

Printing

Version 18

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Try our new [ITS Printing Guide](#)

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](#).

Printing a document

1. Log into any computer with your Seneca login credentials.
2. **Download** the document you want to print.
3. Select the correct printer (Black&White or Colour) and paper size Letter (8.5" x 11")
4. Walk to a nearby printer and tap your OneCard on the card reader.
5. **Type your PIN** (Personal Identification Number) on the screen located on the front of the printer.
6. Alternatively, you can login with your Seneca username and password.
7. After logging in, tap **Print Release**.
8. Select your print job and tap **Print**.

Note: These Xerox WorkCenters also have the capability to scan and copy your document.

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