Public Resources for Print, Scan, and Copy

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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.

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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**
   - *Wharton Color on whartonprint**
     *Note: either queue can be used now to print in either black and white or color; simply select the desired mode in your document's print properties before submitting.
   - If the print queues are not available as choices, 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 0our print properties.
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):
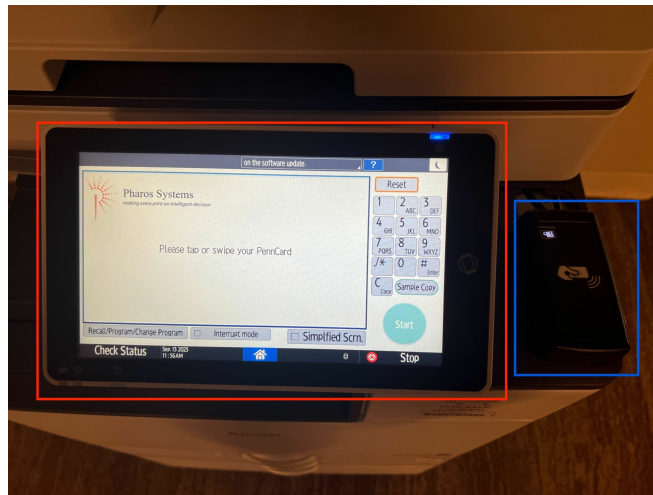
- From the Home screen, launch the PharosSRH app:
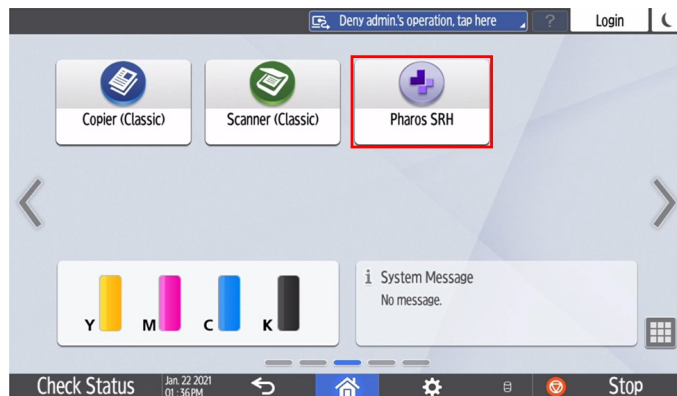
- **Tap your PennCard** to the proximity card reader.
- You should hear a **chirp** as the reader picks up the information from the card, and you will see a message that you are being authenticated:
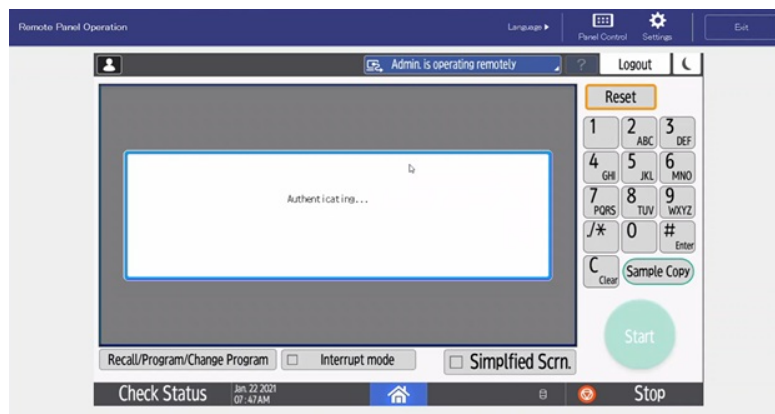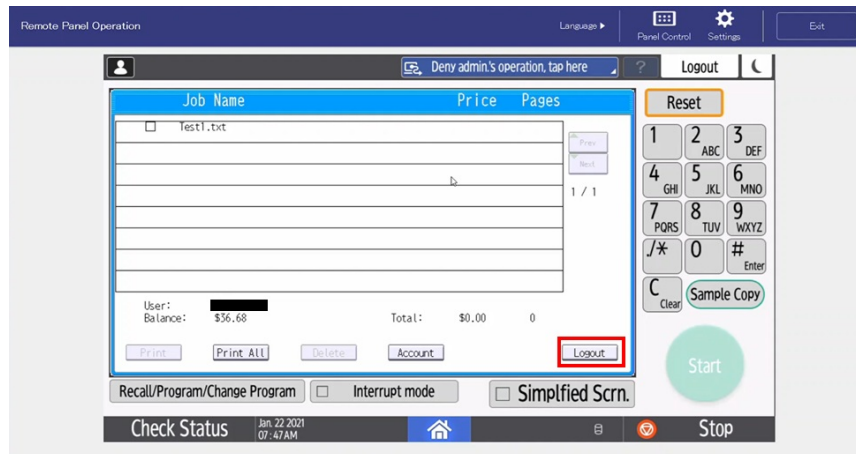

- Once authenticated, you will see any documents that you have queued up and ready to print. Use the touchscreen to select your document, and then **press Print** or **Print All:**
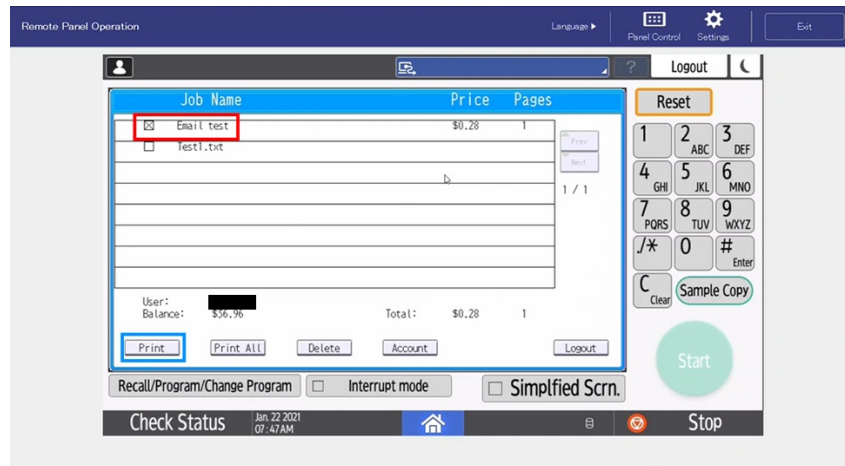
- You will see a message indicating that your job is printing:
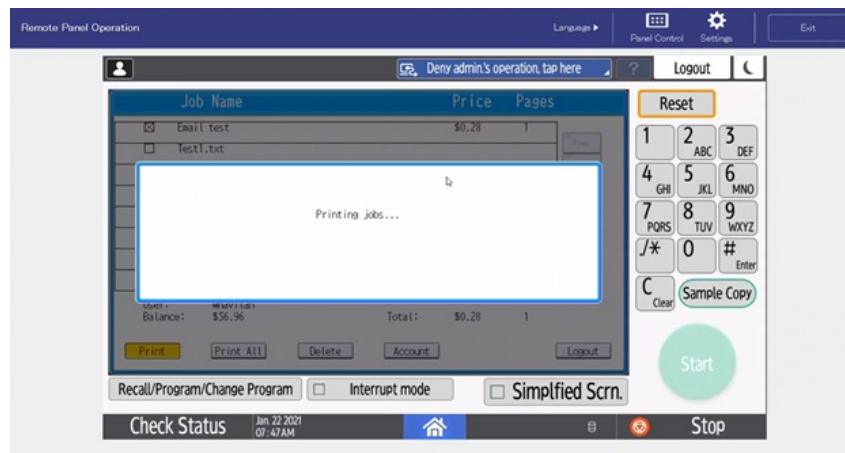
- Once your job has printed, **tap the Logout button** to log out of your account and return to the main screen:

- 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 are duplex printed by default. To print single-sided, select the single-sided option from your print options.

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.
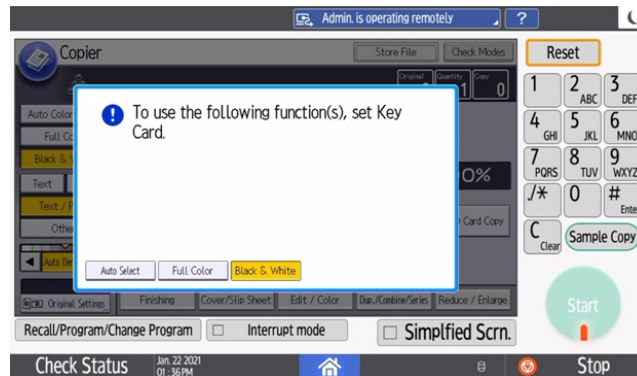
> **Before you Start:**
>
> - Make sure the display panel on the printer is lit. If not, touch the panel to wake it up.

Copying

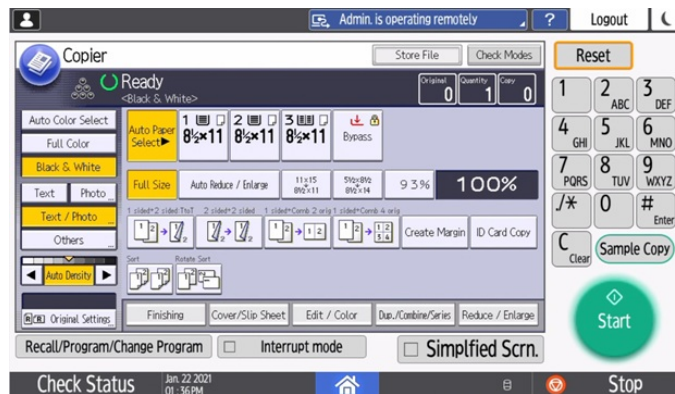1. From the Home screen, launch the Copier (Classic) app:
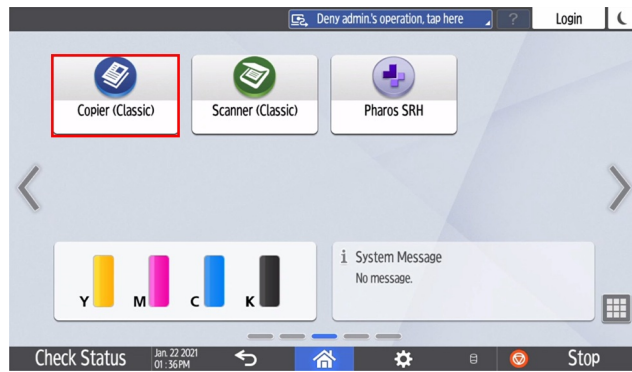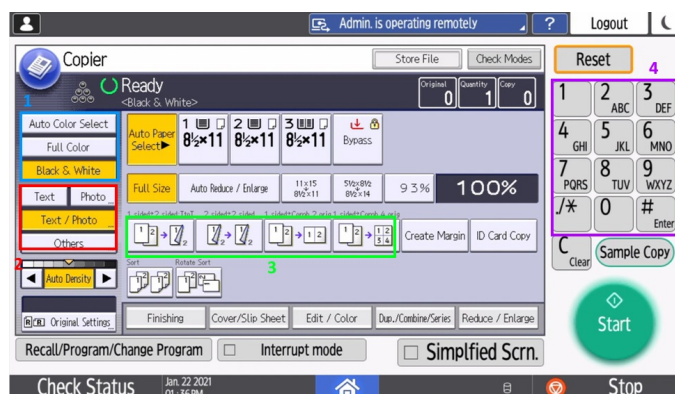
2. You'll see the following prompt to use your key card:
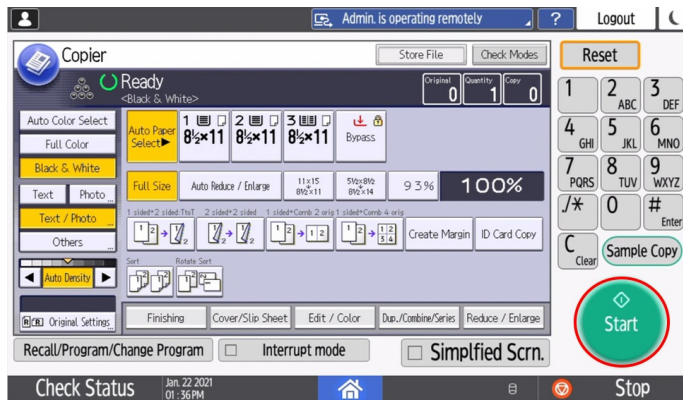

3. Tap your PennCard on the Proximity Reader.
4. You should hear a **chirp** as the reader picks up the information from the card, and you will see the copier interface:
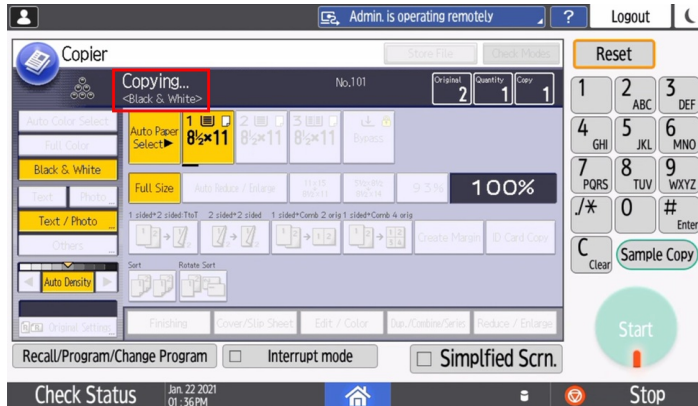

5. Select the features you wish (Black & White/Color(1), Image Quality (2), Single-sided/Duplex (3), # of copies(4), etc.):
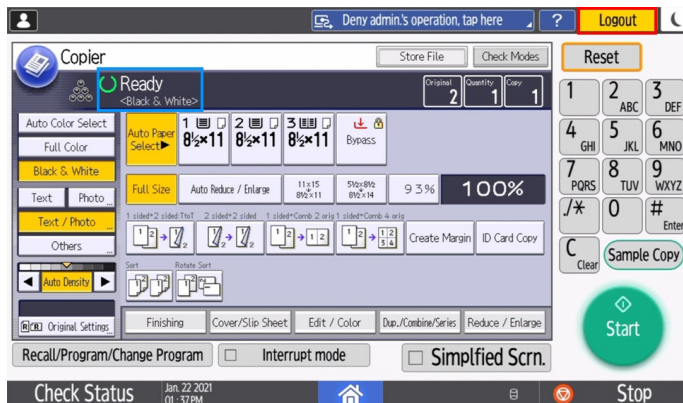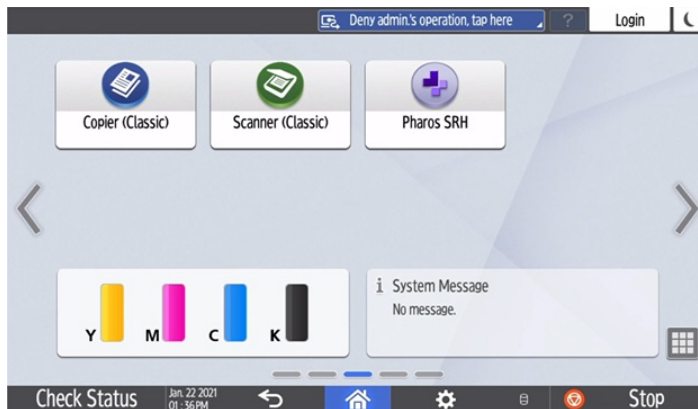

6. Press the **Start** button:

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:
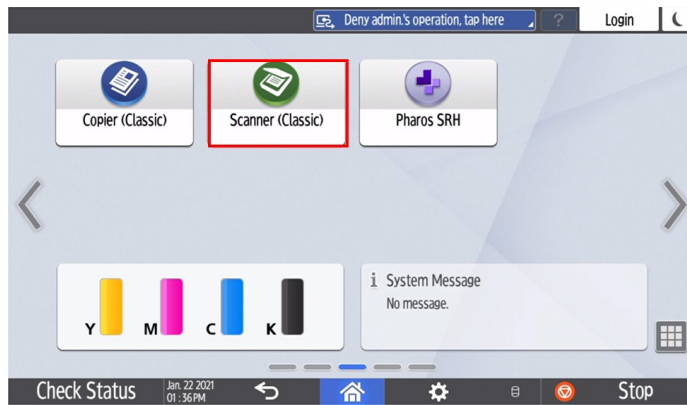

9. At this point, you will be returned to the Home page:
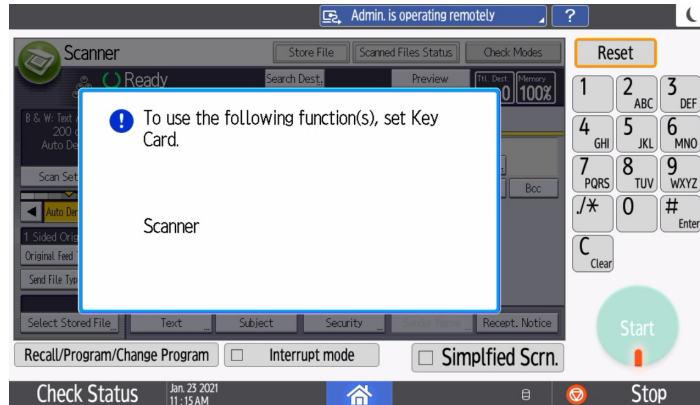

Scanning

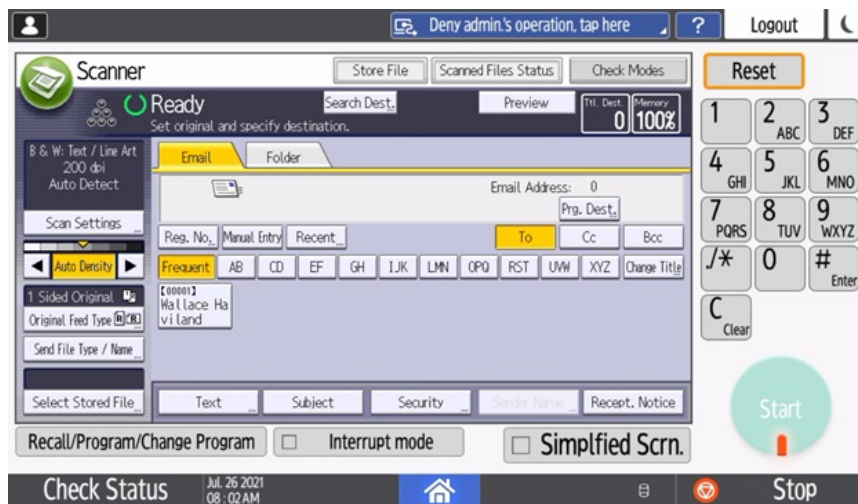1. From the Home screen, launch the Scanner (Classic) app:

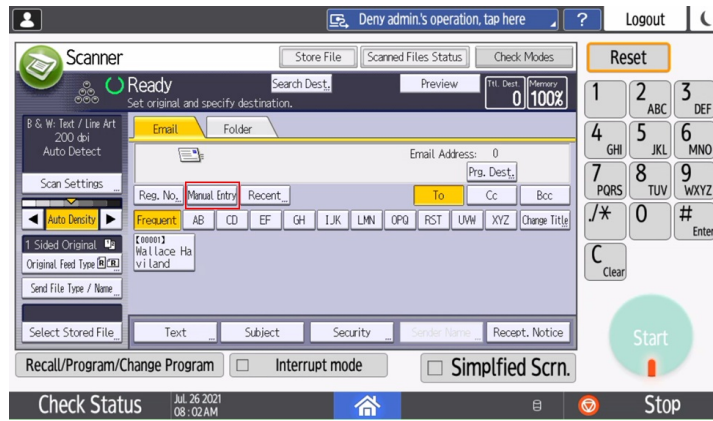2. You'll see the following prompt to use your key card:

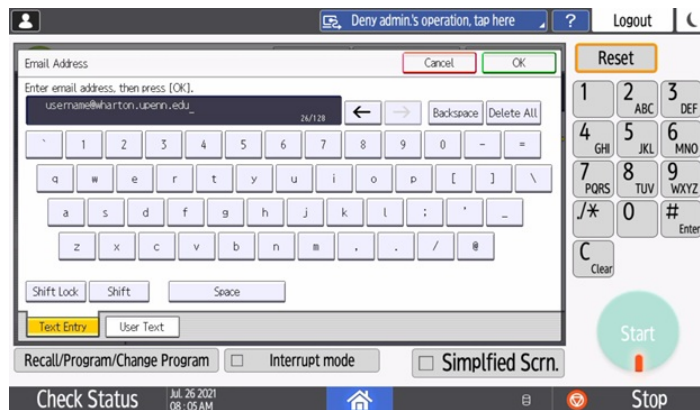3. Tap your Penn Card on the Proximity Reader.
4. You should hear a **chirp** as the reader picks up the information from the card, and you will see the scanner interface:
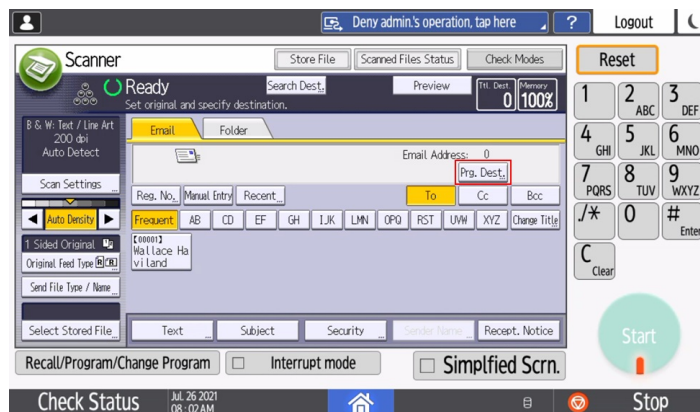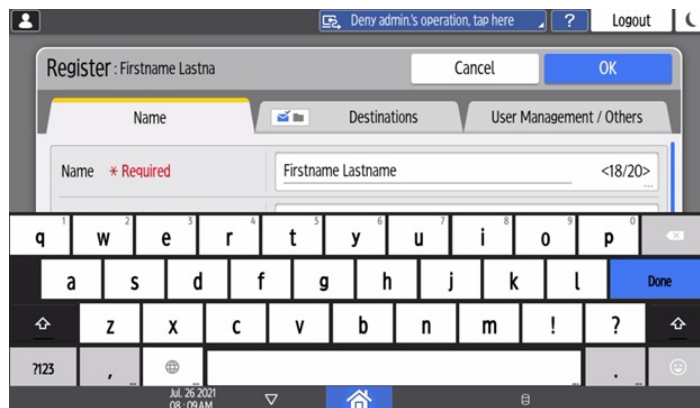

5. On the address screen, **tap Manual Entry:**

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

7. **Tap on the Prg.Dest. button**

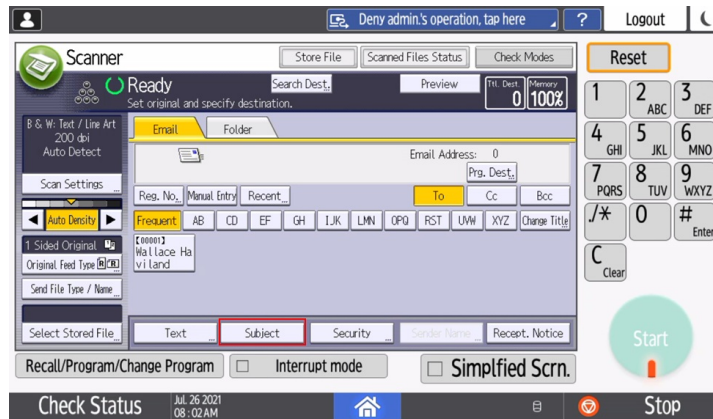8. Enter the recipient's First and Last name and **press OK**

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: **Message from <*printer name*>** To change this,
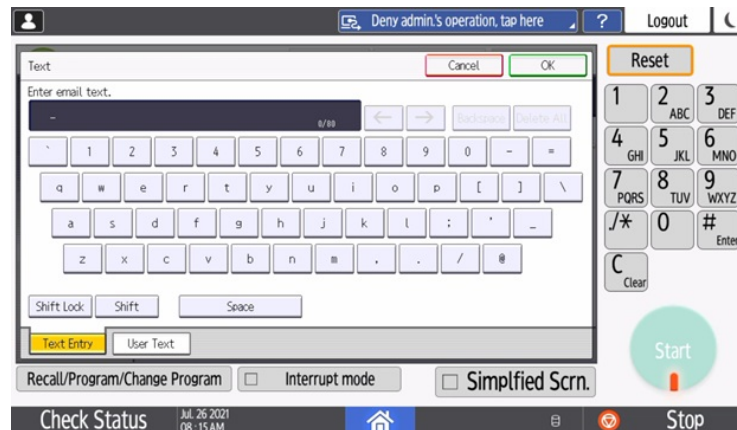
tap Subject on the bottom of the screen and enter your text.

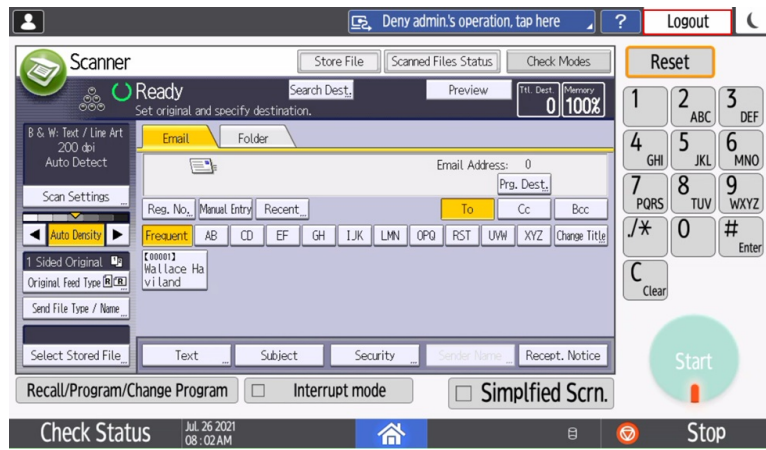12. To include a message with the scanned document, **tap Text** at the bottom of the screen
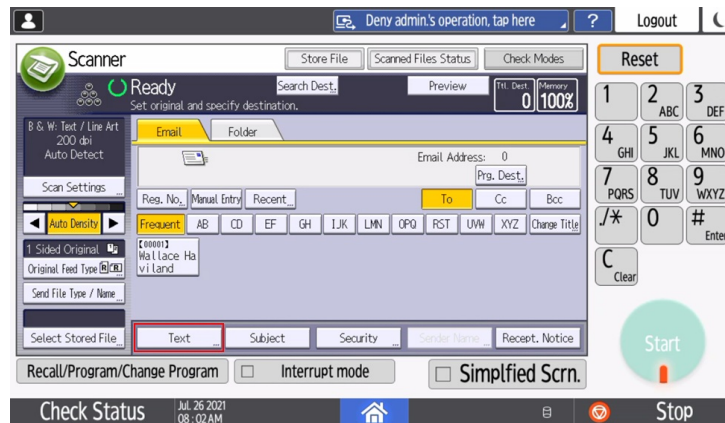
13. Enter the text for your message (note: there is an 80-character limit, so be succinct) and **press OK**

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