Public Resources for Print, Scan, and Copy

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Before You Start

You might need one or more of the following before you can complete this task:

- An active Wharton account
- A Wharton printing account with sufficient funds

This article provides information on using Wharton's public Workstations to print, scan and copy.

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Printing From a Wharton Public Workstation

The process for printing has been significantly updated, and detailed directions are being created. Check back soon for more details, or see the Related Articles below for more information.

To print to a Wharton printer from a public workstation:

- 1. In your document, choose Print from the File menu.
- 2. Select the right print queue:
 - Wharton Black & White on whartonprint*
 - Wharton Color on whartonprint*
 *Note: either queue can be used now to print in either black and white or color; simply select the desired mode in your document's print properties before submitting.
 - If the print queues are not available as choices, from your desktop open the Printer Refresh folder and open the desired shortcut from there. This will connect the print queue, and it will appear as a choice in Oour print properties.
- 3. Click Print to send your job to the print queue.
- 4. To print out your document at the printer:
 - Go to the printer to which you would like to print.
 - Each printer will have a Touch Panel (in the red box) and a Proximity Card Reader (in the blue box):



• From the Home screen, launch the PharosSRH app:

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Copier (Clas	sic)	Pharos SRH		
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Y	м с к	i System Message No message.		
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- Tap your PennCard to the proximity card reader.
- You should hear a **chirp** as the reader picks up the information from the card, and you will see a message that you are being authenticated:



• Once authenticated, you will see any documents that you have queued up and ready to print. Use the touchscreen to select your document, and then **press Print** or **Print All**:

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User: Balance: \$36.96 Total: \$0	28 1	lear Sample Copy
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• You will see a message indicating that your job is printing:

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Recall/Prog	ram/Change Program	🗆 Interr	rupt mode		Simplfied	Scrn.		
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• Once your job has printed, **tap the Logout button** to log out of your account and return to the main screen:

Remote Panel Operation			Language 🕨	Panel Control Settings	Exit
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J	ob Name	Price	Pages	Reset	
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Recall/Progra	am/Change Program	errupt mode	Simplfied Scrn.		
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- Note: If you receive a message on that same screen indicating that your card cannot be found, and you need to register the card with your account:
 - Touch the display panel
 - Enter your username (pennkey), and hit OK:



Note:

- Time-Limit: Documents sent to the print queues are held for 5 hours and can be released from any printer.
- **Duplex Default**: Documents printed are duplex printed by default. To print single-sided, select the single-sided option from your print options.

Copying and Scanning from Wharton's Multifunction Printers

^Тор

This section applies to Philadelphia Campus. **EMBA**(San Francisco) students should contact the EMBA Program Office for login information.

In addition to printing, Wharton's multifunction printers also allow you to make copies and scan images for sending via email.

Before you Start:

• Make sure the display panel on the printer is lit. If not, touch the panel to wake it up.

Copying

1. From the Home screen, launch the Copier (Classic) app:



2. You'll see the following prompt to use your key card:



- 3. Tap your PennCard on the Proximity Reader.
- 4. You should hear a **chirp** as the reader picks up the information from the card, and you will see the copier interface:



5. Select the features you wish (Black & White/Color(1), Image Quality (2), Single-sided/Duplex (3), # of copies(4), etc.):

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Recall/Program/Change Program Interrupt mode Simplified Scrn.		/
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6. Press the **Start** button:



7. The status will change from Ready to Copying:

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NEL Original Settings	Finishing	Cover/Slip Shee	t Edit /	Color D	up./Combine/Series	Reduce / Enlarge			
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8. Once complete, the status will return to Ready. Touch the Logout button to log out of your account:



9. At this point, you will be returned to the Home page:

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Scanning

1. From the Home screen, launch the Scanner (Classic) app:



2. You'll see the following prompt to use your key card:

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Ready Search Dest. Preview Tt. Dest. Memory	1	2 3
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Select Stored FileTextSubjectSecurityS		
Recall/Program/Change Program 🗆 Interrupt mode 🗌 Simplfied Scrn.	Ī	
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- 3. Tap your Penn Card on the Proximity Reader.
- 4. You should hear a **chirp** as the reader picks up the information from the card, and you will see the scanner interface:

Let Deny admin.'s operation, tap here	? Logout	(
Scanner Store File Scanned Files Status Check Modes	Reset	
Set original and specify destination.	1 2 _{ABC}	3 DEF
B & W: Text / Line Art Email Folder	4 5	6
Auto Detect Email Address: 0	GHI JKL	MNO
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Select Stored File_ Text Subject Sender Name Recent. Notice	Start	
Recall/Program/Change Program 🗆 Interrupt mode 🗌 Simplified Scrn.		
Check Status Mil 26 2021	💿 Sto	р

5. On the address screen, tap Manual Entry:

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Scanner Store File Scanned Files Status Check Modes	Reset
Set original and specify destination.	1 2 3 DEF
B & W: Text / Line Art Email Folder	4 5 6
Auto Detect Email Address: 0	GHI JKL MNO
Scan Settings Reg. No. Manual Intry Recent To Cc Bcc	PQRS TUV WXYZ
Auto Density > Frequent AB CD EF GH IJK LMN OP0 RST UW XYZ Change Title	/* 0 #
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Send File Type / Name	Clear
Select Stored File Text Subject Security Service Name Recept. Notice	Start
Recall/Program/Change Program Interrupt mode Simplified Scrn.	
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6. Use the keypad to enter the entire email address: username@wharton.upenn.edu and press OK:

💶 🖳 Deny admin.'s operation, tap here	? Logout (
Email Address Cancel OK	Reset
Enter email address, then press (OK). Usermane@wharton.ucern.edu	1 2 _{ABC} 3 _{DEF}
<u>1234567890-=</u>	4 5 6 MNO
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7. Tap on the Prg.Dest. button

E Deny admin.'s operation, tap here	?	Logout (
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Set original and specify destination.	1	2 _{ABC} 3 _{DEF}
B & W: Text / Line Art Email Folder	4	5 6
Auto Detect Email Address: 0	GHI	JKL MNO
Scan Settings Reg. No. Manual Entry Recent To Cc Bcc	PQRS	TUV WXYZ
Auto Density Frequent AB CD EF GH IJK LMN OPQ RST UWW XYZ Change Title	<i>.</i> / *	0 #
1 Sided Original 🚇 Kooona Ha		Enter
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8. Enter the recipient's First and Last name and press OK

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- 9. Enter any additional addresses if desired by repeating steps 5-8.
- 10. Place your paper face up in the document feeder (or face down on the glass).
- 11. Choose the Subject Line: By default, the email subject will be: Message from <printer name> To change this,

tap Subject on the bottom of the screen and enter your text.

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Auto Detect Email Address: 0	GHI JKL	MNO
Scan Settings	PORS TUV	9 WXYZ
	/ * 0	#
1 Sided Original Up		Enter
Original Feed Type DCB	Clear	
Send File Type / Name		
Select Stored File Text Subject Security Sender Name Recept. Notice		
Recall/Program/Change Program Interrupt mode Simplfied Scrn.		
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12. To include a message with the scanned document, tap Text at the bottom of the screen

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Search Dest. Preview Tit Dest Memory O 1002	8 1	2 _{ABC}	3 DEF
B & W: Text / Line Art 200 dei Auto Detect	4	SHI 5 JKL	6 MN0
Scan Settings Reg. No. Manual fatrol Research Co. Rec.	- 7 PQ	RS 8 TUV	9 WXYZ
Auto Density Frequent AB CO EF GH IJK UNN OPO RST UWW XYZ Change Ti		0	# Enter
1 Sided Original Par Original Fed Type 1929	C	lear	
Send File Type / Name_			
Select Stored File Text Subject Security Sender Notic	e	Start	
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13. Enter the text for your message (note: there is an 80-character limit, so be succinct) and press OK

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Text Cancel OK	Reset	
Enter email text.	1 2	3
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qwertyuiop[]\	7 PORS 8 TUV	9 wxyz
asdfghjkl; '	/* 0	# Enter
z x c v b n m , . / e	C	
Shift Lock Shift Space		
Text Entry User Text	Start	
Recall/Program/Change Program 🗆 Interrupt mode 🗌 Simplfied Scrn.		
Check Status 14L 26 2021 🕋	💿 Stop)

- 14. When ready to send, press the Green Start button.
- 15. Once complete, touch the Logout button to log out of your account



Questions?

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Contact: Wharton Computing Student Support

Email: support@wharton.upenn.edu