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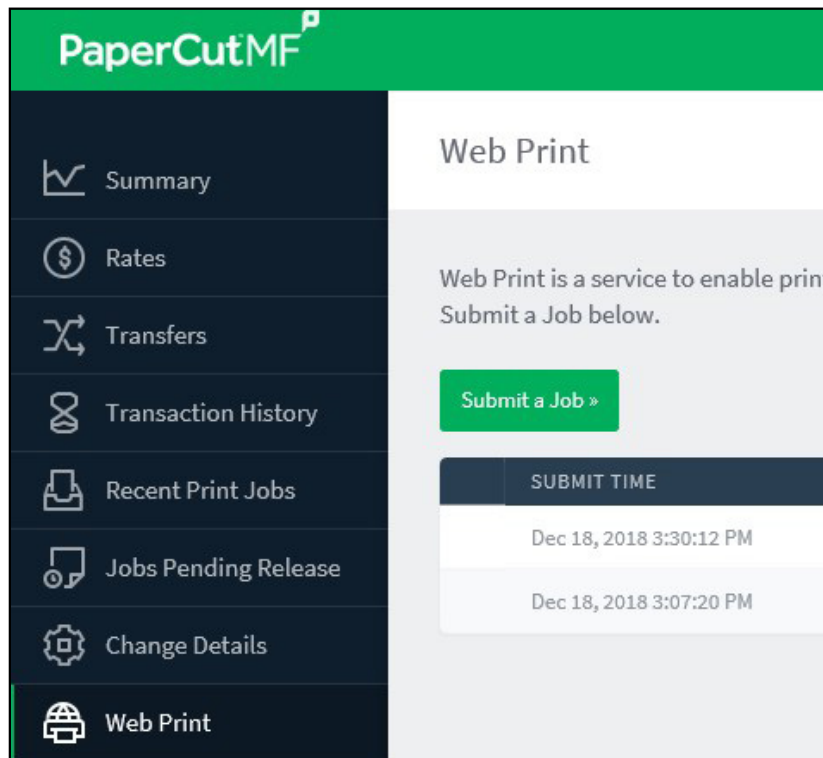
You can print via the web interface by uploading your documents and sending them to the printer.

1. Navigate to **https://mpsportal.uct.ac.za:9192/app**, 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**.

4. On the **Web Print** screen, select either of the printers (both will work) and then select **2. Print options and Account Selection**.
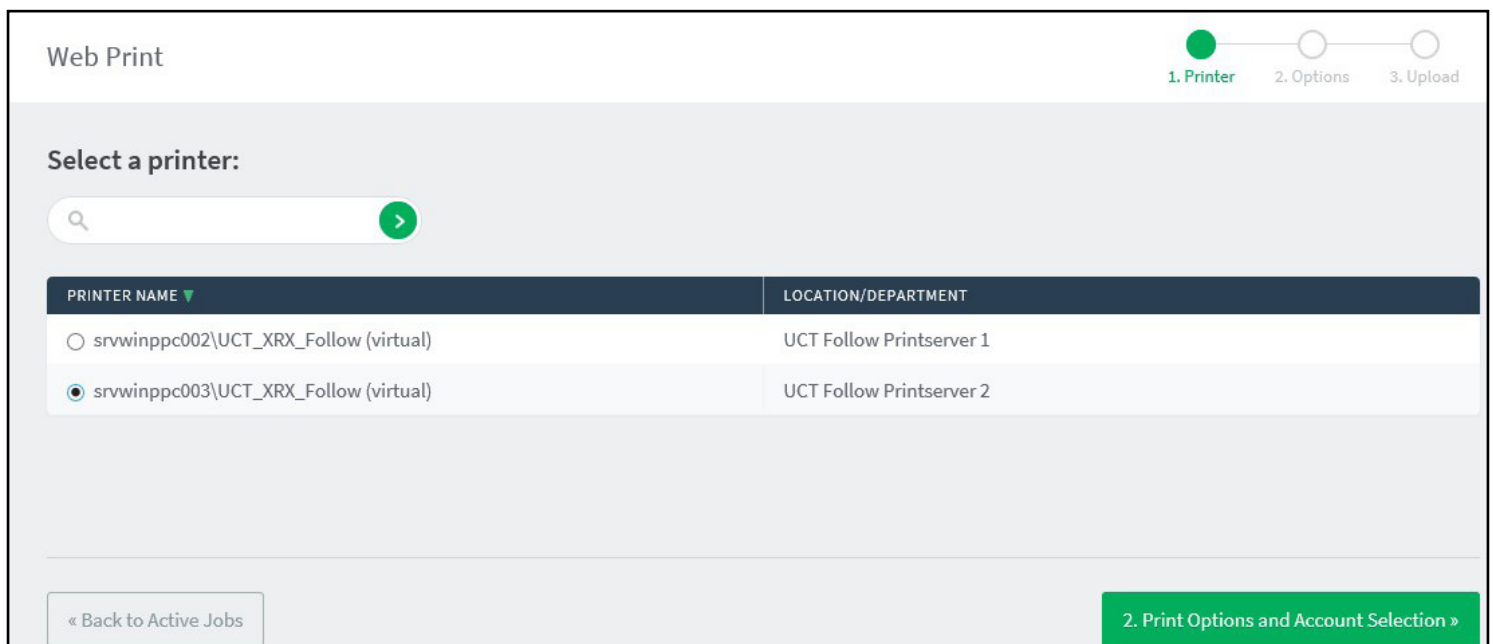
5. Enter the number of copies into the **Copies** field and then select **3. Upload Documents**.

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

NOTE: You can currently only print .pdf and .xps files, but will be able to print Office file types in due course.

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

6. Select **Upload and Complete**.