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.

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.

SCANING

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.

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.