

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**.

tags : deleting-a-document, printing-a-document