



## Email to Print Guidelines

Please speak to staff at an RHPL Information Desk to link your Copy Card account to your email address. Once you have linked your account to your email, you can use the email to print feature.

1. Compose a new email from the address associated to your print card.
  - a. If you wish to print in colour, please enter [RHPLprintColour@gmail.com](mailto:RHPLprintColour@gmail.com) as the recipient.
  - b. If you wish to print in black/white, please enter [RHPLprintBW@gmail.com](mailto:RHPLprintBW@gmail.com) as the recipient.
2. Attach the document(s) that you want to print to the email and click send. Supported attachment file types include: Microsoft Excel, Microsoft PowerPoint, Microsoft Word, PDF and picture files (JPG, PNG, TIFF, BMP, GIF).
3. Wait for a confirmation email from [RHPLprint@gmail.com](mailto:RHPLprint@gmail.com).
4. Your documents are ready to print. Release the print jobs at the printer by using your Copy Card pin and user ID.

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*Print jobs sent can be released and picked up at any of the Richmond Hill Public Library branches, with the exception of the current Oak Ridges Library. Email to print services will be coming soon to the new Oak Ridges Library.*

*Last updated: August 2019*