

SIPA Print - Web and Mobile

Overview

SIPA Print is a web interface that allows you to upload documents from any device to a printing queue and release print jobs to designated lab printers in the IAB building. **Printers are located on the 6th floor, Room 510A, and 321B (321B is inside the Lehman Library on the 3rd floor).**

*** U.S. Letter size is supported ***

You can print from any device on-campus using the following steps:

1. Open a browser and type in <https://print.sipa.columbia.edu> – *** accessible ONLY when your device is connected to University Wi-Fi or Ethernet ***
2. Log in with your SIPA network ID and password – same as your UNI credentials.
3. Click **Upload** and select the document(s) that you want to send to the print queue, up to 50 MB each. *** Only Letter size (8.5 x 11) documents are supported ***.

Result: Your file is uploaded and appears in the dashboard below the upload button.

Secure Login



UNI

uni

Password (UNI PW)

Keep me logged in

Log in

The screenshot shows the SIPA Print interface. At the top left is the SIPA Print logo. On the right, there is a 'Help' icon and a 'Welcome uni2' message. Below the header is a navigation bar with 'Job List' and 'Activity' tabs. The 'Activity' tab is active, showing a table of print jobs. The table has columns for 'Type', 'Title', 'Print Preview', 'Pages', 'Pieces of Paper', 'Submitted Date', and 'Cost'. One job is listed: 'Rsource Utilization.xlsx' with 6 pages and 3 pieces of paper, submitted 6 seconds ago, for a cost of \$0.12. Below the table are navigation controls (back, forward, page 1, 20) and a '1-1 of 1 items' indicator. The bottom section contains 'Payment method' (My Funds: \$13.00, Tuition Fees: \$13.00), 'Print options' (Color: Color, Pages per side: 1, Sides: Single Sided, Copies: 1, Page range: e.g. 1-5, 8, 11-13), and 'Destination' (Select a printer, Print button). A copyright notice '© Copyright 2025 - Powered by Pharos®' is at the bottom.

<input type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
<input type="checkbox"/>		Rsource Utilization.xlsx		6	3	6 seconds ago	\$0.12

Releasing Your Print Job

1. Click the checkbox next to the print job you wish to release.
2. Select the printer you want to use from the drop-down menu.
3. Use the Print Options to select additional preferences. By selecting a document in the queue (checking the box next to it), you can adjust the following options (which will be reflected in the cost):

- Color: Choose Black & White or Color. * **Note: When printing in color, you must select the 'Color' print option. Otherwise, the job will print in black and white, but you will still be charged \$0.40 per page ***.
- Sides: Changes double-sided printing (default for black-and-white) to single-sided.
- Pages per side: Resizes your document to fit 2 pages per side (default is 1 page per side).
- Copies: Changes the number of copies to print (default is 1 copy).
- To conserve resources, we recommend printing double-sided and using black and white printing whenever possible.

4. Click **Print**

Result: Your print job is released to the printer and printed after any other jobs that arrived before it. If the printer is not currently in use, it prints immediately. Go to the selected printer and pick up your job.

The screenshot shows the 'My Print Center' interface in a web browser. The URL is print.sipa.columbia.edu/myprintcenter/. The page displays a 'Job List' with the following table:

<input checked="" type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
<input checked="" type="checkbox"/>		Rsource Utilization.xlsx		6	3	12 minutes ago	\$0.12

Below the table, there are printer selection options. A 'Printer Search' dropdown is open, showing 8 matches:

- 321B-1 (Hewlett-Packard, LaserJet)
- 510A-1 (Hewlett-Packard, LaserJet)
- 510A-2 (Hewlett-Packard, LaserJet)
- 510A-COLOR (Hewlett-Packard, ColorJet)
- 6FL-1 (Hewlett-Packard, LaserJet)

The 'Print' button is highlighted with a red box. A red arrow points from the printer search area towards the printer selection options.

At the bottom of the page, there is a footer: © Copyright 2025 - Powered by Pharos®

Canceling Your Print Job

If you've submitted a print job that you no longer want to print, you can cancel it.

1. Select the checkbox next to the print job you wish to delete, then click the **Delete** button.

Result: Your print job has been removed from the queue and is no longer available to be released for printing.

FAQs

- **What file types can I upload using SIPA Print?**

The file types accepted are:

- Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
 - PDF
 - Images
 - Text
-
- **What does the "My Funds" amount mean?**
That is your printing quota. Registered full-time SIPA students are provided with 1,500 pages (\$60 credit) of black & white prints at the start of each semester. Unused print balances will not carry over to the next semester and will cancel out. Additional print credit may be purchased in increments of \$1. Payment can be made with cash. A minimum \$5 purchase is required to pay by check. Please see the Computer Lab staff in IAB Room 510.
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- **How much does it cost to print and in what print format?**
U.S. Letter size only (8 ½ x 11)
Black and White - \$.04 per page – single or double sided
Color - \$.40 per page – single sided only
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- **Malfunctions / Credit?**
If you run into any issues during the printing process, you can ask for assistance in IAB room 510 or email sipaheldesk@sipa.columbia.edu.
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- **Can I print from Off-Campus?**
No, [SIPA Print](#) is not accessible unless your device is connected via the University Wi-Fi or Ethernet.

- **Why do I get an error about** *“The selected printer does not allow the following attributes from your print job: **Custom**”. Please select another device or submit a revised print job”*.

SIPA Print supports the standard U.S. letter size (8.5 x 11).

Improperly formatted print jobs uploaded to [SIPA Print](#) will fail to print.

• **How to I convert a document to a Letter size?**

On Mac:

- Open in **Preview**.
- Go to **File > Print > Paper Size: US Letter**.
- Choose **Scale to Fit** or **Scale: 100%**.
- Click Save as PDF.

On Windows:

- Open the file in its native application or supported program.
- Use **Ctrl + P** to Open the Print dialog.
- In Printer selection, chose **Microsoft Print to PDF**.
- Click on **More settings**.
- Set **Paper size** to **Letter**.
- Choose **Scale Fit to printable area**.
- Click **Print** to save as PDF.

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- Got to <https://online2pdf.com/change-pdf-page-format-and-layout>
- Click on **Select files**.
- In **Page Layout**, click on the drop-down arrow and choose **Letter**.
- Click **Convert**.
- The converted file will auto save to the default web browser download location.

