UCT MANAGED PRINT SERVICES

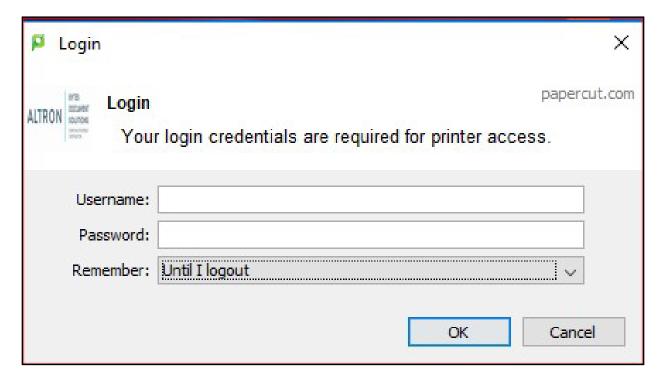




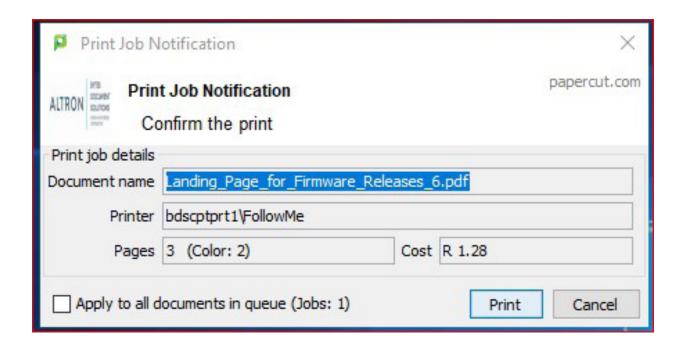


PRINTING

This is the screen you will see when you click Print in your application:

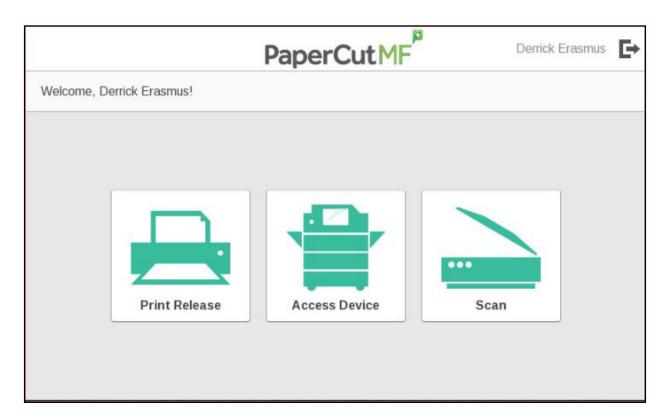


1. Enter your staff/student number and password and click OK.



2. The details of your print job will appear. Click **Print** to release your print jobs or select **Apply to all documents in queue** to release all your print jobs.

3. Go to the printer, tap your staff/student card on the sensor and enter the PIN code you have created. The following screen will appear:



4. Click **Print Release**, and select the print jobs you wish to print, or **Select all jobs** to release all your print jobs. Once selected, tap **Print** and your documents will then print.

