



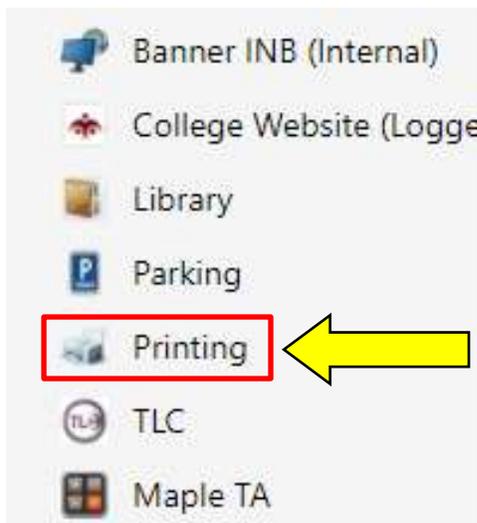
## Computer Services Help Desk (475-6488)

Web Printing  
September, 2020

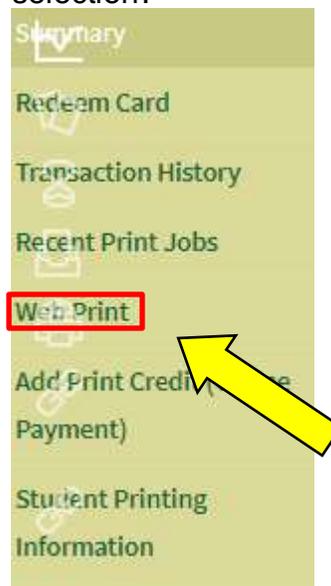
### College Web Printing:

Students are able to print to college printers with their personal laptops, tablets or other mobile devices. To do this you must be connected to the internet and sign into the College Portal.

To begin, choose the “**Printing**” option located in your “**My Campus Portal**” Launchpad.

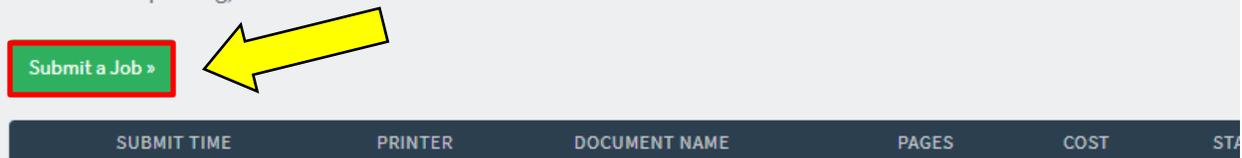


Now choose “**Web Print**” from the menu selection.



### Now choose “**Submit a Job**”

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print driver. To submit a document for printing, click Submit a Job below.



Choose the printer from the available choices:

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> cc-acad\Ace B&W Lab Printer	ACE lab 2nd floor
<input type="radio"/> cc-acad\Ace Colour Printer	ACE 2nd floor Lab
<input type="radio"/> cc-acad\Help Desk B&W (virtual)	Computer Services Helpdesk
<input type="radio"/> cc-acad\Help Desk Colour WP	
<input type="radio"/> cc-acad\Library 1st Floor B&W (virtual)	1st Floor Library Commons Area
<input type="radio"/> cc-acad\Library 1st Floor Colour	1st Floor Library Commons Area
<input type="radio"/> cc-acad\Library 2nd Floor B&W (virtual)	2nd Floor Library Commons Area
<input type="radio"/> cc-acad\Library 2nd Floor Colour WP	
<input type="radio"/> cc-acad\MHelpdesk-BW (virtual)	McIntyre Help Desk
<input type="radio"/> cc-acad\MHelpdesk-Colour	McIntyre Help Desk

From here, you can choose the number of **“Copies”** you need and then choose **“Upload Document”**

**Options**

Copies

« 1. Printer Selection 

Now click **“Upload from Computer”** to choose the location of your document, then choose **“Upload & Complete”**.

**Upload**  
Select documents to upload and print

Drag files here

**Upload from computer**

The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsx, xlsm, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

« 2. Print Options

**Upload & Complete »**

After uploading, you will see the status of your print job. It will print shortly.

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**Submit a Job »**

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Nov 28, 2017 9:02:10 AM	cc-acad\Help Desk B&W	Test Page Colour.pdf			Rendering job ...