## **Printing a Document**

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## Try our new ITS Printing Guide

Seneca students, faculty, and staff may print documents from Seneca computers (e.g., in the Computing Commons or labs). Printouts can be paid with your OneCard and collected at nearby printers.

- Printing a Document
- Deleting a Document

## **Printing a Document**

- 1. **Print your document** from a Seneca computer (e.g., in the Computing Commons or labs) and verify the correct campus is selected in the print options.
- 2. Walk to a nearby printer and **tap your OneCard** on the card reader or log in with your email address.
- 3. **Type your PIN** (Personal Identification Number) on the screen located on the front of the printer.
- 4. Tap the document you wish to print and tap Print.

## **Deleting a Document From the Queue**

- 1. Walk to a nearby printer and **tap your OneCard** on the card reader or log in with your email address.
- 2. **Type your PIN** (Personal Identification Number) on the screen located on the front of the printer.
- 3. Tap the document you wish to delete and tap Delete.

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