## UCT MANAGED PRINT SERVICES



BYTES DOCUMENT SOLUTIONS XEROX AUTHORISED DISTRIBUTOR

## **•USING THE XEROX PAY POINTS**

•Use the Xerox pay points to load printing credits manually. They are located •at:

- 1. The Oppenheimer Document Centre on Upper Campus
- 1. The Barnard Fuller Health Science Library, Medical Campus

•The welcome screen will prompt you to scan your card to proceed.

Please scan your card to proceed.



## •LOADING CASH

•1. Once you have scanned your card, your details will be displayed and you will have the option of loading credits using cash. To deposit cash, tap the Deposit Cash option.

Card Number	: 30076852072	
Current Balance	e: 1026.00	
Deposit amoun	t : 0.00	
Updated balance	ce: 1026.00	
	Deposit Cash	
		CONTRACTOR OF

2. Once you select **Deposit Cash**, the green lights on the note slot will light up.

1. Deposit your cash: coins into the coin slot and notes into the





## •NOTES COINS

•4. Your balance will be displayed once the cash has been deposited.

