





## How to Print / How to Copy

1. Visit [printsmart.mcmaster.ca](http://printsmart.mcmaster.ca) and **add funds** to your Printsmart account, using debit or credit cards, from any desktop computer, personal laptop or mobile device.
2. Once funds are added to your account, you can copy, print or scan at any of the public photocopiers in the libraries, Mary Keyes residence, the Commons building, or the Ron Joyce Centre.
3. **When printing**, prepare your print job as you would normally. At the PC, A pop-up will appear asking for your credentials (MacID/password). A second pop-up will have a description of the print job and the cost associated with it. Assuming they are correct, **click OK**. Make sure you log out of the computer by going to the Start menu on the computer.
5. Go to any public photocopier and **log into** the machine by typing in your MacID/password
6. Press **Print to Release Job**
7. Press the Person icon  to log out. This will prevent anyone else from using your account.
8. **When copying**, enter your MacID/password at any public photocopier and select **My Personal Account** to access the device. Select **Copy** and the features you want by scrolling up and down through the list. **Press Start** when ready to copy
8. Press the Person icon  to log out. This will prevent anyone else from using your account.

**Still have questions? Ask for help at any library Service Desk**