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TO PRINT AT ZAP, YOU NEED TO MAKE AN ACCOUNT IN-STORE FIRST

use our Mac or Windows computers to visit...

- ☉ <https://zapcopy.uvic.ca/register> to create an account
- ☉ <https://zapcopy.uvic.ca/user> to manage your account or check your balance

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NEXT, PURCHASE CREDIT AT THE TILL

- ☉ you can pay with cash, credit, debit, or ONECard Flex
- ☉ the minimum to load at a time is \$2 plus taxes

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PRINT, PHOTOCOPY, OR SCAN (SEE BELOW)

PRINT

restart computer to log out previous user

- 1) send files to print (printer name: "find me")
 - a) use our computers to access your print files
 - b) check settings for every file
 - c) when prompted, enter your Zap username and password; confirm cost and select "print"
- 2) walk up to any available printer
 - a) log in with touch screen; select "print release"
 - b) double-check settings then select "print"
 - c) log out of the printer and restart the computer

PHOTOCOPY

check your account balance first

- 1) log in at any available printer
- 2) select "device functions" then "copy"
- 3) check settings then select "start"
- 4) log out of the printer

SCAN TO EMAIL

check your account balance first

- 1) log in at any available printer
- 2) select "scan" for basic scanning (or "device functions" then "scanner" for advanced)
- 3) check settings then select "start"
- 4) log out of the printer



Can I use my UVic Netlink ID?

No. We're part of the UVic Students' Society which means we're completely separate from UVic and do not have access to their accounts or systems. While this means that UVic students will need to make a Zap specific account, it also means that our services remain available to everyone in our community.

Can I make my account at home/on my own device? Can I send my print job from my phone/laptop/tablet?

No. We are on a closed network so all print activity must be done on one of our computers.

I have an old Zap card; can I use that?

We switched to an account system in January 2019 and stopped transferring credit from Zap cards in December 2019. We do not have the equipment to read your old card and cannot offer any credit or refund for funds not claimed before December 2019.

Why do you have a credit minimum per transaction?

We add credit to user accounts manually, so our \$2 minimum reduces the number of small till transactions in a day, which keeps lines moving quicker and frees up our staff to help customers and complete orders. Unlike an account creation fee, the full \$2 can be used for printing, copying, and scanning.

Does my account or credit expire?

Yes, after 18 months of inactivity your account and associated credit will be deleted.

Why does it cost [amount I'm unhappy with]?

Unfortunately, we live under capitalism and things cost money! We're a not-for-profit and we keep our prices as low as possible. Our self-serve printing rates are competitive and we encourage you to compare them to other local options if you disagree.

still have questions? we're happy to answer them by phone, email, or in-person!
250-721-8805 | zaporders@uvss.ca | SUB A108