

# Print From Your Laptop to Wharton Printers

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Anyone with a Wharton printing account can configure their laptop to print to the Wharton printers. Printing via mobile devices is also available using the **PaperCut Portal** – see our article on [mobile printing](#).

**Printing From Laptops:** while adding the Wharton printers directly to your laptop is possible using the instructions below, we do not recommend this option, as it has led to some lost print jobs in the past. We highly recommend using the **PaperCut Portal** to print.

## Before You Start

You will need one or more of the following before you can complete this task:

- A personal computer running either Windows or MacOS
- Internet access
- PennKey credentials
- An active PennCard
- Sufficient funds in either Wharton print credit or **PennCash**

## Table of Contents

- [Adding the Print Queue](#)
- [Print at a Wharton Printer \(Windows and Mac\)](#)
- [Questions?](#)

## Adding the Print Queue

Before you can print, our print "queue" needs to be added to your device. This is a one-time step; once you've done this, you won't need to repeat it unless you remove it for some reason (like reimaging your machine.) The directions for both adding the print queue and printing are different for Windows and Mac.

## Windows Configuration

These laptop configuration steps are supported for the most recent **Windows** versions. If you've already added the print queue, you can skip straight to **Send A Document to the Print Queue**.

1. Open the **Printers & Scanners** section in Windows (usually in Settings => Printers & Scanners).
2. Click **Add Device**.
3. Look for the option **The printer I want isn't listed** and click it to launch the **Add Printer dialog box**. (You may need to select the **Add manually** option.)
4. Click the radio button to **Select a shared printer by name** and enter the following:  
**\\PrintAtWharton\wharton-print**

5. Click **Next** and allow the printer to connect.
6. You should see a message indicating that you have successfully connected; click **Next**.
7. You may choose to print a test page by clicking the button, or simply click **Finish**.

**Windows 10 Users:** You may only see one printer in Devices and Printers after installing the new drivers. You should still see both print queues when you try to print a document.

## Send A Document to the Windows Print Queue

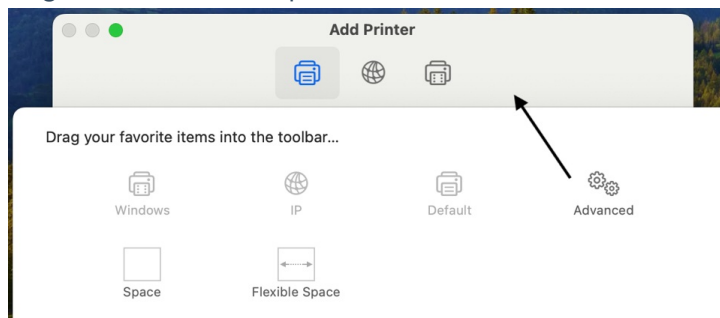
1. Send a document to the Print queue by **choosing File > Print**.
2. Adjust your printing settings.
3. **Select the Wharton-Print on PrintAtWharton** queue.
4. Click **Print** and the job will be sent to the Papercut queue.

Once you've sent it to the queue, see [Print to a Wharton Printer \(Windows and Mac\)](#)

## Mac Configuration

These laptop configuration steps are supported for recent **Mac** versions. If you've already added the print queue, you can skip straight to [Send A Document to the Print Queue](#).

1. Click the **Apple** menu and select **System Settings**.
2. Select the **Printers and Scanners** preference pane.
3. Click **Add Printer, Scanner, or Fax...** below the list of printers.
4. **Enable the Advanced tab in the Add Printer dialog:**
  1. **Hold down the Control Key** on your keyboard and **click anywhere on the toolbar** (Bar displaying printer icon, globe icon, fax icon).
  2. From the popup menu that appears, select **Customize Toolbar...**
  3. **Drag the Advanced icon** up to the toolbar and click **Done** to close the Customize Toolbar panel.



5. Click the added **Advanced** icon to switch to the Advanced tab and wait for it to appear.
6. Choose or enter the following settings:
  - Type: **Windows Print Server**
  - Device: **Another Device**
  - URL:
  - Name: **Wharton-Print** (or a similar descriptive name)
  - Location: **(Leave blank)**
  - Print Using: **Generic PostScript Printer**
7. Click **Add**.
8. You will get an **Installable Options** dialog box:
  1. Check the box next to **Duplex Printing Unit** (all Papercut printers have duplex units)
  2. Click **Continue**.

9. You may need to **restart** your Mac to finish the installation and setup process.

## Duplex Printing

To enable your Mac to print double-sided, you need to **allow Duplexing**.

1. Open **System Settings** and click on the **Print & Fax** icon.
2. Select the **Wharton-Print** printer, and choose **Advanced**. (Duplex printing is not recommended for Color documents.)
3. Select the **Options** tab and check the **Duplex box**.
4. Click **OK** and **OK**.

## Send a Document to the Mac Print Queue

1. Send a document to the Print queue by **choosing File > Print**.
2. Adjust your printing settings.
3. Select the **Wharton-Print** queue.
4. Click **Print** and the job will be sent to the Papercut queue.

Once you've sent it to the queue, see [Print to a Wharton Printer \(Windows and Mac\)](#)

Documents sent to the print queues are **held for 5 hours**.

## Print at a Wharton Printer (Windows and Mac)

[Top](#)

Once you've send your document to the print queue, use these directions to retrieve it from the printer.

1. Go to the printer you would like to print from. For a list of locations, see [Printing at Wharton: Options, Locations, and Cost](#).
2. **Launch Papercut** if it is not already launched by touching the **Login** button at the top right of the display screen.
3. **Tap your Penn Card** on the proximity reader to the right of the display (you should hear the reader **chirp** as the card is read, and the green light will flash).
4. Click **Print Release**.
5. Select the document you want to print and tap the **Print** button. If there are multiple jobs in the print queue that you would like to print, you can select all of those documents and tap **Print**, or choose the **Print All** option.

**TIP:** Color vs Black & White and single vs 2-sided options can now be selected at the printer when releasing print jobs!

## Questions?

[Top](#)

Contact: [Wharton Student Computing](#)

Email: [support@wharton.upenn.edu](mailto:support@wharton.upenn.edu)

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