

General Public Users - Account, Password and Payment Information

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First you will need to use a library computer to set up your PrintSmart account.

Look for the PrintSmart box in the upper right corner of the monitor, then click on "Create a General Public Account" and follow the instructions.

You will then need to add value to your account. Community users can purchase PrintSmart cards in a variety of denominations from the Mills Services Desk on the 1st floor of Mills Library.

When you are ready to print or copy a document you will be asked to sign in. Use your new PrintSmart ID (which will look like gp-xxxxx) and password to do so.

The costs of printing will be deducted from your account.

Be careful of asking one of the public devices to print a document that is not 8.5" X 11" without indicating it should resize the document manually, as these devices do not resize automatically. Your print job will not be printed and you will still be charged for the copy.

And ALWAYS remember to log off when you are done copying and printing. Otherwise your account is open to the next person to use the machine.

If you forget your password, you will need to go back to the original email you received, which provided your username and password.

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