

Setting Up A Print Account and Adding Funds

In order to print copy or scan as a CLC guest, you will need to set up a guest printing account by completing the following steps.

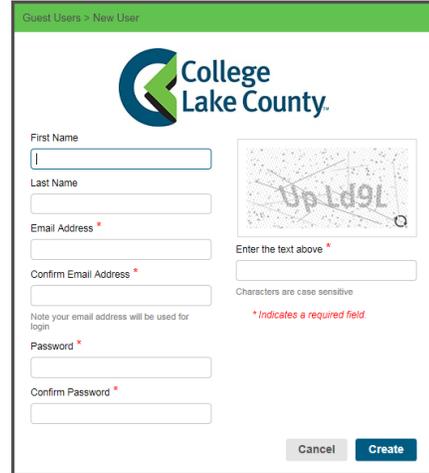
To create an account:

1. go to clcprint.clcillinois.edu

2. Select the option I am a guest



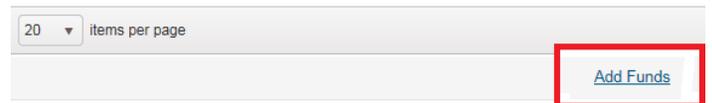
3. Fill out all of the fields, including the text shown in the security image, then select the **Create** button.



4. You are now logged in and will need to add funds to your printing account. Please see steps outlined below.

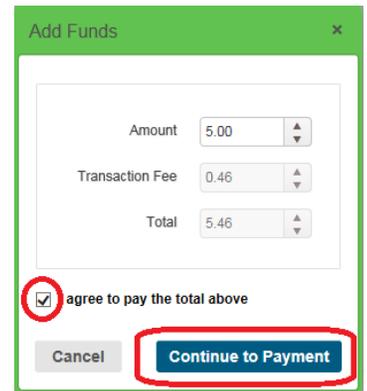
Adding Funds Using a Debit/Credit Card

1. When you are logged in to clcprint.clcillinois.edu using your new username and password, you will see your current fund balance and the option to add funds. If you are using a Debit/Credit Card, click the Add Funds link.



2. Choose the amount you would like to add to your account (must be between \$2 and \$20). Note: the transaction fee is based on a percentage of the funds you add and will display accordingly. When ready, click **I agree to pay the total above** and click **Continue to Payment**.

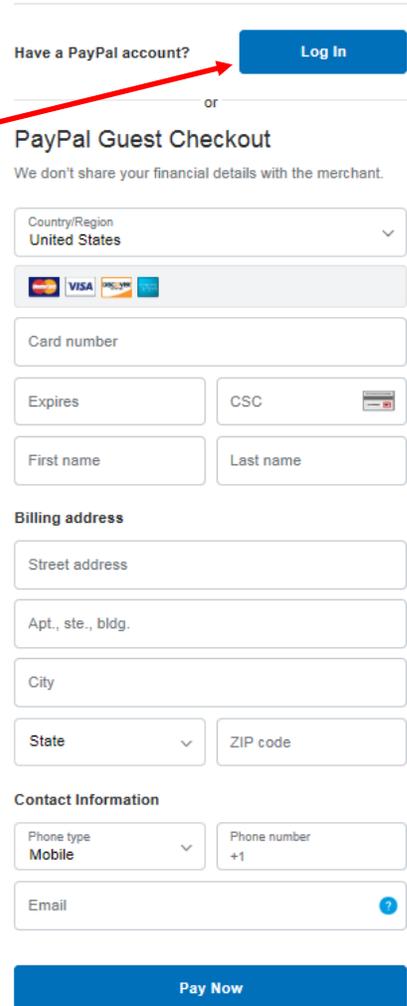
My Funds : \$0.00
Total available funds



Costs of Printing

Size	Black & White One-Sided	Black & White Two-Sided	Color One-Sided	Color Two-Sided
Letter 8.5 x 11	\$0.10	\$0.15	\$0.50	\$0.75
Legal 8.5 x 14	\$0.12	\$0.17	\$0.65	\$0.90
Ledger 11 x 17	\$0.25	\$0.45	\$1.00	\$1.35

- You will then be directed to the PayPal page.
- If you have a personal PayPal account, login by clicking **Log In** at the top of the page.



Have a PayPal account? [Log In](#)

or

PayPal Guest Checkout

We don't share your financial details with the merchant.

Country/Region
United States






Card number

Expires CSC

First name Last name

Billing address

Street address

Apt., ste., bldg.

City

State ZIP code

Contact Information

Phone type **Mobile** Phone number

Email

[Pay Now](#)

- To Login as a guest, fill in your credit/debit card information and billing address here.

- Once completed, click Pay Now.

- You will now have the funds available in your guest printing account.

Adding Funds Using Cash

To add funds using cash, you will need to go to the College Bookstore for assistance. A Bookstore Cashier can help add funds when you provide them with your username or first and last names on your guest printing account.

Bookstore Hours

Grayslake LancerZone- B131

Mon – Thu: 7:45 AM – 8:00 PM
 Fri: 7:45 AM - 4:30 PM
 Sat & Sun: CLOSED

Lakeshore Campus –S116

Mon – Thu: 8 AM – 7:00 PM
 Fri, Sat & Sun: CLOSED

Southlake Campus –V134

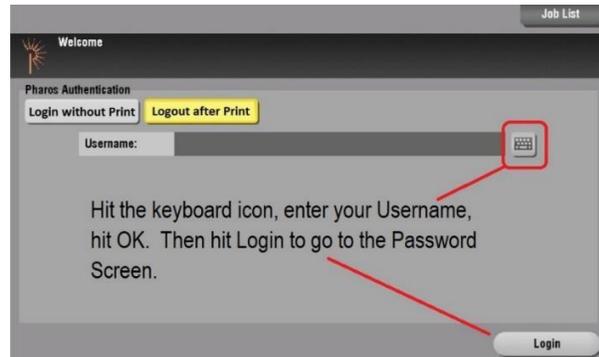
Mon – Thu: 8:00 AM – 8:30 PM
 Fri: 8:00 AM - 1:30 PM
 Sat & Sun: CLOSED

Using the Multi-Function Printers (Copy Machines)

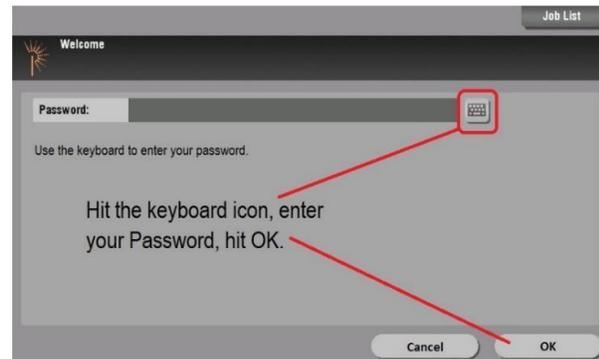
Login at the Copy Machine

In order to access any of the functions of a copier you must enter your Username and Password. Note: Your Password is case sensitive and must match exactly as it was created.

Touch the keyboard icon next to the Username field. Enter your Username on the keyboard. Hit OK on the keyboard, then select Login to get to the Password Screen.



Touch the keyboard icon next to the Password field. Enter your Password on the keyboard. You must enter it exactly as it is. Use the Shift key to access all the keyboard functions. Hit OK on the keyboard screen, and then select OK on the Password screen.

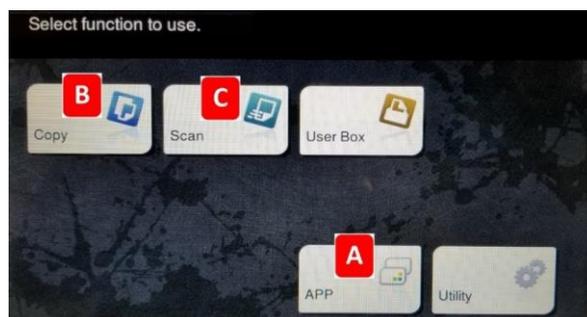


Upon successful login, your student username and student printing balance are displayed. Hit OK to proceed. You will now have access to all the machine's functions.

Access the Device's Functions

Choose from the functions listed below.

- A. CLC Print (APP)
- B. Copy
- C. Scan



Select Documents to Print

To access your print files, select APP, then CLC Print. This will display your print jobs.

Hit Print ALL to release all documents at once.

Highlight individual document(s) that you want to print or delete.

Hit the blue Print button to release the documents.



Hit the Delete button to discard the documents.



To logoff, hit the Access button to the right of the display screen and hit Yes. The system will auto logoff after 30 seconds.

Scanning to a USB drive

Insert the drive into the USB port located on the right side of the copier display. If the copier does not recognize the drive, it may not be a compatible device. DO NOT disconnect the USB device during the printing process.



1. Tap Save a Document to External Memory
2. Name Document by hitting keyboard icon to right of Filename
3. Hit Check Setting and choose your document scan settings
4. Place your document in the top document feeder or on the glass
5. Press the blue Start key



DO NOT disconnect the USB device during the scanning process

Simplex/Duplex	Select whether to scan one or both sides of the original
Resolution	Specify the scanning resolution
Color	Select whether to scan the original in color or black and white mode
File Type	Select the type of file to save scanned data
Scan Size	Specify the size of the original to be scanned
Separate Scan	If all the pages of the original cannot be loaded into the top document feeder at one time, change the setting to ON. You can load the pages in several batches and handle them as one job.

Scanning to Email

To access this function, select SCAN.

1. Select the **“Me”** button on the display to automatically choose your Email address.
2. Place your document in the top document feeder or on the glass.
3. Press the blue Start key.



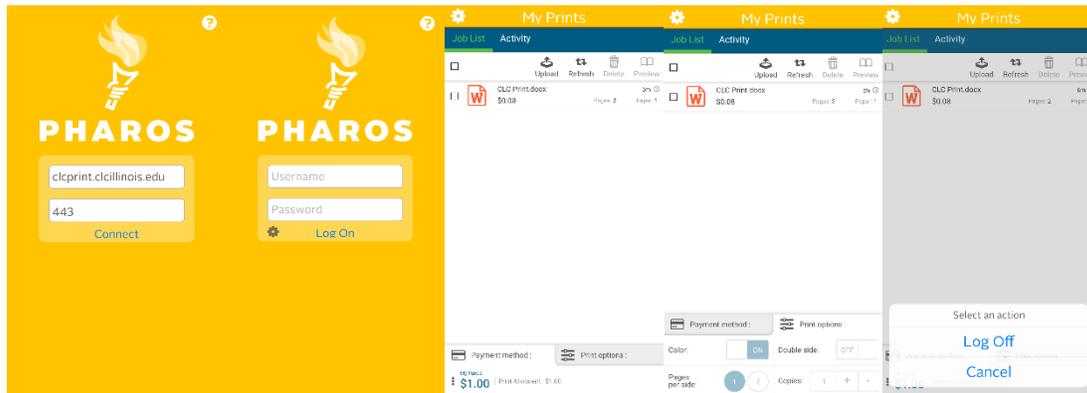
Printing from an Email

Follow the steps below to upload a document into the CLC print system from an Email.

1. **Login to your Email.** Access your student Email.
2. **Compose a new message.** Enter clcprint@clcollinois.edu in the “To” field.
3. **Attach a document.** Attachments as well as the contents of your Email will be uploaded into the CLC print system.
4. **Print your document.** Go to an open lab with a printer or a copier. Login with your student username and password. Select the document(s) you wish to print.

Printing from a Mobile Device

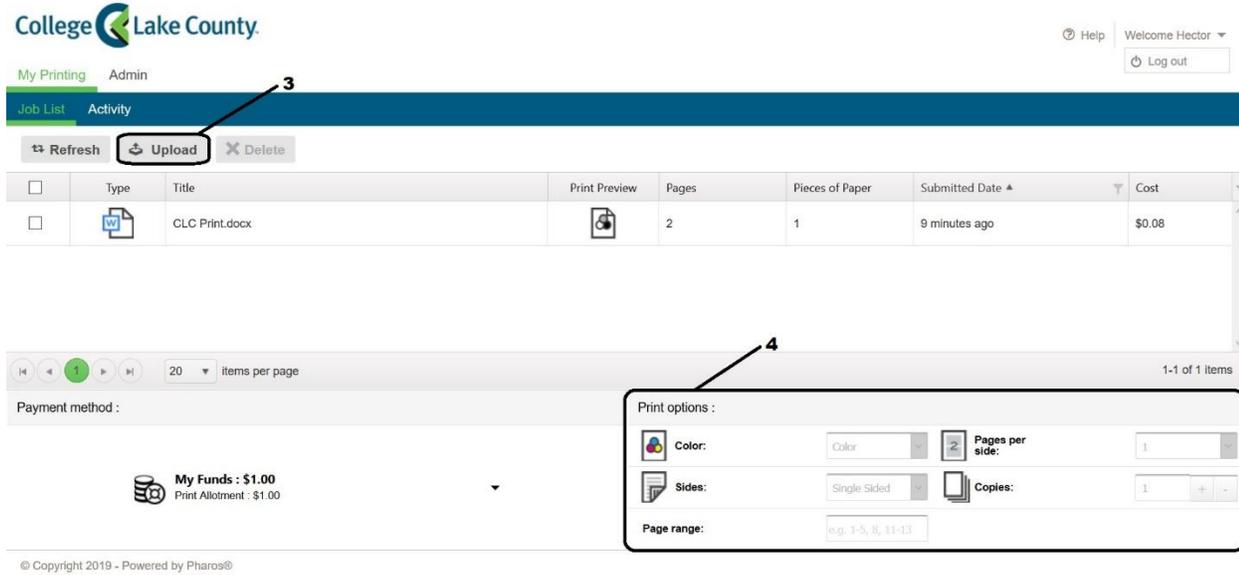
Follow the steps below to upload a document into the CLC print system from your mobile device. Download the Pharos Print mobile app, available in the Google Play Store or the Apple Store.



1. **Connect to CLC Print:** Open the Pharos Print app and enter clcprint.clcollinois.edu as the Server Address and 443 as the Server Port then select connect.
2. **Login:** Use your student username and password.
3. **Upload a file:** Select the  button and attach the file you wish to print.
4. **Choose printing options:** Select your document by checking the box next to it then go to the “Print options:” section.
Options: single-sided or double-sided, black and white or color, and how many copies.
5. **Logout:** Select the  icon then select Log Off
6. **Print your document.** Go to an open lab with a printer or a copier. Login with your student username and password. Select the document(s) you wish to print.

Printing from Your Personal Computer

Follow the steps below to upload a document into the CLC print system from a personal computer.



1. **Go to URL.** Open any internet browser and go to clcprint.clcillinois.edu.
2. **Login.** Use your student username and password.
3. **Upload document(s).** Select the **Upload** button and attach the file you wish to print (a list of supported file types is shown when the cursor is over the **Upload** button).
4. **Choose printing options.** Select your job by checking the box next to it then go to the "Print options:" section. Select Single-sided or double-sided, Black & White or Color, and the number of copies
5. **Logout:** Move the cursor over your name and select the **Log out** button that appears.
6. **Print your document.** Go to an open lab with a printer or a copier. Login with your student username and password. Select the document(s) you wish to print.

Public Guest Printing FAQ

Do I get charged to scan documents to Email or USB drive at a copier?

No, scanning a document to an Email or a USB drive has no charge.

How much does printing cost?

The cost below is per printed page.

Size	Black & White One-Sided	Black & White Two-Sided	Color One-Sided	Color Two-Sided
Letter 8.5 x 11	\$0.10	\$0.15	\$0.50	\$0.75
Legal 8.5 x 14	\$0.12	\$0.17	\$0.65	\$0.90
Ledger 11 x 17	\$0.25	\$0.45	\$1.00	\$1.35

Can I get a refund for the funds I do not use?

Any funds you add to your account using PayPal will remain in your account until you use them. We cannot offer refunds.

Can I add funds to my account if I do not have a credit card or PayPal account?

Yes, the Bookstore at all three campuses can assist with cash payments into your printing account.