PAY FOR PRINT GUIDE FOR VISITORS AND GUESTS

This service allows guests to the University to pay for printing, copying and scanning across campus using a unified system of payment – the UBC Guest Card. Print jobs can be submitted from labs, public access computers as well as online at http://payforprint.ubc.ca

WHAT DO I NEED TO USE PAY FOR PRINT?

To use the Pay for Print service, you need a UBC Guest Card with funds available.

MANAGING YOUR ACCOUNT

To manage your UBC Guest Card account, go to:

Please use the account number and scratch off password at the back of the card to authenticate at the web site.

http://payforprint.ubc.ca, log in and select "Add Money – UBC Visitors"
http://www.ubccard.ubc.ca, and select "Add Money – UBC Visitors"

If you wish, you may register your email address and change your password. You can now use your email address and a password of your choice to access the websites.

HOW-TO-USE PAY FOR PRINT

There are two methods for printing to a laser printer: Web Print and Workstation Printing.

Web Printing
The web printing option allows you to print to a Pay for Print printer from your personal laptop:

1) Prepare your document. The default print size and orientation is letter (8 ½ x 11) and portrait. If you need landscape orientation, please use the Adobe Acrobat Reader to rotate and resize your output.
2) Log in to https://payforprint.ubc.ca using your UBC Guest Card account number. Your password is under the scratch off area on the back of the card.
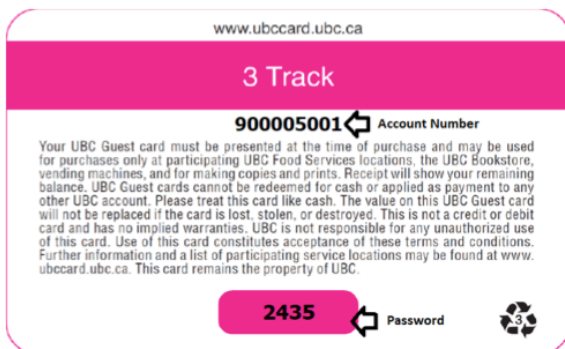
3) Verify that you have funds available in your account. To add funds to your account, click on "Add Money – UBC Guest Card."

4) Click on "Web Print" followed by "Submit a Job."
5) Select the printer that you want to use. If you do not see the printer that you want to use, you can use the search feature to find the appropriate printer or queue. All print queues default to letter sized paper and portrait orientation. To print tabloid size, please pick the 11x17 print queue.
6) Click on "Print Options and Account Selection" to continue followed by "Upload Documents."
7) Click on "Upload from Computer" and select your file. A list of supported file types is shown on this page.
8) Click on "Upload & Complete" after you are done selecting your files.
9) The print job will be held until you release it at the printer.
10) At the print station, swipe your UBC Guest Card in the card reader OR login with your card number and PIN.

Workstation Printing
The workstation printing option allows you to print from a UBC Library workstation.

1) Log in to https://payforprint.ubc.ca using your UBC Guest Card account number. Your password is under the scratch off paint on the back of the card.
2) Verify that you have funds available in your account. If not click on "Add Money – UBC Visitors."
3) Click "Print" in your application and select the printer that you wish to send your job to.
4) Login with your UBC Guest Card account number and password when the pop-up login is displayed.
5) The print job will be held until you release it at the printer.
6) At the print station, swipe your UBC Guest Card in the card reader OR login with your card number and PIN.

FREQUENTLY ASKED QUESTIONS

1) Why didn't my print job come out on the right paper size when using web print? My PDF document specifies 11x17 size paper.

   All print queues in the web print system are set to letter (8 ½ x 11) size paper. If you require tabloid (11 x 17) size output, please select a print queue that is configured for tabloid (11 x 17) output. These are described in the Location/Description section of the printer selection page when you submit your print job.

2) Why didn't my print job come out in the correct orientation when I use web print? I generated the PDF file in landscape mode.

   All print queues are set to portrait mode. If you need something printed in landscape mode, please rotate your document 90 degrees and save the document using the adobe reader.

3) The quality of my printout is very poor – who can I get a refund from?

   Please visit a UBC Library service desk.