

Printing at Wharton: Options, Locations, and Cost

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This article provides information regarding the logistics of Wharton Printing.

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Wharton Printing Account

In order to print documents at Wharton, students will need a Wharton printing account with sufficient funds (print credits and/or PennCash).

- **Full-time Wharton MBA students** receive an initial free (& non-refundable) credit balance of \$40 at the beginning of each semester.
- **Full-time Wharton UGR students** receive an initial free (& non-refundable) credit balance of \$20 at the beginning of each semester.
- **Wharton MBA for Executives students** should contact their program office for information on print credit balances.
- **Wharton Staff** should contact their departmental support personnel for information on print credit balances.

Using PennCash

Wharton Printing credit is always used first -- your PennCash account will only be debited once your Wharton Printing credit is exhausted. Non-Wharton students taking a Wharton class have printing accounts that draw funds automatically from their PennCash account.

- **Add Funds:** You can add funds to your PennCash account online at the [PennCash website](#).
- **Two ways to view your print balance:**
 - **Tap your PennCard** at one of the printers
 - Navigate to **MyWharton > All Links > Print Credit Balance**

Graduating Students & Refunds

- **Wharton Printing Credit:** Non-transferable and non-refundable; carries over from semester to semester.
- **PennCash:** Upon graduation, any remaining PennCash funds will be reimbursed to you through your bursar's bill. Check your PennCash funds [here](#).

Types of Printers

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All public printers throughout Wharton are now Ricoh Multi-function Devices (MFDs).

- **Multi-function Devices (Copy/Print/Scan)**
 - Black & White or Color
 - Print Documents
 - Make Copies
 - Scan to Email

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Printer Locations

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

	Color and Black & White Multifunction (Copy/Print/Scan)
JMHH Forum	Printer Row: F76-A, F76-B, F76-C Adjacent to Printer Row: F76-D
JMHH 2nd Level	Hallway: 279-B, C
JMHH 3rd Level	Hallway: 379-B, C
Steinberg-Dietrich	Ground Floor: 107-A, 107-B
WARB	1st Floor Printing Area: 110-A 2nd Floor Printing Area: 210-A
Lauder	2nd Floor Lauder Library: 203-A
Lippincott Library	VPL-201-A
Tangen Hall	2nd Floor: 200-A

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Cost of Printing

	Black & White	Color
Single-Sided	\$0.07	\$0.28
Double-Sided Sheet (2 pages)	\$0.10	\$0.56
Scan-to-Email	Free	Free
Default Setting	Double-Sided	Single-Sided

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Printing from a Public Workstation

For instructions on how to print to a Wharton printer from a public workstation, see [Public Resources for Print, Scan, and Copy](#)

- **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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Specialty Printing Needs

For specialty printing, such as bound course packs, bulk printing, large format, or specialty papers, there are several options around campus. Popular choices include **Campus Copy** on Walnut Street and **UCS** in Houston Hall.

Name cards are available at UCS in Houston Hall for \$1.50/card. Please call them at **215-558-6420** or email at customerservice@ucscopy.com two hours ahead, and they should be ready for pickup.

UCS is located at 3417 Spruce Street, Lower Level, Philadelphia, PA 19104.

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Questions or Issues?

Please see our Public Printing Troubleshooting guide [here](#).
