

## How do I print with Student Pay for Print?

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The following document details the process on how to print from a UBCO Student/Lab Workstation.

Every time you print from any campus computer lab your job will go into your personal holding queue.

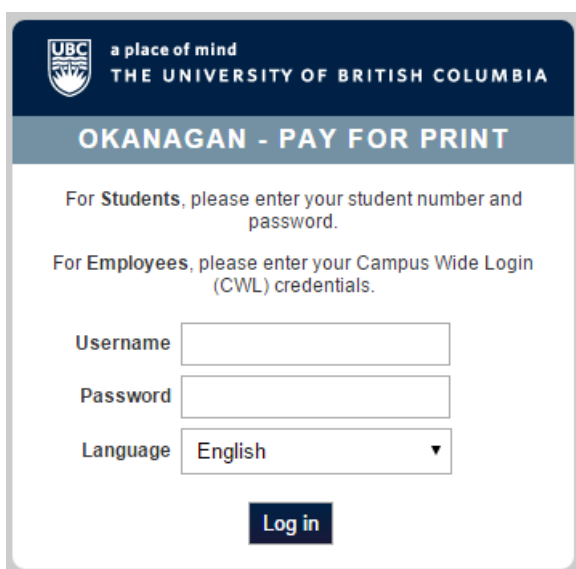
To pay for the job you'll need to visit the [Pay for Print web page](#). A shortcut for this page is on the desktop of every UBC Okanagan campus lab machine - simply double-click on it and provide your student login credentials (the same ones you use to login to the computers).

From this page you can see how much it will cost to print any of the jobs in your holding queue. You also have the option of deleting any jobs from your queue that you do not wish to print. To select a job for printing or deletion, click the box in the left hand column next to it and then click the "Print" or "Delete" button. Your balance at the top of the page will be updated once the job is released from the holding queue.

If you try to release a job that you do not have enough funds to print the job will be deleted and you will receive a network message advising you that you did not have enough credit to print the job.

### Instructions:

1. From a UBCO Student/Lab Workstation, click **Print** in your application and select your printer.
2. The print job will be held until you release the print job from the [Pay for Print web page](#).
3. **Login** to the [Pay for Print](#) web page using your **Student Number** and Password (same as Workstation Login).



The screenshot shows the login interface for the UBC Okanagan Pay for Print system. At the top, it features the UBC logo and the text "a place of mind THE UNIVERSITY OF BRITISH COLUMBIA". Below this is a header "OKANAGAN - PAY FOR PRINT". The main content area contains instructions for students and employees, followed by input fields for "Username", "Password", and a "Language" dropdown menu set to "English". A "Log in" button is positioned at the bottom of the form.

4. Logging in will immediately redirect you to the **Jobs Pending Release** page.



The screenshot displays the "Jobs Pending Release" page. At the top, there is a navigation bar with the UBC logo and the text "THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN". Below the navigation bar, there are tabs for "PAY FOR PRINT", "Summary", "Transaction History", "Recent Print Jobs", and "Jobs Pending Release". The main heading is "Jobs Pending Release". Below the heading, it states "No jobs pending release." and "Your balance: \$1.00". There are two buttons: "Release All" and "Cancel All". At the bottom, there is a table with two columns: "Submit Time" and "Printer".

Submit Time	Printer
Aug 18, 2015 3:44:29 PM	n11\SP0234-BW

5. From this page you can see how much it will cost to print any of the jobs in your holding queue. You also have the option of deleting any jobs from your queue that you do not wish to print. To select a job for printing or deletion, click the **print** or **cancel** buttons on the far right hand **Action** column next to your print job. Alternatively, you can **Release All** or **Cancel All** at one go. Your balance at the top of the page will be updated once the job is released from the holding queue.



Print balance getting low? See the following article on [how to add money to your Student UBCcard](#).



Need to set or change your current Card/ID PIN for Copying? See the following article on [how to set or change your Student Pay for Print Card/ID PIN](#).



For more information or assistance, please contact the [ITServices Helpdesk](#) - 250.807.9000 or 855.807.9001.

Posted by: Clay Pakenham - Tue, Aug 18, 2015 at 3:53 PM. This article has been viewed 10111 times.

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