



## PRINTING FOR VISITORS

The **Xerox Copy Card** is available for UCT guests and visitors who want to make use of the Xerox copy and printing facilities on campus.

Cards can be purchased at a cost R35.00 at the following Document Centres:

**Oppenheimer | GSB | Medical School | Masengeni**

Once funds have been loaded, the card will be ready for use. Printing is done via the Papercut web portal: <https://mpsportal.uct.ac.za/user>

### TO PRINT:

1. Log into the Papercut web portal, using the following credentials:
  - **Username:** GuestUCT\*\*\* (\*\*\*) = card number - see below)
  - **Password:** uct\*\*\* (\*\*\*) = card number - see below)
2. Once you have successfully logged in, please change your username and password, under the **Change Details** option on the left hand menu.
3. Submit your print jobs via the **Web Print** option on the left hand menu. Instructions for web printing can be found below.

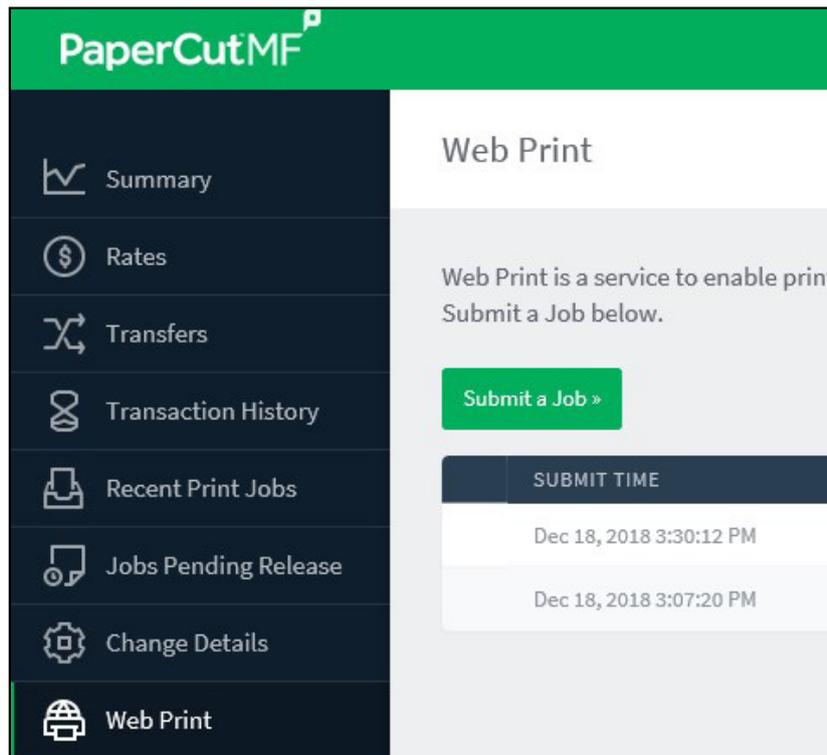


**CARD  
NUMBER**

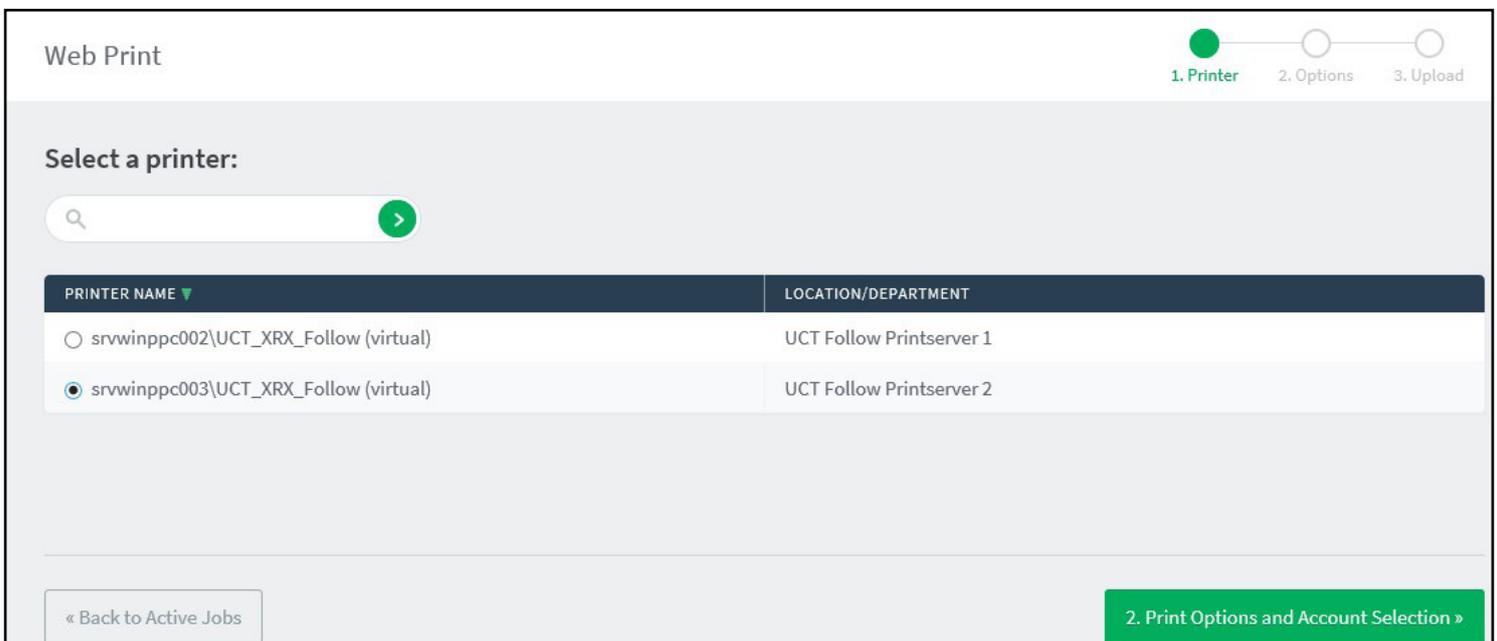


## WEB PRINTING

1. Navigate to <https://mpsportal.uct.ac.za>, and sign in using the credentials you have created.
2. Click **Web Print** at the bottom on the left-hand menu.
3. Click on **Submit a Job**.



4. On the **Web Print** screen, select either of the printers (both will work) and then select **2. Print options and Account Selection**.



5. Enter the number of copies into the **Copies** field and then select **3. Upload Documents**.

Web Print

1. Printer 2. Options 3. Upload

Options

Copies

1

« 1. Printer Selection

3. Upload Documents »

6. Select **Upload from Computer** and browse to your file or drag and drop the documents into the specified area.

Web Print

1. Printer 2. Options 3. Upload

Upload

Select documents to upload and print

MANGO Propos...  
3.5 MiB

Drag files here

Upload from computer

The following file types are allowed: PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

« 2. Print Options

Upload & Complete »

7. Once the document is displayed, select **Upload and Complete**.

8. Your print job will appear in the print queue and will then display **Held in Queue**. You will now be able to release your print job from the printer.

## Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
 Dec 18, 2018 3:40:24 PM	srvwinppc003\UCT_XRX_Follow	MANGO Proposal 1 x 5855 Eco Device - 17 September 2018.pdf			Processing
Dec 18, 2018 3:30:12 PM	srvwinppc002\UCT_XRX_Follow	Video provides a ... prove your point.xps	1	R 0.56	Held in a queue
Dec 18, 2018 3:07:20 PM	srvwinppc002\UCT_XRX_Follow	MANGO Proposal 1 ... 7 September 2018.pdf	13	R 6.56	Held in a queue