Printing, copying, and scanning at UCT using MPS Xerox devices

Contents:

Install the necessary software

Before you can print via the MPS devices on campus, you will need to install the Papercut software on your device.

Install Papercut on a Windows computer

NOTE:

- For staff who work on their own computers – download **PapercutStaff** file.
- For shared computers – download **PapercutStaffPublic** file.

1. From the Downloads section

1. Navigate to **ICTS Downloads** > enter your UCT credentials and click **Sign in** > **Windows** > **Papercut**.
2. Select **PapercutStaff** or **PapercutStaffPublic** and download the file.
3. In the **PapercutStaff.zip** or **PapercutStaffPublic.zip** folder, double-click the installation file.
4. Once the extracted contents open, select the **PapercutStaff** or **PapercutStaffPublic** installer file. Double-click the icon and the installation will proceed.
5. Once complete, run the **UCT-PrinterInstall** batch file in the folder to install the printers.

2. Use Zenworks

Follow these step-by-step instructions to install the Papercut software and Xerox printers using ZENworks.

Install Papercut on a Mac

You will need to install both the printer drivers and the printers on your Mac. Follow these step-by-step instructions to install the Papercut software and Xerox printers on your Mac.

Papercut for Linux

In order to set up your Linux configuration, please follow these instructions. Alternatively, you can use the web interface to print.

Print

Set up your PIN (for printers in staff areas only)

> **Note:** You do not need to follow these instructions when printing in a student area.

You will only need to set up your PIN once – at any time before you release your first print job. After this, you will use it every time you use printers in staff areas on campus.

1. Tap your staff / student card on the sensor next to the printer.
2. You will be prompted to enter your UCT credentials. Enter your staff / student number then tap **OK**. When prompted, enter your UCT password then tap **OK**.
3. When the **Card Associated** confirmation screen appears, tap **Yes**.
4. When prompted to create a PIN code, enter a code between 4 and 8 characters long then tap **OK**. You can use numbers and letters, but for ease of use, we recommend using numbers only.
5. Confirm your PIN and you will be redirected to the home login screen.
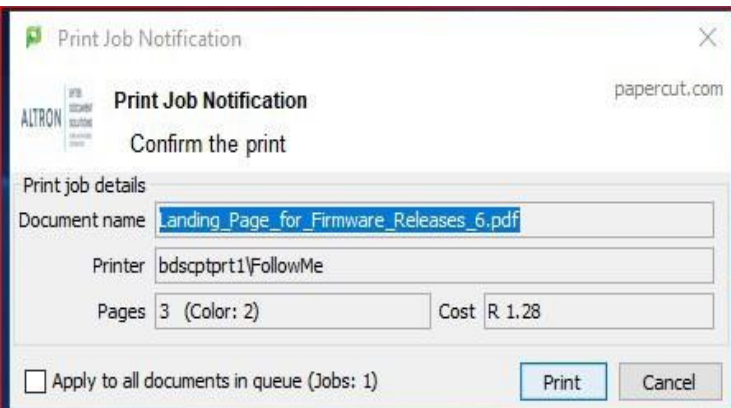6. You can now print, scan, and copy.

Send a black and white print job to the printer

By default, your printing jobs are set to print in black and white. If you would like to print in colour, please read the **Send a colour print job to the printer** section below.

1. Once you click **Print** in your application, you will be presented with the **Login** screen in Papercut:

2. Enter your staff / student number, your UCT password, then click **OK**.

3. The details of your print job will appear. If you have multiple print jobs ready to go to the printer, select **Apply to all documents in queue**. Click **Print** to send your print job to the printer.
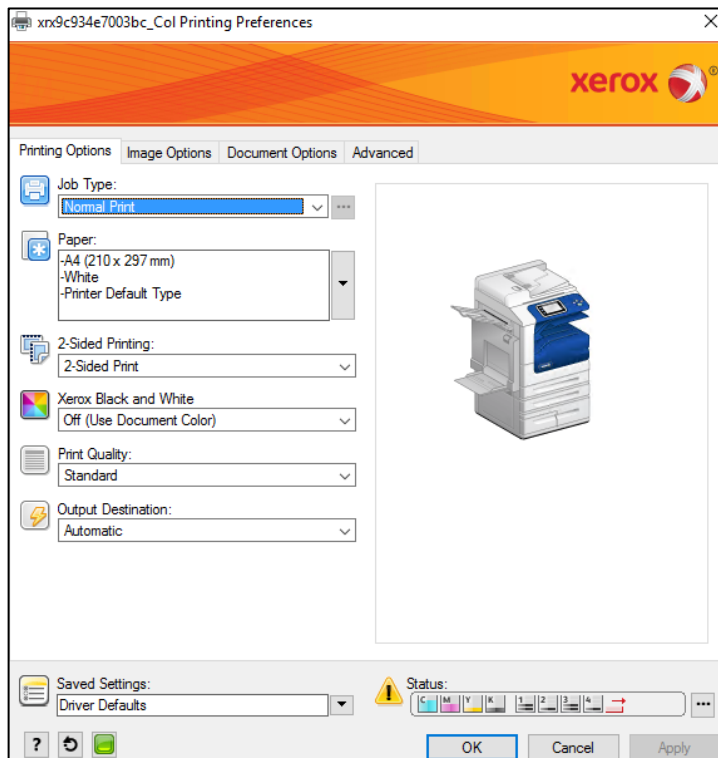

4. Go to the printer, then follow the instructions in the **Release your print job** section, below.

Send a colour print job to the printer

Colour printing is not available at all MPS printing devices on campus. Please release such print jobs at a device marked with a sticker indicating that it is a colour printer. (Alternatively, look for the printer model number on the printer lid. Colour printers' model numbers begin with a "C").

Print in colour:

1. When you select **Print** in your application, your application's **Print** settings will open.
2. In the section listing your printers, click **Printer Properties**.
3. The following Xerox dialogue box appears:

4. In the **Xerox Black and White** drop-down, select **Off (Use Document Color)**.
5. Click **Apply** > **OK**.
6. In your application's **Print** settings page, click **Print**.
7. You will be presented with the **Login** screen in Papercut:

8. Enter your staff / student number, your UCT password, then click **OK**.

9. The details of your print job will appear. If you have multiple print jobs ready to go to the printer, select **Apply to all documents in queue**. Click **Print** to send your print job to the printer
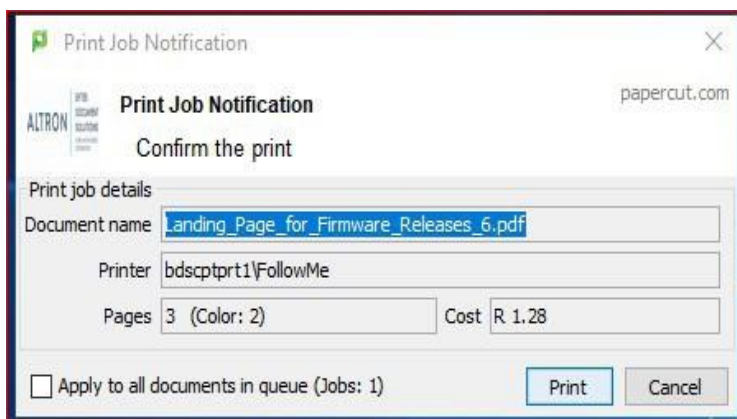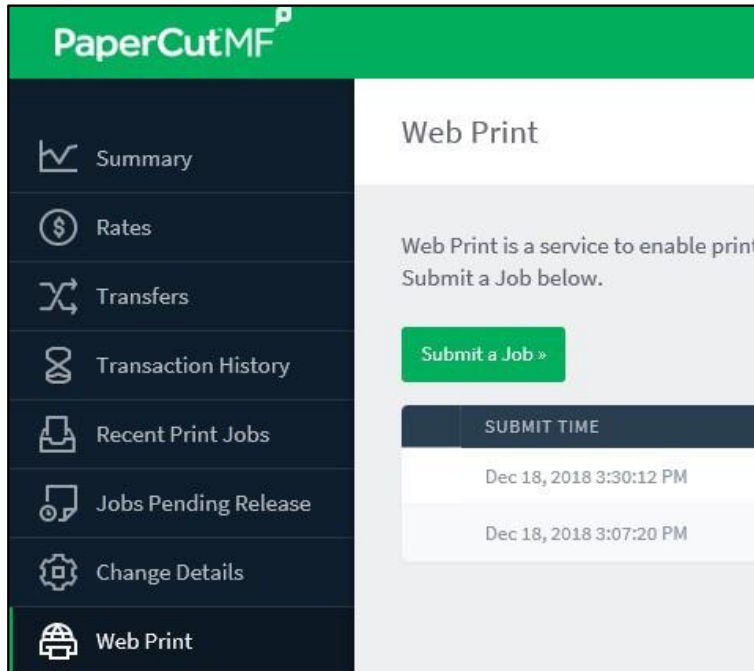

10. Go to the printer, then follow the instructions in the **Release your print job** section, below.

Send a job to the printer via the web

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

1. Navigate to https://mpsportal.uct.ac.za and sign in using your UCT credentials. *(Note that if you are not on campus, you must connect to the UCT VPN service in order to access the portal.)*
2. In the left-hand menu, click **Web Print**.
3. Click **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**.
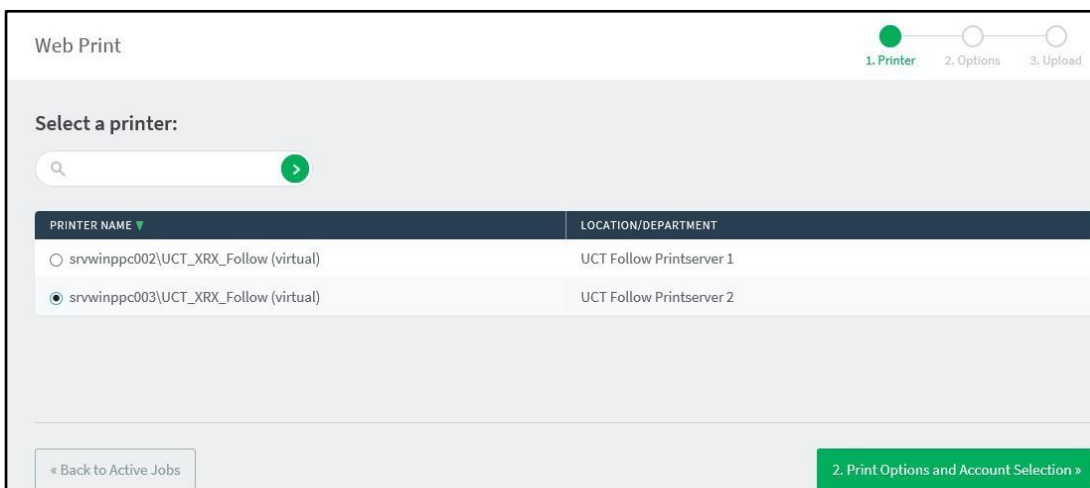

5. Enter the number of **Copies** then select **3. Upload Documents**.
6. Drag and drop your files into the window or select **Upload from Computer** and browse to select your file.
7. Once the document is displayed, select **Upload and Complete**.
8. Your print job will appear in the print queue and will then display **Held in Queue**. You will now be able to release your print job from the printer.
9. Go to the printer, then follow the instructions in the **Release your print job** section, below.
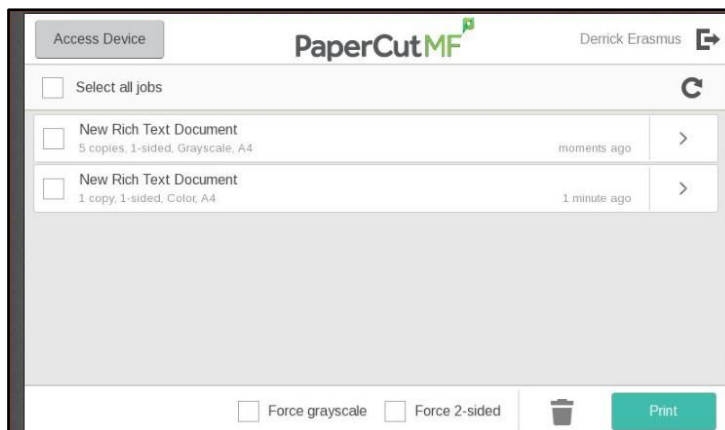
Release your print job

1. Go to the printer, then log in by following the relevant instructions below.

I have my UCT student / staff card	1. Tap your card on the sensor at the machine. 2. Enter your PIN code if you are printing in a staff area. (**NOTE**: This is **not applicable** to printers in student areas.)
I do not have my UCT student / staff card	1. On the welcome screen, tap **Alternate Login**. 2. You will be prompted to enter your UCT credentials. Enter your staff / student number, then tap **OK**. 3. When prompted, enter your UCT password then tap **OK**.

2. Once logged in, the following screen will appear:
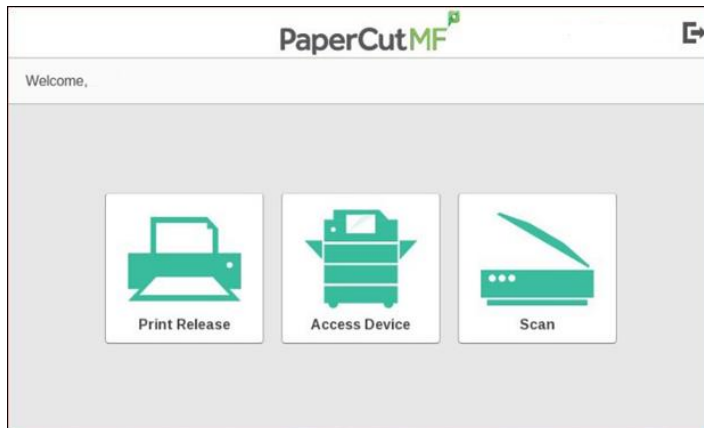
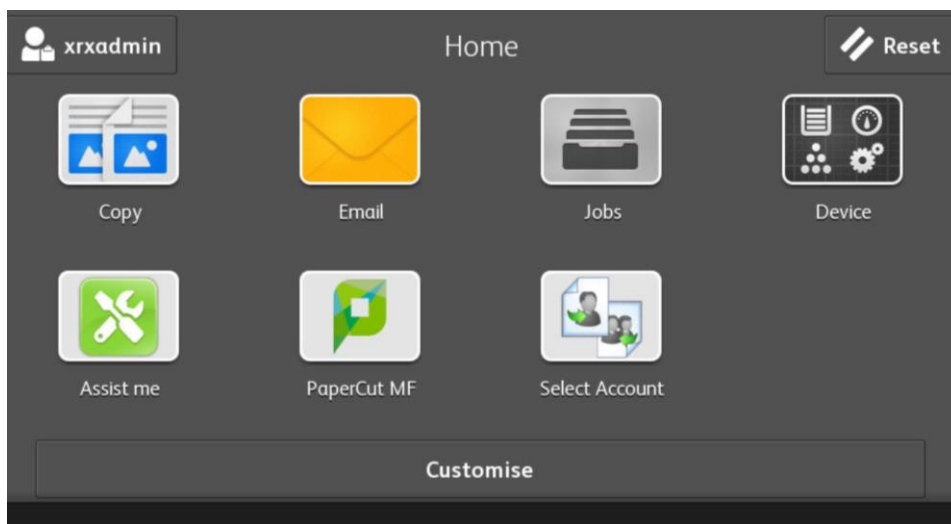3. Select **Print Release**.
4. Your print jobs will be displayed:

5. Select the print jobs you wish to print, then tap **Print**.
6. The printer may take a few moments before printing begins.
7. Once your printing is finished, tap ⤷ to log out of the printer.

Scan

1. Go to the printer, then either place your document face up in the top tray or open the cover and place the document face down onto the glass surface.
2. Log in to the device by following the relevant instructions below.

I have my UCT student / staff card	1. Tap your card on the sensor at the machine. 2. Enter your PIN code if you are printing in a staff area. (**NOTE**: this is **not applicable** to printers in student areas.)
I do not have my UCT student / staff card	1. On the welcome screen, tap **Alternate Login**. 2. You will be prompted to enter your UCT credentials. Enter your staff / student number, then tap **OK**. 3. When prompted, enter your UCT password then tap **OK**.

3. Once logged in, press the physical home 🏠 button to the right of the screen.
4. The following screen will appear:

5. Select **PaperCut MF**.
6. The following screen will appear:
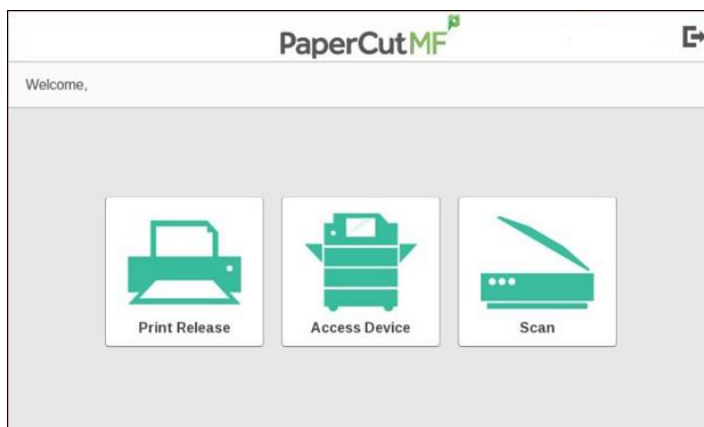
7. Select **Scan**.

8. The following screen will appear:

9. Select whether you would like the scan to go to your UCT email or to your UCT OneDrive account.
    a. If you select **Scan to My Email**:
        i. The email confirmation screen will appear with your details already populated in the relevant fields.
        ii. Tap **Start** to start scanning, or tap **Change settings** to customise settings (i.e., page orientation, paper size, DPI, colour, and file type). If you customise the settings, tap **Start** once you are ready to scan.
        iii. Your scan will begin. Once completed, it will be sent to your UCT email account.
    b. If you select **Onedrive for UCT**:
        i. You will be presented with the following screen:
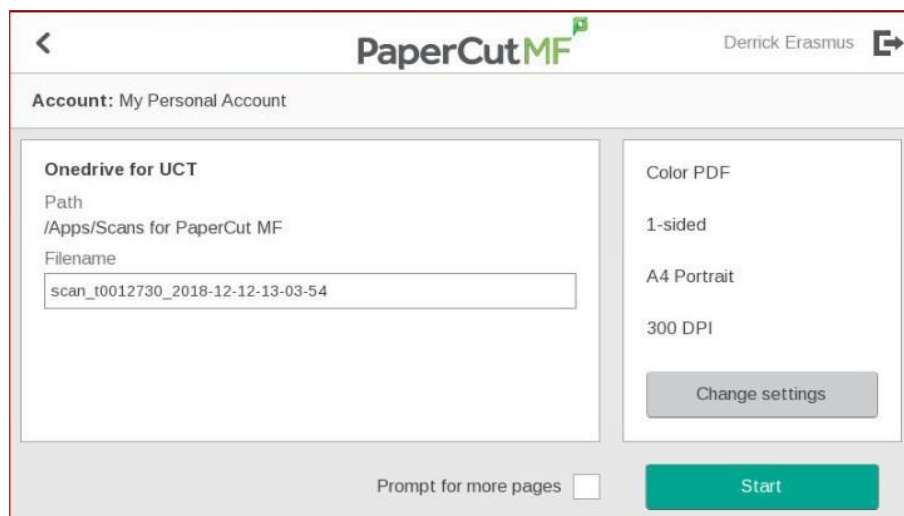
        ii. Either tap **Start** to start scanning, or tap **Change settings** to customise settings (i.e., page orientation, paper size, DPI, colour, and file type). If you customise the settings, tap **Start** once you are ready to scan.
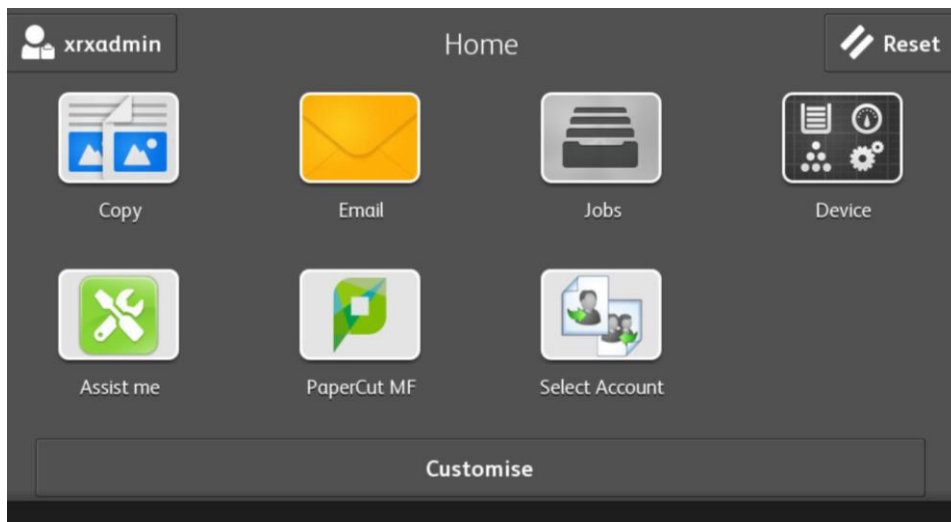   iii. Your scan will begin, and once completed, it will be sent to your UCT OneDrive.
10. Once you are finished, tap ⤷ to log out of the printer.

Copy

1. Go to the printer, then either place your document face up in the top tray, or open the cover and place the document face down onto the glass surface.
2. Log in to the device by following the relevant instructions below:

I have my UCT student / staff card	1. Tap your card on the sensor at the machine. 2. Enter your PIN code if you are printing in a staff area. (**NOTE**: this is **not applicable** to printers in student areas.)
I do not have my UCT student / staff card	1. On the welcome screen, tap **Alternate Login**. 2. You will be prompted to enter your UCT credentials. Enter your staff / student number, then tap **OK**. 3. When prompted, enter your UCT password then tap **OK**.

3. Once logged in, press the physical home [🏠] button to the right of the screen.
4. The following screen will appear:

5. Select **Copy**.
6. Enter the number of copies you want to make, and adjust the other settings – such as colour, sizing, and darkness of the copy.
7. Tap **Start**.
8. Once you are finished, tap [↪] to log out of the printer.

Get help

If you experience an issue while printing, scanning, or copying:

1. Press the physical home button to the right of the screen.
2. Tap **Assist me**.
3. On the **I need help with...** screen, select the issue you are having. If your issue is not represented, tap **Other**, type your issue, then tap **Save** > **OK**.
4. Your issue is reported to the Bytes Document Solutions Helpdesk for support.

Alternatively, if you would like to contact the Helpdesk directly:

- **Phone:** 021 650 4815 (8:00 a.m. – 8:00 p.m. in the week, and 9:00 a.m. – 5:00 p.m. on Saturdays)
- **Email:** uctmps@altron.com

Printing for visitors

The Xerox Copy Card is available for UCT guests and visitors who want to make use of the Xerox copy and printing facilities on campus.

For instructions and further information, please read [Printing for Visitors](#).