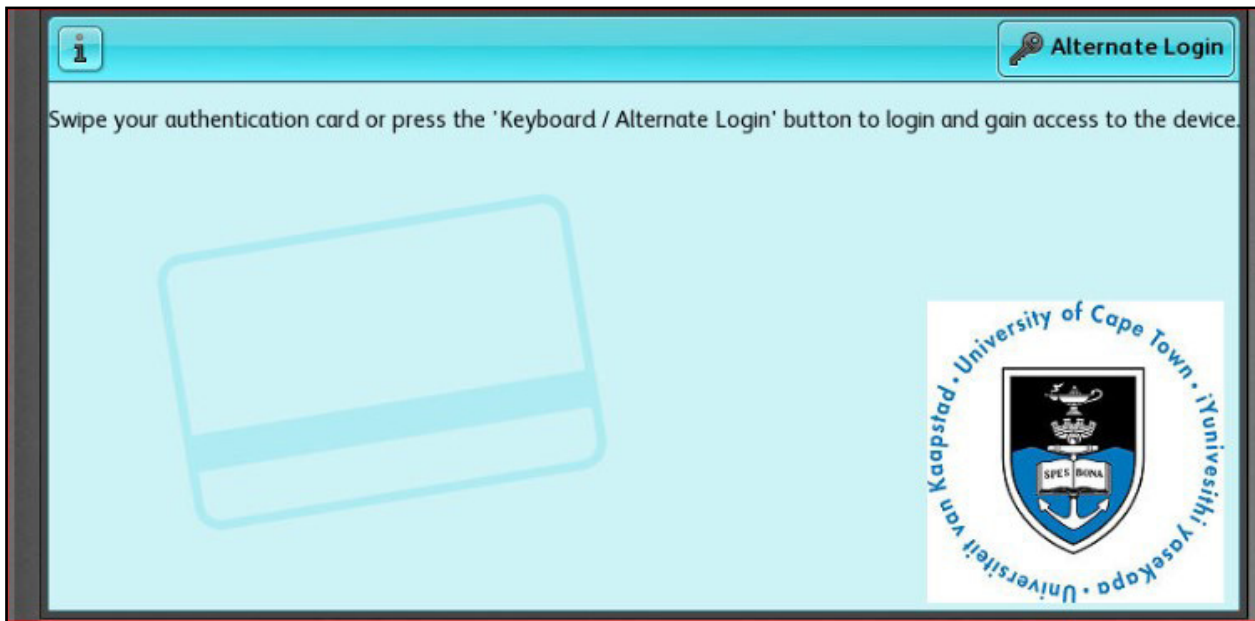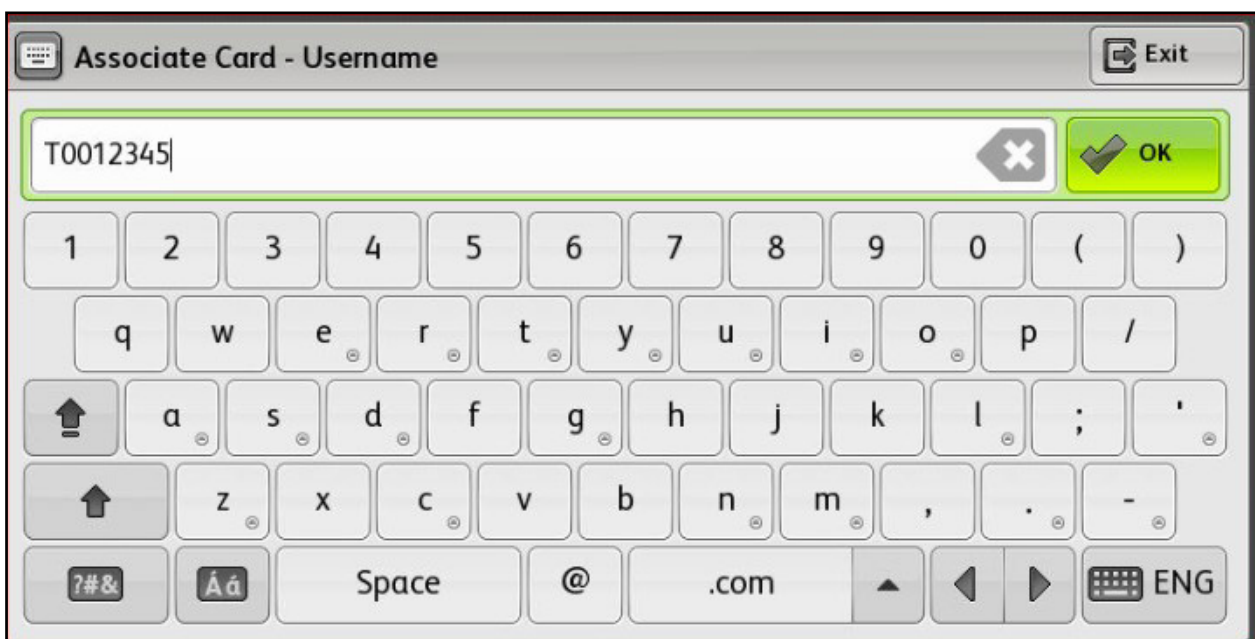# WHAT TO DO IF YOU HAVE LEFT YOUR CARD AT HOME

Even if you have left your student or staff card at home, you wil still be able to print on the Xerox printers.
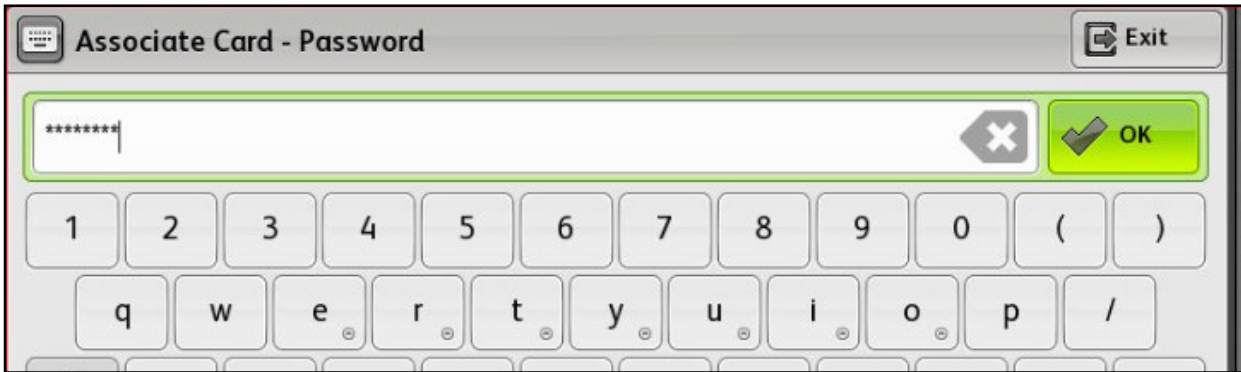
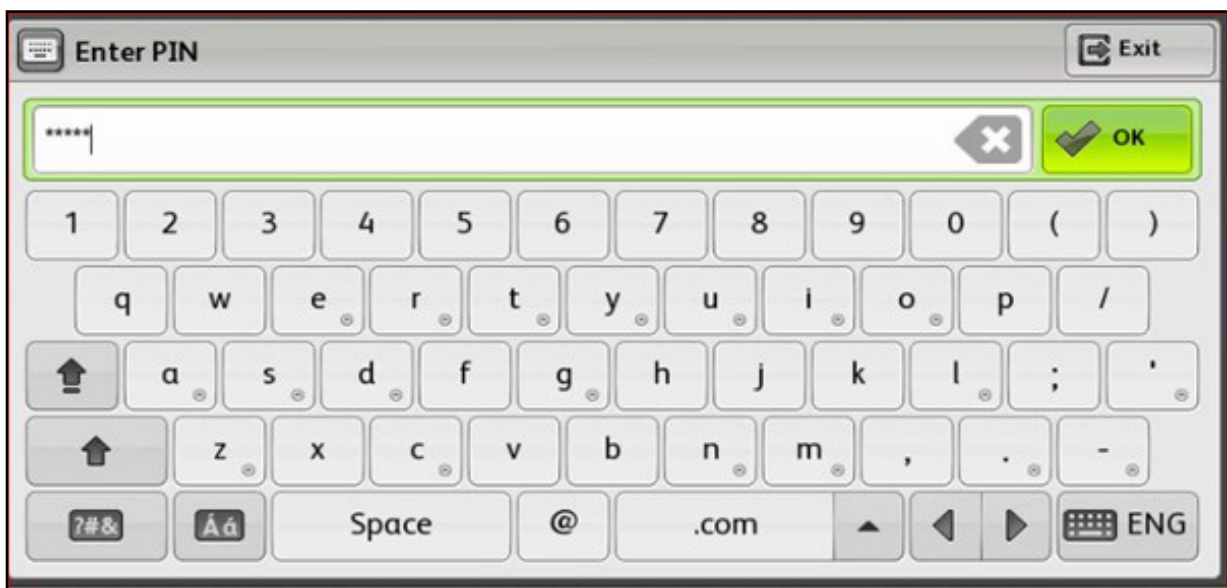1. On the welcome screen, tap **Alternate Login**.

1. You will be prompted to enter your UCT credentials in order to set up your PIN. Begin by entering your **staff** or **student number**, and tapping **OK**.

3. You will be prompted to enter your password. Enter your **UCT password** in the field provided and tap **OK**.

4. You will be prompted to enter your PIN code in the field provided. Enter your PIN and tap **OK**.

You will now be able to print as usual.