UCT MANAGED PRINT SERVICES

BYTES DOCUMENT SOLUTIONS XEROX AUTHORISED DISTRIBUTOR

ALTRON

WEB PRINTING

You can print via the web interface by uploading your documents and sending them to the printer.

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

PaperCutMF	
🗠 Summary	Web Print
Rates	Web Print is a service to enable print
𝔥 Transfers	Submit a Job below.
S Transaction History	Submit a Job »
Recent Print Jobs	SUBMIT TIME
Jobs Pending Release	Dec 18, 2018 3:30:12 PM
Change Details	Dec 16, 2018 3.07.20 PM
Web Print	

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

Web Print	1. Printer 2. Options 3. Upload
Select a printer:	
PRINTER NAME V	LOCATION/DEPARTMENT
o srvwinppc002\UCT_XRX_Follow (virtual)	UCT Follow Printserver 1
srvwinppc003\UCT_XRX_Follow (virtual)	UCT Follow Printserver 2
« Back to Active Jobs	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		I	3. Upload D	ocuments »

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 comput	er		
	The following file types are allowed: PDF pdf Picture Files bmp, di	b, gif, jfif, jif, jp	e, jpeg, jpg, png,	tif, tiff XPS xps
« 2. Print Options			Upload & 0	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.

Veb	Print					
Veb Pr Submit	int is a service to enable p t a Job below. it a Job »	rinting for laptop, wireless and un	authenticated users without the need to install print drivers.	To upload a	document	for printing, click
Jubin						
Sabin	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
~	SUBMIT TIME Dec 18, 2018 3:40:24 PM	PRINTER srvwinppc003\UCT_XRX_Follow	DOCUMENT NAME MANGO Proposal 1 x 5855 Eco Device - 17 September 2018.pdf	PAGES	COST	STATUS Processing
-	SUBMIT TIME Dec 18, 2018 3:40:24 PM Dec 18, 2018 3:30:12 PM	PRINTER srvwinppc003\UCT_XRX_Follow srvwinppc002\UCT_XRX_Follow	DOCUMENT NAME MANGO Proposal 1 x 5855 Eco Device - 17 September 2018.pdf Video provides a prove your point.xps	PAGES 1	COST R 0.56	STATUS Processing Held in a queue