Student Lab Printing & Mobile Print

Each semester, students are allocated $12.50 for their printing needs. Each page printed will deduct .05 from this total, and the system is setup so you are allowed to go negative on your balance. At the end of the semester, we will charge your student account with the negative amount showed on your account. Black and White prints are charged at .05 each, and color is charged at .20 per print/copy.

You can also print to designated campus printers from any mobile / wireless device (e.g. iPad, laptop, smartphone.) The process for printing is described below along with a list of printers / copiers that are currently designated for wireless printing. If you need help or assistance with the process, please contact the Help Desk at (509) 777-3911.

Most of these printers have an ID Scan release attached, so you can use your ID Card to log yourself into the machine which will then list the print jobs that you have submitted.

Submition Process - The way to submit print jobs is by connecting to the MyPrintCenter web page (https://labprintsvr.whitworth.edu/MyPrintCenter) and upload your document. Once the document is queued, you can then go to any of the printers with ID Card Scanners, swipe your card, and select the job you would like to print. The web page provides all the details about the job, along with "My Funds" balance. If you need to print at a printer without an ID Card Scanner you can select the printer from the "Destination" area in the bottom right.

List of printers available with and without ID Card Scanners below.

DORM PRINTERS – All have ID Scanner Release Stations

Arend – Main Lobby -> Name: AREND

Ballard – Main Lobby -> Name: BALLARD

Baldwin Jenkins – Main Lobby -> Name: BJ

Boppell – Main Lobby -> Name: BOPPELL

Duvall – Study Room 1st Floor -> Name: DUVALL

McMillan – Main Lobby -> Name: MCMILLAN

Oliver – Main Lobby next to Piano -> Name: OLIVER

Stewart – Main Lobby Entrance -> Name: STEWART

Warren – Main Lobby -> Name: WARREN

LAB PRINTERS With ID Scanner Release Stations

Dixon Hall Computer Lab > Name: DIX101

Hawthorne Hall Lab 106 > Name: HAW106

Library Color Machine > Name: LIBCOLOR

Weyerhaeuser Lab 1st Floor > Name: WEY101

LAB PRINTERS Without ID Scanner Release Stations

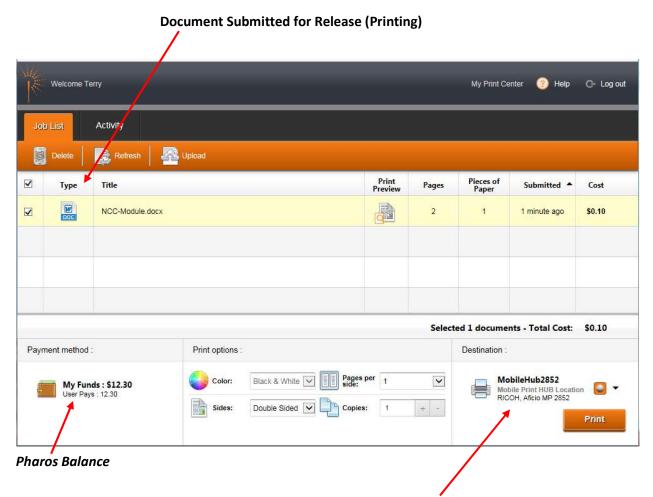Library Study Lab 2nd Floor > Name: LIBSTY

HUB - Located next to Bank ATM > Name: MobileHub2852

Johnston Science 3rd Floor > Name: JSC304-8

Music Lab 2nd Floor > Name: MUS205

NOTE: In order to log into the https://labprintsvr.whitworth.edu/MyPrintCenter web page, you must be connected to the WhitStudent wireless network.

MyPrintCenter web Page: https://labprintsvr.whitworth.edu/MyPrintCenter/

Login using your Whitworth network credentials.

Document Submitted for Release (Printing)

Pharos Balance

Name of printer chosen for printing. A single click in this area will allow you to start typing the name of the printer to choose a destination.

When selecting a printer "destination" the system lists every printer that is on the server, but not all printers are capable of wireless printing. Please refer to the list above to choose the appropriate printer.

You can also release any of your print jobs by logging into the machine itself with your card or username and password. All of the machines listed above are multi- function printers. Once you're logged in, you can copy / scan a document to your email or release any of your print jobs that have been submitted to your MyPrintCenter print queue.

When you first log into a multi-function printer, the Pharos screen will display your current print balance. Hit the "OK" button and it will acquire all the print jobs that have been queued to date.

Reminder regarding print billing: Whitworth **does** allow you to go negative on the printing balance, which means we will bill your student account at the end of the term for any amount owed.