in black and white, one-sided and one copy

3. How to change the print options in the email subject line:

- Specify which pages to print: *pages= pages #*
e.g. pages=1,7-9,10
- Specify how many copies: *copies=number of copies*
e.g. copies=2
- Specify print colour: *print=colour/mono*
e.g. print=mono or print=colour
- Specify one-sided or two-sided: *print=simplex/duplex*
e.g. print=simplex or print= duplex

Example email subject:

copies=2 pages=1,8-9 print=colour print=duplex

This will print 2 copies of the document, for page 1 and page 8 to 9, and print the document in colour and two-sided.

4. Maximum allowed file size: 100 MB
5. Go to any [VPL locations](#) to release and pick up your print job. See [VPL website](#) for charges.