



UC Law^{San Francisco}

CAMPUS PRINTING GUIDE FOR UC LAW SF STUDENTS ONLY

UCSF students and non-UC law residents: Your printing instructions differ from those for law students at 198 Academe. Please refer to the last page of this printing guide.

Business Center

200 McAllister Street, Suite 120

E-mail: businesscenter@uclawsf.edu

Phone: 415-565-4882

Printing, Copying, and Scanning Costs:

Per Side BW Master Queue: \$0.09

Per Side Master Color Queue: \$0.29

Scan to E-mail: No charge for Scan to E-mail, however the copier is programmed for fund deduction; therefore, you must have a minimum balance of \$1.00 in your account to access the device. The minimum value you can add online is \$1.00.

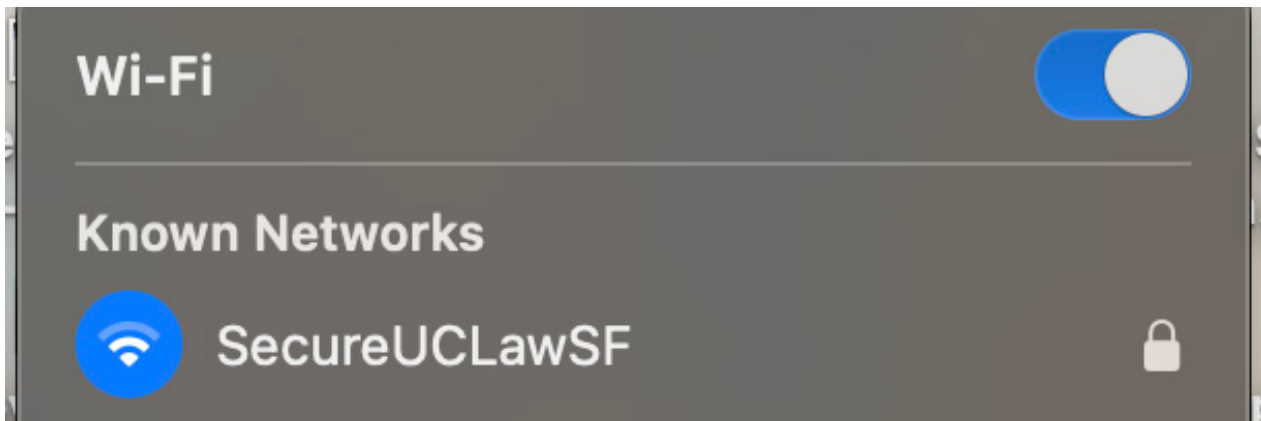
Step 1:

**Establishing a Print Account:
How to Add Funds**

Establishing a Print Account: How to Add Funds

Please be advised that these instructions do not apply to non-UC Law patrons. Students and staff from other institutions should refer to the information at the 198 McAllister touchdown printer.

1. Ensure you are connected to the **SecureUCLawSF** Wi-Fi network.



2. Please note that guest Wi-Fi or attempting to log in from outside UC Law will not work.
3. You must be on campus to access the Pcounter web deposit to add funds to your account.
4. Visit the following URL:
<https://pcounter.uclawsf.edu:444/WebDeposit>

Please do not press the “Create Account” button; instead, use your e-mail username and password as described below:



The login page features the UC Law San Francisco logo at the top. Below the logo, there are two input fields: "User name:" with the text "XXXXXX" and "Password:" with a masked password of ten dots. A "Login" button is positioned below the password field. At the bottom, there are two links: "Create account" and "Forgot username/password". The "Create account" link is circled in red with a large 'X' over it, indicating it should not be used. Below the links, the text "Welcome!" is displayed.

User name: XXXXXX

Password:

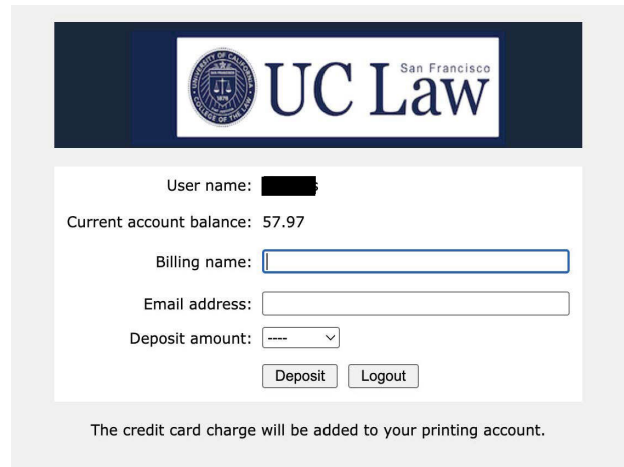
Login

[Create account](#) [Forgot username/password](#)

Welcome!

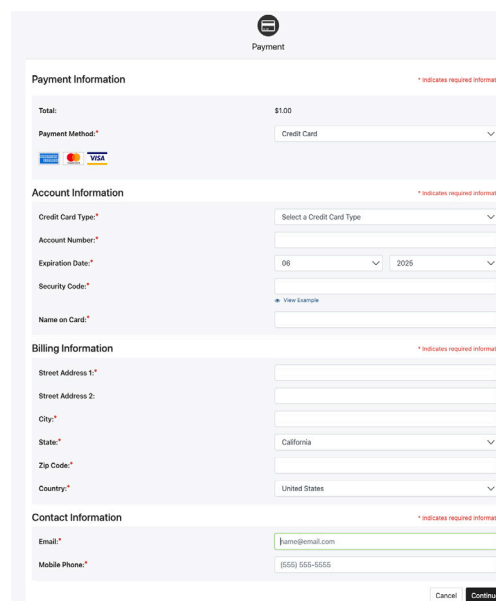
5. Enter your UC Law e-mail username in the user name field.
6. Type your UC Law e-mail password in the password field and press “Login.”

- Complete the following information as indicated, select the amount from the dropdown menu, and press the “deposit” button.



The screenshot shows the UC Law San Francisco payment interface. At the top is the UC Law San Francisco logo. Below the logo, the user name is displayed as [REDACTED]. The current account balance is 57.97. The form includes fields for Billing name, Email address, and a Deposit amount dropdown menu. There are buttons for Deposit and Logout. A note at the bottom states: "The credit card charge will be added to your printing account."

- The next screen will prompt you to enter your credit card details to complete the payment. After filling in the required information, you'll have successfully added the deposit.



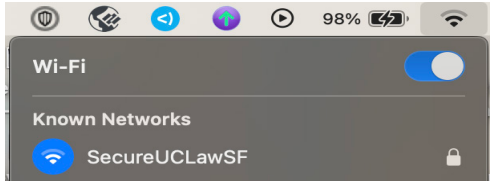
The screenshot shows the Payment Information form. The form is titled "Payment" and includes sections for Payment Information, Account Information, Billing Information, and Contact Information. The Payment Information section shows a Total of \$1.00 and a Payment Method of Credit Card. The Account Information section includes fields for Credit Card Type, Account Number, Expiration Date, Security Code, and Name on Card. The Billing Information section includes fields for Street Address 1, Street Address 2, City, State, Zip Code, and Country. The Contact Information section includes fields for Email and Mobile Phone. The form includes a "Continue" button and a "Cancel" button.

Step 2:

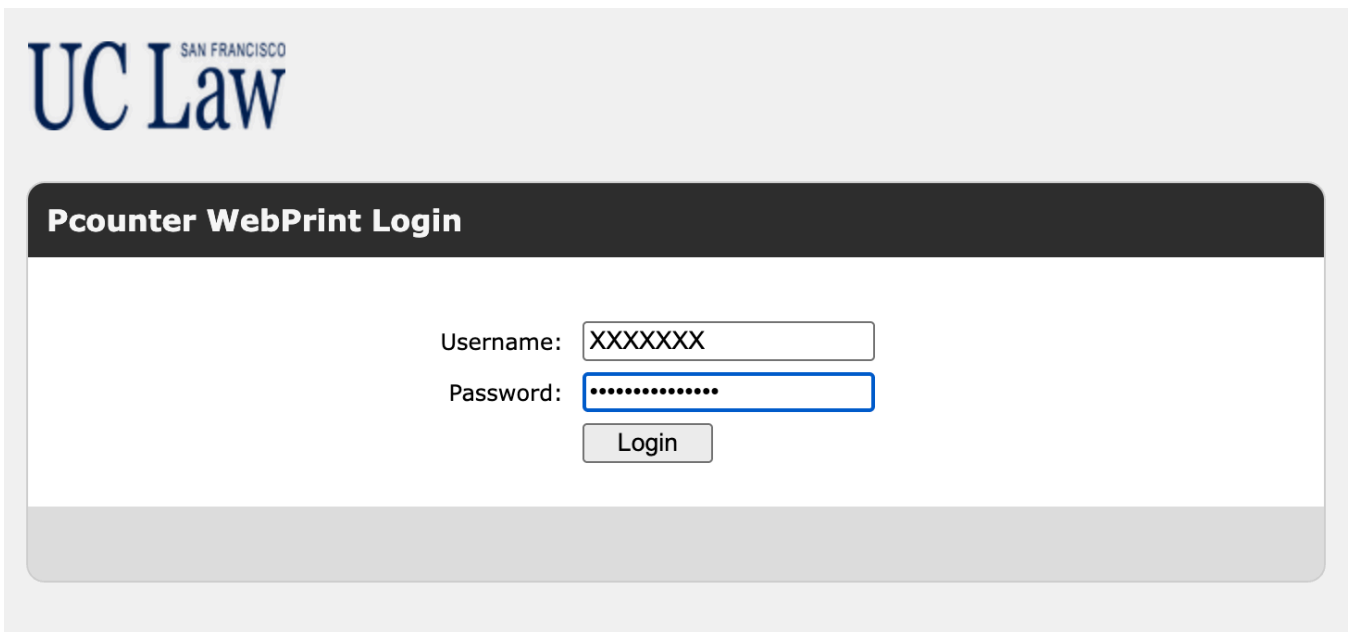
How to Browse and Submit Print Files for Printing

How to Browse Print Files

1. Ensure you are still logged in to the “SecureUCLawSF” Wi-Fi.



2. Visit the following URL:
<https://pcounter.uclawsf.edu>

A screenshot of a web browser displaying the UC Law San Francisco login page. The page has a header with the 'UC Law' logo and 'SAN FRANCISCO' text. Below the header is a black bar with the text 'Pcounter WebPrint Login'. The main content area contains a login form with two input fields: 'Username:' with the placeholder text 'XXXXXXXX' and 'Password:' with a masked password '.....'. Below the password field is a 'Login' button.

3. Enter your UC Law e-mail username in the username field.
4. Type your UC Law e-mail password in the password field and press “Login.”

Once you are logged in, follow these steps to print:

1. Click “Choose File” to select the document you want to print. To explore additional options, click on the “Select Printer” and “Set Options” dropdown menu.

UC Law

Submit File for Printing Help · Logout

Account Balance: 18.95
Free quota: 0.00

Choose File - Allowed Extensions (.docx .xlsx .pdf .txt .jpg .jpeg .bmp .png)
Choose File No file chosen

Select Printer
(Please select printer)

Set Options ▶

Preview Print

After selecting each of the three options above, your screen will expand as illustrated below:

UC Law

Submit File for Printing Help · Logout

Account Balance: 18.95
Free quota: 0.00

Choose File - Allowed Extensions (.docx .xlsx .pdf .txt .jpg .jpeg .bmp .png)
Choose File 1. Log on.pdf

Select Printer
✓ Master Queue
Master Queue Color

Set Options ▼

Paper Size: Letter
Orientation: Portrait
Color printing mode: Grayscale
Copies: 1
Collated: ☐
Pages: ☒ All
☐ From: to:
Printing Preferences: Default

Preview Print

Master Queue: \$0.09 Per Side
Master Queue Color: \$0.29 Per Side

2. Under “Select Printer,” choose “Master Queue” for black and white printing or “Master Queue Color” for color printing. If you select “Master Queue Color,” make sure that the “color printing mode” is also set to “color” mode.

UC Law SAN FRANCISCO

Submit File for Printing Help · Logout

Account Balance: 18.95
Free quota: 0.00

Choose File - Allowed Extensions (.docx .xlsx .pdf .txt .jpg .jpeg .bmp .png)

1. Log on.pdf

Select Printer

Master Queue Color

Set Options ▼

Paper Size: Letter

Orientation: Grayscale

Color printing mode: ☒ Color

Copies: 1

Collated: ☐

Pages: ☒ All
☐ From: to:

Printing Preferences: Default

3. For double-sided printing, use the “Set Options” dropdown to select your “printing preferences,” otherwise, the default is single-sided.
4. Click “Print” to send your job to the network.

Step 3:

- A. How to Permanently Activate Your UC Law ID Card for Printing**
- B. How to Release Print Jobs After Card Activation**

Activating Your Student ID Card for Print Job Release

To release your submitted print jobs, tap your UC Law Student ID card on the RFID card reader at the Xerox machine for authentication.

If you haven't used your card for printing before, you must activate it permanently. Replacement cards also need activation to function correctly.

1. TOUCH your Student ID Card to the Card Reader at the machine.



2. Type in your UC Law e-mail USERNAME when the touch screen prompts you. Please omit @uclawsf.edu after the username to avoid login issues.
3. Type in your UC Law e-mail PASSWORD on the next screen.
4. Your card will be activated automatically if your username and passwords are matching.

How to Release Print Jobs After Card Activation

Print Job Release Locations:

198 McAllister Street:

- Color printer (Master Color Queue) on the first floor, Touchdown Space.

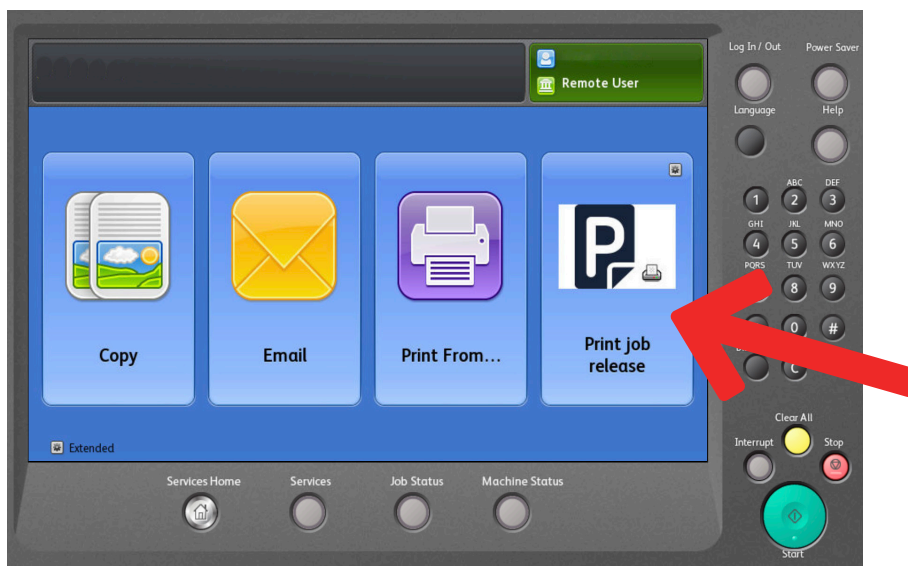
200 McAllister Street:

- Black and white printers (Master Queue) on the 4th floor, near the staircases.
- Color printer (Master Color Queue) on the 5th floor, near the staircases.

333 Golden Gate Street:

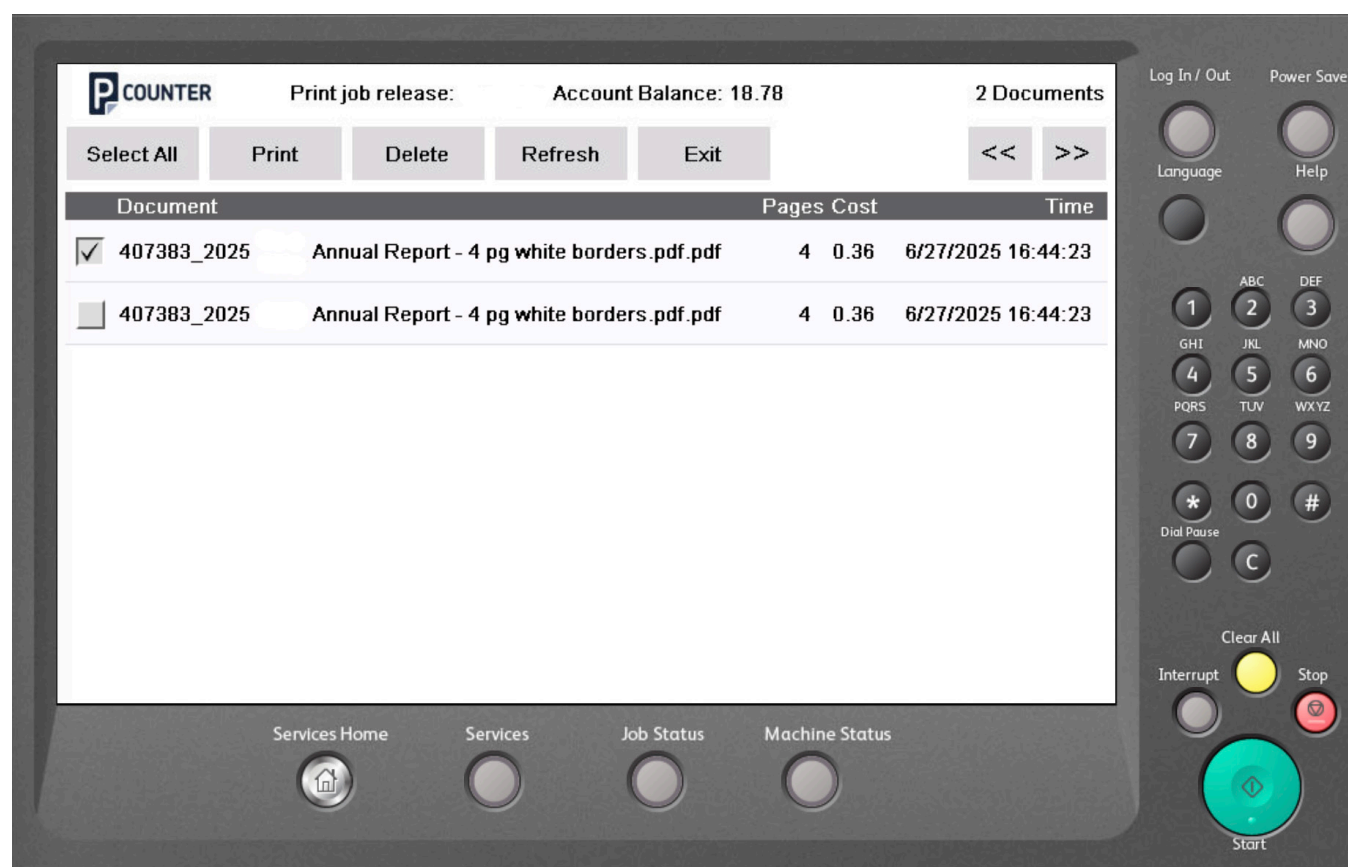
- Color printer (Master Color Queue) on the first floor, student lounge.

1. TOUCH your student ID card to the Card Reader at the machine.
2. When you see the screen below, select “Print Job Release.”



How to Release Print Jobs After Card Activation (Continued)

3. To print your files, please select all files or individually choose the ones you wish to print, and then click “Print.” For larger files, please allow one to two minutes for the printing process to begin. If your account does not have sufficient funds, the print job will not be processed. Please resubmit it once your account is adequately funded.





UC Law San Francisco

Printing Account Activation for UCSF and Non-UC Law SF Residents:

Business Center

200 McCallister St., 1st Floor, Room 120
businesscenter@uclawsf.edu

- Drop-in time: 2:00 PM to 4:00 PM, except on holidays
- Be sure to bring your building resident ID card for account activation
- A USB thumb drive is required at all times to access the printer
- A one-time fee of \$10.00 is required, in addition to the amount you wish to load onto your account

Please note that the UCSF DM WebPay and UC Law Pcounter printing accounts are separate and cannot be combined or transferred, as each institution maintains its own accounting records.