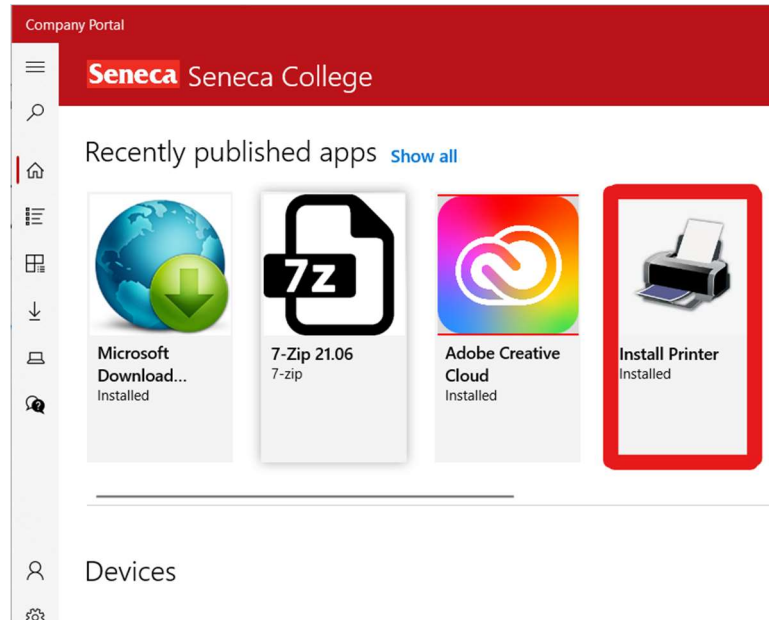


How to Print a Document from a Seneca computer

Printer Drivers

- Ensure the necessary printer drivers are installed on your system using the “Company Portal”. The “Company Portal” is available on Seneca-issued systems using an image dated Jan 2022 or later.

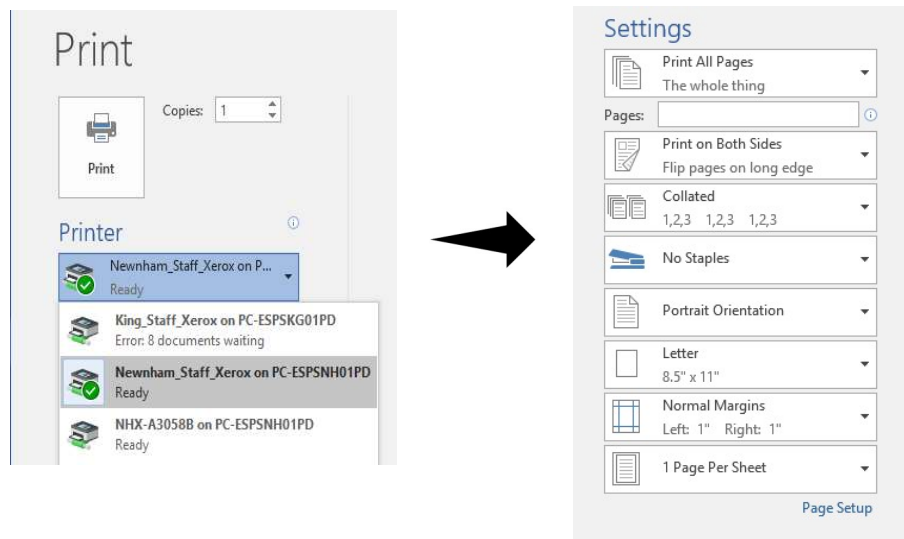


- If you have local administrative access to your own personal laptop, you may attempt to add the drivers by adding the following printer:

Newnham_Staff_Xerox on PC-ESPSNH01PD.seneds.senecacollege.ca

Printing Process

- Open the file you want to print in the program used to create it (i.e., Word, Excel, PowerPoint, etc.). Click **File** and select **Print**.
- Select Seneca “Newnham_Staff_Xerox on PC-ESPSNH01PD” as the printer.
- Insert** the number of copies needed and adjust the print **settings** as needed.
- Change the settings** of the copy that needs to be printed according to your needs.



Physical Printer

- You will need your **One Card** (physical or virtual) to release the print job.
- Search for a Xerox machine and tap your **One Card** on the Scan reader, enter the four-digit PIN. If you forget the PIN, please contact the [IT Services](mailto:servicedesk@senecacollege.ca) at (servicedesk@senecacollege.ca)
- Select the corresponding print job you wish to release.
- Once the Printing is done, remember to **Log Out** of your account on the Xerox machine.

Using a computer at the computing commons

1. Add Staff Printer (Newnham_Staff_Xerox)
2. In start menu or search bar, search for “printers”
3. Open “printers and Scanners”
4. Wait a few seconds for “Add manually” to appear, select this
5. Select 2nd option “Find a printer in the directory based on location or feature”, Click next
6. A new window will open, scroll down to find “Newnham_staff_xerox”, select it, click ok
7. Wait until it is done adding
8. If it does not add in 42 seconds, click cancel, repeat steps 6-7
9. Printer should now be available in list of printers