

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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Printer Locations

All public printers throughout Wharton are Ricoh Multi-function Devices (MFDs). They allow you to:

- Choose Black & White or Color
- Print Documents
- Make Copies
- Scan to Email (free)

| Campus Building | Location in Building |
|-------------------------------------|--|
| 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 Hall-Dietrich Hall (SHDH) | Ground Floor Lobby: 107-A, 107-B |
| Academic Research Building (ARB) | 1st Floor Printing Area: 110-A 2nd Floor Printing Area: 210-A |
| Lauder Fisher Hall | 2nd Floor Lauder Library: 203-A |

| | |
|--------------------|------------------|
| Lippincott Library | VPL-201-A |
| Tangen Hall | 2nd Floor: 200-A |

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Wharton Printing Account

To print or copy documents at Wharton, students will need a Wharton printing account with sufficient funds (Wharton 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.

PennCash v. Wharton Print Credit

Wharton Printing credit (provided to Wharton students) 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 > Tools > Accounts > Print Credit Balance**. (Or search for "print credit".)

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](#).

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Cost of Printing / Copying

| | 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

To print to a Wharton printer from a public workstation, see [Printing from Public Computers at Wharton](#).

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Printing from a Personal Laptop or Mobile Phone

To print to a Wharton printer from your personal computer or mobile phone, see [Printing from Laptop or Mobile Device](#).

- **Time-Limit:** Documents sent to the print queues are held for 5 hours and can be released from any printer.
- **Duplex by Default:** Documents are set to duplex print by default. To print single-sided, **select the single-sided option** from the print options before sending, or at the printer display panel when releasing.

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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, 3417 Spruce Street, Lower Level.

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.

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Questions or Issues?

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