Print/Scan/Copy

To print*:

- Log-on to a library computer with your Catawba username and password (see a staff member, if needed)
- Once you’ve opened your document, go to “File,” “Print” and choose your printer from the dropdown menu
  - If printing in B/W, print to any of the following printers: PCILIBUP_LASER (printer by the Reference section), PCILIBUP2_LASER (printer by the Circulation Desk), or secureprint (copier by the Circulation Desk or in the lab)
  - If printing to the laser printers, simply retrieve your documents after printing
  - If printing in color, you will need to choose “secureprint.”
    - If printing to secureprint, you will need your Catawba ID
      - Take your ID to a copier and place it on the pad by the copier screen (it looks like a hand holding a card)
      - Once you’ve logged in, choose “Secure Print”
      - Select your print job from the list, and click “print + delete,” OR if you want to print all the print jobs listed, you can click “print all”
        - You can also click each item and choose “Options” to change the settings of a document such as color, duplex (double-sided), page range, or number of copies
  - If you are printing an 11x17 paper, the copier should automatically choose that size paper.
    - We have a limited number of 11x17 pages already in drawer 2 of the copier
  - Make sure to click “Log Out” at the bottom of the screen

*If you would like to print from your laptop or cell phone, attach the document to a new email and send it to print@catawba.edu from your Catawba e-mail. It will be sent to the copier (secureprint).

To scan:

- You must have your Catawba ID
- Take your ID to the secureprint copier and place it on the pad by the copier screen (it looks like a hand holding a card)
- Choose “Scan and Send”
- Click “Cancel”
- Choose “Send to Myself”
  - This is your Catawba email address; it’s already attached to your card.
  - Scanned documents will only send to Catawba emails.
  - If you would like to send the scan to another Catawba email address, select “New Destination” and then “E-mail”
    - Enter the Catawba e-mail address, click “OK” and then “OK” again
- To scan the document, simply press the large green “Start” button on the keypad
  - If you put your documents face-up in the tray on top of the copier, the scanner will automatically pull all of the documents
    - If they are double-sided, see a staff member for assistance
  - If you are scanning using the glass (instead of the top-feeder) and have multiple pages to scan, the scanner will give you time to scan each page. After scanning the first page (before you click “Start Sending”), place the new page on the glass and press the green “Start” button again. Repeat for as many new pages as you need to scan. Then, click “Start Sending.”
  - The scanner settings are automatically set for B/W and color 8 ½ x 11 documents, but see a staff member if you need to change any settings
  - Click “Start Sending”
• Make sure to click “Log Out” at the bottom of the screen
• The document should be emailed to your Catawba email as a PDF attachment.

To copy:

• You must have your Catawba ID
• Place your ID on the pad by the secureprint copier screen (it looks like a hand holding a card)
• Place your document on the copier glass in the top left corner of the copier
  • If your document is 8 ½ x 11, you can put it in the **tray on top of the copier**, face up
  • If your document is in **color**, click “Select Color” and choose “Auto”
  • If your document is **double-sided**, click “2-Sided”
  • If your document is an obscure size, or you’re trying to copy pages from a book, ask a staff member for assistance
• Press the green “Start” button on the keypad
  • If a screen pops up asking the document size, choose “LTR”
  • If your document is double-sided, and you are copying on the glass, you will need to copy one side, and then turn the sheet over, and press the “Start” button again
• Take your documents, and make sure to click “Log Out” at the bottom of the screen