



PRINT/COPY/SCAN INSTRUCTIONS

PUBLIC COMPUTING PRINTING

OneCard – At your PC, click **print** and choose **OneCard Printing** as your printer. In the pop-up window, enter your AccessID and password. Go to any printer and swipe your OneCard in the reader. You will see your current balance. Press **ok** and then choose your print job on the touch screen. Confirm the pricing is correct and select **print**.

Guest Card – At your PC, click **print** and choose **Guest Card Printing** as your printer. In the pop-up window, enter your 9-digit Guest Card number. Go to any printer and swipe your Guest Card in the reader. You will see your current balance. Press **ok** and then choose your print job on the touch screen. Confirm the pricing is correct and select **print**.

For **color printing**, select the appropriate printer and click the **Printer Properties** link/button under the printer name. Click the **Image Options** tab and uncheck the **Xerox Black and White Conversion** box. Click **ok** and continue with the steps to release your print job.

SCANNING

Scan to USB – Place your document face down on the glass or face up in the document feeder. Swipe your OneCard or Guest Card in the card reader, press the **Services Home** button on the touch panel and select **Scan to USB** from the main menu. Insert your USB drive into the USB port on the machine. Select settings and press **start**.

Scan to Email – Place your document face down on the glass or face up in the document feeder. Swipe your OneCard in the card reader, press the **Services Home** button on the touch panel and select **email** from the main menu. Your email address should populate. Select **settings** and press **start**.

Note: Guests are not able to scan to email. Only patrons with WSU emails may use this function.

COPYING

OneCard or Guest Card – Place your document face down on the glass or face up in the document feeder. Swipe your OneCard or Guest Card in the card reader, press the **Services Home** button on the touch panel and select **copy** from the main menu. Select your settings and press **start**.

Note: Default is black and white.

WIRELESS PRINTING – LAPTOPS AND MOBILE DEVICES

STUDENTS

My Print Center – Go to printing.wayne.edu and click on the **My Print Center** link. Log in with your AccessID and password and upload your documents.

Print@wayne.edu – Send an email attachment from your WSU email to print@wayne.edu.

STUDENTS OR GUESTS

Download Print Drivers – Download OneCard or Guest print drivers from printing.wayne.edu. If using your OneCard, choose SecureReleaseQ as your printer and enter your access ID and password into the pop-up box when printing. If using a Guest Card, choose Guest Q as your printer and enter your nine-digit Guest Card number into the pop-up box when printing.

Go to any printer and swipe your card in the reader. You will see your current balance. Press **ok** and then choose your print job on the touch screen. Confirm the pricing is correct and select **print**.

GUEST CARDS

Guest Cards can be purchased at any OneCard machine for \$1 per card. You will need to load money to the card after purchasing.

NEED HELP?

Visit printing.wayne.edu for more information or visit the nearest library service desk.