Pay2Print is a credit accounting system for students, staff and visitors to pay for printing and photocopying in the University’s IT suites.

**printing cost**

**Black and White**
- A4 duplex - 4p per side (8p per page)
- A4 single sided - 5p per page
- A3 duplex - 8p per side (16p per page)
- A3 single sided - 10p per page

**Colour**
- A4 duplex - 24p per side (48p per page)
- A4 single sided - 30p per page
- A3 duplex - 48p per side (96p per page)
- A3 single sided - 60p per page

**locations**
- Dalhousie Building IT Suites
- Duncan of Jordanstone Library
- Main Library
- Ninewells Library
- Tower Basement IT Suites
- Kirkcaldy Library

**help4U**

For more help and advice contact us:

- **In Person**
  - visit the Service Desk in the Main Library and Duncan of Jordanstone library.

- **Online**
  - www.dundee.ac.uk/help4U

- **By phone**
  - 01382 388000

**Pay2Print** is voted No1 in Scotland for IT Service satisfaction: NSS 2014.
When you instruct the printer to print your work it will be held in a queue.

In the Main Library you can send your work to the Canon multi-function devices (MFD) that can print and photocopy. On these devices you release your work at the copy terminal touchscreen via user name and password or registering your ID Card.

To release your print job you should print to the 'print release station' at the printer and enter your user name.

Your work will be held in the print release queue for 30 minutes.

You can also print using your Pay2Print account when connected to UoD WiFi and working on your own laptop. This is not available on tablet devices.

You can send print jobs from any location on campus to the University’s Pay2Print printers.

- Go to https://Pay2Print.dundee.ac.uk
- Login:
  - User name - your standard University username.
  - Password - your standard University password.
- Browse to ‘document’ and ‘click next’.
- Click on ‘Pay2Print black and white’ if required.
- Put a tick in ‘advanced’ for further choices and uncheck last box if colour printing is required.

Buy print credits online, using most credit and debit cards. https://studentfees.dundee.ac.uk/printingcredits

Cash machines are available in the Main Library, Ninewells, Kirkcaldy, Tower Basement and DOJ Library.

You can register your student matriculation card at the cash machine; next time you just need to scan your card to top up.

To check your balance and all transactions see https://myp2p.dundee.ac.uk

Alternatively you can double click on the “£” icon found in the notification area (on the bottom right hand corner of the desktop screen).