

On Campus Printing

Printing From Library Computers

1. Send a print job from any library computer to the default printer.
2. Give your print job a name, that is how you will identify it in the print queue. You also have the option of giving your print job a password
3. Go to a copier on the first floor of the library. Swipe your Widener ID Card at the small touch screen next to the copier.
4. Select your print job and print. Be sure to select the correct print job. You will not be reimbursed if you release the wrong print job.
5. Print jobs will expire after 30 minutes.

Mobile Printing from Print Center

Before you use mobile printing, you must activate your account by swiping your student ID in the touch screen device next to a library photocopier. You only need to do this once.

- **Print Center**

- Go to <https://printcenter.widener.edu/myprintcenter/>.
 - Login with your Widener username and password.
 - Upload the document (must be one of the supported formats) you want to print. Your document is ready to print.
 - You can change the print options (double sided, etc.). There is no color copying.
- Go to a copier on the first floor of the library or the computer lab printer on the second floor. Swipe your Widener ID Card at the small touch screen next to the copier.
 - Select your print job and print. Be sure to select the correct print job. You will not be reimbursed if you release the wrong print job.
 - Print jobs will expire after 30 minutes.



Print Fees

- 8 cents per page.
- You get \$32 per semester of print funds automatically.

Assistance/Troubleshooting

- Contact Brian Fearnbaugh for assistance
(Email: bmfearnbaugh@widener.edu or Office Phone: 717.541.3963).