



UC Law^{San Francisco}

CAMPUS PRINTING GUIDE FOR CURRENTLY ENROLLED UC LAW SF STUDENTS ONLY

Non-Law Patrons from Other
Institutions, STOP . Your
printing instructions differ
from those for currently
enrolled UC Law students.

NEED HELP?

For printer troubleshooting and account issues, e-mail:
uclawsfprint@ucsf.edu

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.

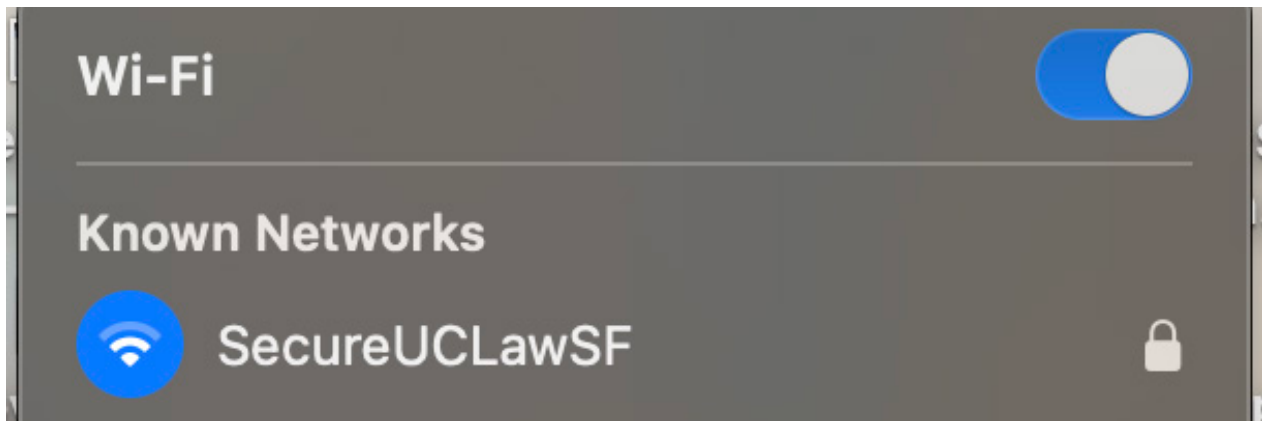
Step 1:

**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 separate printing instructions located at the 198 McAllister Touchdown kiosk or at the 200 McAllister, 4th floor kiosk near the Library Circulation Desk.

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

User name: XXXXXX

Password:

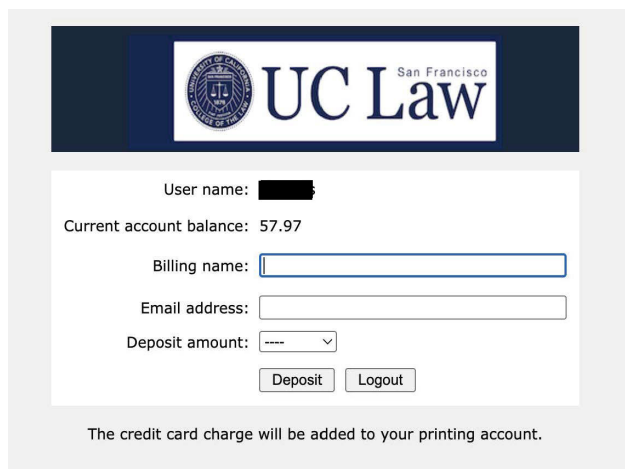
Login

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

Welcome!

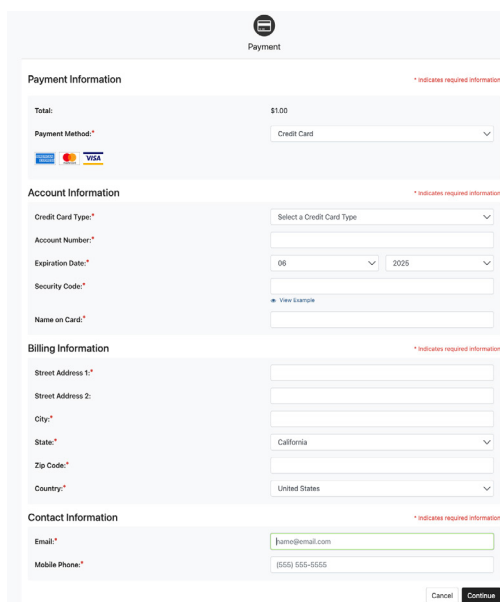
5. Enter your UC Law e-mail username in the user name field.
6. Type your UC Law e-mail password in the password field and press “Login.”

- 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.



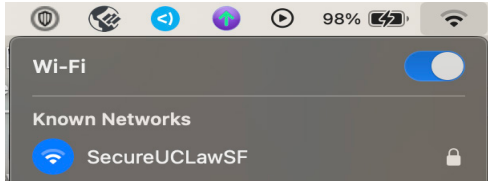
The screenshot shows the Payment Information form. The form is titled "Payment" and includes sections for Payment Information, Account Information, Billing Information, and Contact Information. The Payment Information section shows a Total of \$1.00 and a Payment Method of Credit Card. The Account Information 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 "View Example" link and a "Continue" button.

Step 2:

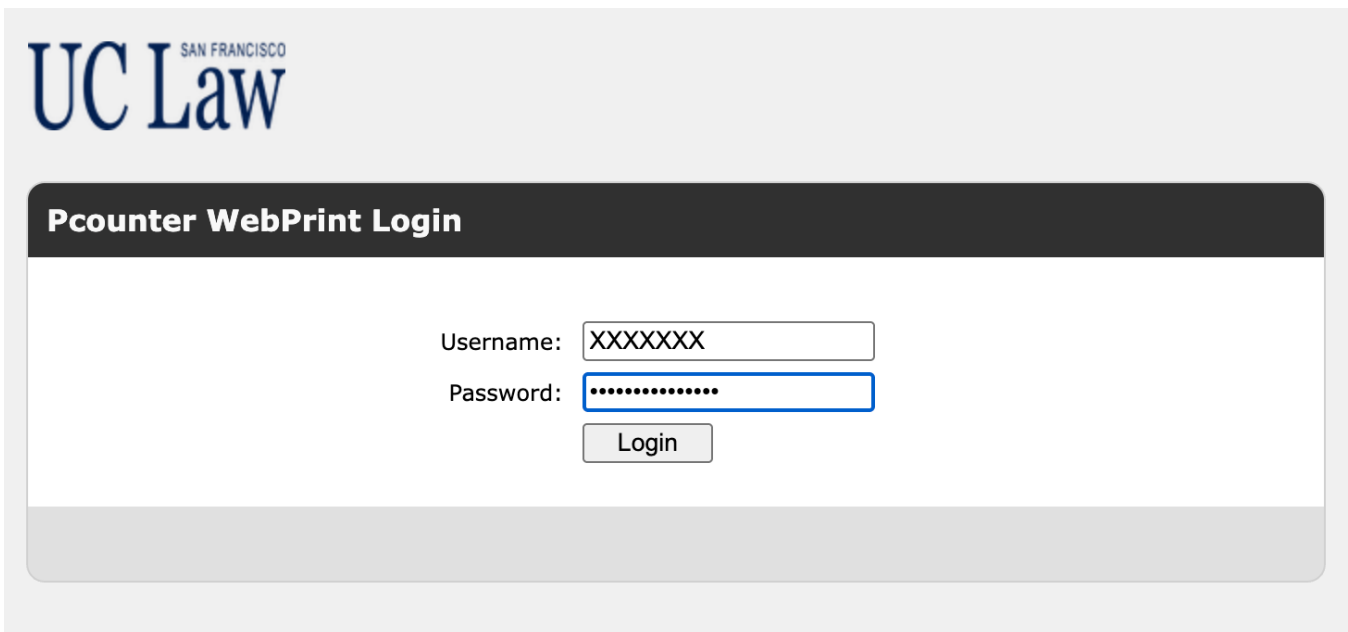
How to Browse and Submit Print Files for Printing

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' logo at the top left. Below the logo is a black header bar with the text 'Pcounter WebPrint Login' in white. The main content area is white and contains a login form. The form has two input fields: 'Username:' with the placeholder text 'XXXXXXXX' and 'Password:' with a masked password '.....'. Below these fields 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 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)
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 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)
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.

The screenshot shows the UC Law San Francisco 'Submit File for Printing' web interface. At the top, there is a header with the UC Law logo and a dark bar containing 'Submit File for Printing', 'Help', and 'Logout'. Below the header, the 'Account Balance: 18.95' and 'Free quota: 0.00' are displayed. The main section is titled 'Choose File - Allowed Extensions (.docx .xlsx .pdf .txt .jpg .jpeg .bmp .png)' and includes a 'Choose File' button and a file list showing '1. Log on.pdf'. Below this is the 'Select Printer' section with a dropdown menu set to 'Master Queue Color'. The 'Set Options' section is expanded, showing various settings: 'Paper Size' is 'Letter', 'Orientation' is 'Grayscale', 'Color printing mode' is 'Color' (highlighted with a blue bar and a checkmark), 'Copies' is '1', 'Collated' is an unchecked checkbox, 'Pages' is set to 'All' (selected with a radio button), and 'Printing Preferences' is 'Default'. At the bottom right of the form are 'Preview' and 'Print' buttons.

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.

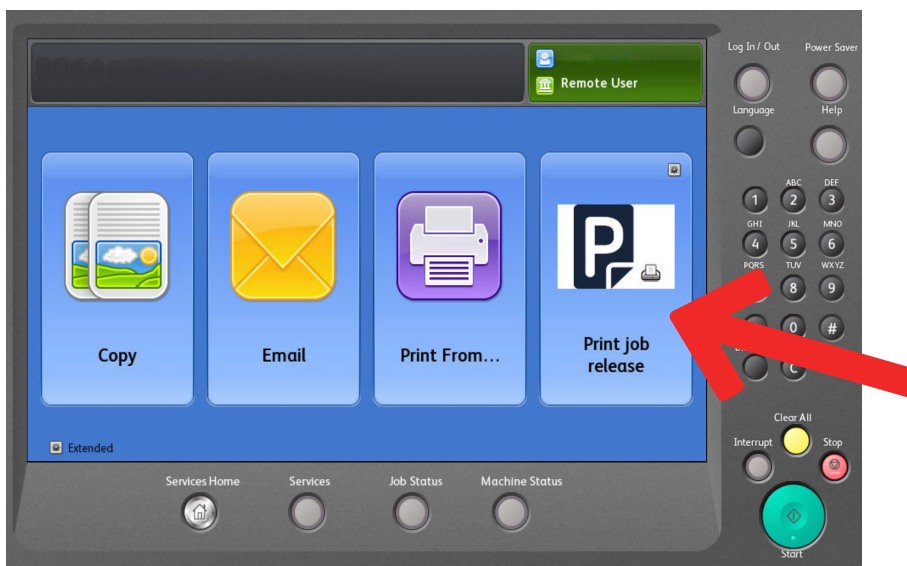
200 McAllister Street:

- 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 Avenue:

- 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.

