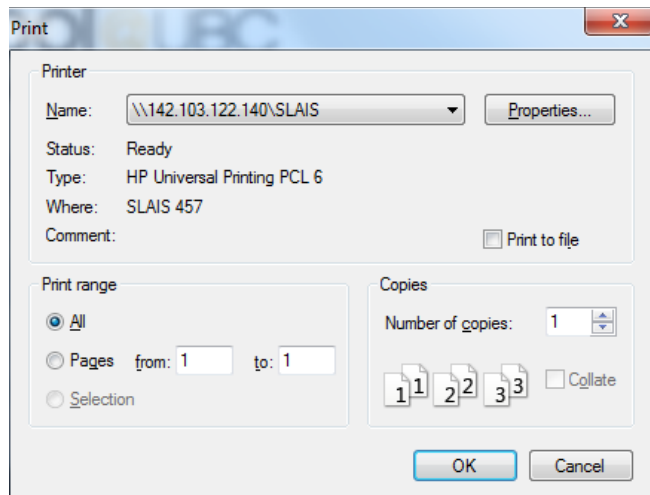
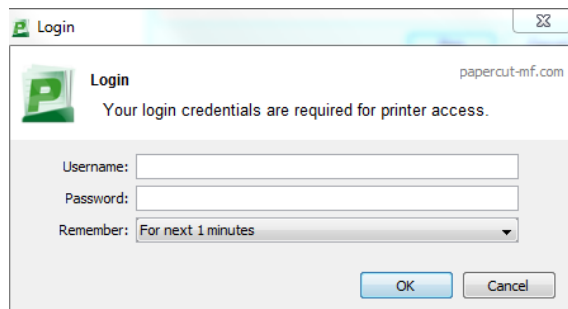


SLAIS Lab Printer Instructions: How to Print

1. Make sure the **SLAIS** printer [142.103.122.140] is selected



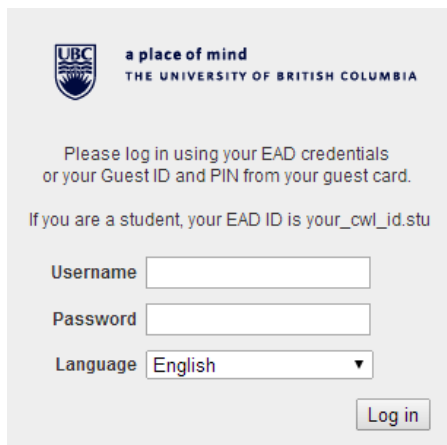
2. Enter your CWL username with added .stu [“bcumberpatch.stu”] and password when prompted. Your password will be remembered for the next minute as specified



3. Click “OK” and your print job will appear automatically

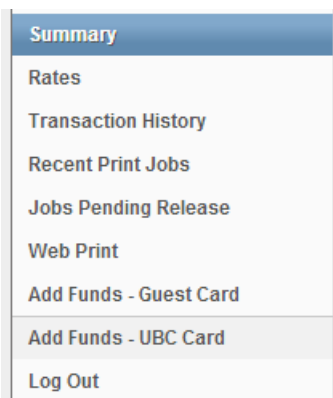
SLAIS Lab Printer Instructions: Adding Money

1. Go to <http://payforprint.ubc.ca>
2. Log in with your CWL username [“cwlusername.stu”] and password



The screenshot shows the login interface for the UBC payforprint system. At the top left is the UBC logo with the tagline "a place of mind" and "THE UNIVERSITY OF BRITISH COLUMBIA". Below the logo, there is a prompt: "Please log in using your EAD credentials or your Guest ID and PIN from your guest card." A note states: "If you are a student, your EAD ID is your_cwl_id.stu". The login form includes three input fields: "Username", "Password", and "Language" (set to "English" with a dropdown arrow). A "Log in" button is located at the bottom right of the form.

3. Click on “Add Funds – UBC Card” on left menu



4. You will be redirected to UBC Student Housing and Hospitality Services’ website to continue. Follow the prompts
5. If you are having issues, please contact UBC Student Housing and Hospitality Services:

Student Housing and Hospitality Services Main Office
2205 Lower Mall
Vancouver, BC V6T 1Z4
Hours: Weekdays 8:15 am to 5 pm (closed statutory holidays)
Tel: 604.822.2811

SLAIS Lab Printer Instructions: How to Print from Your Laptop (Mobile Print)

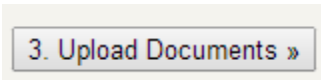
1. Go to <http://payforprint.ubc.ca>
2. Log in with your CWL username ["cwlusername.stu"] and password

3. Click on "Web Print" on the left menu, then click "Submit a Job"

4. Select the **arts-print\SLAIS printer**, then click "Print Options and Account Selection"

Printer Name ▲	Location/Department
<input type="radio"/> arts-printB120	Buchanan B120
<input type="radio"/> arts-printB120Colour	Buchanan B120
<input type="radio"/> arts-printC113	Buchanan C113
<input type="radio"/> arts-printENGL	Buchanan Tower 610
<input type="radio"/> arts-printFNHL	Longhouse
<input checked="" type="radio"/> arts-printSLAIS	SLAIS 457
<input type="radio"/> arts-printSOWK	Jack Bell 202

5. Specify the number of copies you wish to print. Click “Upload Documents”



6. Click “Upload from computer” to upload your file. Click “Upload & Complete” when done. Go to the printer to release your print job

