Printing Photocopies

Version 9

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Many Seneca printers can be used as photocopiers. Follow the instructions below to make paper copies of a document, or go to Scanning to send an electronic copy of the document to your inbox.

Step 1 Load Funds onto Your Seneca OneCard

Make sure your **OneCard** has money loaded. This is required to use the photocopiers.

Step 2 Remove Staples and Paper Clips

Take out all staples, paper clips, or bindings before scanning or copying to prevent jams and damage.

Step 3 Place Your Originals

For multiple pages:
Place pages **face-up** in the **Document Feeder** on top of the printer.
Avoid feeding delicate or important documents here, as they may get damaged if a jam occurs.

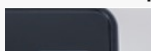**For single pages or fragile documents:**
Place the page **face-down** on the **scanner glass**, aligned to the **top-left corner (green corner)**.
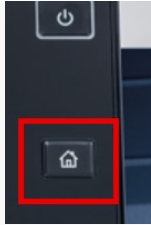
Step 4 Tap Your OneCard and Log In

Tap your Seneca OneCard on the card reader or sign in using your Seneca credentials.

Step 5 Access Printer Services

Press the physical **Home** button on the right side of the printer screen.

Step 6 Select "Copy"

On the screen, tap **Copy**.

Step 7 Set Copy Quantity and Adjust Settings

Enter the number of copies you need.
Make sure the **sides** (1-sided or 2-sided) and **orientation** look correct before you start.

Reviewing these settings prevents incorrect or misaligned copies.

Step 8 Start Copying

Tap the **Start Button** located at the top right of the screen.

Step 9 Copying in Progress

Your copies will begin printing shortly.

Step 10 Log Out

Always log out when you're finished.

tags : its, its-services, photocopies, printing