

## How To Print In Classrooms and Labs

When you log into a classroom, lab or Open Lab computer, there are several steps you need to perform in order to print. I'll provide the steps below.

You've logged into a computer, and composed a document or done some online research and need to print.

Go to the Print Dialog of your program (File > Print, etc) and search for the LABS printer that applies to your area. It should be set as the Default printer already, but if not, you will need to find the one for where you are.

Main Building – any classroom, lab and Open Lab will use **LABS-MAIN**

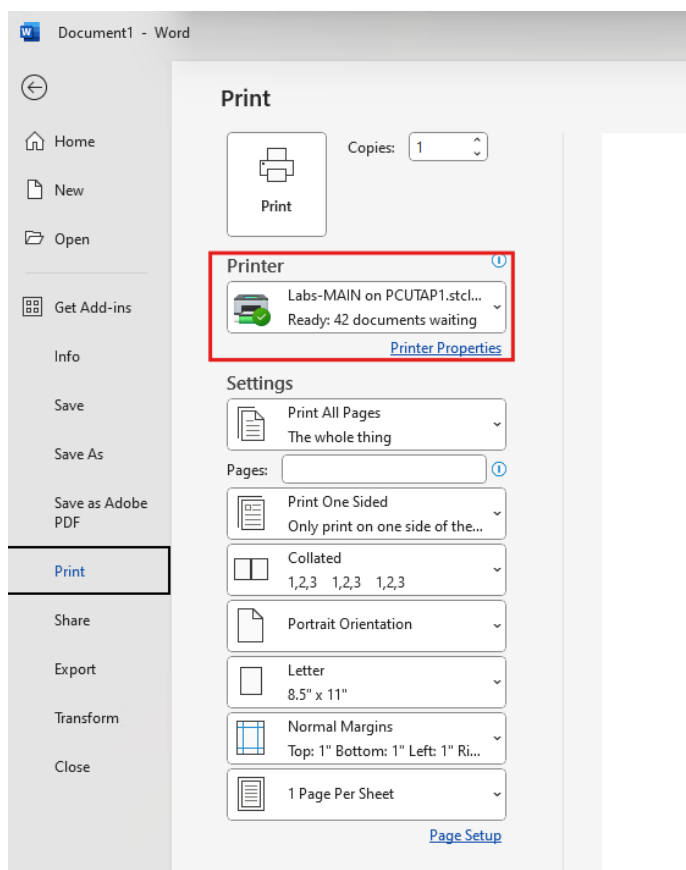
FCEM Building will use **LABS-FCEM**

Health Science Building will use **LABS-CAHS**

Downtown Campus – All Buildings will use **LABS-DOWNTOWN**

Chatham Camus will use **LABS-CHATHAM**

When you send the print job to this printer, it is help in a queue on the printing server, but it hasn't gone to a printer yet. This brings us to the next step.

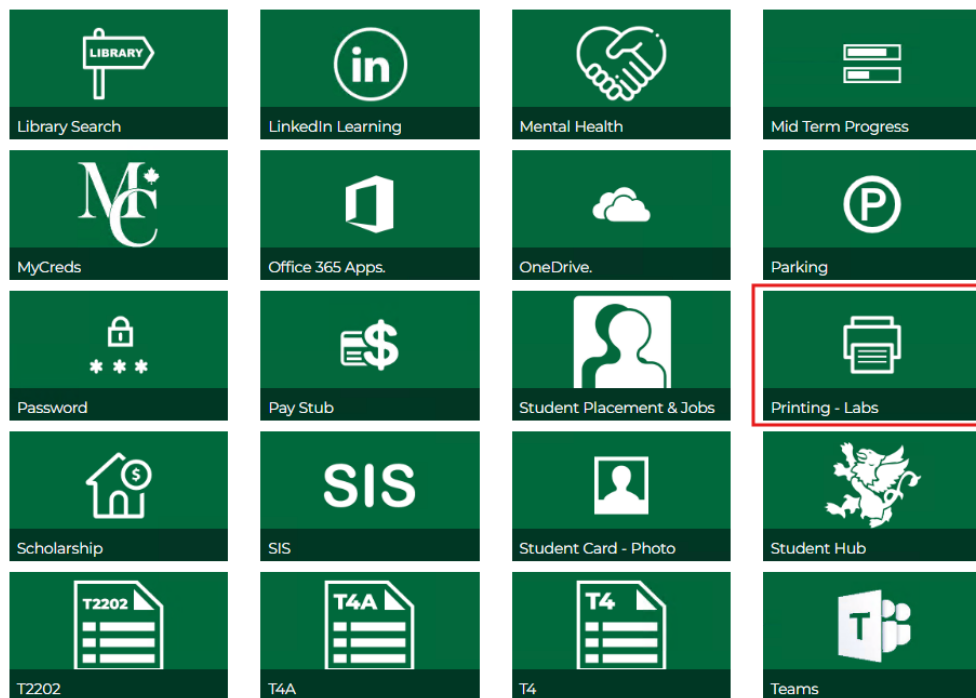


Open a web browser, it can be FireFox, Chrome, Edge or Safari depending what computer you happen to be using.

It should open to the St. Clair College home page, if it doesn't, go to [stclaircollege.ca](http://stclaircollege.ca)

At the top of the page, click the **MySt.Clair** Portal link. It will prompt you to login – enter your student username and enter the password for your account.

In the tiles, find the tile labeled as **Printing – Labs**



When you click on the tile, it will open your “Jobs Pending Release” screen. This will show you all of your most recent print jobs, give you details about it and show how much this will cost.

**ST. CLAIR COLLEGE**

Jobs Pending Release

1 job pending release with cost \$0.15

Your balance: \$224.70

☒ Auto refresh (56) [Refresh Now](#)

[Release All](#) [Cancel All](#)













SUBMIT TIME	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Jan 21, 2025 3:58:38 PM	pculap1\Labs-MAIN	Microsoft Word - Document1	AWL-A1201J-15	1	\$0.15	<a href="#">[print]</a> <a href="#">[cancel]</a>

You will then click on the PRINT or CANCEL links to the right. CANCEL will end the print job.

When you click on PRINT, it will open the following page or something similar. This is a list of available printers. Your list will differ based on your location. Find the corresponding classroom or lab printer and click on it. This is where your print job will go to.

## Jobs Pending Release

This job may be printed at one of several possible printers. Please select a printer from the list below.

PRINTER	LOCATION	STATUS
pcutap1\MAIN - LAB A2205	RM 248 Lab - 2nd Floor	 OK
pcutap1\MAIN - LAB A3106	RM 305 Computer/Drafting Lab - 3rd Floor	 OK
pcutap1\MAIN - LAB A3107	RM 306 Computer/Drafting Lab - 3rd Floor	 OK
pcutap1\MAIN - LAB A3111	RM 310 Computer/Drafting Lab - 3rd Floor	 OK
pcutap1\MAIN - LAB A3122	RM 318 High End Computer Lab - 3rd Floor	 OK
pcutap1\MAIN - LAB A4112	RM 410 Electrical Computer Lab - 4th Floor	 OK
pcutap1\MAIN - LAB A4113	RM 411 Electrical Computer Lab - 4th Floor	 OK
pcutap1\MAIN - LAB A0209	RM A0209 Computer Lab - Basement	 OK
pcutap1\MAIN - LAB A0211	RM A0211 Computer Lab - Basement	 OK
pcutap1\MAIN - LAB A0212	RM A0212 Computer Lab - Basement	 OK
pcutap1\MAIN - LAB A0213	RM A0213 Computer Lab - Basement	 OK
pcutap1\MAIN - LAB A0214	RM A0214 Computer Lab - Basement	 OK
pcutap1\MAIN - LAB A0215	RM A0215 Computer Lab - Basement	 OK
pcutap1\MAIN - LAB A1127	RM A1127	 OK
pcutap1\MAIN - LAB A1201 SEA	RM 171 Open Lab SEA -1st Floor	 OK
pcutap1\MAIN - LAB A1201 SEAL	RM 171 Open Lab SEAL -1st Floor	 OK
pcutap1\MAIN - LAB A1201 SECRET	RM 171 Open Lab SECRET -1st Floor	 OK
pcutap1\MAIN - LAB A1201 SEINFELD	RM 171 Open Lab SEINFELD -1st Floor	 OK
pcutap1\MAIN - LAB A1607	RM 133 - Computer Lab	 OK

You will be returned to the previous screen and the ACTION column will show that its been queued, and then released to the printer.

You can now retrieve your print job from the specific printer.

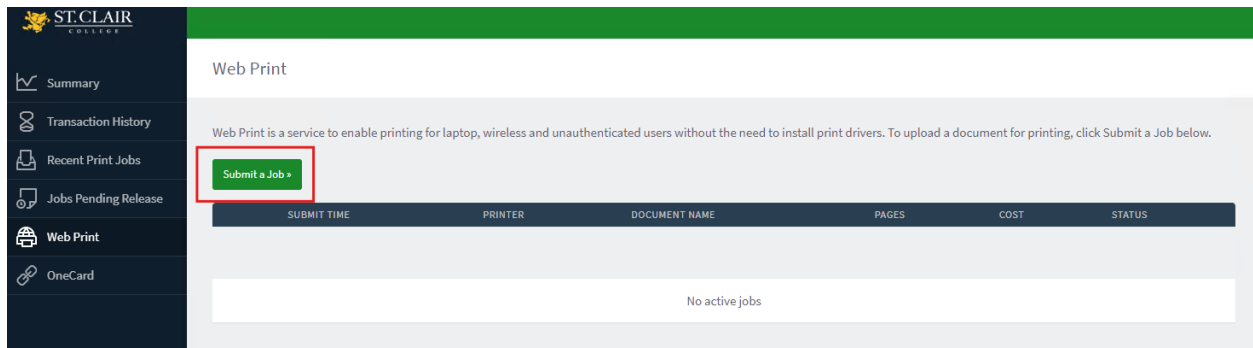
## How To Print To Classroom or Lab Printers From Personal Device

There is an option for printing to Classroom, Lab and Open Lab printers from a personal device. The process starts a little differently, but will get you to the same place.

In order to do this, you have to have your document saved on your computer as a PDF, JPG, PNG.

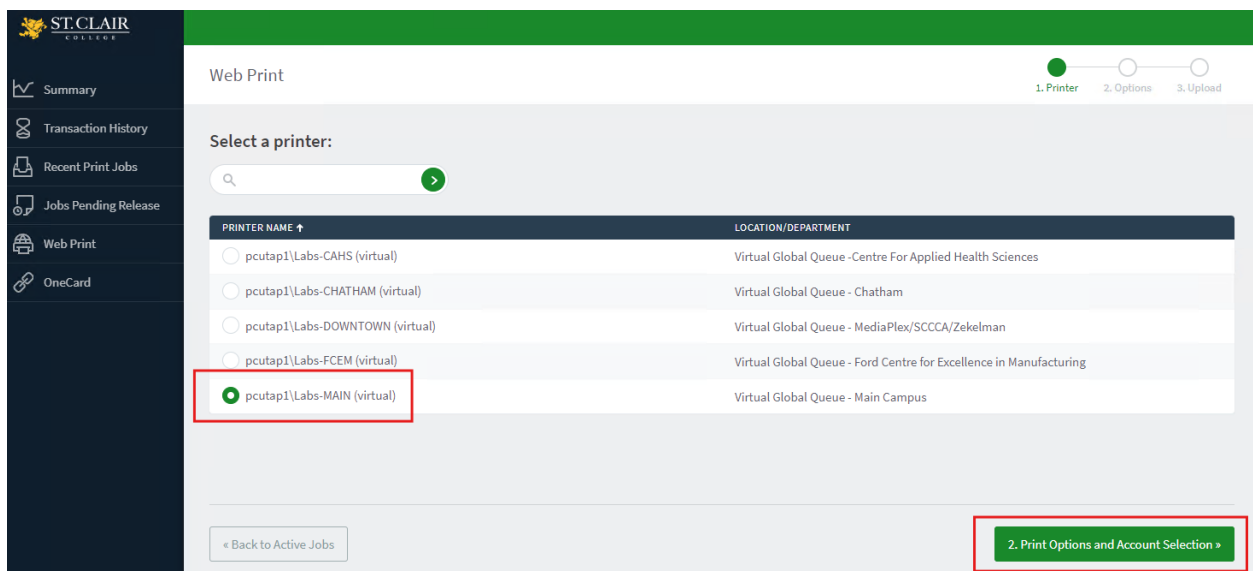
You would log into the **MyStClair Portal** just like above, and go to the **Printing – Labs** tile.

This time when it shows you your Jobs Pending Release page, you will click on **WEB PRINT** on the left hand menu. You are now on the **Web Print** page. Click the Green **SUBMIT A JOB >>** button.



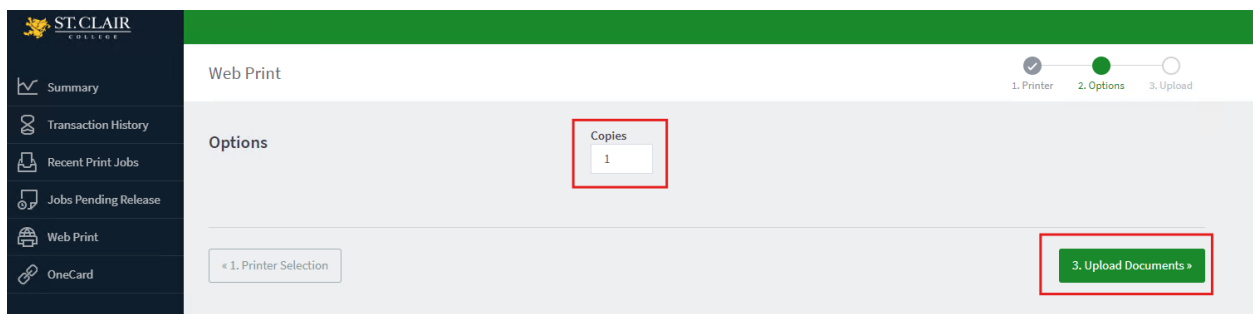
You will be shown the follow list of Campus print queues. Click the circle next to the appropriate print for your location. MAIN, FCEM, CAHS, DOWNTOWN or CHATHAM.

Click the **2. Print Options and Account Selection>>** button at the bottom.

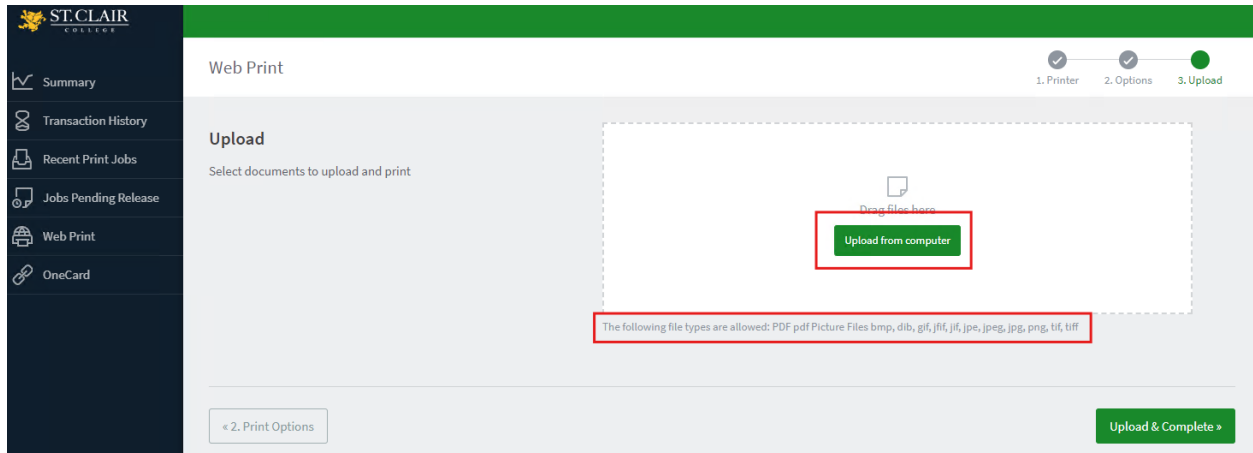


You will be prompted for how many copies of the document you will need. The default is 1 copy.

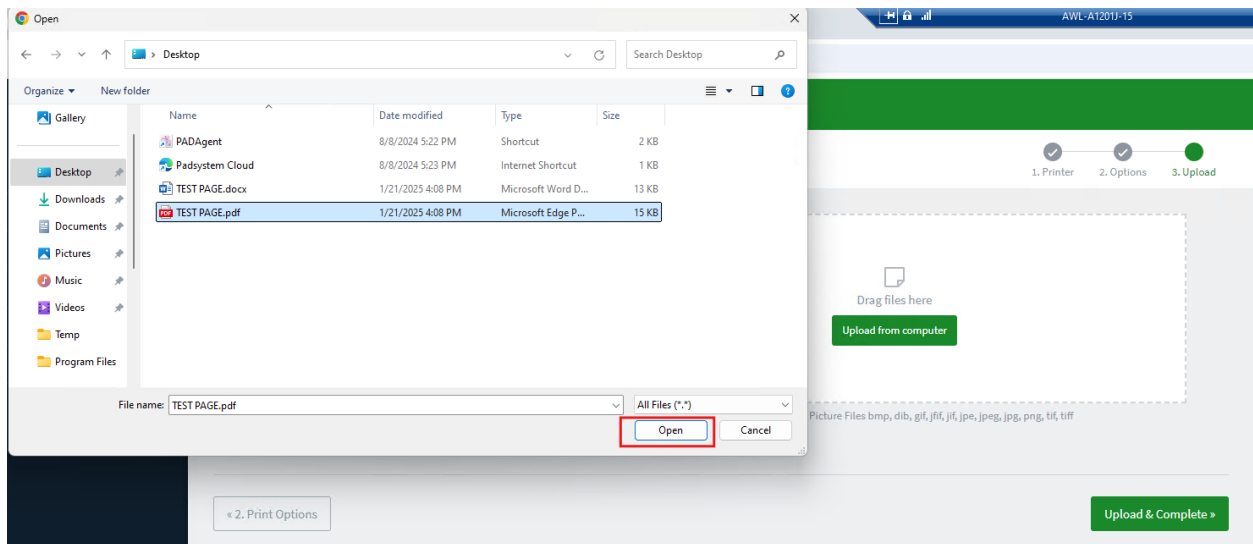
Click the **3. Upload Documents>>** button



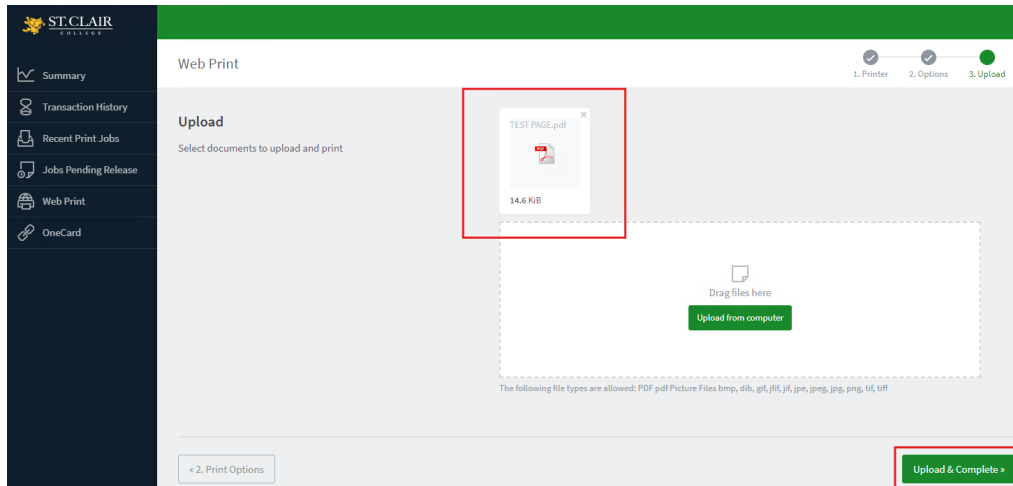
On the Upload screen, click the Green **UPLOAD FROM COMPUTER** button in the middle of the white box. You can also drag & drop files directly from your computer. Note the supported file types under the white box. They include PDF documents and BMP, GIF, JPG, JPEG, PNG, TIF and TIFF image file formats.



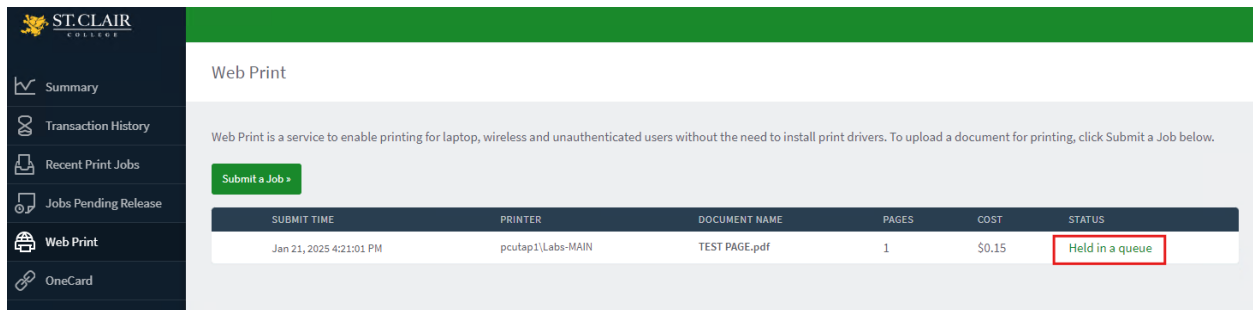
When you click the Upload from Computer button, you will have to browse your computer to where the required document is saved. Once it is chosen, click Open button.



Your selected file is show on the Upload page. Click the green **Upload & Computer>>** button at the bottom.



It will now show your document uploaded and “Held in queue”. Click on the Held in queue link under the Status column.



You will now see your print job in the Jobs Pending Release screen, just like above. Click on Print and follow the same steps outlined previously in this document. Choose your printer from the available list.

Jobs Pending Release

This job may be printed at one of several possible printers. Please select a printer from the list below.

PRINTER	LOCATION	STATUS
pcutap1\MAIN - LAB A205	RM 248 Lab - 2nd Floor	OK
pcutap1\MAIN - LAB A3106	RM 305 Computer/Drafting Lab - 3rd Floor	OK
pcutap1\MAIN - LAB A3107	RM 306 Computer/Drafting Lab - 3rd Floor	OK
pcutap1\MAIN - LAB A3111	RM 310 Computer/Drafting Lab - 3rd Floor	OK
pcutap1\MAIN - LAB A3122	RM 318 High End Computer Lab - 3rd Floor	OK
pcutap1\MAIN - LAB A4112	RM 410 Electrical Computer Lab - 4th Floor	OK
pcutap1\MAIN - LAB A4113	RM 411 Electrical Computer Lab - 4th Floor	OK
pcutap1\MAIN - LAB A0209	RM A0209 Computer Lab - Basement	OK
pcutap1\MAIN - LAB A0211	RM A0211 Computer Lab - Basement	OK
pcutap1\MAIN - LAB A0212	RM A0212 Computer Lab - Basement	OK
pcutap1\MAIN - LAB A0213	RM A0213 Computer Lab - Basement	OK
pcutap1\MAIN - LAB A0214	RM A0214 Computer Lab - Basement	OK
pcutap1\MAIN - LAB A0215	RM A0215 Computer Lab - Basement	OK
pcutap1\MAIN - LAB A1127	RM A1127	OK
pcutap1\MAIN - LAB A1201 SEA	RM 171 Open Lab SEA - 1st Floor	OK
pcutap1\MAIN - LAB A1201 SEAL	RM 171 Open Lab SEAL - 1st Floor	OK
pcutap1\MAIN - LAB A1201 SECRET	RM 171 Open Lab SECRET - 1st Floor	OK
pcutap1\MAIN - LAB A1201 SEINFELD	RM 171 Open Lab SEINFELD - 1st Floor	OK
pcutap1\MAIN - LAB A1607	RM 133 - Computer Lab	OK

Find your document at the selected printer.