

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 <u>clcprint.clcillinois.edu</u>
- 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.

Guest Users > New User	
Co	llege ke County
First Name	John 191
Email Address *	Enter the text above *
Confirm Email Address *	
	Characters are case sensitive
Note your email address will be used for login	* Indicates a required field.
Password *	
Confirm Password *	
	Cancel Create

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 <u>clcprint.clcillinois.edu</u>	20 v items per page				_
	using your new username and password, you will				Add Funds	14
	see your current fund balance and the option to add funds. If you are using a Debit/Credit Card, click the Add Funds link.	My Funds : \$0.00 Total available funds				
			Add Funds		×	
2.	Choose the amount you would like to add to your a between 52 and 520 . Note: the transaction for it	ccount (must be	Amount	5.00	*	
	of the funds you add and will display accordingly. A to pay the total above and click Continue to Payme	When ready, click I agree ent.	Transaction Fee	0.46 5.46		
			agree to pay the tot	tal above		
			Cancel	ntinue t	o Payment	

Costs of Printing

<u>Ciao</u>	Black & White	Black & White	Color	Color Two-
5120	One-Sided	Two-Sided	One-Sided	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



		Have a PayPal account?	Log In
3.	You will then be directed to the PayPal page.		ir
0.		PayPal Guest Che	eckout
4.	If you have a personal PayPal account, login by clicking Log In at	We don't share your financial	details with the merchant.
	the top of the page.	Country/Region United States	~
		VISA 🞫 ங	
		Card number	
		Expires	csc 📻
5.	To Login as a guest, fill in your credit/debit card information and billing address here.	First name	Last name
		Billing address	
		Street address	
		Apt., ste., bldg.	
6	Once completed, click Pay Now	City	
0.		State ~	ZIP code
		Contact Information	
		Phone type V Mobile V	Phone number +1
		Email	0
		L	
		Pay	Now

7. 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



Printing in an Open Lab

Printing in an Open Lab to Printers

The space in the open labs are equipped with PCs for student use as well as a printers and a PC that acts as a release station for your print jobs. You must log into the release station in order to print. Note: the open lab located on the first floor of the Learning Resource Center (LRC) at the Grayslake campus is only equipped with Konica Minolta multi-function printers. Please see the "To Multi-Function Device" instructions below when printing in this area.

- 1. Select your printer. To print in black & white choose CLC Print BW; to print in color choose CLC Print Color.
- 2. Select your printing options. Choose whether you want to print single or double-sided. Note: by default, all printers capable of performing this function will print double-sided but not all printers can do this.
- 3. Provide Credentials. You will be asked to provide the Email address associated with your print account.
- 4. Select the document(s) you wish to print. Go to the release station PC located next to the printer(s). Login with your student Username and Password. Check the box next to any document(s) you wish to print.
- 5. **Print your document.** Select the **Print** button on the lower right-hand side. The system will automatically send document(s) to the appropriate printer.

Printing in an Open Lab to a Multi-Function Device

- Select your printer. To print in black & white choose CLC Print BW; to print in color choose CLC Print Color.
- Select your printing options. After you choose a printer, select Properties for finishing options. Choose whether to print single or double-sided (by default, all printing is set to double-sided) and if you want to staple your documents.
- 3. **Print your document.** Go to any copier on campus. Note: only Konica Minolta model C458 can print in color. Login with the instructions titled Using the Copiers (below).





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.

		Job List
Welcome		
Pharos Authenticatio		
Login without Pri	nt Logout after Print	
Usernan	ne:	
Hit t	he keyboard icon, enter your Username,	
hit C	DK. Then hit Login to go to the Password	
Scre	een.	
_		_
		Login
		.loh List
Welcome		
×		
_		_
Password:		
Use the keyboard	to enter your password.	
Lit th	ne keyboard icon enter	
i nit u	Deserverd hit OK	
your	Password, nit OK.	
	Cancel	ок

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)
- В. Сору
- 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.

Start

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

y. DO				
	9	00		
Start		3	\bigcirc	
1				

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.



Job(1 of 20)[1](KM C280 queue)	Informat
Job(2 of 20) 1 (KM C280 queue)	Informat
Job(3 of 20) 1 (KM C280 queue)	Informat
Job(4 of 20)[1](KM C280 queue)	Informat



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 clcrint@clcillinois.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.

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Image: Contract contra	
Image: Contractor Description Image: Contractor Descriptic	Proview
PHAROS PHAROS cleprint.cleilinois.edu Username 443 Password	en © Pepec 1
Clcprint.clcillinois.edu Username 443 Password	
clcprint.clcilinois.edu Username 443 Password	
443 Password	
Connect 🖉 Log On	
Select an action	
i represe relation i 🔁 rest relations i Log Off	
The protect method: The protect and the protec	

- 1. **Connect to CLC Print:** Open the Pharos Print app and enter clcprint.clcillinois.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.

College CLake County

Public Guest Printing Procedures

Printing from Your Personal Computer

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

Colleg	ge 🔇 La	ake County.					⑦ Help	Welcome He	ctor 💌
My Printi	ng Admin	3						ර් Log out	
Job List	Activity								
ta Ref	resh 🕹	Upload X Delete							
	Туре	Title	Print Preview	Pages	Pieces of Paper	Submitted Date 🔺	T	Cost	
	E	CLC Print.docx	B	2	1	9 minutes ago		\$0.08	
H 4	1 • H	20 • items per page		/	4			1-1 of	1 items
Payment r	method :		Pr	int options :					
				B Color:	Color	Pages per side:		1	
		My Funds : \$1.00 Print Allotment : \$1.00	-	Sides:	Single Sided	Copies:		1	+ -
			Р	age range:	e.g. 1-5, 8, 11	-13			
© Convrig	ht 2019 - Powe	ered by Pharos®							

- 1. Go to URL. Open any internet browser and go to <u>clcprint.clcillinois.edu</u>.
- 2. Login. Use your student username and password.
- 3. Upload document(s). Select the supported button and attach the file you wish to print (a list of supported file types is shown when the cursor is over the support 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 **O**Logout 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.

Cino	Black & White	Black & White	Color	Color Two-
SIZE	One-Sided	Two-Sided	One-Sided	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.