

Mobile Printing/PrinterOn

A Basic Guide to Printing from your device

1. Visit www.ccp.uct.ac.za to access the Quick Links Tab.
2. Select *Mobile Printing/PrinterOn*.
3. Select *Print* and insert your *Login ID* (UCT Staff/ Student Number) and *Password*.
4. Select *Log In*.
5. Select whether you would like to print to *uct-bw* (Black & White device) or *uct-colour* (Colour device).
6. Select *Choose File* to upload a file or insert the *Web Page* address you would like to print.
 - Office Documents, JPEG's and PDF's may be uploaded.
7. Insert the amount of copies you would like or alternatively, the page ranges you would like to print.
8. Select *Continue* on the right hand side.
9. Select your *Paper Size* from the drop-down menu.
10. Select whether you would like *Duplex* and your preferred *Orientation*.
11. Select *Continue* on the right hand side.
12. *Job Submission*: The status of your Print Job will now appear.
13. Once the print has been completed, you may choose to print *Another Job*, select *Another Printer* or *Log Out* to close the session.

Free Mobile Apps for *PrinterOn* can be downloaded for iPhone, iPad, Android, BlackBerry, Nook and Kindle devices.