How to: Campus Printing

How to Print:

1. When you are ready to send a print job, select "File" and "Print."
2. When the list of available printers appears, select "WesternU B&W" to submit a black and white print job or "WesternU Color" to submit your job in color.
3. After you have customized all the finishing options (duplex, handouts, notes) associated with your print job, select "Print."
4. After sending your job a window will appear asking for your email username and print job name. You will enter your Western University email address (without the @westernu.edu) and a brief description of the job you are sending (optional).
5. Once you click submit, the job will then be sent to the print queue. You may follow further instructions on releasing your print job below.

Releasing a Print Job:

1. Walk up to the designated print release station.
2. Log in to the print release station using your Western University email username (without @westernu.edu) and password.
3. Select the job or jobs you would like to print out (hold "Control" key on keyboard to select multiple jobs) and confirm the total cost of your print jobs.
4. Select the "Print" option at the bottom of the screen.
5. Pick up your printouts at the associated Printer.

How to Make Copies:

1. Reference the "Campus Printer Locations" map to confirm the print release station you are at has copying enabled.
2. Confirm the printer has the Omega PS150 Terminal installed (reference image below).

3. Select "Copies" from the available buttons.

4. Log in to Omega PS150 Terminal using your Western University email username (without @westernu.edu) and password.

5. Once you have logged in, you may begin making copies. The system will charge you according to the final total of copies made.

6. When you are finished, select "Exit" from the available options.

Account Station Information:

1. Account stations give users the ability to add money to their student printing account via cash or coin.

2. You are able to add money at any time of day without the assistance of a Library employee.

How to Add Money to your Printing Account

1. Reference the "Campus Printer Locations" map to confirm the location you are in has an account station installed.

2. Confirm the PC Station has the ITC Fusion 5400 device installed (reference image below).

3. Log in to the designated PC account station using your Western University email username (without @westernu.edu) and password.

4. Select "Transfer Funds" from the available tabs on the screen.

5. When at the Transfer Funds page, insert money into coin machine. Once the software has populated the total amount inserted, confirm the total by typing it in the adjacent field.

6. Once the total has been confirmed, select "Transfer Funds" at the bottom of the page.

7. Your account will be immediately updated to reflect your new balance.