UCT MANAGED PRINT SERVICES

ALTRON | BYTES DOCUMENT SOLUTIONS
XEROX AUTHORISED DISTRIBUTOR

SETTING UP YOUR PRINTING PIN CODE

In order to use the Xerox printers on campus, you will need to begin by setting up your PIN code. You will only need to do this once and thereafter, you will enter the code every time you use the printers on campus.

You can do this at any time, either the first time you need to release a print job on a printer or by simply tapping your student or staff card on the sensor.
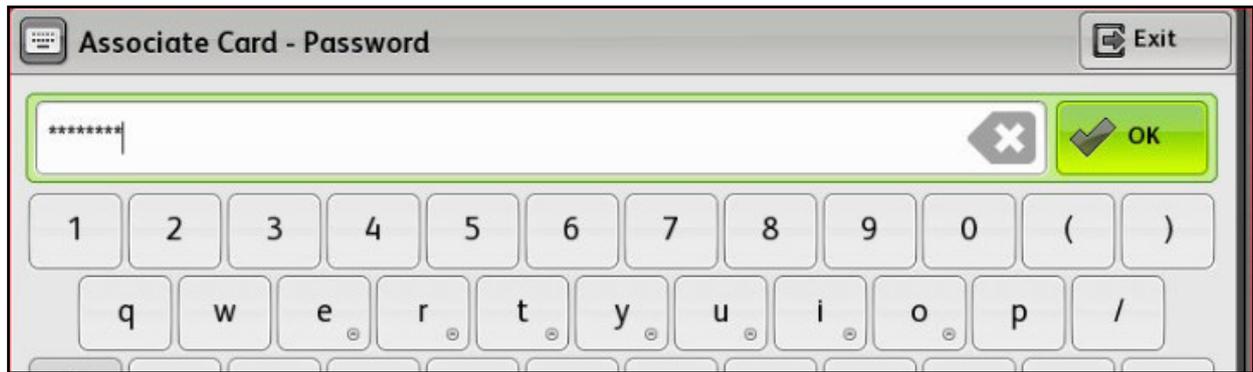
**This is the screen you will see when you first get to the printer:**
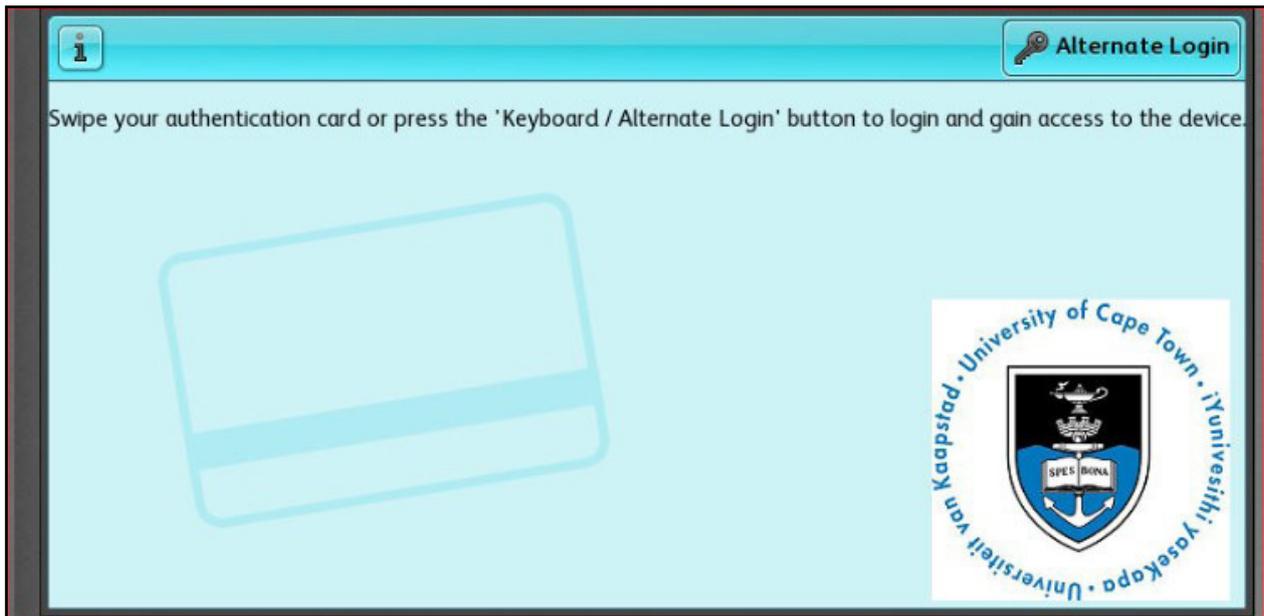
1. Tap your student or staff card on the sensor, and you will be prompted to enter your UCT credentials in order to set up your PIN. Begin by **entering your staff or student number**, and tapping **OK**.

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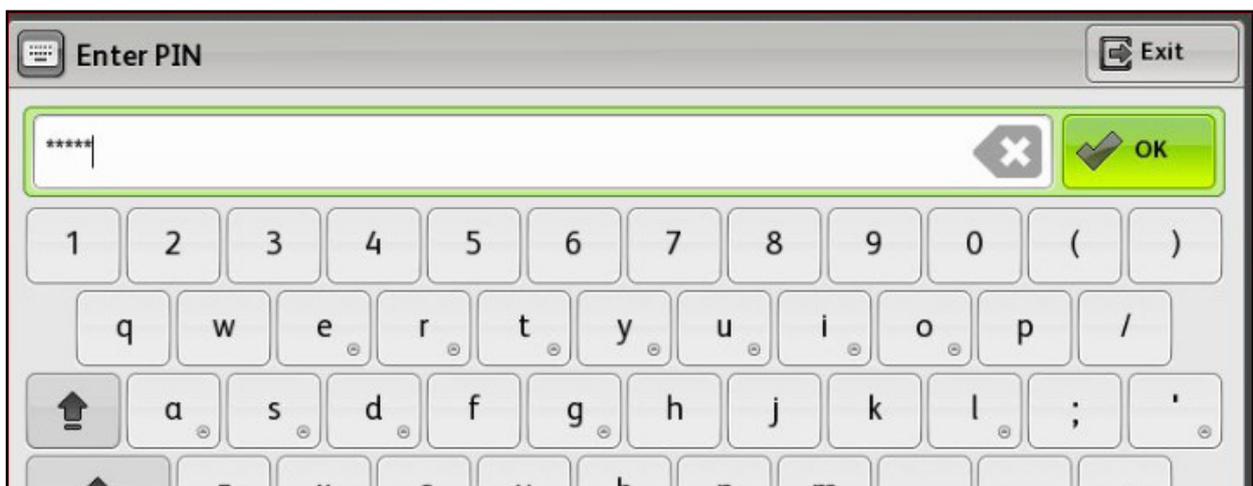

3. When the **Card Associated** confirmation screen appears, tap **Yes**.
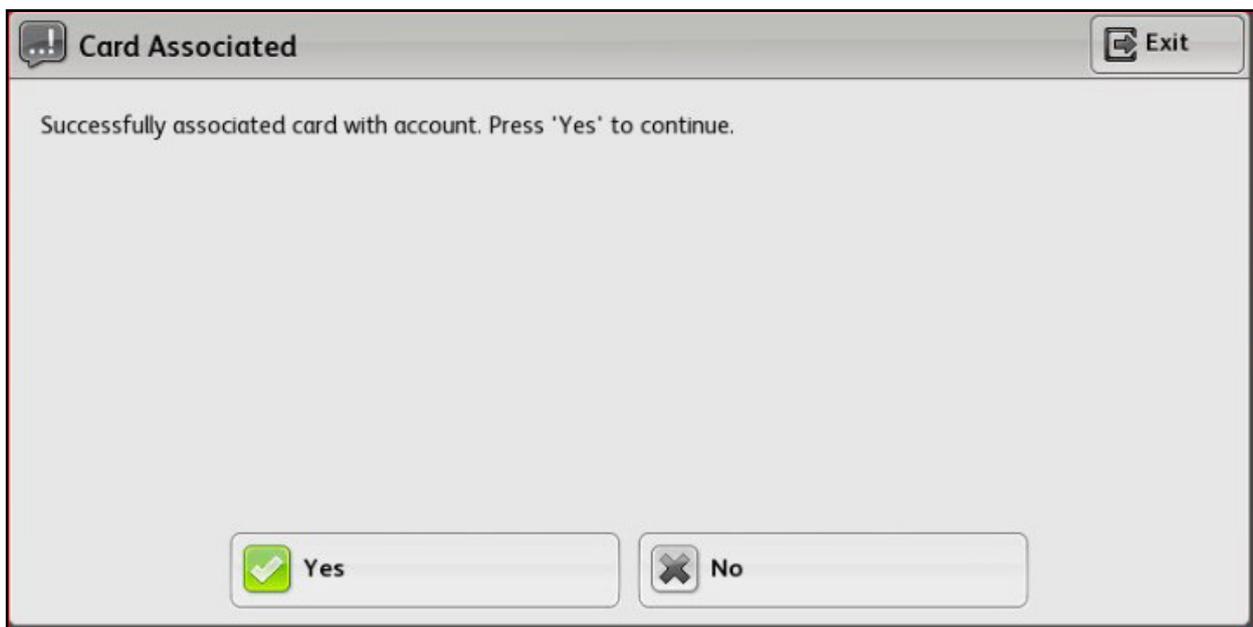
4. You will be prompted to enter and create a PIN code. Your code can be alphanumeric and should be between 4 and 8 characters long. For ease of use, we recommend creating a numeric PIN. This PIN will be used every time you access the printer from now on.

5. Enter your PIN and tap **OK**.

6. Confirm your PIN and you will be redirected to this screen. Once here, you can continue to print, scan and copy.