

Students

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All copying, printing and scanning to email is done using multi-functional devices which are authenticated by using your MAC ID username and password. As soon as you are enrolled at McMaster a PrintSmart account is created for you.

To add money to your PrintSmart account for printing/copying/scanning:

1. Click on the PrintSmart icon on any public computer or go to <http://pcprime.admin.mcmaster.ca:9192/user> on your personal computer.
2. Log in using your MAC ID username and password, then add value to your account using a credit or debit card.
3. Please note: Any funds that are left in an account when it expires becomes the property of McMaster University and will not be refunded. There is now an option for [transferring your account balance](#) to someone else's PrintSmart account at any time. Now you can pass the funds along to a friend or sibling when you leave McMaster!

You may now access your PrintSmart account, using your MAC ID username and password to login when completing a print or copy job. **Be sure to log out of your account once you are done printing or copying**, otherwise your account could be debited by the next user.

As well, it is important to **check the printing options before releasing a print job**, as the printer will retain the settings from the last user - this means you could be charged for a colour copy instead of the black-and-white copy you wanted. More information about the default settings follows below.

DEFAULT SETTINGS

The default settings on all printers is Black & White and two-sided (duplexed), although operating systems have been known to adjust the factory setting back to colour. Please check your print properties as these settings can be changed at the time you submit a printing request. We'd suggest that you check the difference in cost prior to doing so.

Each time you submit a print job you will be provided with an estimated cost for that print job AND the balance in your PrintSmart account. This information can be used as a double-check to make sure you are printing what you want BEFORE you hit the Submit button.

When doing double-sided copying, the machines read both sides of an original at once when using the document feeder. This is for environmental, practical and cost reasons. As well, most of these new printing/copying devices only print on 8.5" X 11" paper. Check out your new PrintSmart account to see how many trees you have saved personally by using the double-sided copying default!

Please note that with the exception of Maps library, located on the 1st floor of Mills ,and the device on the 3rd floor which allow you to print on 11"x17" paper, the only paper available in the library devices is letter size.

For information on how to print, copy or scan to email, check out the [How Library Stuff Works](#) video (choose the Using the Library tab, then How to Print video) on printing in the library. Use [WebPrint](#), the newly launched Mobility Print, or [download the PrintSmart driver](#) to your personal computing device To be able to access the PrintSmart system from your personal laptop, whether at home or on campus, you can use the webprint feature or download the Printsmart client once to your computing device. NOTE: to send print jobs from off-campus you will first need to logon to the campus VPN server with your MAC ID, then choose the PrintSmart

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printer option when completing your printing request.

If you still have questions submit a [problem report](#).

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