Computer Labs, Printing & Copying

St. Lawrence College

This manual contains pertinent information about SLC Computer Labs, Printing & Copying services.

May, 2019

About

All students have access to various computer lab locations on their campus. Most primary computer labs have printing capabilities within and computers with a range of software to meet a range of needs. Along with the primary computer labs, students have access to other facilities with computers, printers, and photocopiers, such as the Libraries (tri-campus) and the Student Association/Copy Centre (Kingston campus), Student Commons (Brockville Campus), or Open Access Lab (Cornwall Campus).

Depending on your program, you may also have access to additional facilities that are only accessible to the students in select programs.

Computer Lab Access

For a list of all computer lab **locations and timetables on all three campuses**, please refer to the following link and check the computer lab availability on your campus (to view this link, you will be required to sign in to slc.me): https://slc.me/+CSCO+00756767633A2F2F766167656E6172672E66792E62612E706E++/-CSCO-3h--Timetables.htm

Please note: Some of these labs will have restricted access to students in certain programs.

Your Print Account

Each **Full-Time student** receives an annual startup print quota of $20. Students may add money to their print account by purchasing additional print quota from their Campus Bookstore in increments of $5.00. Students may also add money to their print account in the library with cash only.

Any balance on the students account will be carried forward into future terms.

The Full-time student allotment will be added only to the FIRST semester of their school year.

For a student to be able to print, they are required to have a student ID Card. For more information about the ID card, please see Student Services.
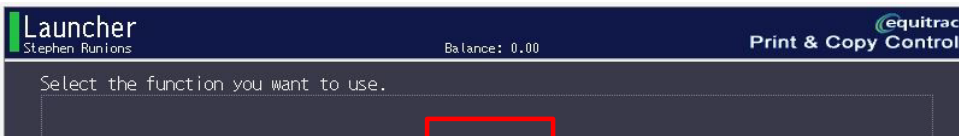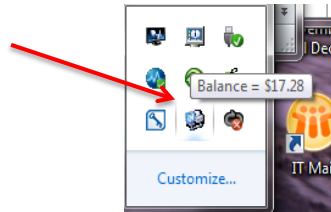
Commented [PD1]:

Check Account Balance

There are a few ways you can view your print account balance.

1. To simply **view your account balance**, login to a college computer and *roll over the*

tray icon in the bottom right corner of the screen. A bubble will pop up displaying your current print account balance (some computers do not have this feature).

2. To **view your account balance** on a Ricoh printer, swipe your student card at the printer to login. On the main page, the student account balance will display on the top middle of the screen.

3. To **view a detailed statement of recent print activity**, login to your Print Account. To access your print account, login to slc.me. On the Slc.me home page, there is an icon of a printer with the title **Printing Services.**

Computer Labs, Printing & Photocopying
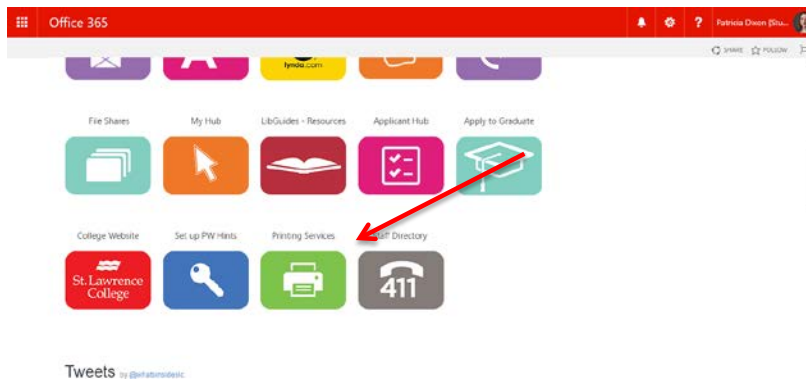
From within **Equitrac** you will be able to **view detailed print account reports.** Click **Select** account report and then **view report** to view a detailed statement of your recent print activity.
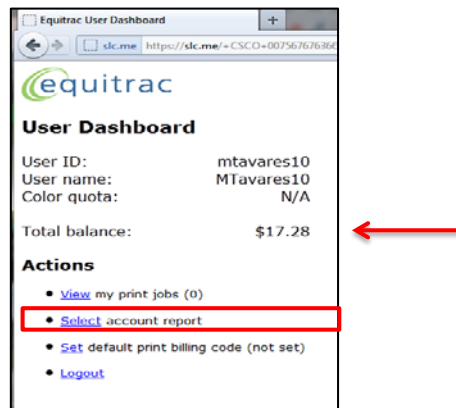
Please note: *A print account balance shown in brackets indicates a negative value on the print account. If you are unable to print or release documents from your account, please ensure you have a positive print account balance on your account.*

Printing/Photocopying

Computer Labs

Computer Labs, Printing & Photocopying

St. Lawrence College

Students can print in any lab that they have access to on campus. In most computer labs, you will be able to send your documents directly to a printer located in that lab. When signed into your SLC account on a college computer, **select the nearby printer** in your print settings window (usually the closest printer will be the default) and **send to print**. When you print to a printer in a computer lab, your **documents will print automatically** and will not need to be released.

Please note: In most computer labs, you will only have access to black & white printing. For most students to print colour documents (the exception being students enrolled in programs with alternative facilities), you will need to print in the Library or Student Association and send your documents to the Ricoh printers located around the college.

Library/Student Association/Student Commons/Open Access Lab

When printing in the Library, Student Association (Kingston campus), Student Commons (Brockville Campus), or Open Access Lab (Cornwall Campus), you will follow the same process to send your documents to the printer but will be printing to the Ricoh Multifunction Printers. Once you have sent your documents to print from a computer in these locations, you will need to **swipe your student card at the printer to login**. Once you have logged in, you will need to **select release documents** from the home screen on the printer and release the documents from your print queue to print.

The Library/Student Association/Student Commons/Open Access Lab are also where students can go to **photocopy documents**. While you will be able to scan documents in some of the computer labs, copying capabilities are available on the Ricoh printers located around the college. Please see document on Ricoh printing for further information.

Copy Centre (Kingston)

In addition to the Student Association computer lab and print area, the Copy Centre is in the SA and is available to all students. Send your files electronically, or bring your files to the Copy Centre and have them take care of them for you. Their services include: transparencies, laminating, scanning, colour printing, binding, specialty paper, business cards, full professional Postscript colour printing and professional support.

Please note: When you use the Copy Centre services, you are not printing from your Student Print Account and payment methods/prices will vary.

Visit the Copy Centre page on the Student Association website to find out more information about their services and prices: http://saslc.ca/copy-centre/

Print Pricing

The default on all **student access printers** will be double-sided print (duplex), with the ability to manually override to single-sided print if desired. A single sheet of paper has the capacity of 2 imprints, one imprint on each side of the paper. Double-sided printing conserves paper and results in a lower cost when printing multi-page documents.

The following chart displays the charges that will be made to your print account when you use a **student access printer** and print from your student account: **sending to print from your account on a college computer or logging into a Ricoh Multifunction Printer with your Student ID card.**

Paper Size	Sides	Colour	Charge
8.5x11	Single	Black	.08
8.5x11	Duplex (per side)	Black	.06
8.5x14	Single	Black	.08
8.5x14	Duplex (per side)	Black	.06
11x17	Single	Black	.16
11x17	Duplex (per side)	Black	.12
8.5x11	Single	Colour	.14
8.5x11	Duplex (per side)	Colour	.12
8.5x14	Single	Colour	.14
8.5x14	Duplex (per side)	Colour	.12
11x17	Single	Colour	.28
11x17	Duplex (per side)	Colour	.24

Photocopying prices will be the equivalent to single-sided printing prices.

Please note: At St. Lawrence College, we encourage our students to print only the documents they actually need in an attempt to eliminate wasteful printing.