



To access My Print Center on a desktop via a web browser:

1. While on campus connected to the University network, open a web browser & go to: <https://printcenter.saintpeters.edu/myprintcenter>
2. Use your current Saint Peter's credentials to login.

Secure Login

Saint Peter's
UNIVERSITY

Username

jdoe

Password

Keep me logged in

Log in

To print:

The screenshot shows the Saint Peter's University printcenter interface. At the top, there's a navigation bar with 'Lab List' and 'Activity' tabs. Below that, there are buttons for 'Refresh', 'Upload', and 'Delete'. A dropdown menu for 'Supported Formats' is open, listing Microsoft Word, Excel, PowerPoint, PDF, Images, and Text (CSV, RTF & TXT), with a note that the allowable size is 52.4MB. A table below shows a single document ready for printing. Red arrows and numbers 1 through 4 provide instructions: 1.) Click on the Upload button. Note the supported file type formats. 2.) Select the document you want to print. 3.) Select the correct target lab network printer. 4.) Click Print. At the bottom, the 'Payment method' section shows 'My Funds : \$49.50' and 'Free Print Balance : 49.50'. The 'Destination' section shows 'LIBRARYTEST HP, LaserJet M605'. A 'Print' button is visible on the right. A red arrow points to the 'Free Print Balance' with the text 'Note the Free Print Balance'.

1.) Click on the Upload button. Note the supported file type formats.

2.) Select the document you want to print.

3.) Select the correct target lab network printer.

4.) Click Print

Note the Free Print Balance

You can not send documents to these printers marked by this symbol

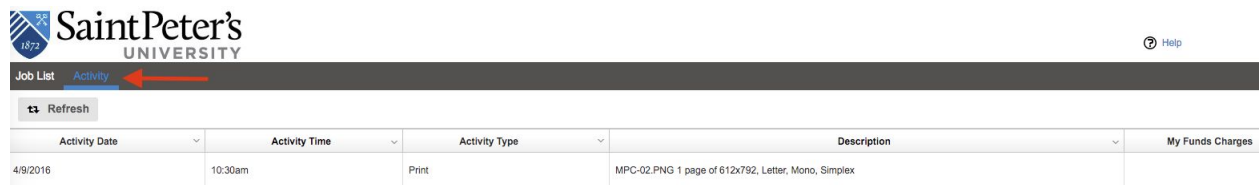
The screenshot shows a 'Printer Search' results list with 11 matches. The printers listed are: Library_Lir_Printer, Englewood_Cliffs_Library_Lab_Pri, ECCLibraryCopier, Library Lab, and LibraryCopier. A red arrow points to a warning symbol (a triangle with an exclamation mark) next to the ECCLibraryCopier and Library Lab entries, indicating that these printers are not available for document submission.

A confirmation box will appear, displaying the price of the print job. Click on the “**Confirm**” button to release the print job, and your balance will be debited accordingly.

The screenshot shows a 'Confirm payment and print' dialog box. It displays the following information: Document: 1 documents, 1 pages in total; Payment method: My Funds \$0.10; Total: \$0.10. The dialog box includes a 'Cancel' button and a 'Confirm' button. The text below the payment method says: 'Please proceed immediately to LIBRARYTEST after selecting Confirm to pick up your print.'

To View Past Transactions:

Click on the “Activity” tab next to “Job List”.



The screenshot shows the Saint Peter's University logo in the top left corner. In the top right corner, there is a "Help" icon. Below the logo, there are two tabs: "Job List" and "Activity". The "Activity" tab is selected and highlighted in blue, with a red arrow pointing to it from the left. Below the tabs is a "Refresh" button. Underneath is a table with the following columns: "Activity Date", "Activity Time", "Activity Type", "Description", and "My Funds Charges".

Activity Date	Activity Time	Activity Type	Description	My Funds Charges
4/9/2016	10:30am	Print	MPC-02.PNG 1 page of 612x792, Letter, Mono, Simplex	

If you have any questions, please contact the IT Service Desk at [\(201\) 761-7800](tel:2017617800) or servicedesk@saintpeters.edu