Due to on-campus restrictions, please see Public Computing Availability During COVID-19 for the most current information.

Before You Start

You might need one or more of the following before you can complete this task:

- An active Wharton account
- A Wharton printing account with sufficient funds

This article provides information on using Wharton's public Workstations to print, scan and copy.

Printing From a Wharton Public Workstation

The process for printing has been significantly updated and detailed directions are being created. Check back soon for more details, or see the Related Articles below for more information.

To print to a Wharton printer from a public workstation:

1. In your document, choose Print from the File menu.
2. Select the right print queue:
   - Wharton Black & White on whartonprint (for black and white printing)*
   - Wharton Color on whartonprint (for color printing)
3. Click Print to send your job to the print queue.
4. To print out your document at the printer:
   - Go to the printer to which you would like to print.
   - Each printer will have a Touch Panel (in the red box) and a Proximity Card Reader (in the blue box):
     - From the Home screen, launch the PharosSRH app:
Tap your PennCard to the proximity card reader.
You should hear a "chirp" as the reader picks up the information from the card, and you will see a message that you are being authenticated:

Once authenticated, you will see any documents that you have queued up and ready to print. Use the touchscreen to select your document, and then press Print or Print All:

You will see a message indicating that your job is printing:
Once your job has printed, tap the **Logout** button to log out of your account and return to the main screen:

**Note:** If you receive a message on that same screen indicating that your card cannot be found, and you need to register the card with your account:

- Touch the display panel
- Enter your username (pennkey), and hit "**OK**":

When asked for a password, leave this blank and simply hit "**OK**":

You should now be authenticated and have access to your print account.
Note:

- **Time-Limit**: Documents sent to the print queues are held for 5 hours and can be released from any printer.
- **Duplex Default**: Documents printed on the black and white printers are duplex printed by default. To print single-sided, select the single-sided option from the print options.

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**Copying and Scanning from Wharton's Multifunction Printers**

This section applies to Philadelphia Campus. **EMBA** (San Francisco) students should contact the EMBA Program Office for login information.

In addition to printing, Wharton’s multifunction printers also allow you to make copies, and scan images for sending via email. This service is available on any printers labeled "Multifunction" or "Copy/Print/Scan".

**Before you Start:**

- Make sure the display panel on the printer is lit. If not, touch the panel to wake it up.

**Copying**

1. From the Home screen, launch the Copier (Classic) app:

2. You'll see the following prompt to use your key card:

3. Tap your Penn Card on the Proximity Reader.
4. You should hear a "chirp" as the reader picks up the information from the card, and you will see the copier interface:
5. Select the features you wish (Black & White/Color(1), Image Quality (2), Single-sided/Duplex (3), # of copies(4), etc.):

6. Press the "Start" button:

7. The status will change from "Ready" to "Copying":

8. Once complete, the status will return to "Ready". Touch the Logout button to log out of your account:
9. At this point you will be returned to the Home page:

Scanning

1. From the Home screen, launch the Scanner (Classic) app:

2. You’ll see the following prompt to use your key card:

3. Tap your Penn Card on the Proximity Reader.
4. You should hear a "chirp" as the reader picks up the information from the card, and you will see the scanner interface:

5. On the address screen tap Manual Entry:

6. Use the keypad to enter the entire email address: `username@wharton.upenn.edu` and press OK:

7. Tap on the Prg.Dest. button

8. Enter the recipient's First and Last name and press OK.
9. Enter any additional addresses if desired by repeating steps 5-8.
10. Place your paper face up in the document feeder (or face down on the glass).
11. Choose the Subject Line: By default the email subject will be: “Scanned from a Xerox Multifunction Device”.
   To change this, tap “Subject” on the bottom of the screen and enter your text.
12. To include a message with the scanned document, tap “Text” at the bottom of the screen.
13. Enter the text for your message (note: there is an 80 character limit, so be succinct) and press OK.
14. When ready to send, press the Green **Start** button.

15. Once complete, touch the Logout button to log out of your account.

16. At this point you will be returned to the Home page:

Questions?

Contact: **Wharton Computing Student Support**

Email: support@wharton.upenn.edu