



General public users

General public users have access to copy, print or scan from any public photocopier in the campus libraries.

Users **must create an account and add funds** by visiting printsmart.mcmaster.ca. or click on “Go to personal web page” located on the Printsmart PrintUser window on the top right hand part of the library desktops screen. From there **click on “create a general public account”**, then follow the instructions. Once you have created the account you can visit the Printsmart web page and **add funds** using the left hand panel options.

Users can add funds using either credit or debit from any of the major banking institutions in Canada. Once that account is created and has the necessary funds, you will be able to copy, scan or print from any public copier.

We recommend only adding what funds you feel you will need. Funds left in the account after the account has expired (after 60 days of no activity) **are not refundable**, and will belong to McMaster University. You must make a single impression prior to the 60 day deadline to keep an account active.

Costs for copy/print or scan on to letter size paper are as follows:

Black & White: Single-sided: \$0.10 Double-sided: \$0.09 per side

Colour: Single-sided - \$0.25 Double-sided: \$0.23 per side

Scan to email: \$0.05 per page

Ledger size (11x17) printing/copying is only available in Mills library, outside of the Maps library on the 1st floor and on the 3rd floor in the reader/printer area.

Printing from the Reader/Printers located on the 3rd floor of Mills Library is also available. Please follow the instructions provided at each Reader/Printer carefully.

If you encounter any problems using the printing/copying devices, please report them to the **IT Help desk** on the 2nd floor of Mills, or **submit a problem report** at printsmart.mcmaster.ca.