

How to use Web Print and Email to Print

Printing, photocopying, and scanning services are available at all VPL locations. To print, you can use either Web Print or Email to Print, which enables you to upload or send your document from your device, and then pick up your printed document at any VPL location.

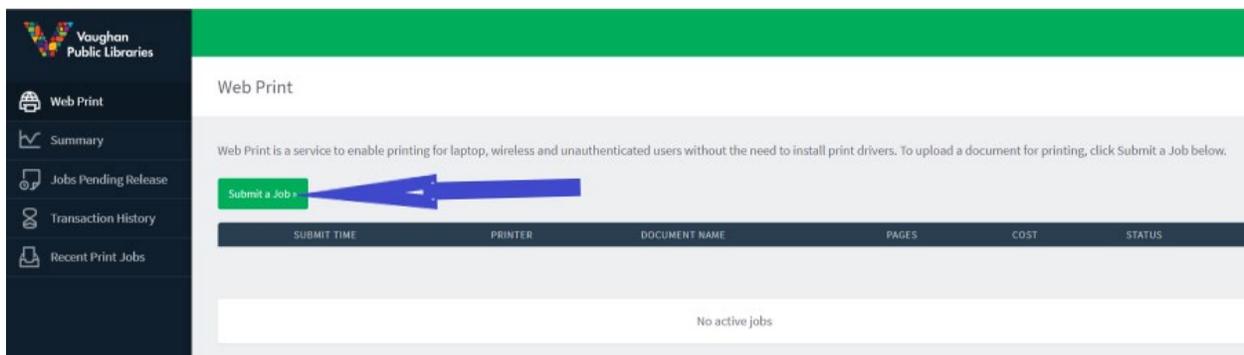
The following file types are supported by Web Print and Email to Print:

- Microsoft Office Excel: .xlam, .xls, .xlsb, .xltm, .xlsx, .xltm, .xltx
- Microsoft Office PowerPoint: .pot, .potm, .potx, .ppam, .pps, .ppsm, .ppsx, .ppt, .pptm, .pptx
- Microsoft Office Word: .doc, .docm, .docx, .dot, .dotm, .dotx
- Microsoft XPS: .xps
- Portable Document Format : pdf
- Picture files: bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

The maximum allowed document/file upload size is 100 MB.

Here are the steps to submit a print job using Web Print:

1. Go to <https://print.vaughanpl.info/> and login using your VPL library card number.
2. New customers or first-time printing users will need to enter '0000' in the password field.
3. Returning printing users won't need to enter the password to login or use Web Print.
4. After successful login, your Web Print home page will be displayed. Click the 'Submit a job' button:



5. Select a printer from the available four options:

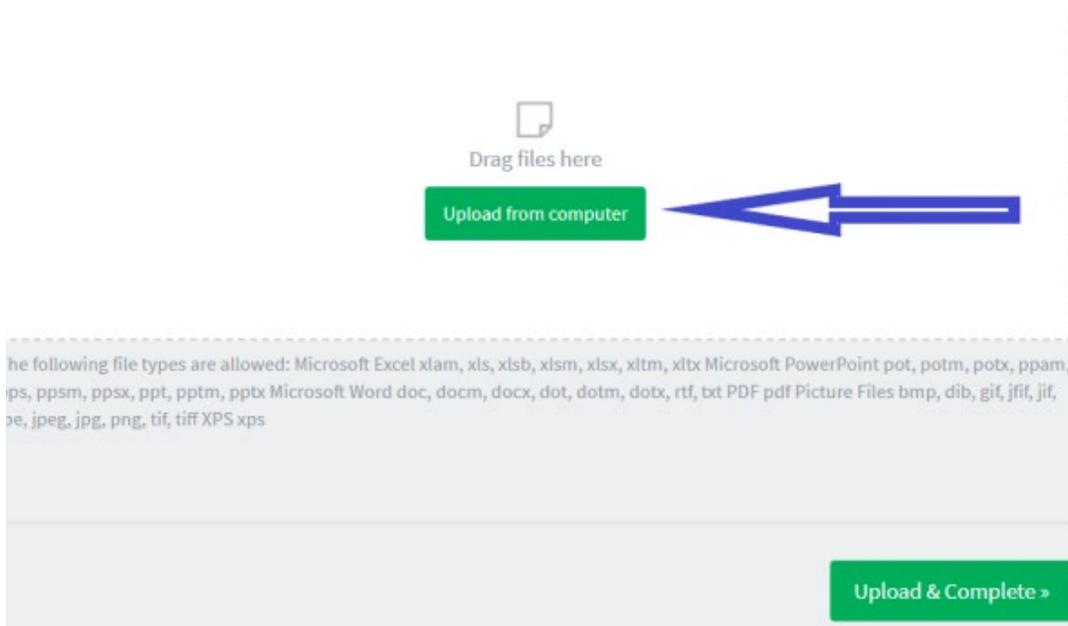
Select a printer:

PRINTER NAME ↑

- Black and White Printer - One-Sided (virtual)
- Black and White Printer - Two-Sided (virtual)
- Colour Printer - One-Sided (virtual)
- Colour Printer - Two-Sided (virtual)

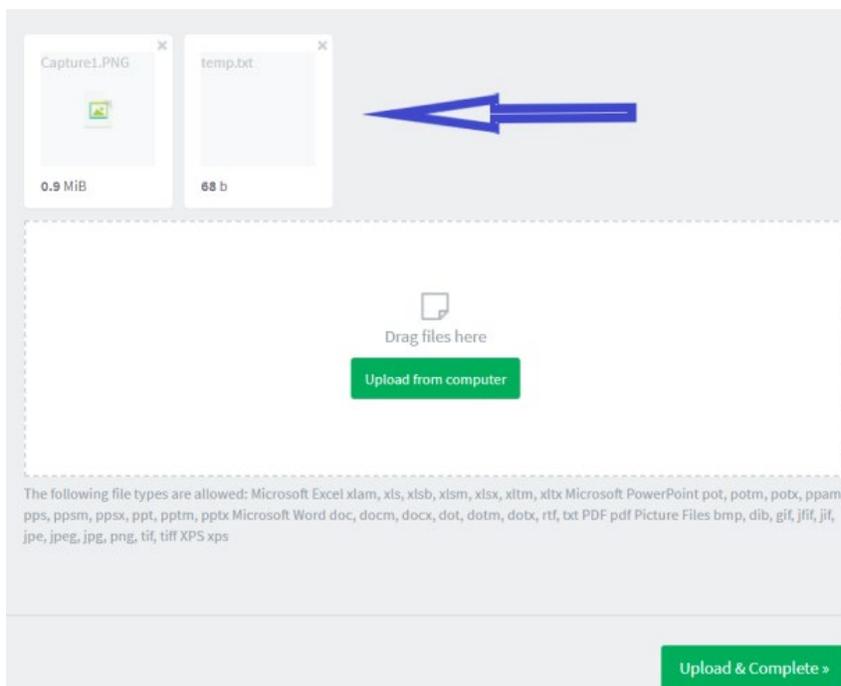
6. Select the desired printer and click 'Printer Options and Account Selection'
7. Specify the number of copies to print

8. Then click Upload Document button to select your document (which must be in a supported file format as above listed).



9. Click "Upload and complete" button on the document

10. Once the document has been uploaded, the files will be displayed above the uploading box



11. Click 'Upload & Complete>>', and the files will be added to the printer queue for printing

12. Rendering status information screens will follow and it may take 1-2 minutes to complete this step.

Web Print

To upload a document for printing, click Submit a Job below. Choose Black and White Printer (virtual) to print in black and white, and choose Colour Printer (virtual) to print in colour. Print jobs to be retrieved within 48 hours

[Submit a Job »](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jan 6, 2023 2:18:19 PM	ext-vplpcut02\Colour Printer - One-Sided	test print.pdf	2	\$0.80	Held in a queue
Jan 6, 2023 2:18:10 PM	ext-vplpcut02\Black and White Printer - One-Sided	test print.pdf	2	\$0.20	Held in a queue

13. “Held in a queue” status indicates that rendering is finished, and the job is ready to be released to a printer.
14. On the “Job Pending Release” menu you have the option to cancel your pending jobs and view the costs.

4 jobs pending release with cost \$1.50

Auto refresh (18) [Refresh Now](#)

Your balance: \$9.38

[Cancel All](#)

SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
 Jan 16, 2023 1:37:31 PM	ext-vplpcut02\Colour Printer - One-Sided	test print.pdf	Email to Print	2	\$0.80	[cancel]
 Jan 16, 2023 1:37:27 PM	ext-vplpcut02\Black and White Printer - One-Sided	test print.pdf	Email to Print	2	\$0.20	[cancel]

15. Visit any VPL branch to release and pick up your prints at the public printer.

How to Email to Print:

1. First-time printing users will need to register an email address in VPL’s printing system. Please visit any VPL location and ask staff to register your email
2. If your email address is not registered, after your print job is emailed, an email indicating that your print job is cancelled will be sent to your email account.
3. To print black and white and one-sided documents, compose an email to bw.vplprint@vaughan.ca

To print colour and one-sided documents, compose an email to colour.vplprint@vaughan.ca

4. Attach the document(s) you wish to print. (Maximum 100 MB in size)
5. Visit any VPL branch to release and pick up your printed documents.