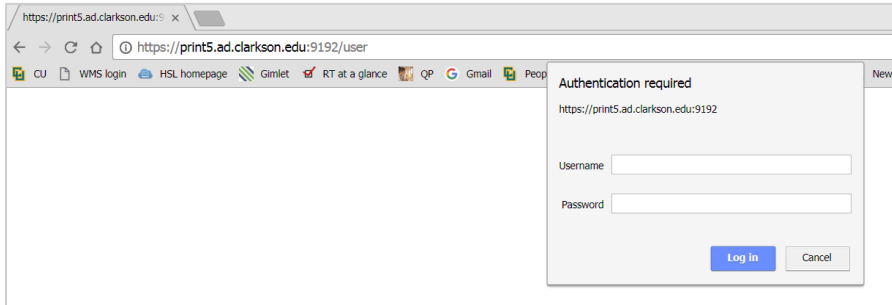


# Printing @ the Health Sciences Library

Go to <https://print5.ad.clarkson.edu:9192/>

You will be prompted to log in – use your Clarkson email username & password.



*If you have questions about your print balance or want to add more money to it, phone the*

**IT Helpdesk**

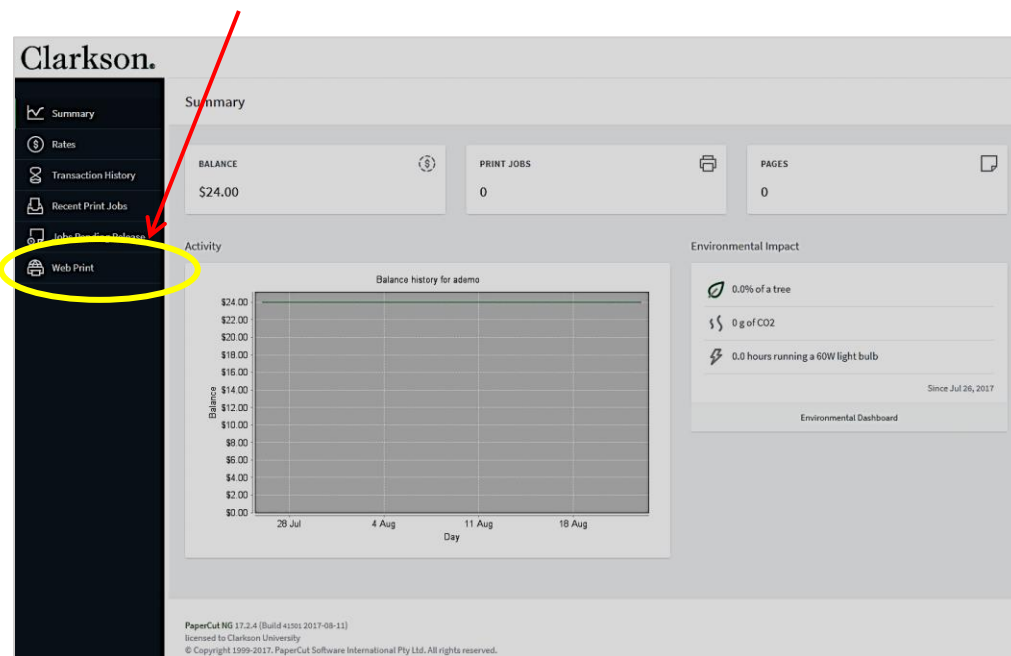
**315-268-4357**

You can view your printer balance & printing history here.

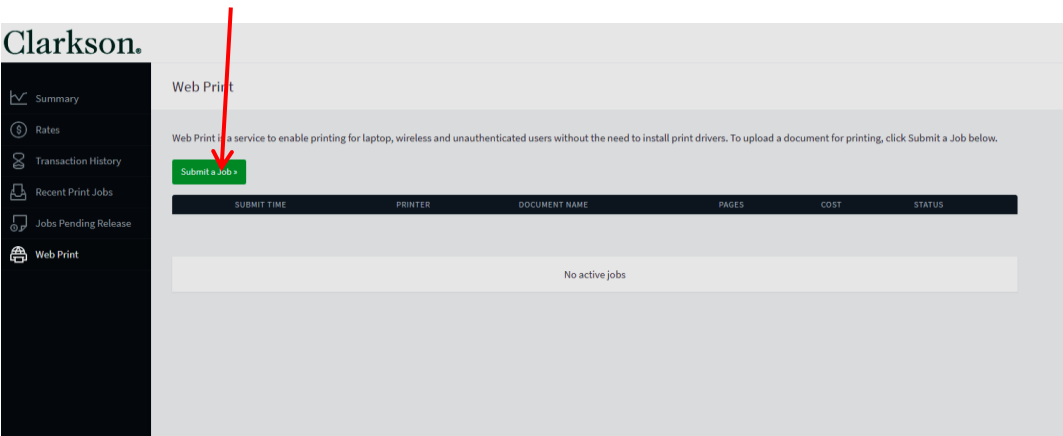
Everyone gets \$24 worth of copies per semester (8¢ b&w /45¢ color)

This is also how you send a document to the printer from your laptop.

1. Click on “Web Print”

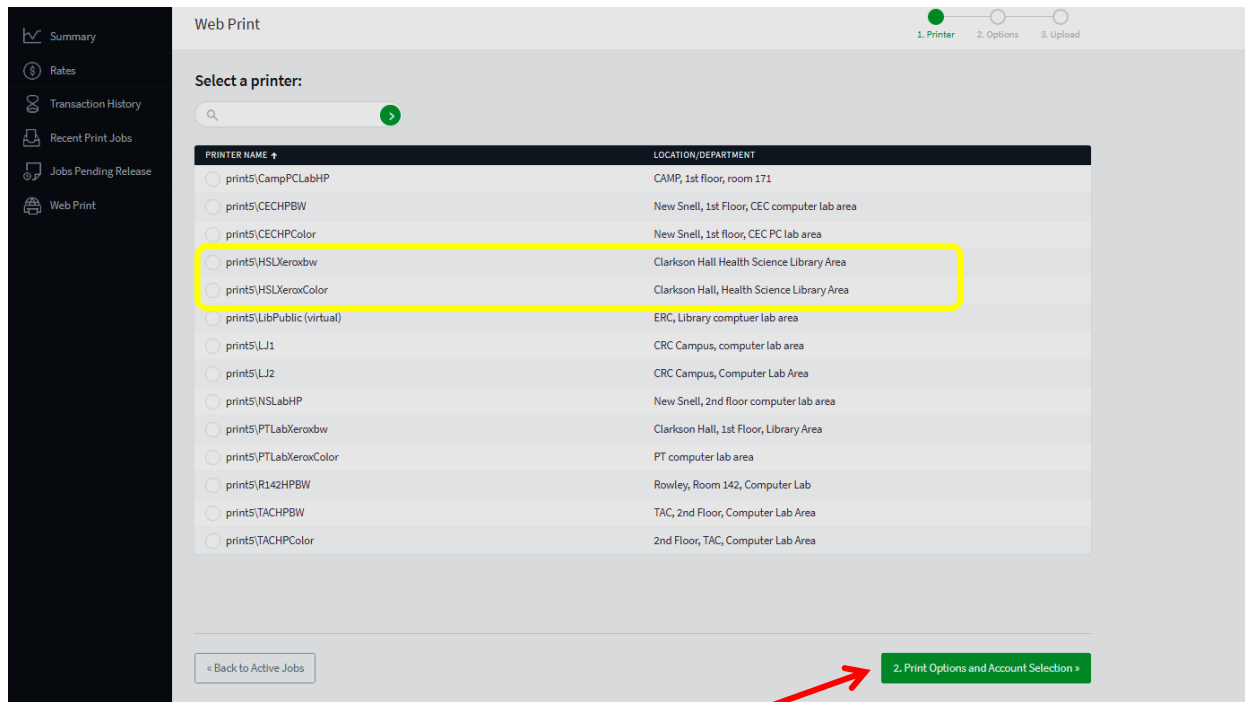


2. Click on “Submit a Job”



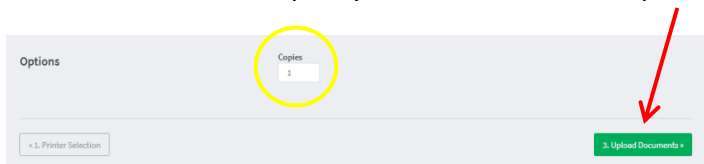
3. Select the printer you want to print to.

Choose **print5\HSLXeroxbw** for black & white OR **print5\HSLXeroxColor** for color  
*Same printer, just different settings, located in the lounge area on the first floor.*



4. Then click "Print Option and Account Selection"

5. Indicate the number of copies you want, and click "Upload Documents"

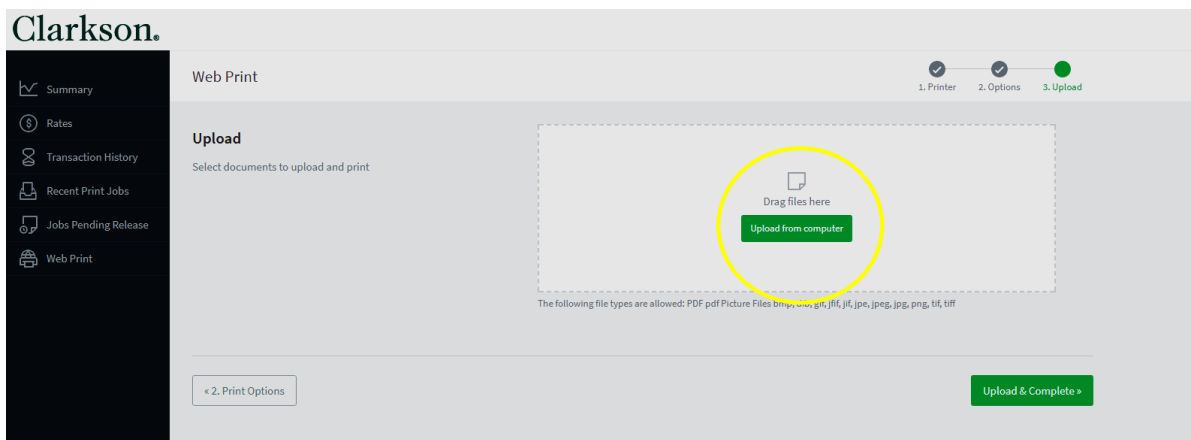


6. Either click on "Upload from Computer" or drag the file you want to print to the window.

*Only these files will be accepted: PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tif.*

**If your file is not one of those file types, you will need to convert it before it will print.**

ex: save a Word document as a PDF.



7. Your document was submitted to the printer. Your account will reflect the status and the cost.