

Public Resources for Print, Scan, and Copy

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Before You Start

You will need the following before you can complete this task:

- An active PennCard
- PennKey credentials
- Sufficient funds in either Wharton print credit or **PennCash**

This article provides information on using Wharton's public Workstations to print, scan and copy. To print from your laptop or device, you'll need to use PaperCut, the printing software at Wharton. If you are new to PaperCut, see **Using Wharton PaperCut for the First Time**, below.

We recommend using the **PaperCut portal** for the best printing experience.

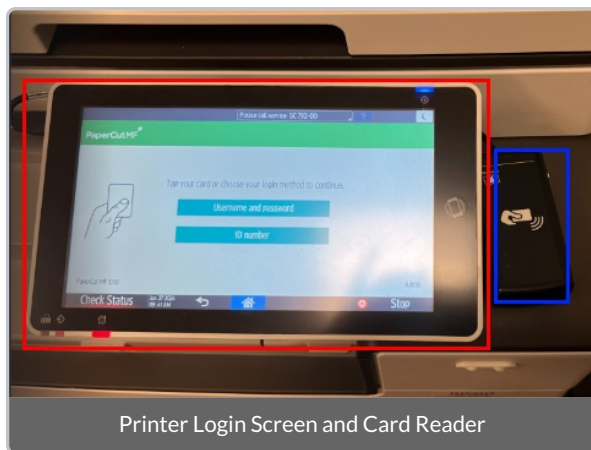
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Printing From a Wharton Public Workstation

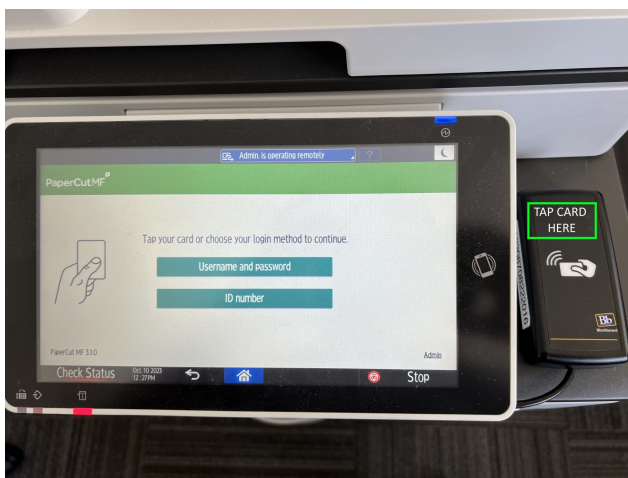
Follow these directions to print to a Wharton printer from any public workstation. *(If you prefer, you can use the **PaperCut portal** to send your document(s) to print).*

1. In your document, choose **Print** from the File menu.
2. Select the print queue: **Wharton-Print** on PrintAtWharton.
 - If the print queue is not available, from your desktop open the Printer Refresh folder and open the desired shortcut from there. This will connect the print queue, and it will appear as a choice in your print properties.
3. Click **Print** to send your job to the print queue.
4. To release your document at the printer:
 - Go to the printer from 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):

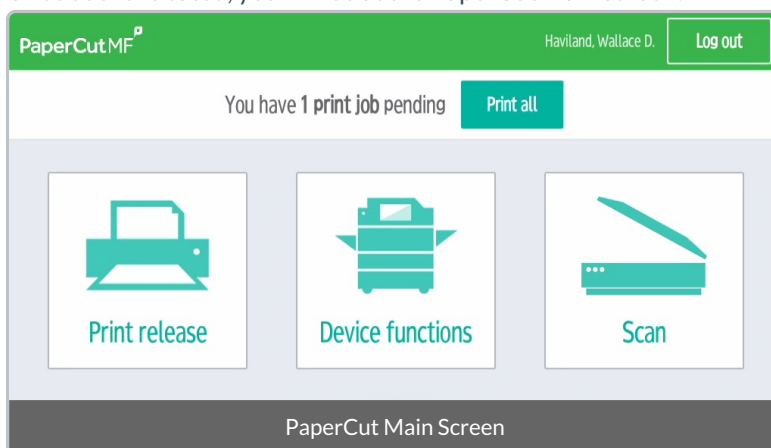


Printer Login Screen and Card Reader

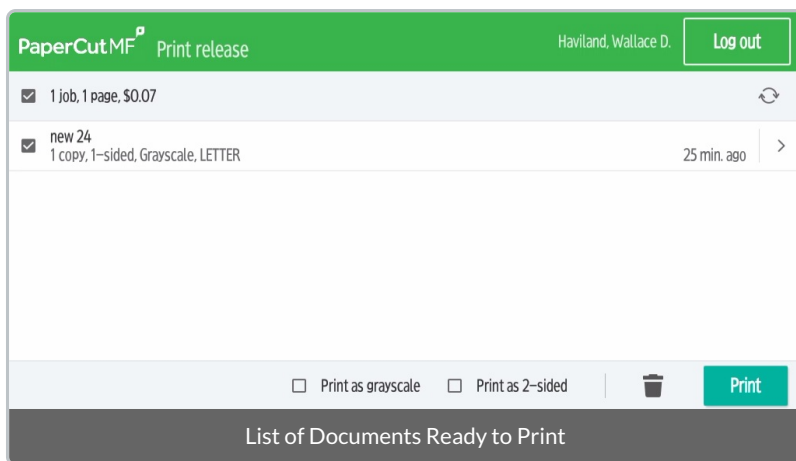
- PapercutMF should be open on the printer display (if not, simply tap the PaperCutMF icon to re-launch it).
- **Tap your PennCard** to the proximity card reader.



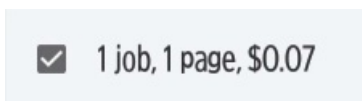
- You should hear a **chirp** as the reader picks up the information from the card, and you will see a message that you are being authenticated.
- Once authenticated, you will be at the PaperCut main screen:



- Click **Print release** and you will see a list of documents currently held in your queue.
- **Select the document(s)** you wish to print, and then click **Print**:



- The **amount to be charged** will be displayed at the top left of the screen:



- There are also options at the bottom of the screen to help reduce cost and environmental impact of the printing:
 - **Print as grayscale.**
 - **Print as 2-sided.**
 - **Delete the job altogether from the queue.**



- Once your job has printed, tap **Logout** to log out of your account to finish printing.

Notes:

- **Associate your PennCard:** The first time you use a Wharton PaperCut printer -- and any time you get a new PennCard -- you will be asked to associate your PennCard with your account.
- **Time-Limit:** Documents sent to the print queues are held for 5 hours and can be released from any printer.
- **Duplex Default:** Documents printed are duplex printed by default. To print single-sided, uncheck the "Print as 2-sided" option at the printer upon release.

Copying and Scanning from Wharton's Multifunction Printers

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This section applies to the Philadelphia Campus.

EMBA (San Francisco) students should contact the EMBA Program Office for login information.

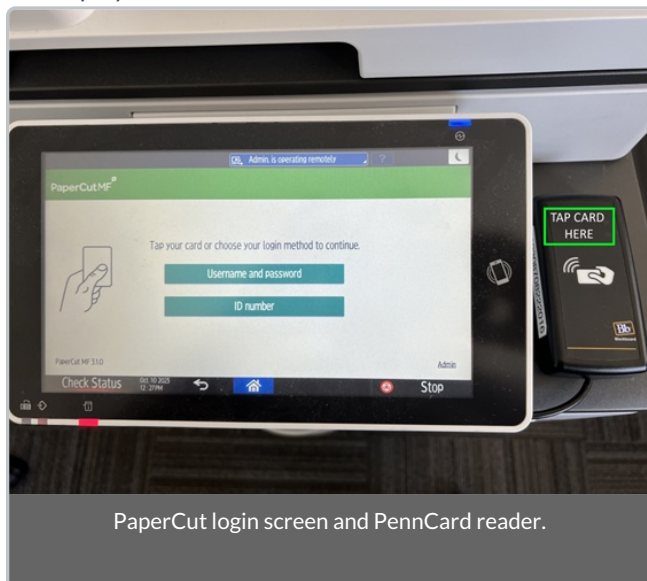
In addition to printing, Wharton's multifunction printers also allow you to make copies and scan images for sending via email.

Before you Start:

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

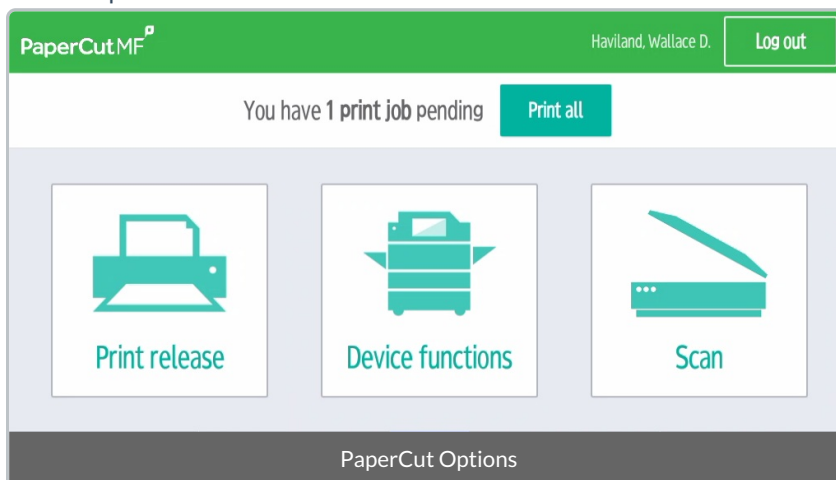
Copying

1. To make a copy of a document, log into the device by **tapping your PennCard** on the card reader mounted by the display:

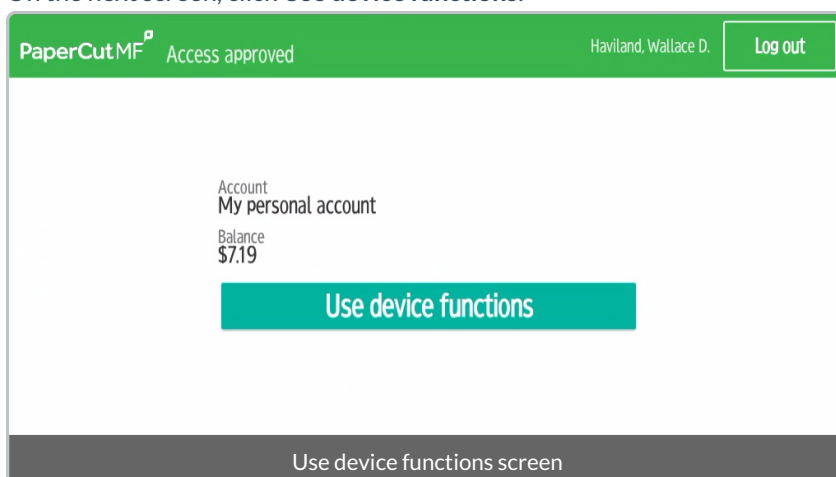


You should hear a **chirp** as the reader picks up the information from the card, and you will see the PaperCut main screen.

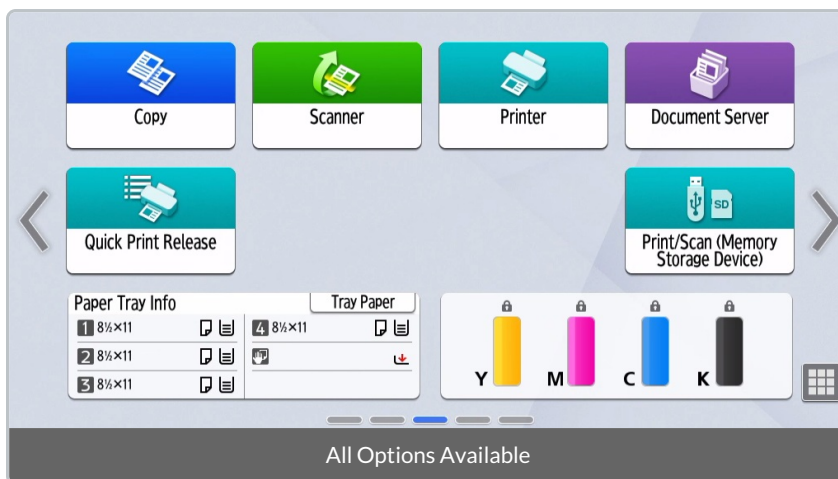
2. At the PaperCut main screen click **Device Functions**:



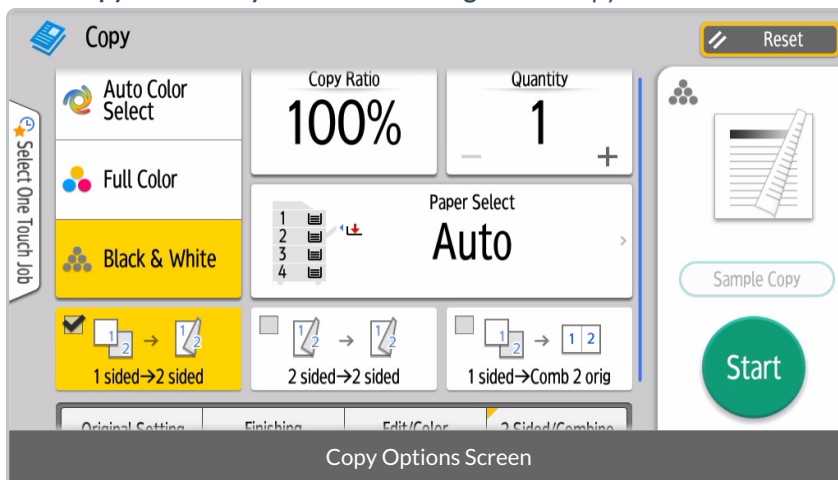
3. On the next screen, click **Use device functions**:



4. At this point **you will be taken out of PaperCut** to the device's native applications page:

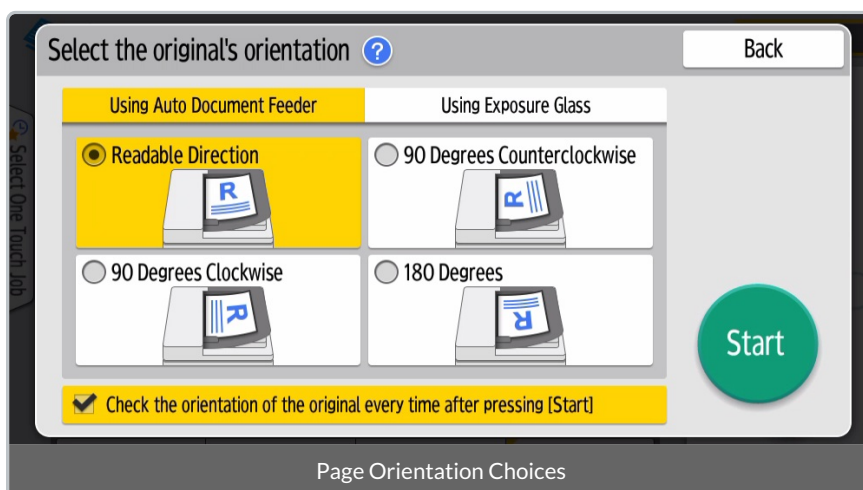


- Click **Copy** and select your desired settings in the Copy interface:



- Once all options are set, **place the document(s) to be copied on the device** (either face up in the document feed tray, or face down directly on the glass) and click **Start**.

- Indicate the appropriate orientation of the document in the Feeder or on the Glass:

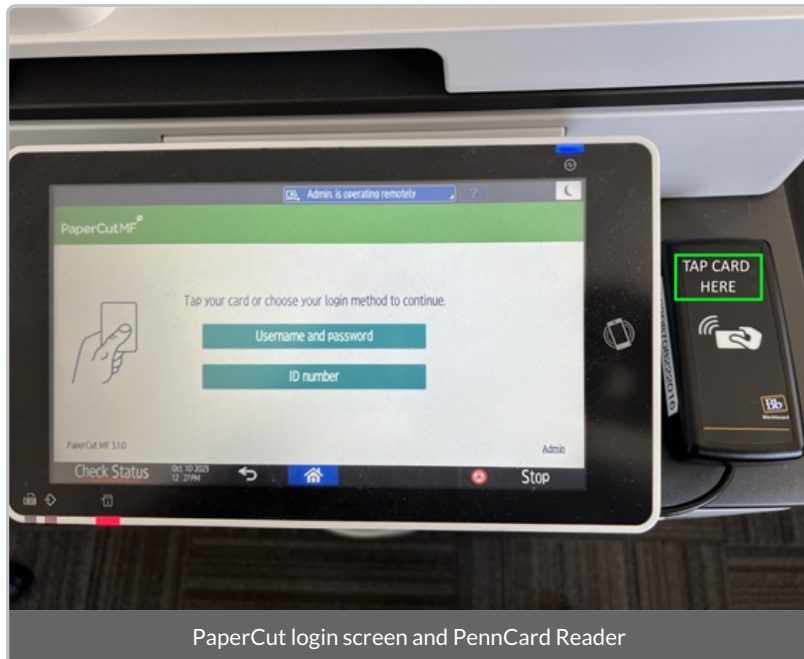


- Click **Start** again, and a progress animation will be displayed as your copy job is processed.
- Once complete, **you will be returned to the main Copy interface**.

10. Please be sure to click **Logout** to complete your interaction.

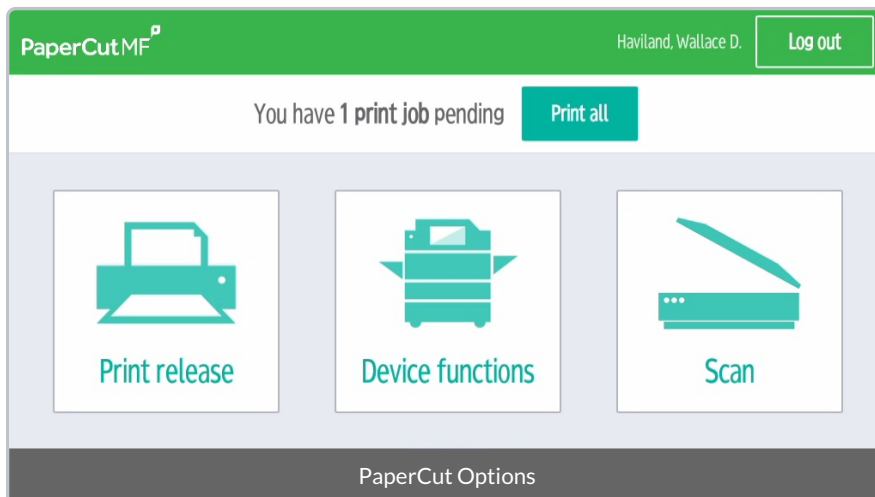
Scanning

1. To scan a document to email, log into the device by **tapping your PennCard** on the card reader mounted by the display:

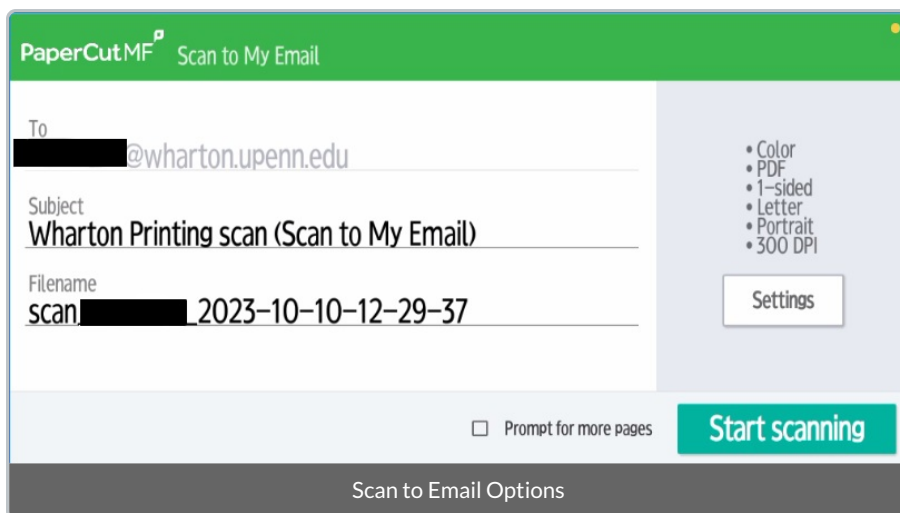


You should hear a **chirp** as the reader picks up the information from the card, and you will see the PaperCut main screen.

2. Click **Scan**.



3. You will see your email address populating the "To" field, and default entries for "Subject" and "Filename":



PaperCut MF[®] Scan to My Email

To: [redacted]@wharton.upenn.edu

Subject: Wharton Printing scan (Scan to My Email)

Filename: scan[redacted].2023-10-10-12-29-37

- Color
- PDF
- 1-sided
- Letter
- Portrait
- 300 DPI

Settings

☐ Prompt for more pages

Start scanning

Scan to Email Options

4. "Subject" and "Filename" can be changed, simply **touch the display** and an on-screen keyboard will appear:



whavilan Admin. is operating remotely Logout

To: [redacted]@wharton.upenn.edu

Subject: New Subject

Filename: New Filename

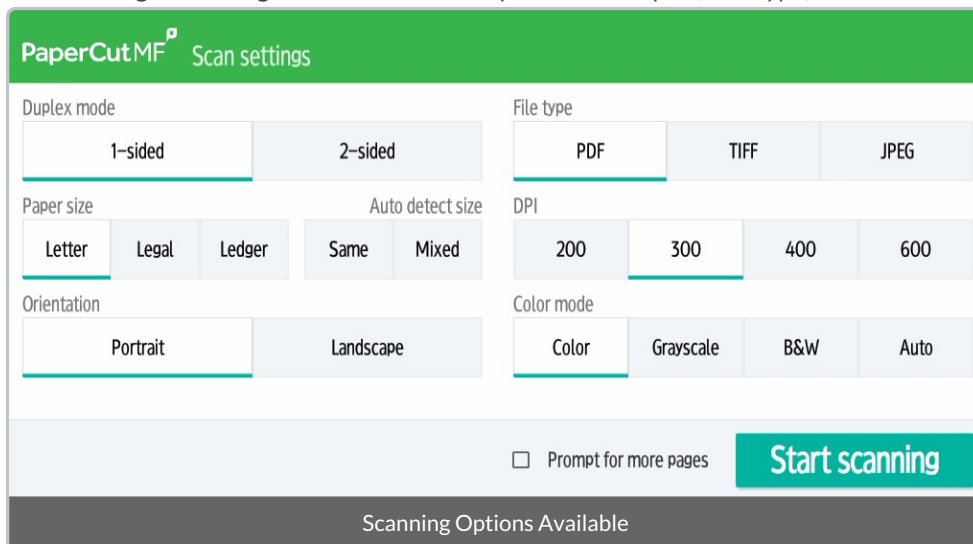
Settings

☐ Prompt for more pages

Start scanning

Scan to Email Options

5. Click **Settings** on the right to select various options like Duplex, File type, etc.



PaperCut MF[®] Scan settings

Duplex mode: 1-sided (selected), 2-sided

File type: PDF (selected), TIFF, JPEG

Paper size: Letter (selected), Legal, Ledger, Auto detect size: Same, Mixed

DPI: 200, 300 (selected), 400, 600

Orientation: Portrait (selected), Landscape

Color mode: Color (selected), Grayscale, B&W, Auto

☐ Prompt for more pages

Start scanning

Scanning Options Available

(Note: Wharton only stocks 8.5"x11" letter sized paper.)

6. At the **bottom of this screen** there is also the option to **prompt for more pages** if a multi-page document is being scanned:



☐ Prompt for more pages

Start scanning

7. Once all options are set as desired, **place the document(s) to be scanned on the device** (either face up in the

document feed tray, or face down directly on the glass) and click **Start Scanning**. You will see messages that the document is Scanning, and then Sending.

8. Once the document is sent **you will be returned to the PaperCut home screen**.

9. Please be sure to click **Logout** to finish scanning.

Questions?

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Contact: [Wharton Computing Student Support](#)
