LU OneCard Printer/Copier

You will need to have a **LU account** information to access to LU Printer/Copier.

There are two ways to print on LU's printer.

1. Print from a computer

If you prefer to print from a computer (e.g. home computer or personal computer), please send your request to https://it.laurentian.ca/portal for installing the printer drivers. After that, you should have a printer called VQ-PUB in your printer list.

Once you press print, if there is no error, your document should be held in the queue and be waiting for release.

Notes:

You should connect to VPN first if you print from off campus.
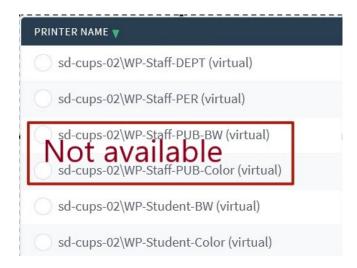
2. Web Print

Currently, the Web Print is no longer available since the cyber-attack. IT is currently working on an alternative.
So, if people want to print to LU's printers, they have to login to a LU/MIRARCO computer with their LU's account…
To print a document on a LU's printer, you can do the following:

1. Go to public labs, learning common, G27 (there are many LU computers)
2. Select a computer that no one is using, and login with their LU account
3. Open their doc and print (VQ-PUB)

1) Go to https://laurentian.ca/printing-onecard and sign in with your LU username and password.
2) Click on **Web Print** on the left panel 🖨 Web Print . Click on Submit a Job Submit a Job » .
3) Select the printer to which you wish to print.

Depending if you are printing Black and White (BW) or Color (Color), you can select either of **the WP-Staff-DEPT, WP-Staff-PER, WP-Student** printers.

4) click on Print Options and Account Selection **2. Print Options and Account Selection »**
5) Indicate how many copies you wish to print.
6) Select if you would like to print using MIRARCO printing budget or using your personal funds.

Notes: If you payroll process is through LU, then you have access to the MIRARCO Budget Option

7) Then, click on Upload Documents **3. Upload Documents »** .

Upload the file you wish to print on this page. Many files types are accepted, but the full list of accepted file types is listed underneath the Upload box.

8) Then, click on Upload & Complete.

Once the file has been uploaded and rendered, your file will be held in the queue.

How to release the prints

Once your job has been held in queue (either by printing using a computer or by using Web Print), the next step is to locate a printer on campus and release your prints.

You can release on any of the publically accessible Xerox printers anywhere on campus.

1. Once you have located a printer, tap your OneCard on the card reader.

   If this is the first time you are using a campus printer, you will need to associate your card by entering your Laurentian username and password. If you do not have your OneCard with you, you can sign in to the printer using your Laurentian username and password by clicking on the keyboard icon in the top right-hand corner of the screen.

2. Select **Print Release**.
3. Your queued files will appear on the next page. Select the file(s) you wish to print. You should be also prompted to select if you would like to print using a budget or using your personal funds. Then press **Print**.

   You also have the option to print your document as greyscale or to make your document 2-sided.

4. **Once you press Print, your job will print and your account will be charged**.