

How to Print from Your Own Device Using Web Print [Students]

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Follow these instructions to use the student web print feature on student printers at UBC Okanagan Campus

Web print allows you to upload a document from your own device and print it via the available student printers on the Okanagan campus. After the document is uploaded to web print, you may release the print job directly at any Ricoh student printer. For more information on student printing, read the article: [How to use Swipe to Print](#).

Requirements:

To access the Student web print page you must meet the following criteria:

- Active Student.
- Active CWL Account (using your login *cwl.STU*).
- Accessing the portal using a UBC Library/Lab workstation or UBCSecure Wifi or VPN.

Instructions:

See screen shots below for guidance

1. Navigate to the student [Pay For Print](#) portal.
2. Authenticate using your CWL username and password with the format *cwl.STU* and your CWL password.
3. Select **web print** from the menu on the left side.
4. Click "submit a job" button
5. Select the type of print you wish to use - black and white (UBCO-Student-FindMe-BW) or colour (UBCO-Student-FindMe-Colour), click next
6. Select the number of copies desired, click next
7. Upload the document you wish to print. ** We strongly recommend not printing large documents using this method; and suggest creating/saving as PDF first and then printing to maintain desired formatting*
8. The print job will be held until you release the print job or a **maximum of 4 hours**.
9. To release the print job, simply swipe your UBC Student ID Card at any of the student Ricoh devices.

Notes:

1. If you do not have your UBC Student ID card, you can release your print job by authenticating directly at the device by using your Student Number and PIN.
2. If you do not know your PIN, or wish to reset it, log into the [Pay For Print](#) portal and Change PIN.
3. If you wish to cancel your print job, you can cancel anytime using the [Pay For Print](#) portal, or your job will be cancelled automatically after 4 hours.



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OKANAGAN - PAY FOR PRINT

For **Students**, please enter your Campus Wide Login (CWL) .STU and password.

For **Employees**, please enter your Campus Wide Login (CWL) credentials.

Username

Password

Log in



English



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Pay For Print (Okanagan) ubcostudent01

- Summary
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Change PIN
- Web Print**
- Student Deposit
- Student Quick Print

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job >](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
No active jobs					

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Web Print

1. Printer 2. Options 3. Upload

Select a printer:

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> w200\UBCO-Student-FindMe-BW (virtual)	UBC Kelowna
<input type="radio"/> w200\UBCO-Student-FindMe-Colour (virtual)	UBC Kelowna

« Back to Active Jobs 2. Print Options and Account Selection »

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Web Print 1. Printer 2. Options 3. Upload

Options Copies: 1

« 1. Printer Selection 3. Upload Documents »


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Web Print 1. Printer 2. Options 3. Upload

Upload Select documents to upload and print

Lecture notes.pdf x



33.4 KIB

Drag files here

[Upload from computer](#)

The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsx, xlsm, xltm, xlsx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

« 2. Print Options Upload & Complete »

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Summary

Transaction History

Recent Print Jobs

Jobs Pending Release

Change PIN

Web Print

Student Deposit


Student Quick Print


Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job >](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Aug 25, 2021 9:46:23 PM	w200\UBCO-Student-FindMe-BW	lecture_notes.pdf	4	\$0.20	Held in a queue

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

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