



THE UNIVERSITY OF TRINIDAD AND TOBAGO

# Student Print Service User Guide

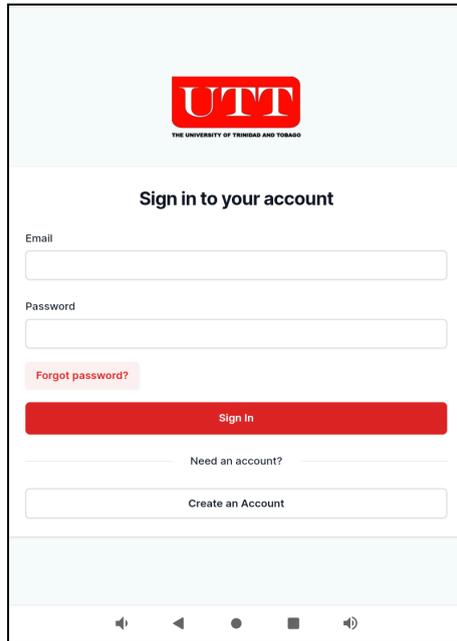


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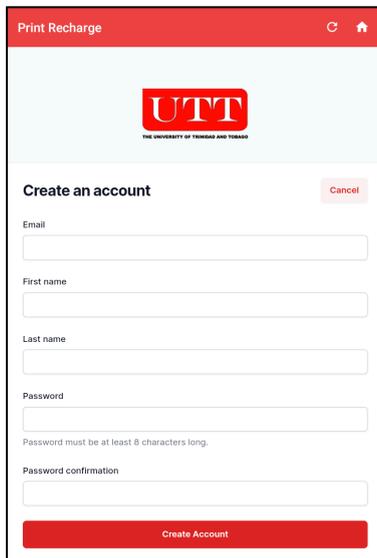
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# UTT Print Kiosk Sign Up Process

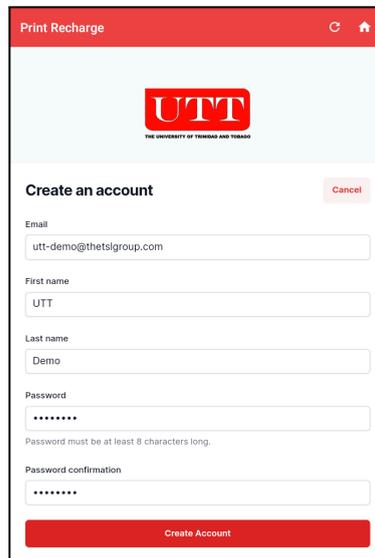
From the **Default Login Screen** at the **UTT Print Kiosk tablet** located at your campus please follow the steps as shown in the order below.



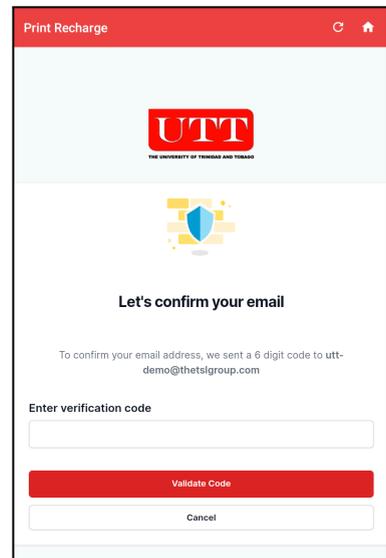
Step 1: Select "Create an Account"



Step 2: Fill out your details

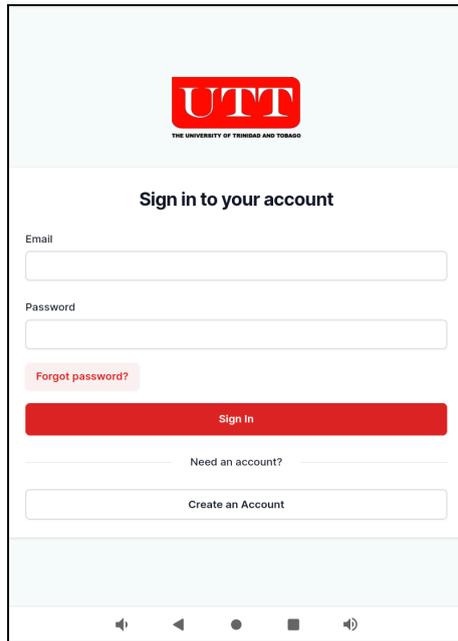


Step 3: Press "Create Account" button

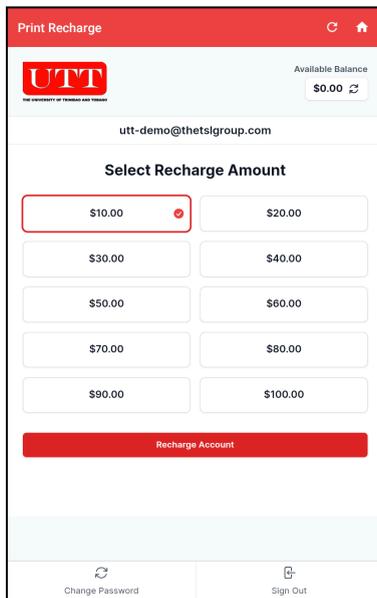


Step 4: Enter the **Verification code** sent to your email address

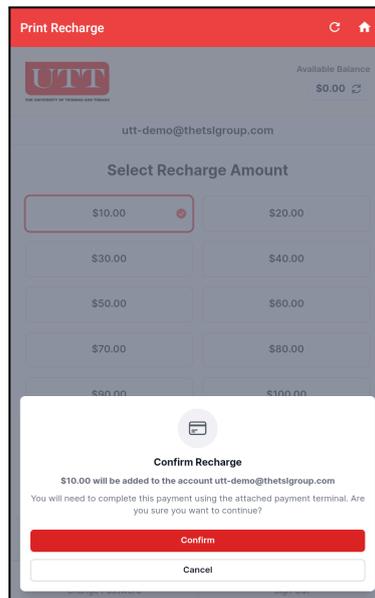
# How to Top Up your Print Credit Account



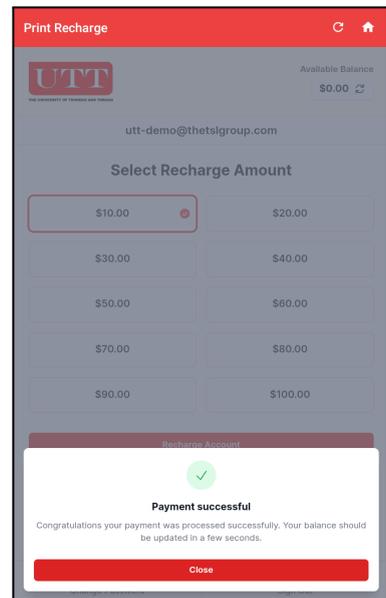
Step 1: Enter the email addressed used to sign up and your password then select **"Sign In"**



Step 2: Select the required value then press the **"Recharge Value"** button



Step 3: Press **"Confirm"** button

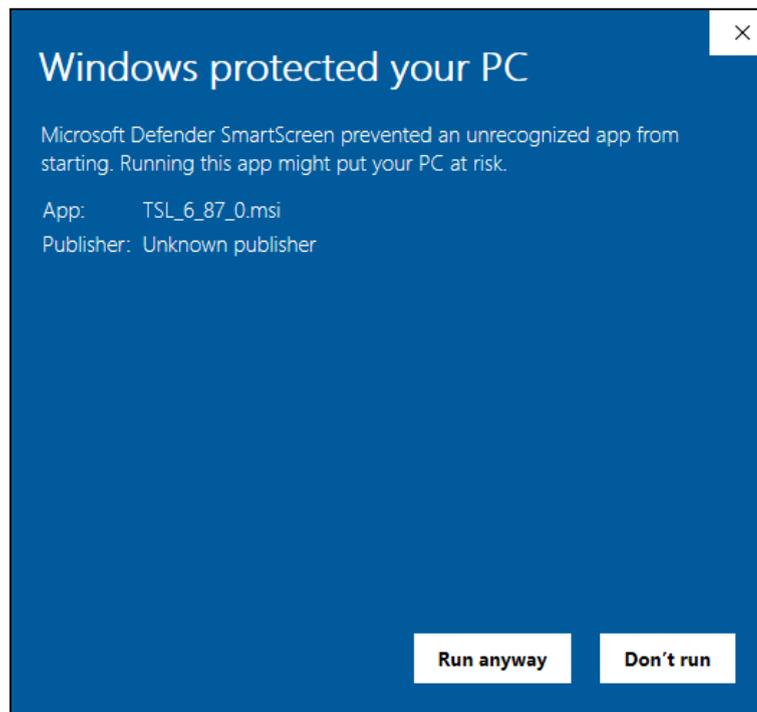


Step 4: After the **"Payment successful"** message appears select **"Close"**

## **Client Install - Windows**

**(ONLY REQUIRED BEFORE FIRST USE)**

1. Choose your campus and launch msi package
  - a. Camden - [Click to Download](#)
  - b. Chaguaramas - [Click to Download](#)
  - c. ECIAF - [Click to Download](#)
  - d. John S. Donaldson - [Click to Download](#)
  - e. NAPA - [Click to Download](#)
  - f. Pt Lisas - [Click to Download](#)
  - g. Tamana - [Click to Download](#)
  - h. San Fernando - [Click to Download](#)
  - i. Chaguanas - [Click to Download](#)
  - j. Tobago - [Click to download](#)
  
2. On first install Windows Defender alert may prevent an unrecognized app from starting. Please select **more info** and run anyway

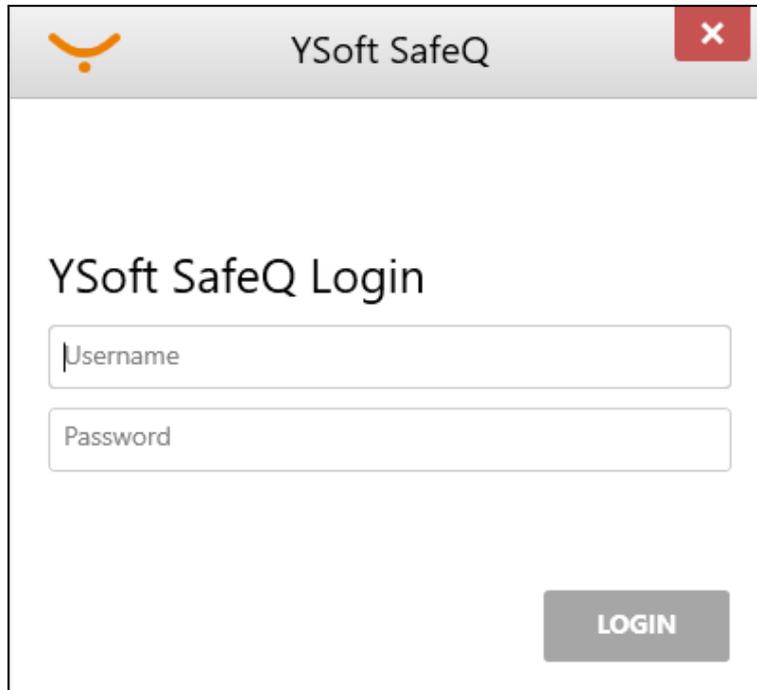


*Figure 1 - Windows Defender alert*

3. When prompted allow app to make changes
4. After install is run you will be prompted to **restart your computer** or **restart later** (to allow printing device requires a restart)
5. Print application should be installed and will run on startup

## **How to Print a Job**

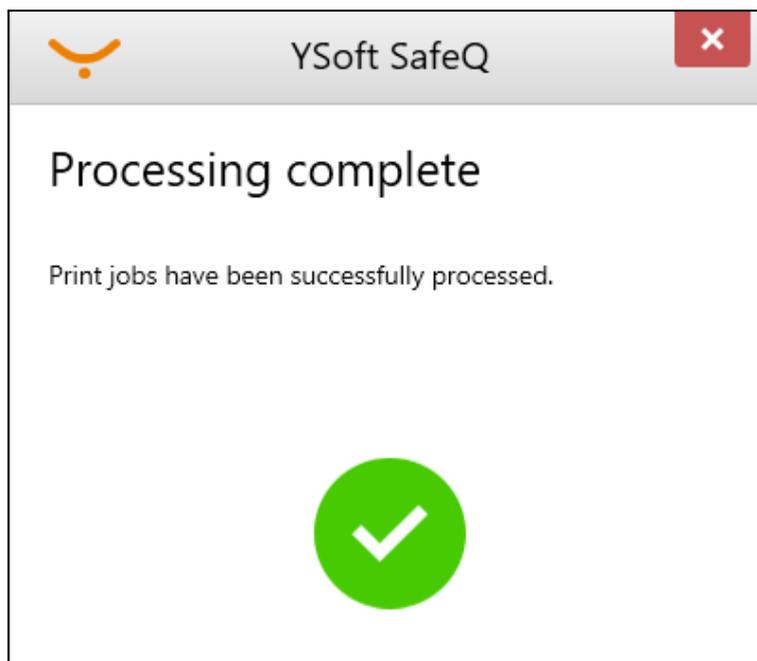
1. From the document (eg. pdf, doc, etc.) you would like to print, select **Print**
2. From the printer list choose **UTT\_Print**
3. Hit **print** button when ready and you will be prompted for a username and password on a **YSoft SafeQ Login** window (credentials will be same as filled when registered via registration portal at designated payment points on campus)



The screenshot shows a window titled "YSoft SafeQ" with a close button in the top right corner. The window content includes the heading "YSoft SafeQ Login", a "Username" input field, a "Password" input field, and a "LOGIN" button at the bottom right.

*Figure 2 - YSoft SafeQ Default Login Screen*

4. The window will then notify you of a successful print



*Figure 3 - Default Login Screen*

5. To release your print job please go to a Xerox printer and on the top right of the screen select **keyboard icon**



*Figure 1 - Default Login Screen*

6. Login with your credentials for the print portal and once in the home screen

select '**SafeQ Print**' app 

7. Your print job should be held there for you to select and release

## Changing Print Options at the Xerox Printer



1. Login at the printer and launch the 'SafeQ Print' app
2. Select 'gear icon' next to your job you would like to alter options for
3. Note that the **Basic Settings** tab would only provide you with three changes to make:
  - a. Color/B&W (if available)
  - b. Simplex/Duplex
  - c. Number of Copies

A screenshot of the 'Basic settings' tab in the printer's control interface. It features a 'Basic settings' header and an 'Advanced settings' header. The 'Basic settings' section includes a 'Color' option with 'B&W' selected, a 'Copies' field set to '1', and a 'Sides' option with 'Simplex' selected. At the bottom, there are 'Save and close' and 'Print' buttons.

Figure 2 - Basic Print Settings

Note that the **Advanced Settings** tab would provide you with 4 options:

- d. Stapling
- e. Punching (**Not Available**)
- f. Binding (**Not Available**)
- g. Folding (**Not Available**)

A screenshot of the 'Advanced settings' tab in the printer's control interface. It features a 'Basic settings' header and an 'Advanced settings' header. The 'Advanced settings' section includes four options: 'Stapling', 'Punching', 'Binding', and 'Folding', each with a dropdown menu set to 'Original'. At the bottom, there are 'Save and close' and 'Print' buttons.

Figure 3 - Advance Print Settings

4. Once any changes are made select print option at the bottom of the screen

**Note:**

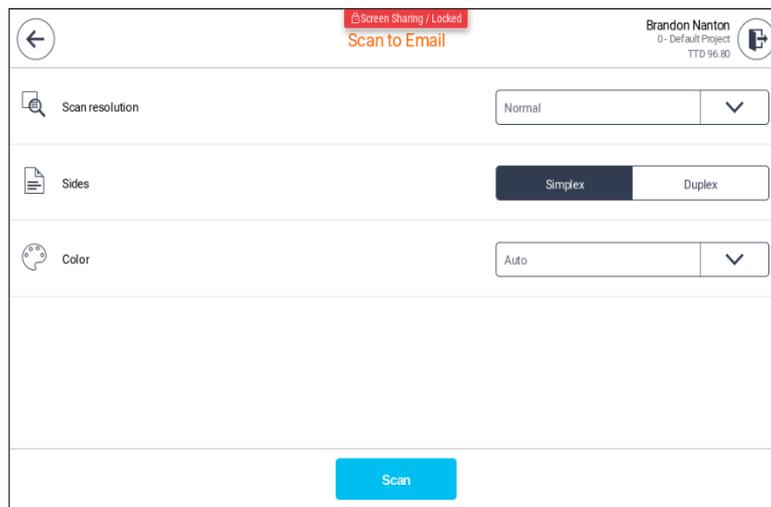
- At default your jobs would be set to black and white
- At default your jobs will be set to simplex (single sided)

## How to Scan to Email

1. Ensure your documents are placed in the document feeder (ADF) or flatbed scanner surface. (Remove any staples or paperclips to avoid jamming the ADF or scratching the flatbed scan surface)



2. Login at the printer and launch the '**SafeQ Scan**' app
3. Select '**gear icon**' next to the scan workflow '**Scan to Email**' you would like to alter options for



4. Once all options selected are satisfactory select the '**Scan**' button to initiate the scan
5. The scan once successful would have been sent to your email address of your account

# Viewing Transactions

1. Choose your campus
  - a. Camden - [Click to View Transactions](#)
  - b. Chaguaramas - [Click to View Transactions](#)
  - c. ECIAF - [Click to view Transactions](#)
  - d. John S. Donaldson - [Click to View Transactions](#)
  - e. NAPA - [Click to View Transactions](#)
  - f. Pt Lisas - [Click to View Transactions](#)
  - g. Tamana - [Click to View Transactions](#)
  - h. San Fernando - [Click to View Transactions](#)
  - i. Chaguanas - [Click to View Transactions](#)
  - j. Tobago - [Click to View Transactions](#)
2. Enter account credentials (**Username & Password**) as prompted on screen
3. At default you will be redirected to the dashboard which shows some information of **'My recent jobs'** and **'My deposit'**
4. To view transaction history select the payment tab located at the left of the page
5. The payment page will display all transactions. The list below explains the payment types you would see on the page :
  - Deposits - 'Check Desk deposit'
  - Deduction - 'Transaction settlement'

The screenshot displays the 'Payment' section of a user interface. At the top right, the user's name 'Brandon Nanton' and a balance of 'TTD 64.00' are shown. The left sidebar contains navigation options: 'Dashboard' and 'Payment'. The main content area shows 'Your balance is: TTD 64.00' and a search filter section with 'Operation type' set to 'All', 'Date from' and 'to' fields, and 'Amount from' and 'to' fields. Below the search filters is a table of transactions.

Date	Payment type	Description	Amount
Mar 12, 2024, 2:28 PM	Cash Desk deposit		+ TTD 10.00
Mar 12, 2024, 2:05 PM	Transaction settlement	Print job 'Test Page' (id: 30000000000000021) for user 'Brandon Nanton' on terminal 'John D - Library Printer' (6), 2 pages.	- TTD 0.60
Mar 12, 2024, 2:01 PM	Transaction settlement	Print job 'Microsoft Word - Document1' (id: 30000000000000020) for user 'Brandon Nanton' on terminal 'John D - Library Printer' (6), 2 pages.	- TTD 0.60

YSoft SafeQ 6 (6.0.89.2)  
Y Soft Corporation, a.s.

## **Pricing**

### **Print**

Category	Type	Cost per print		
		Letter (8 ½ × 11)	Legal (8 ½ × 14)	Tabloid (11 × 17)
Single	B&W print/copy	\$0.30	\$0.30	\$0.75
	Colour print/copy	\$2.00	\$2.00	\$3.50
Duplex	B&W print/copy	\$0.60	\$0.60	\$1.50
	Colour print/copy	\$4.00	\$4.00	\$7.00

### **Scan**

\$0.15
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