

# Printing

Version 16

Published 9/24/2021 by [Jennifer Kim](#) Last updated 2/9/2024 1:33 AM by [Truc Chau](#)



## 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.

downlaod document

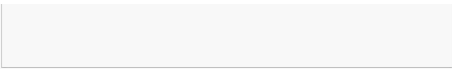
3. Select the correct printer (Black&White or Colour) and paper size Letter (8.5" x 11")

PrinterSelect


Paper Size

4. Walk to a nearby printer and tap your OneCard on the card reader.

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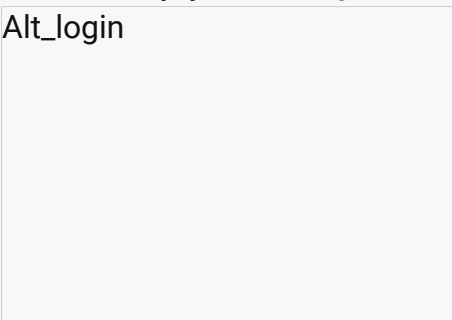
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5. Type your PIN (Personal Identification Number) on the screen located on the front of the printer.

PinEntry



6. Alternatively, you can login with your Seneca username and password.

Alt\_login



7. After logged in, tap Print Release.

8. Select your print job and tap Print

Print



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

tags : computing-commons, its, its-services, printing