



**VAAAL UNIVERSITY  
OF TECHNOLOGY**

*Inspiring thought. Shaping talent.*

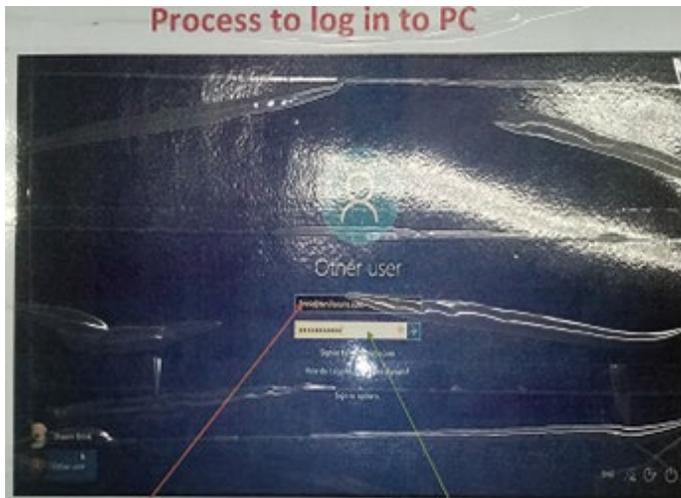
## **Student Self-Service – HOW TO PRINT**

**Please ensure that you have credit on your student card before printing.**

1. Swipe you card/Enter student number then #
2. Follow instructions on display and Insert cash

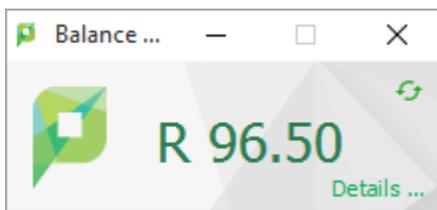


3. Login to PC – Username - Student Number and Password – AD/email Password

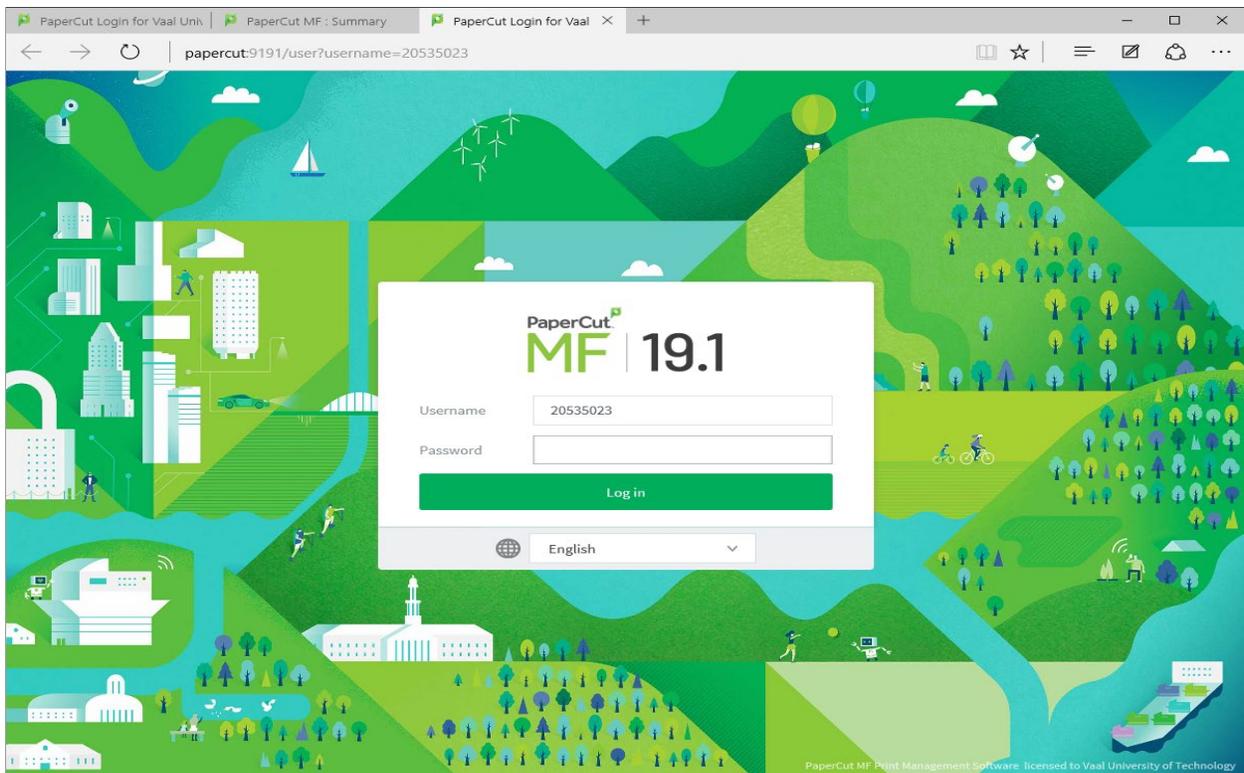


## How to Login to your Account

4. Balance will be displayed on top right - Click details



5. Login – Username - Student Number and Password – AD/email Password



## 6. Summary of balance and printing jobs will display

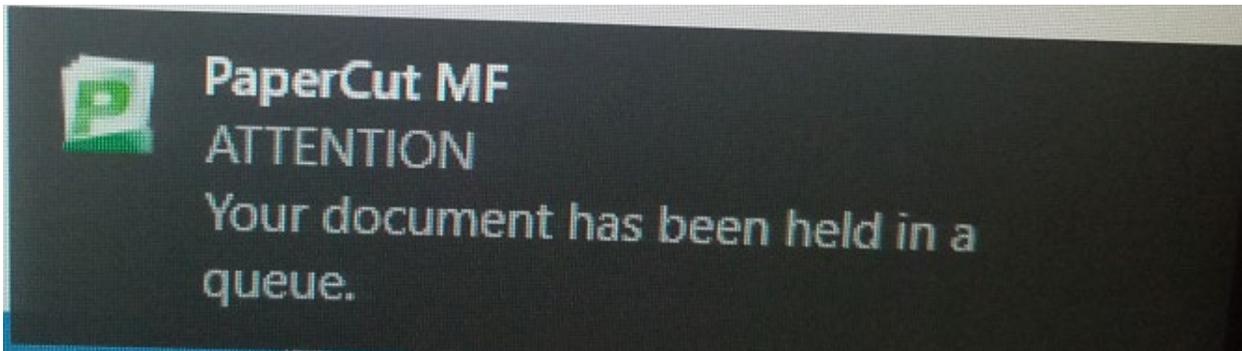
The screenshot shows the PaperCut MF Summary dashboard. The top navigation bar is green with the PaperCut MF logo and the user ID 20535023. The left sidebar contains navigation options: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print. The main content area is titled 'Summary' and features three key metrics: BALANCE (R 96.50), PRINT JOBS (20), and PAGES (37). Below these are two sections: 'Activity' with a line graph titled 'Balance history for 20535023' showing a flat line at R 96.50 from Nov 14 to Dec 12, and 'Environmental Impact' which lists: 0.4% of a tree, 469 g of CO2, and 29.4 hours running a 60W light bulb, all since Oct 8, 2019. The footer indicates 'PaperCut MF 19.1.4 (Build 52302 2019-10-02) Print Management Software'.

## How to Print

### 7. Open document to print – Click file print

The screenshot shows the Microsoft Word print dialog box for a document titled 'Doc1 [Read-Only] - Word'. The 'Print' button is highlighted. The 'Copies' field is set to 1. The selected printer is 'HP OfficeJet Pro 8020 series...' with the status 'Offline: 1 document waiting'. Under 'Settings', the following options are visible: 'Print All Pages' (The whole thing), 'Pages' (empty), 'Print One Sided' (Only print on one side of th...), 'Collated' (1,2,3 1,2,3 1,2,3), 'Portrait Orientation', 'Letter' (8.5" x 11"), 'Normal Margins' (Left: 1" Right: 1"), and '1 Page Per Sheet'. The preview window on the right shows a screenshot of the PaperCut MF 19.1 interface with a balance of R 96.50.

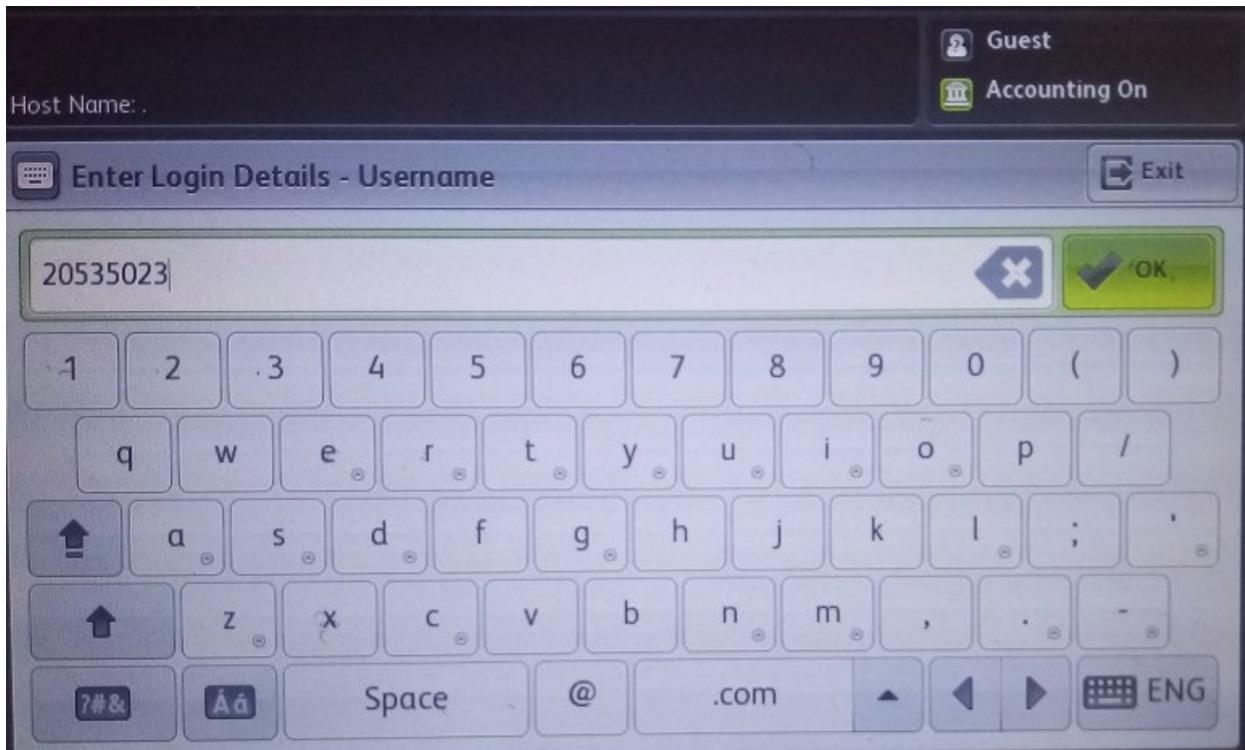
8. Pop-up message the documents are waiting on queue



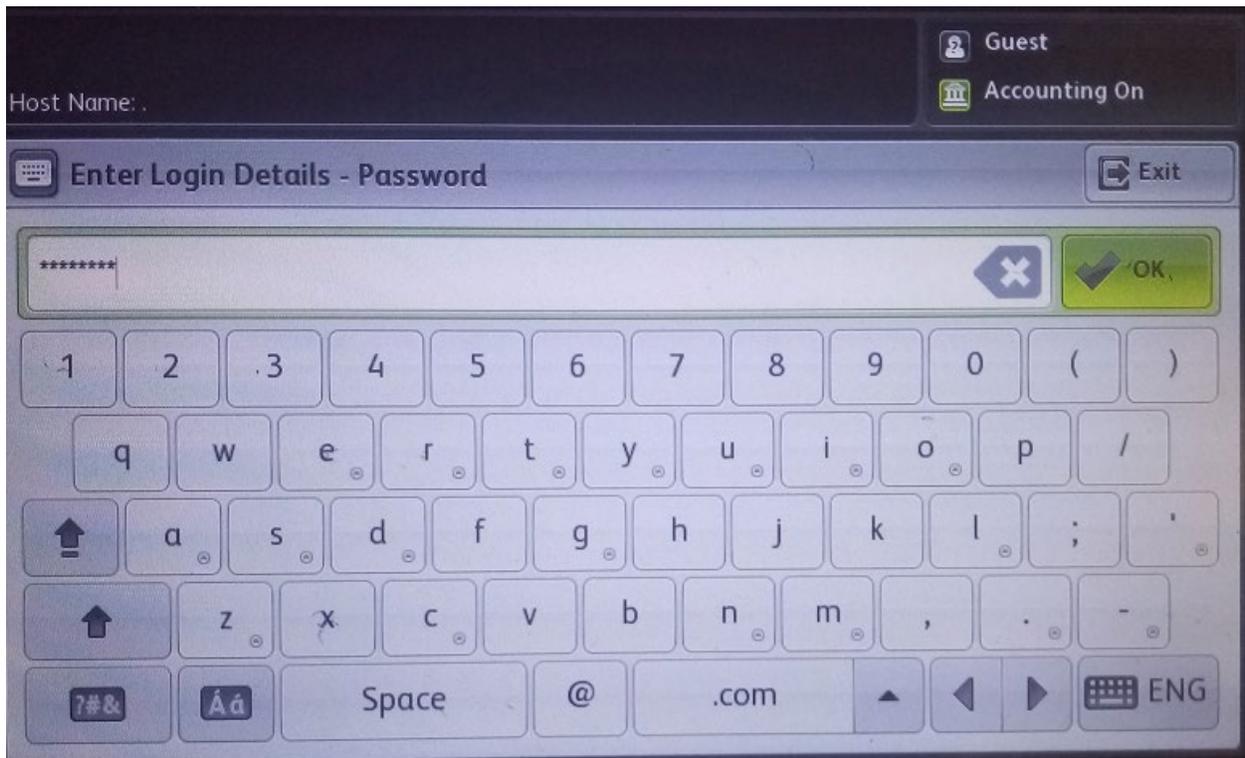
**How to release documents from Printer**

9. Go to the printer and Tap student card on reader/type student number then click okay

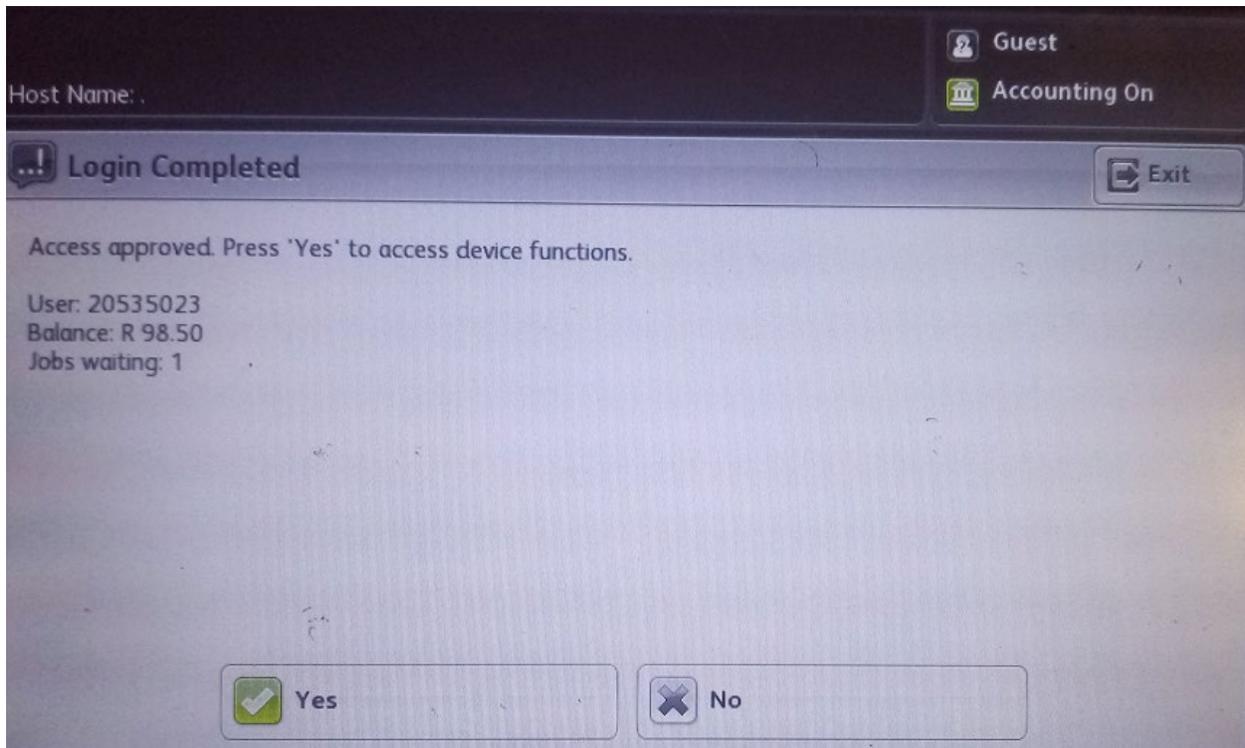




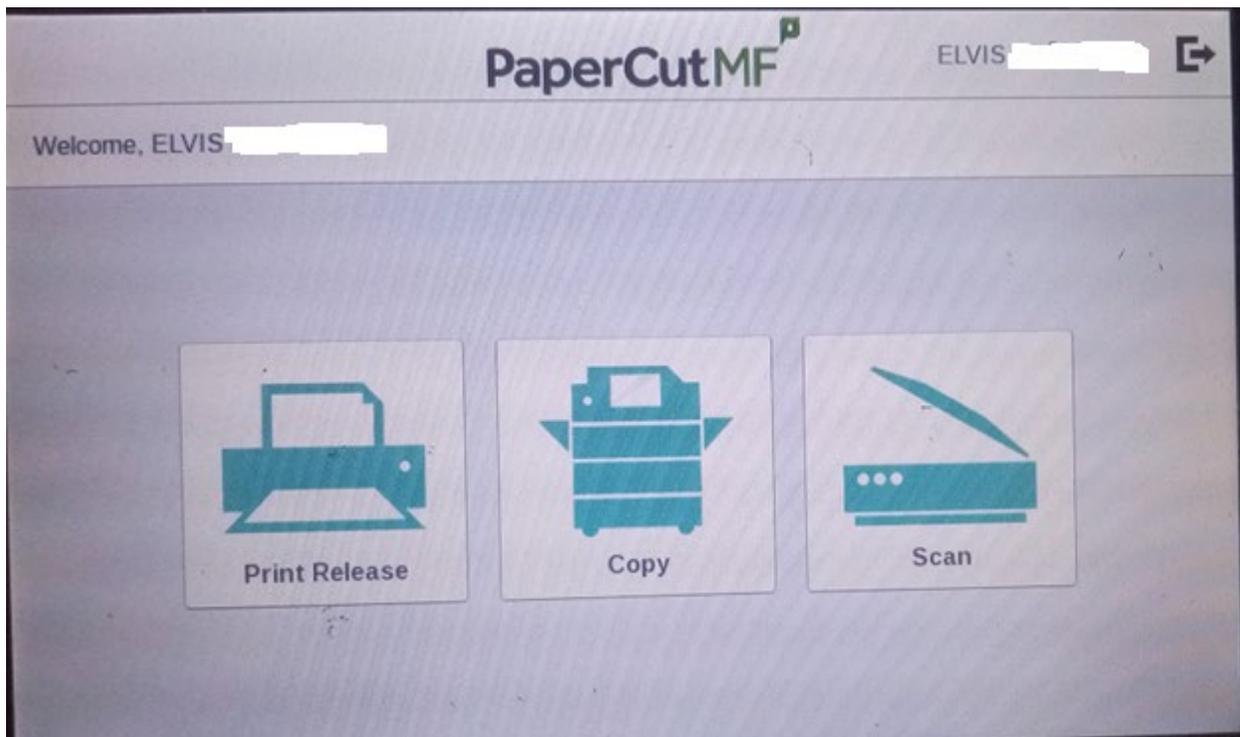
10. Type Password – AD/email Password click okay



11. Click yes on message

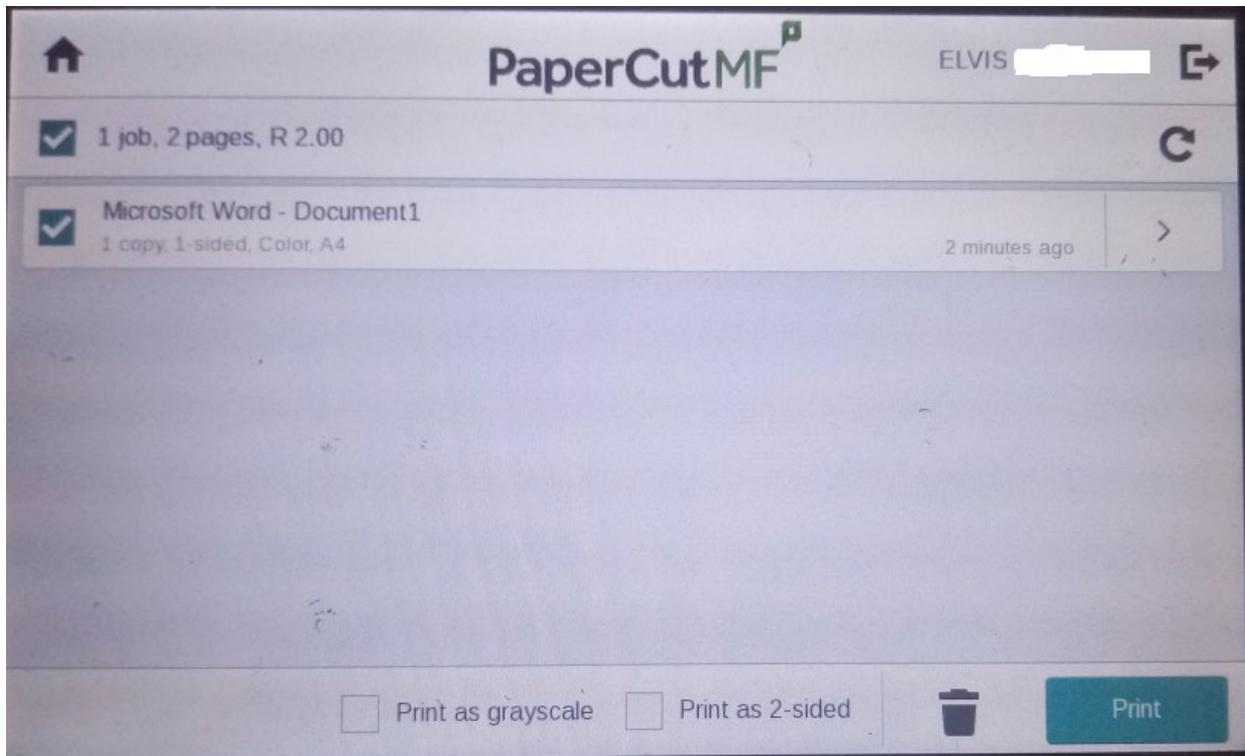


12. Click Print release



13. Select document to print

14. Click print for the documents to print



15. Collect your printed documents.

16. If you having issues printing contact Laboratory Technician.