# Printing a Document

Version 21

Seneca students may print documents from the Computing Commons with their Seneca OneCard and can collect them at nearby printers.

The cost for printing in **black and white is $0.05** while printing in **colour is $0.20**.  See instructions for loading funds

## Step 1  Load Funds onto Your OneCard

Check your balance in the **OneCard app** under *Account Balances*.
If you need to add funds, use the **Fund Loaders** near the ITS desk or add money online through the **OneCard app**.

To do this, open the app and select **My Funds → Add Funds**, then choose **Employees\Students** and sign in using your Seneca credentials. Once logged in, select **Menu (top right) → Add Money**, choose **One Card Funds** under **Select Account**, enter the amount and payment method, and complete the payment. Your balance will update shortly.

**Amount that can be added on the app (Min $2.00, Max $1,000.00) CAD**

## Step 2  Log In to a Campus PC

Use your **Seneca email and password** to sign in.
Printing is only available from **campus computers** (e.g., in the Computing Commons), not personal devices.

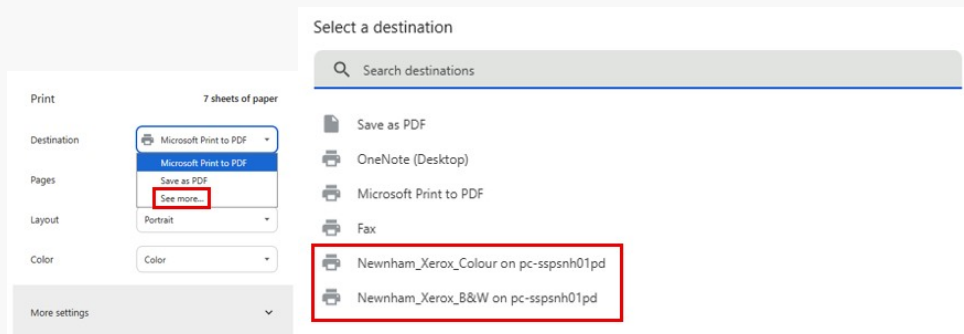## Step 3  Download and Open Your Document

Download your file directly onto the campus PC and open it before printing.
This prevents blank or incorrect pages from printing.

## Step 4  Select Your Printer

Click the **Print** icon or press **Ctrl + P** to open the print menu.

*Screenshots shown below were taken using Google Chrome*



Choose the correct **printer** for your **campus** and whether you want **Black & White** or **Colour**.

### Newnham Campus

- Newnham_Xerox_B&W
- Newnham_Xerox_Colour
- Newnham_Staff_Xerox (staff only)

### Seneca@York Campus

- S@Y_Xerox_B&W
- S@Y_Xerox_Colour
- S@Y_Staff_Xerox (staff only)

### King Campus

- King_Xerox_B&W
- King_Xerox_Colour
- King_Staff_Xerox (staff only)

## Step 5  Review Print Job

Review how your document appears, it will print **exactly** as shown.
Check:

- Number of pages

- Paper size

- Orientation

- If needed, use **Fit to Page** for non-standard sizes

**You are responsible for ensuring settings are correct. Charges apply even if the printout is incorrect.**

## Step 6 Printer Access

You can log in to the printer two ways:

### Option 1: Seneca OneCard

- Tap your OneCard on the card reader

- Enter your **PIN** (default is **1234**)

- If you changed your PIN, use the updated one

- For PIN resets, contact **onecard@senecapolytechnic.ca**

### Option 2: Seneca Email Login

- Tap the **keyboard icon** on the printer screen

- Enter your **Seneca email** and **password**

## Step 7 Release and Print

Select **Release Print**, choose your document(s), and tap **Print**.

## Step 8 Log Out

Always log out when you're done printing.

tags : computing-commons, its-services, printing