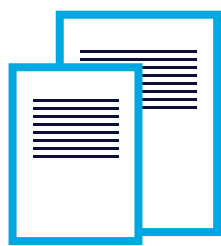


Pay for Print Copy

1. Swipe your **UBC/Print card** through the card scanner
2. Navigate to **Device Functions**
3. Click **Use Device Functions**, then Copy
4. Choose your **Settings** on the top of the display Default: B/W, 100% size, 2-sided (scroll down for more options)
5. Place multiple documents **face up in the tray on top of the printer or single documents face down in the flat bed scanner**
6. Select **Start** to copy
7. Once done scanning all documents, click **Finish scan** on the blue pop-up on top to print all the scanned sheets
8. **Collect your originals and copies** from the printer



Please note that **some printers allow copies/printing on different sizes of paper**



Cost per side (8.5x11):

- 7c B/W
- 40c Colour

