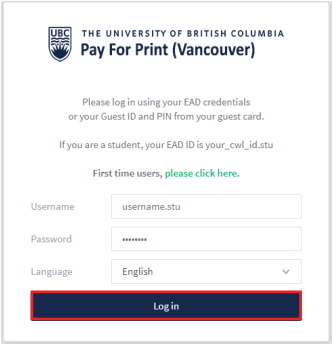
1. https://payforprint.ubc.ca:9192/app

2.

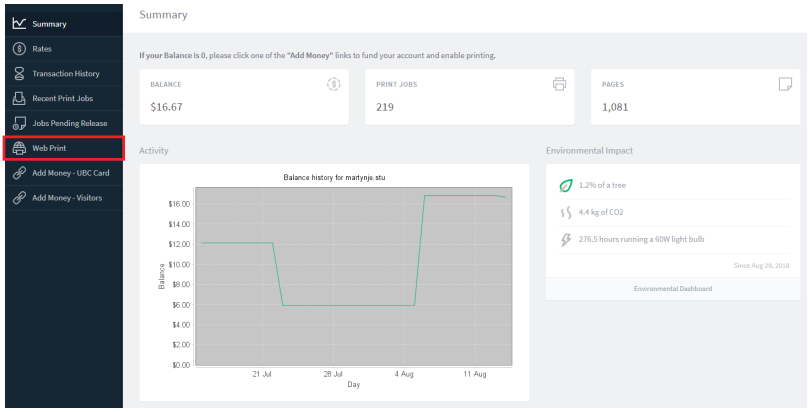


Type your cwl Username with ".stu" afterwards in the "Username" box, followed by your password in the "Password" box.

Click "Log in".

For your first time printing click "please click here." You may need to update your password, however, you can change your password back immediately afterwards.

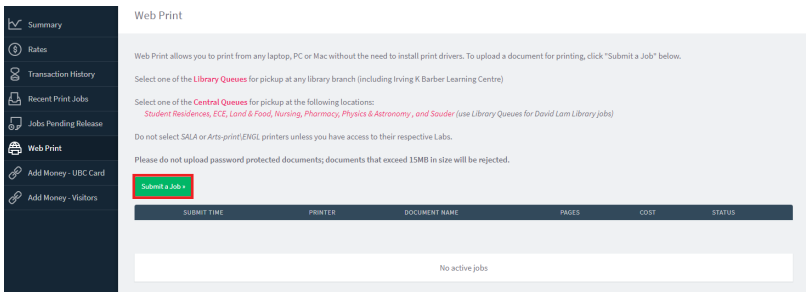
3.



This will bring you to the Pay For Print home page where you can review print jobs, add money to your account, and submit new jobs to print.

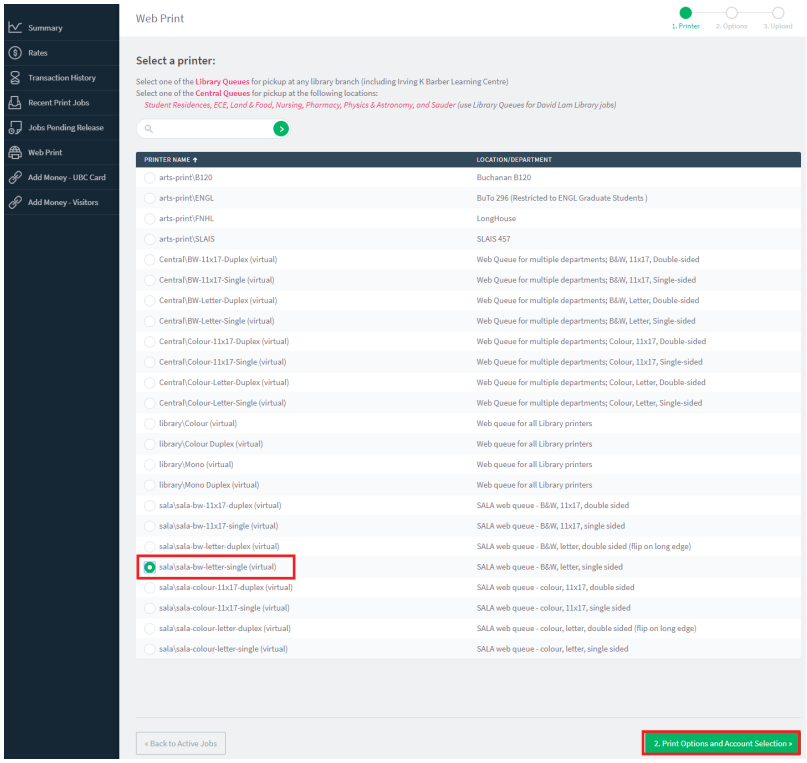
Click on "Web Print" to submit a job for printing.

4.



Click "Submit Job" to begin the printing process.

5.



Select what type of document you would like to print.

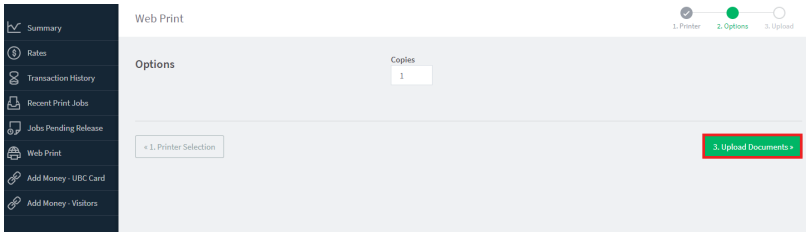
You may only print on the 8.5" x 11" or 11" x 17" printers through Pay for Print (to print from the large format plotters you must use the school's desktop computers).

Make sure to select a "sala" printer if you are printing in one of the SALA buildings.

Select bw (black and white) or colour, 8.5" x 11" or 11" x 17", single sided or double sided (duplex) .

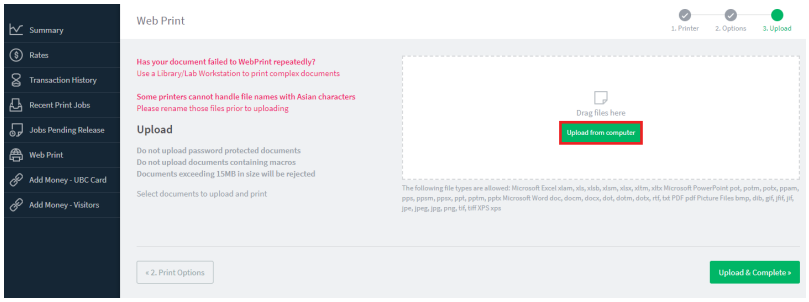
Click "2. Print Options and Account Selection" to continue the process.

6.



Click “3. Upload Documents” to select the file you would like to print.

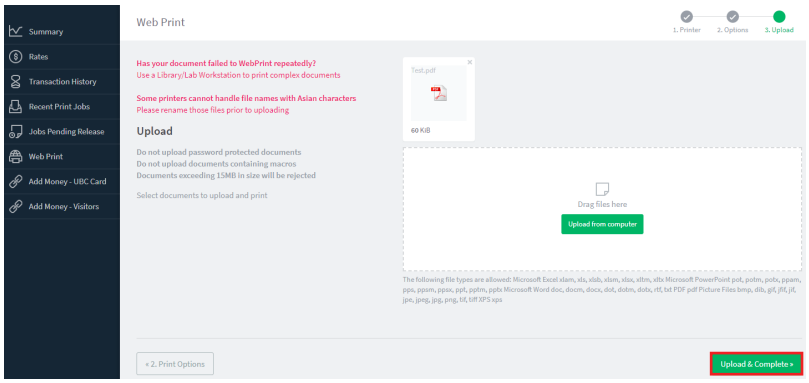
7.



Click “Upload from Computer” to navigate through your hard drive and select the file you wish to print. You may also drag-and-drop the file into the “Drag files here” box.

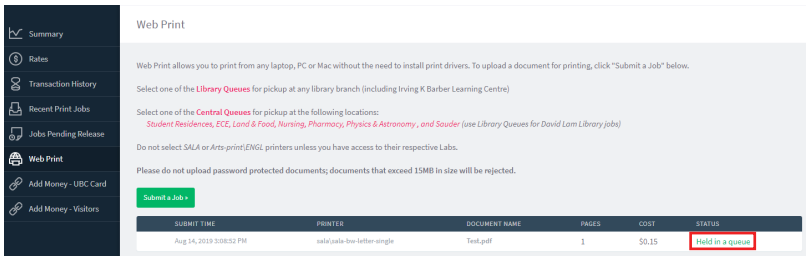
Be sure to save your file to PDF format and to the exact size, orientation, and scale you wish to print at before uploading your document (Pay for Print will not know how to scale + orient your document and can be unpredictable).

8.



Once your file appears on the screen click “Upload & Complete”.

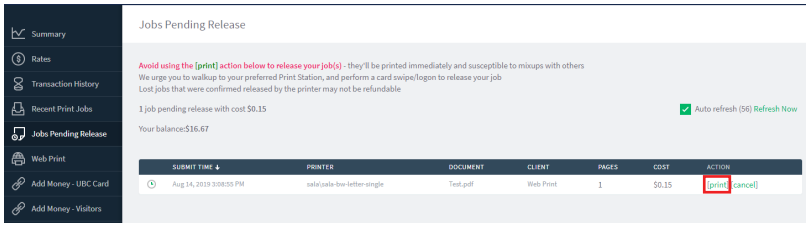
9.



Your file has now been submitted.

Click “Held in a queue” to proceed with printing.

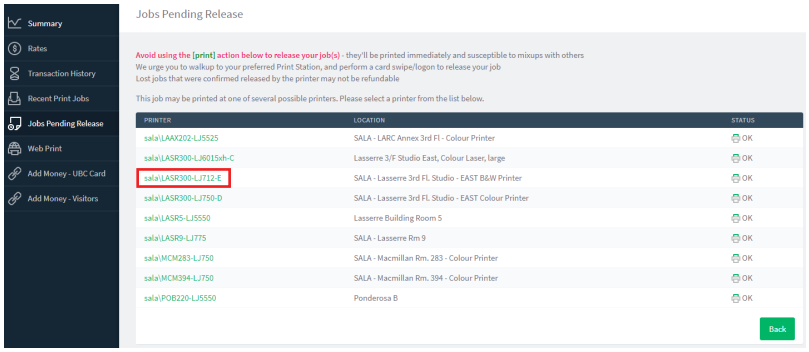
10.



If you are happy with your document click “print” to proceed to the printer selection page.

If you are not happy with your document click “cancel” and start over. You will not be charged any money at this time.

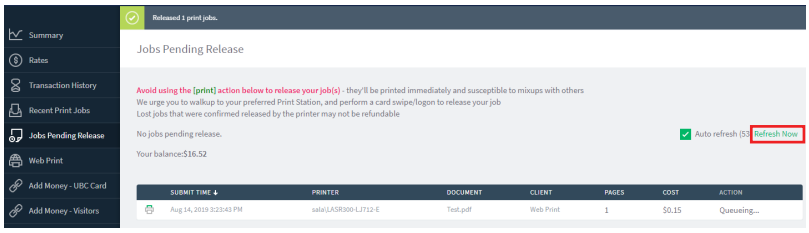
11.



Refer to the physical printer labels posted on the printers to locate which printer you would like to print with.

Select which printer your wish to print with by clicking that printer (make sure to select a printer in the correct building).

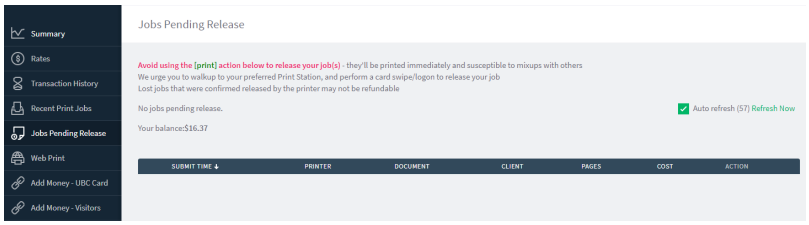
12.



Your document has now been sent to the printer you have specified and is ready to be picked up.

Clicking “Refresh Now” will allow you to see if your document has been received by the printer yet.

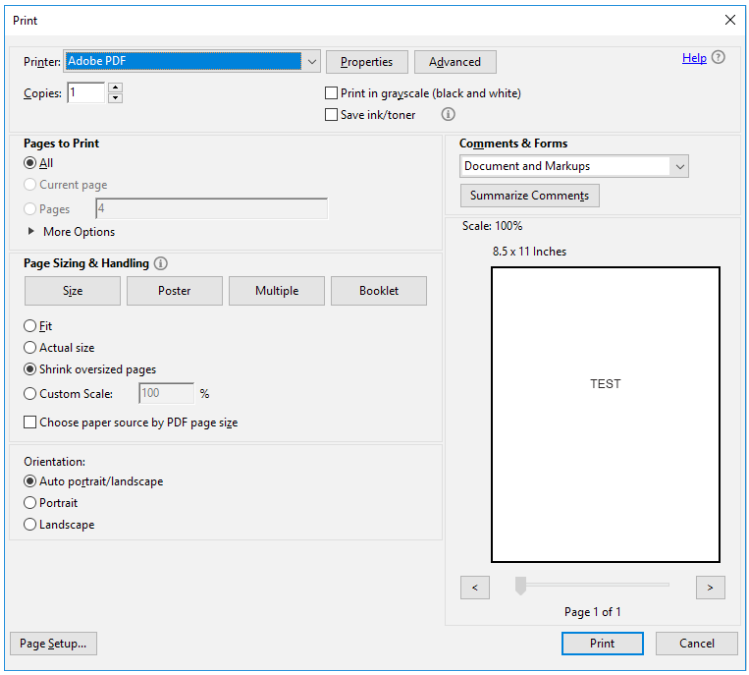
13.



Once your document has been printed it will no longer show up in the “Jobs Pending Release” tab.

You have now successfully completed printing an 8.5” x 11” or 11” x 17” document.

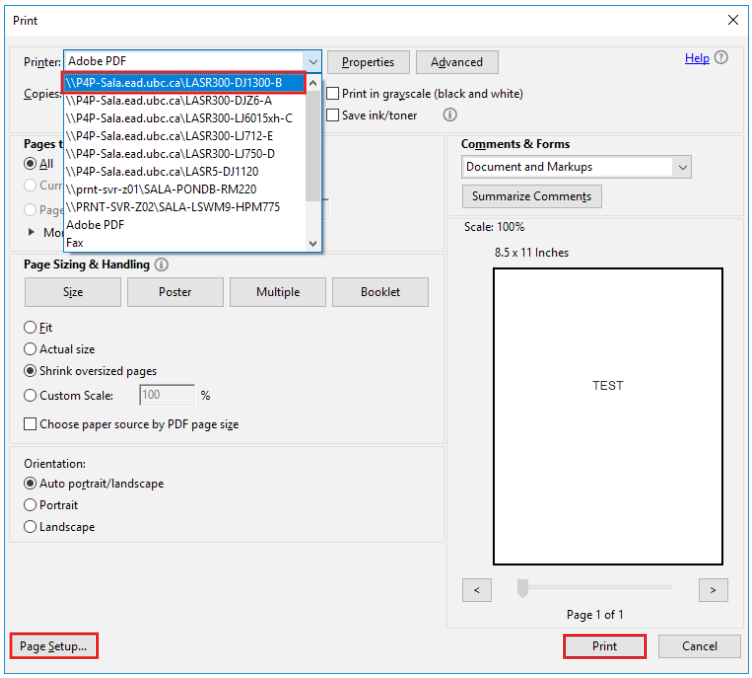
1.



To print from the desktop computers you may print out of the software you are working with as you would at your home or in an office.

Select File>Print, or press ctrl+P on the keyboard to bring up the “Print” dialogue box.

2.



Select the correct printer from the “Printer” drop-down menu that appears in the “Print” dialog box.

Make sure to match the printer you select with the printer label posted on that specific printer / plotter.

To print on the large format plotters you must use the desktop computers (not Pay for Print). Select the plotter you wish to print with, the “Page Setup...” tab to select the paper size, and press “Print”.

Following this, swipe your UBC student card, or log-in manually at the computer print release station located next to the plotters. Click “Print” on the print release station screen to release your job to the plotter.

Make any additional cuts to the page by hand once it has been plotted and your are ready to pin up.