

You can now email to [VPLPrint@vaughan.ca](mailto: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](mailto: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: 10 MB
5. Go to any [VPL locations](#) to release and pick up your print job. See [VPL website](#) for charges.