Printing

Version 16

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Try our new ITS Printing Guide

Seneca students may print documents from the Computing Commons with their Seneca OneCard and can collect them at nearby printers.

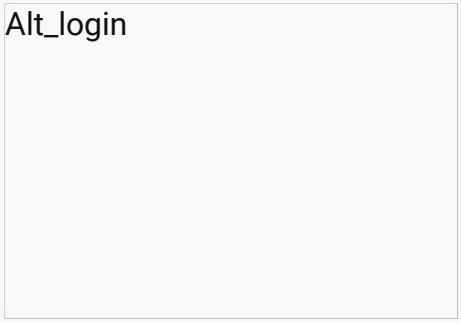
The cost for printing in **black and white is $0.05** while printing in **colour is $0.20**. See instructions for loading funds.

Printing a document

1. Log into any computer with your Seneca login credentials.
2. Download the document you want to print.
   downlaod document
3. Select the correct printer (Black&White or Colour) and paper size Letter (8.5" x 11")
   PrinterSelect

   Paper Size
4. Walk to a nearby printer and tap your OneCard on the card reader.
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5. Type your PIN (Personal Identification Number) on the screen located on the front of the printer.
   PinEntry
   

6. Alternatively, you can login with your Seneca username and password.
   Alt_login
   

7. After logged in, tap Print Release.

8. Select your print job and tap Print
   Print
   

Note: These Xerox WorkCenters also have the capability to scan and copy your document.

tags : computing-commons, its, its-services, printing