

## **For ALL Users Printing Emails, Forward Your Emails to the Email Addresses Below!**

- **Log into your email on the device you are using.**
- **Select the email(s) you wish to print.** If the email has attachments, each attachment will show up as an individual print job at the Print Release Station. The email itself will also show up as a separate print job. You can choose to print the parts of the email you wish to print at the Print Release Station.
- **Forward your email to the email address of your preferred library printer:**
  - Use **sayreville-library-bw@printspots.com** for **Black & White** jobs.
  - Use **sayreville-library-color@printspots.com** for **Color** jobs.
- After your request has been processed, you will receive an email from the print system confirming that it is ready for pickup. You may now release it at the Print Release Station in the library.

***User Tip:*** Some larger attachments may be delayed arriving to the Print Release Station. The smaller parts may show up first, followed by the larger parts a few moments later. We advise waiting a few minutes prior to checking the Print Release Station if you want to see all of your jobs at once for printing.

- **Select RELEASE A PRINT JOB at the Print Release Station** and then **enter your email address** in the box that appears. Your jobs will pop up! **Please do a Print Preview of each job.**
- **Select the job(s) you want to print. Select PRINT** in the left portion of the screen. Your owed total will appear in the right-hand corner. **Insert the money in the coin machine. Select PAY FROM VENDING DEVICE and confirm your print job by selecting OK.**

***User Tip:*** For your convenience, save your preferred library printer email address to your contacts for future use.