

# 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, we recommend using the **PaperCut portal**.

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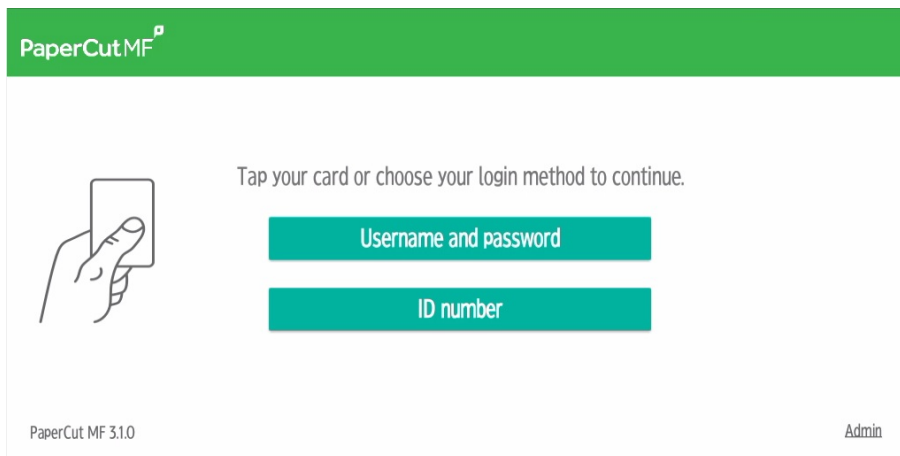
- **Using Wharton PaperCut for the First Time**
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## Using Wharton PaperCut for the First Time

The first time you log into a PaperCut printer at Wharton, you must associate your PennCard with your user account. This is a simple process, and once done, need not be repeated unless your PennCard is replaced.

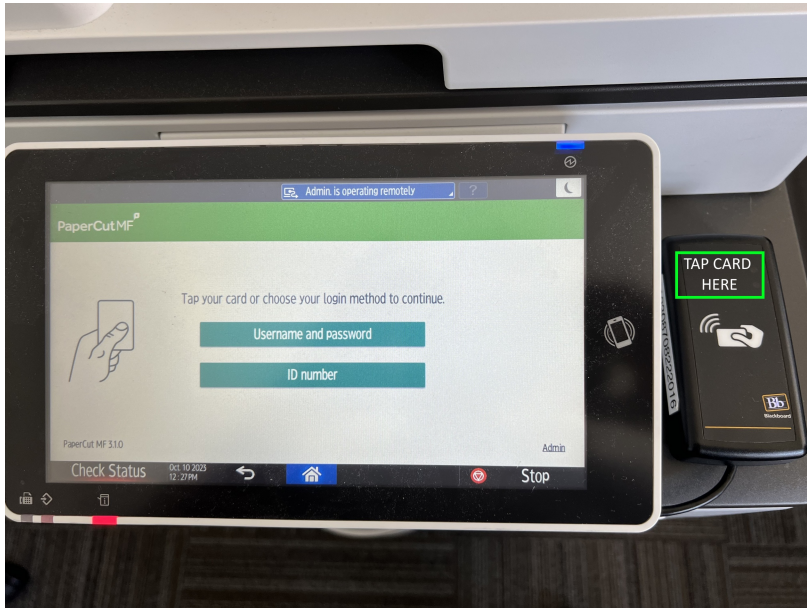
If you replace your PennCard for any reason, you will need to re-associate that card at the printer.

1. **Go to the printer** on which you wish to print your document(s); you will see the PaperCut login:

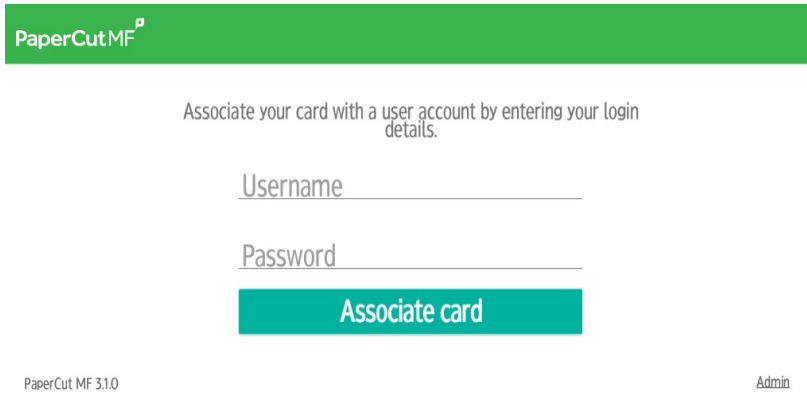


*(If the PaperCut login is not displayed, tap **Login** at the top right of the panel, and it should appear.)*

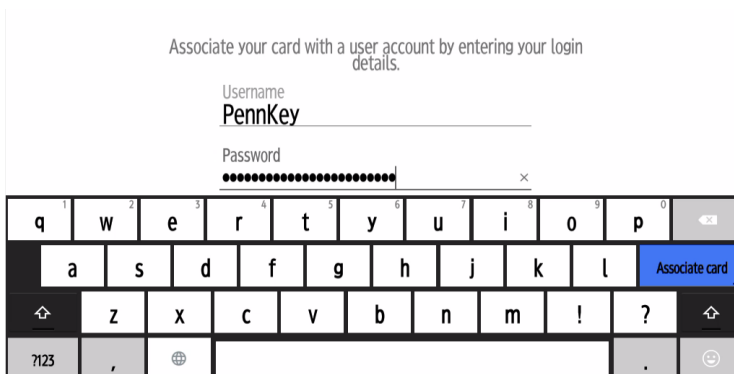
2. **Tap your PennCard** on the card reader (mounted beside the display):



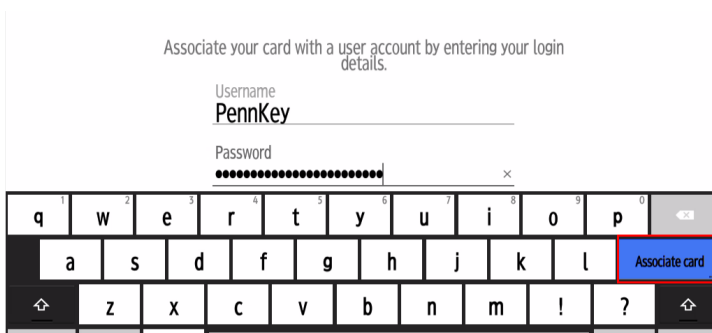
3. The first time you tap you will be asked to associate your card with your account by logging in:



4. Touch the screen to bring up an on-screen keyboard, and type in your PennKey username and Password:



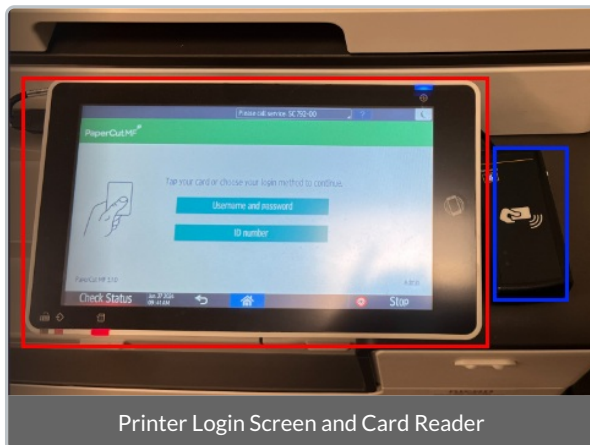
5. Click the "Associate Card" button on the right side of the on-screen keyboard:



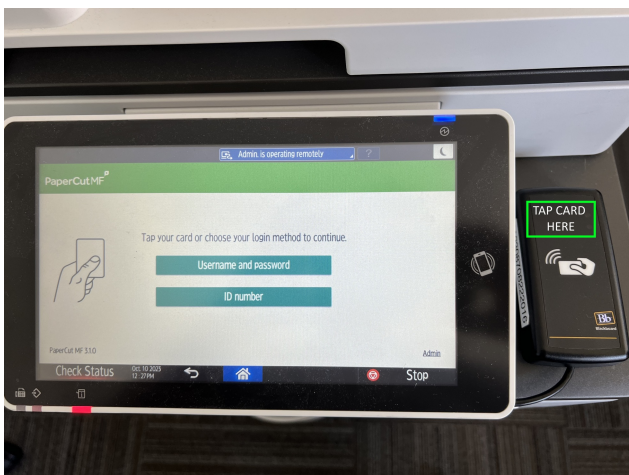


4. To release your document at the printer:

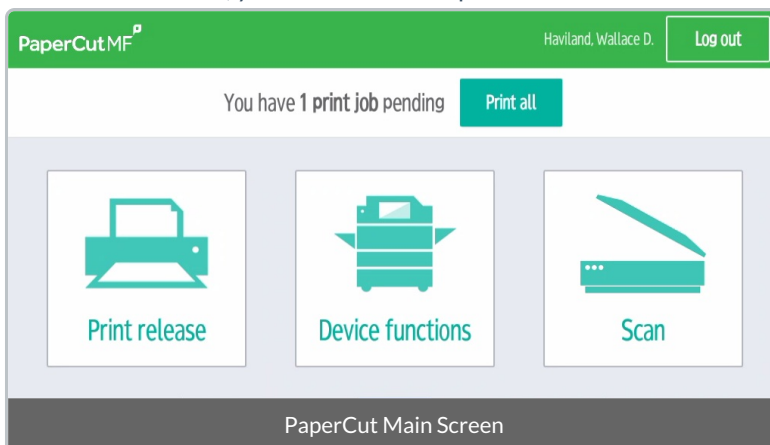
- Go to the printer from which you would like to print.
- Each printer will have a Touch Panel (in the red box) and a Proximity Card Reader (in the blue box):



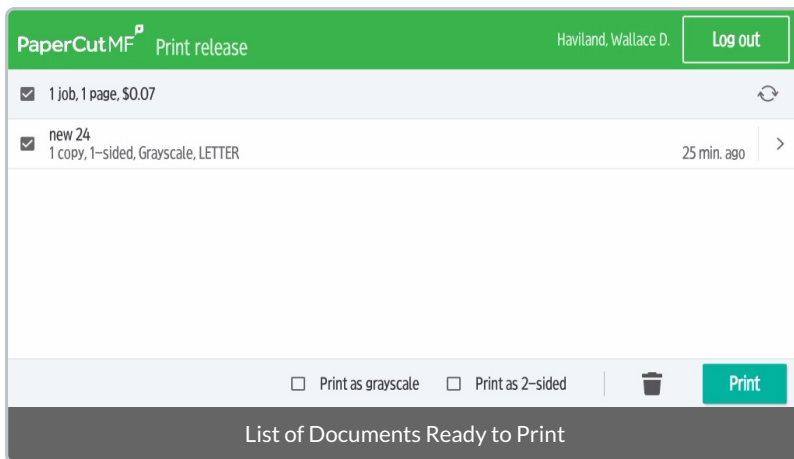
- PapercutMF should be open on the printer display (if not, simply tap the PaperCutMF icon to re-launch it).
- **Tap your PennCard** to the proximity card reader.



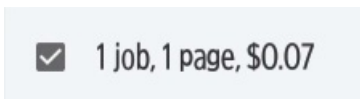
- You should hear a **chirp** as the reader picks up the information from the card, and you will see a message that you are being authenticated.
- Once authenticated, you will be at the PaperCut main screen:



- 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.

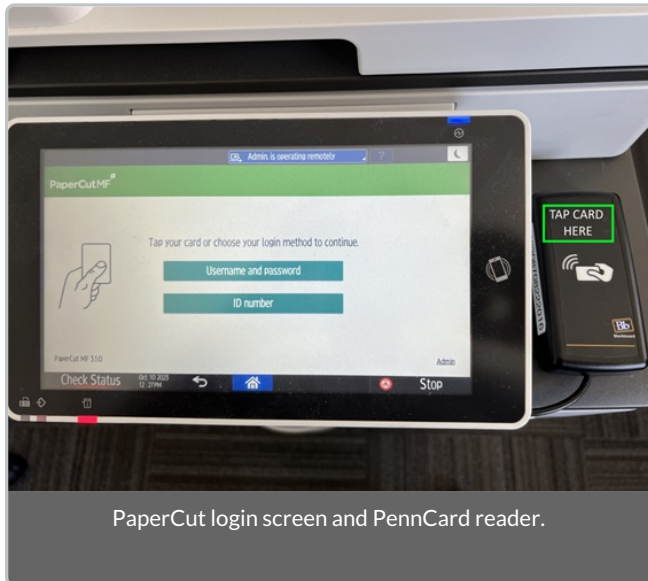
In addition to printing, Wharton's multifunction printers also allow you to make copies and scan images for sending via email.

#### Before you Start:

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

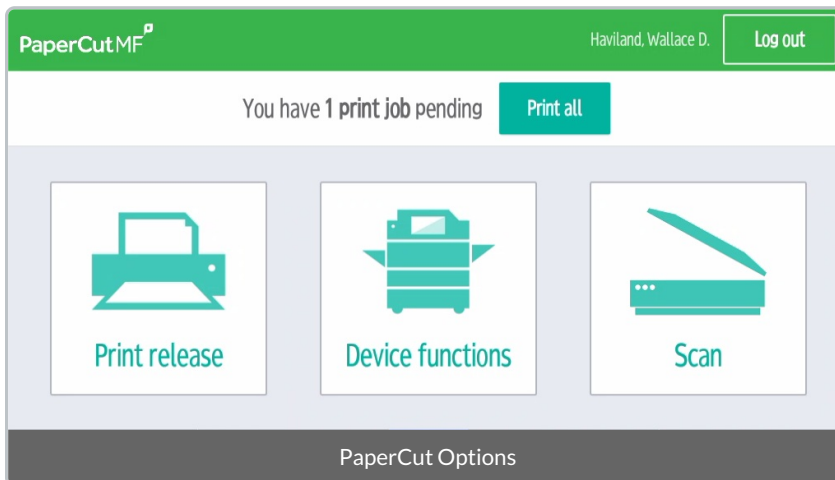
## Copying

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

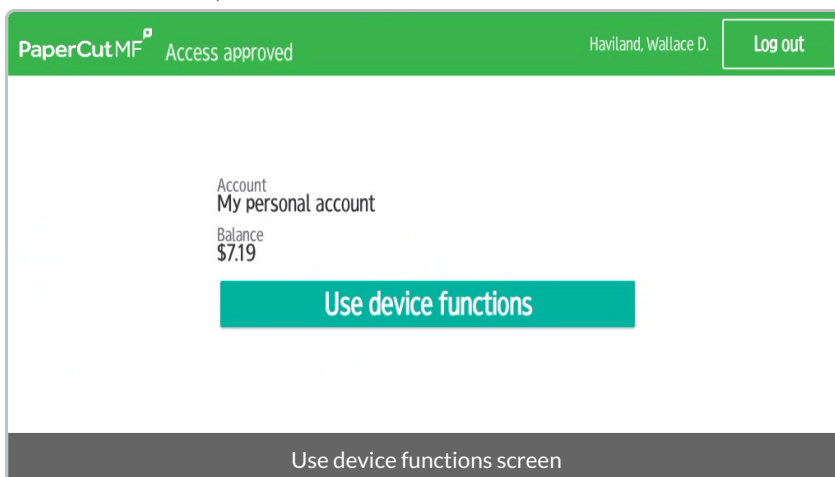


You should hear a **chirp** as the reader picks up the information from the card, and you will see the PaperCut main screen.

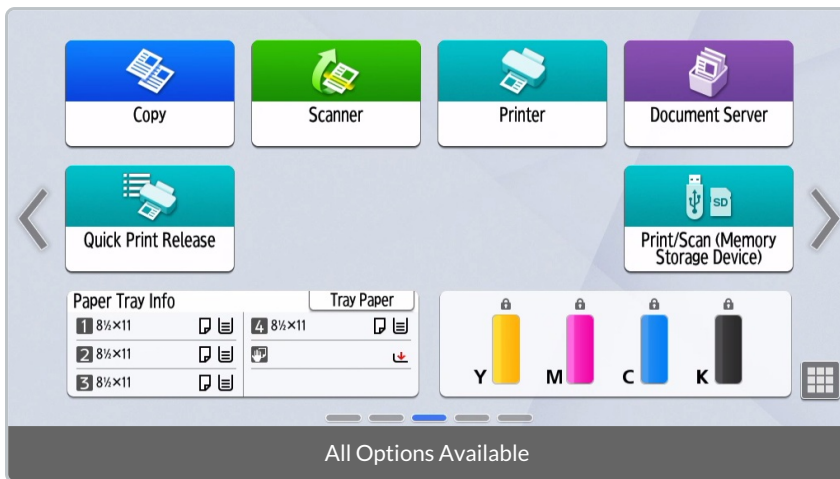
2. At the PaperCut main screen **click Device Functions**:



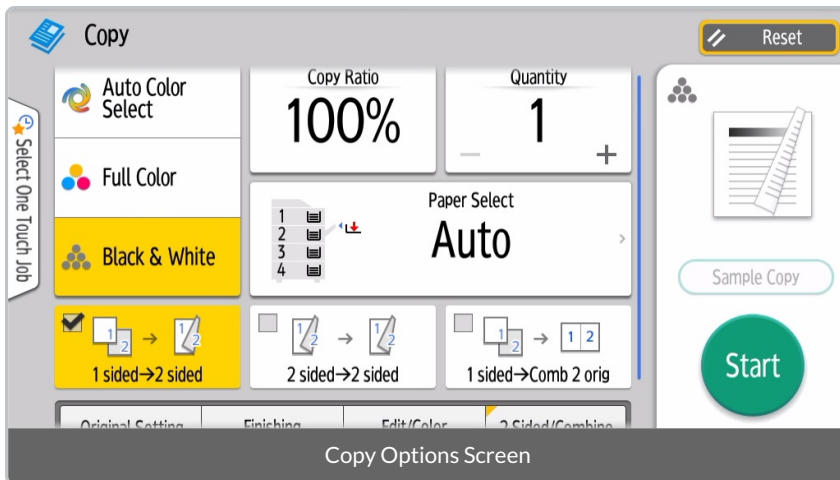
3. On the next screen, click **Use device functions**:



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

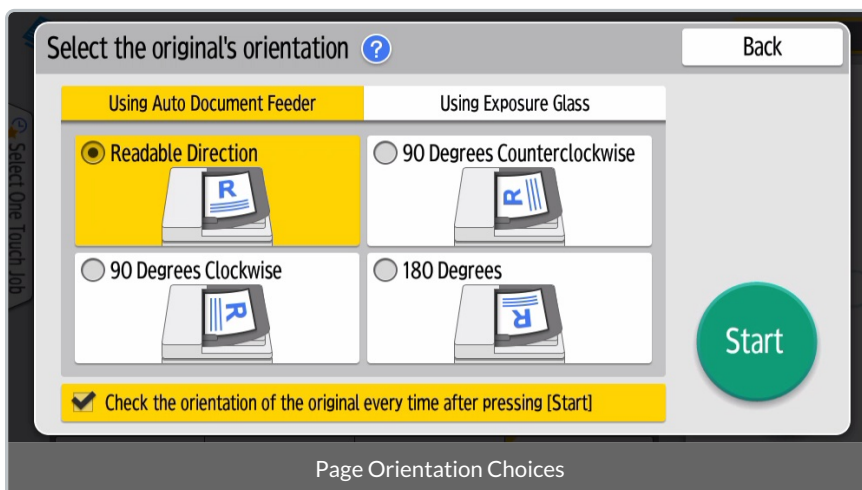


5. Click **Copy** and select your desired settings in the Copy interface:



6. 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**.

7. **Indicate the appropriate orientation** of the document in the Feeder or on the Glass:



8. Click **Start** again, and a progress animation will be displayed as your copy job is processed.

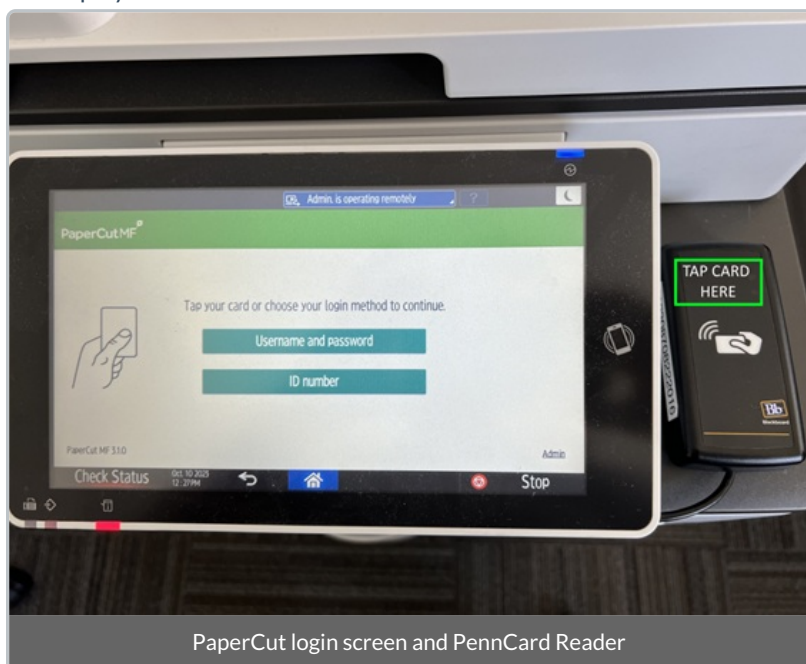
9. Once complete, **you will be returned to the main Copy interface**.



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

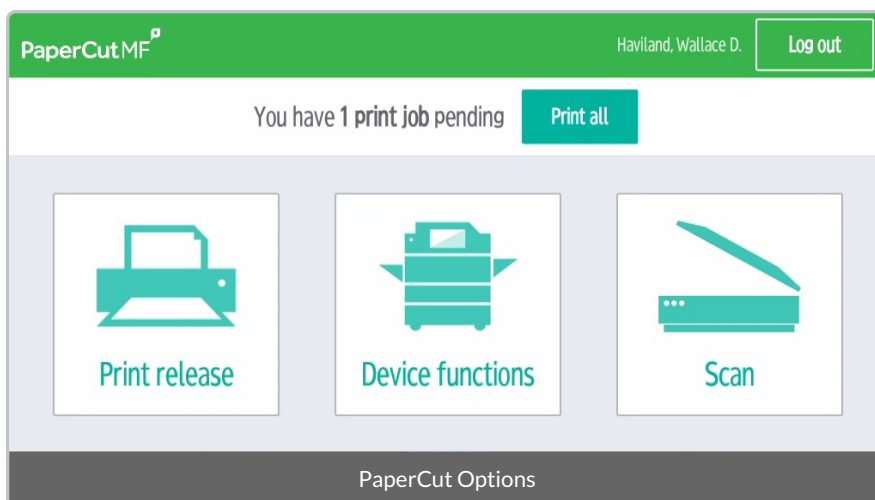
## Scanning

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



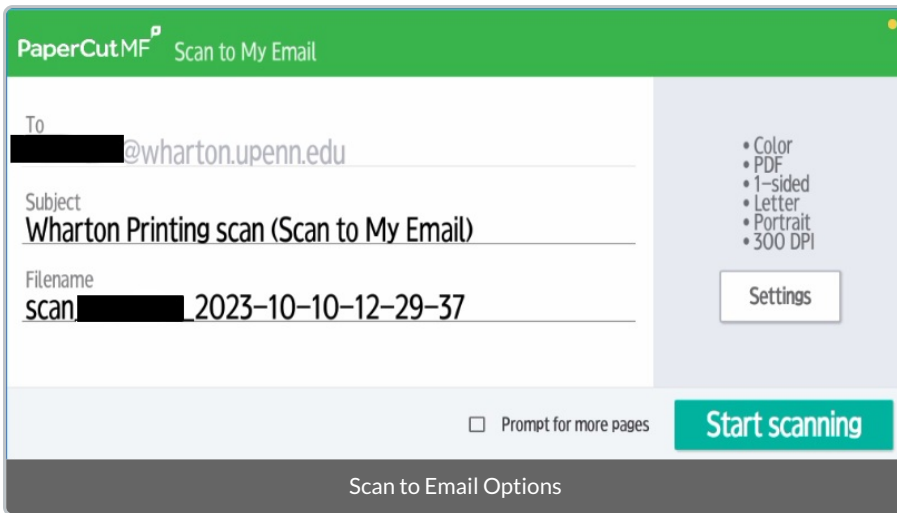
You should hear a **chirp** as the reader picks up the information from the card, and you will see the PaperCut main screen.

2. Click **Scan**.

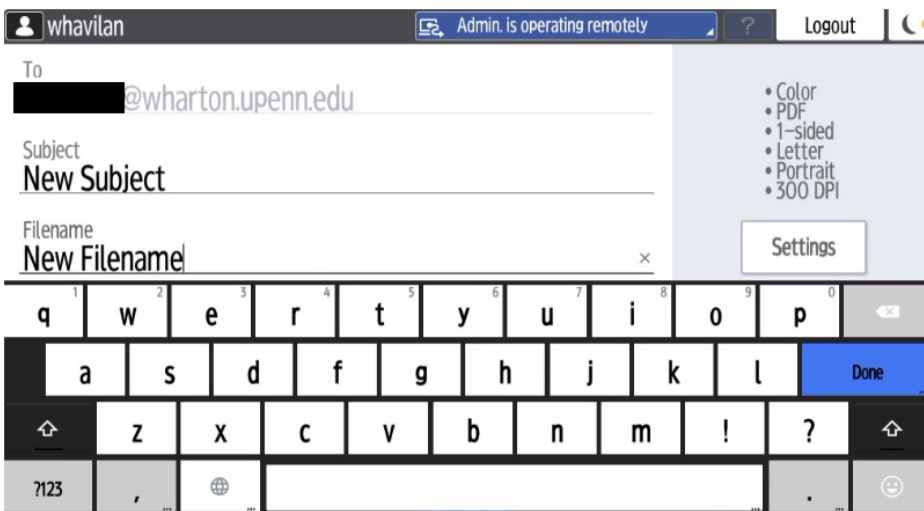


3. You will see your email address populating the "To" field, and default entries for "Subject" and "Filename":

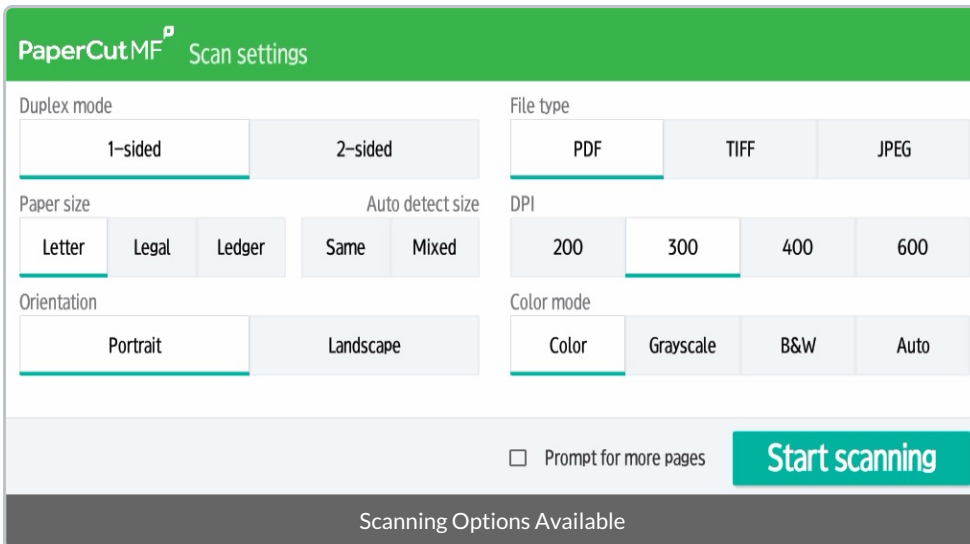




4. "Subject" and "Filename" can be changed, simply **touch the display** and an on-screen keyboard will appear:

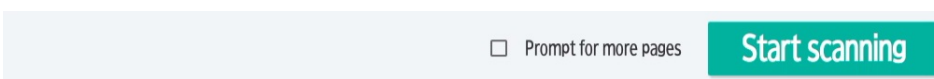


5. Click **Settings** on the right to select various options like Duplex, File type, etc.



(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:



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](#)

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