print smart

Steps to copying or printing for first time users

1. **Add funds** to your Printsmart account, using debit or credit cards, from any desktop computer, personal laptop or mobile device. **Please visit printsmart.mcmaster.ca**

2. Once funds are added to your account, you can copy, print or scan at any of the public photocopiers in the libraries, the Mary Keyes residence, the Commons building, or the Ron Joyce Centre.

3. **When printing**, prepare your print job as you would normally. When you go to print on a public copier you will be asked for your Printsmart credentials (MacID and password). A pop-up will appear which will show the description and costs associated with your print job. Assuming they are correct, **click OK**. Make sure you log out of the computer by going to the Start menu.

4. Then go to any public photocopier and **log into** the machine, either by typing in your MacID/password or by swiping your student card. (instructions for swiping are posted at the photocopiers)

5. **Select Release print jobs** then **highlight your print job**. Select print again. The data light flashing indicates the print job is being processed. Press OK to either select more jobs to be released or Log out.

6. Remember to log out so no one else can use it.

7. **When copying**, enter your MacID/password or swipe your student card at any public photocopier and **select COPY** as the option. The copier will open its features for you to select 2-sided, enlarge/reduce, etc. The start buttons are to the right for either Black &White ($0.10/impression) or Colour ($0.25/impression).

8. Remember to log out so no one else can use it.

9. **Scanning to email** is now available on the public photocopiers. Please visit printsmart.mcmaster.ca for more information.

Still have questions? Further assistance is available at the Mills IT help desk. (2nd floor Learning Commons)