

How to print from your laptop



Go to print5.clarkson.edu

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

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:
print5\HSLXeroxbw for black & white
OR
print5\HSLXeroxColor for color

Same printer, just different settings, located in the HSL Commons.

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/drop the file you want to print.

Only stable file formats are accepted: PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, 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.

If you have questions about your print balance or want to add more money to it, phone the
IT Helpdesk
315-268-4357

Having trouble printing? Troubleshoot 