How to Print and Add Print Credits

New Fleming accounts start with **$1.00** in print credits. <u>New accounts will be able to print 10 pages in black and white before needing to add more credit.</u>

Printing Costs

Black and White: $0.10 Per Page
Colour: $0.40 Per Page
Double-Sided: 10% discount per page. 1 double sided print costs $0.18

Printing from a desktop

Login to a computer in the Learning Commons using your Fleming username and password.

A default printer will be set to one of the 2 front black and white printers named BRC2102-1 or BRC2102-2

Open the document, site or file you are trying to print and choose the print command option from the application.

If a printer says "Webex Document Loader", "DivorceMate" or "Adobe PDF" these are virtual printers and you should click the printer name and try to choose another printer.

Once you have sent the job you can go collect your print. The printers are located at the front of the learning commons and are all labeled

Printing from a laptop/mobile phone

1. Connect your device to Students or Staff wi-fi **(Fleming Guest not supported)**
   https://department.flemingcollege.ca/its/wireless-on-campus-connection/

2. Install Mobility Print client for your device from:

   Easy Link: https://tinyurl.com/printfromdevice

   Apple: https://www.papercut.com/help/manuals/mobility-print/setting-up-a-device-mdns-dns/client-setup-ios/

   Android: https://www.papercut.com/help/manuals/mobility-print/setting-up-a-device-mdns-dns/client-setup-android/

   Windows: https://www.papercut.com/help/manuals/mobility-print/setting-up-a-device-mdns-dns/client-setup-windows/

3. Send your print job to one of the on-campus printers.

   Mobility Print still requires print credits please make sure you have enough for your job.

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Adding Print Credits

Print credits are added thru your OneCard account. You have a OneCard account even if you haven't received your OneCard physically yet.

1. Login to https://onecard.flemingcollege.ca/

2. Click "Students"

3. Login with your Fleming College credentials (same thing you use on MyCampus)

4. Click "Add Money" on the left. If you are on mobile, tap the menu icon top right to select.

5. Select the amount of money you'd like to add. Minimum is $5.00

6. Click "Add Funds"

7. Review and Accept the terms of service

8. On the "E-Mail Address" page click next. An order email will be sent to your Fleming email by default.

9. Enter your payment information for your Credit Card or Visa Debit to add the money.

10. A confirmation of payment will be displayed

11. You now MUST transfer the credits from your OneCard to your Printing Account.

12. Login here https://myprint.flemingcollege.ca/app?service=page/ExtnAddCredit using your Fleming credentials. OR https://myprint.flemingcollege.ca and Click "Transfer from OneCard" in the left.

13. Under the "Amount to add" click the drop down and select the amount you want to move into your Printing account. If you added $5.00 and want to add all $5.00 to printing, then choose $5.00 and click "Add Value"

14. Print credits should now have successfully been transferred from your OneCard to your Print account.

FAQ

My print didn't come out of the printer
If your print doesn't print it is likely that you don't have enough print credits or the printer has an error. Please check your available print credits here https://myprint.flemingcollege.ca/user
Printing Costs: B&W: $0.10, Colour: $0.40, Double-Sided: $0.18

Where are the printers?
The Sutherland printers are located at the front of the Learning Commons and are labeled BRC2102-1, BRC2102-2, BRC2102Colour and BRC2101