Quick Guide for Email Printing:

1) Send an email to the address of the printer you want by:
   a) Attaching document(s) to a new email.
      OR
   b) Forwarding an email with attachment(s).

2) Choose a printer and copy the printer address into the “To:” field of your email:
   *Letter is the standard 8.5” x 11” paper.*

   Black & White Letter:   nbpl-ml-bwle@printspots.com
   Black & White Legal:    nbpl-ml-bwlg@printspots.com
   Color Letter:           nbpl-ml-colorle@printspots.com
   Color Legal:            nbpl-ml-colorlg@printspots.com

3) When ready, click Send or the 📨 icon.

4) Wait for a reply email confirming your print job was delivered correctly.

5) Use your email address to pay and print at the Print Station by the public computers at the New Braunfels Public Library.

6) Always click the 📝 preview icon to see how the print job will look before you pay for it at the Print Station.