Student Print Service User Guide

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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.
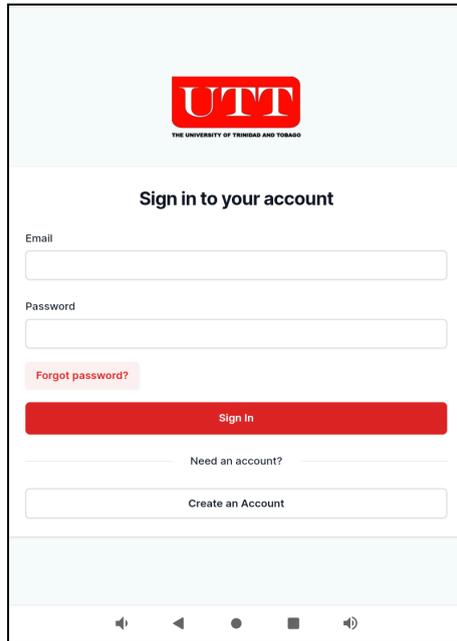
Step 1: Select **"Create an Account"**
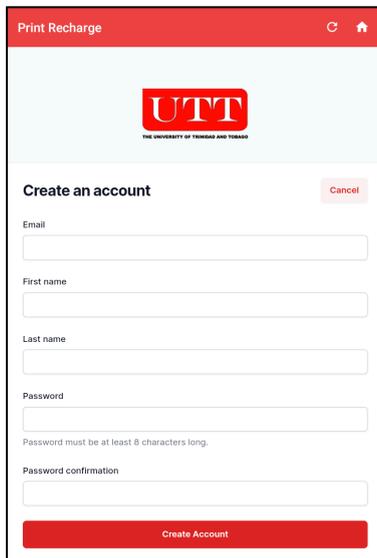
Step 2: Fill out your details
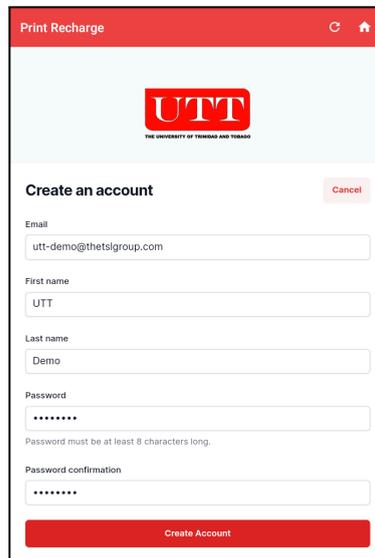
Step 3: Press **"Create Account"** button
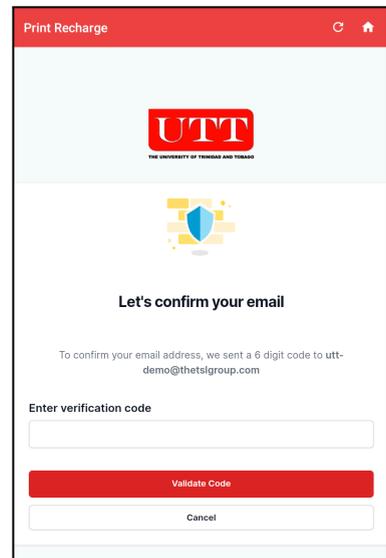
Step 4: Enter the **Verification code** sent to your email address

How to Top Up your Print Credit Account
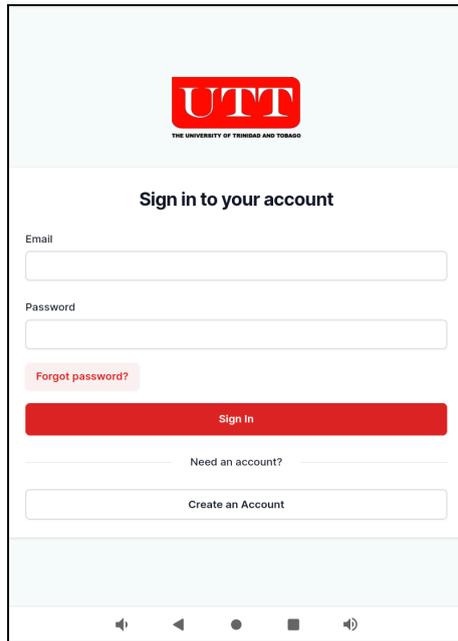
Step 1: Enter the email addressed used to sign up and your password then select **"Sign In"**
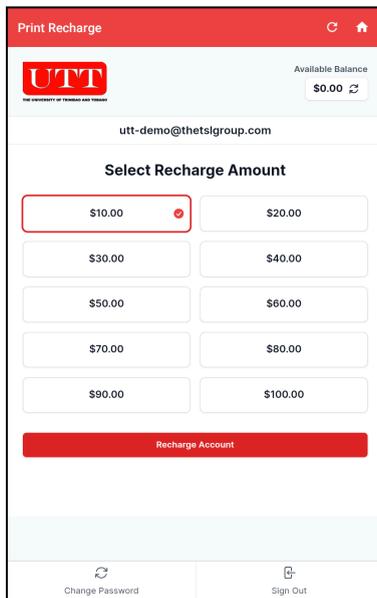
Step 2: Select the required value then press the **"Recharge Value"** button
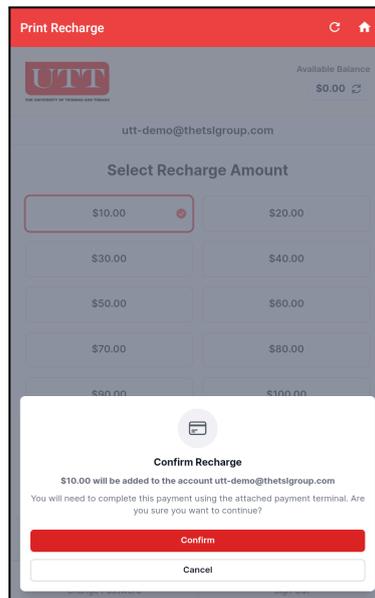
Step 3: Press **"Confirm"** button
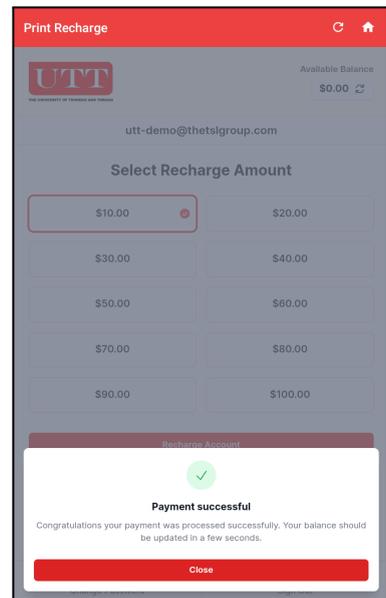
Step 4: After the **"Payment successful"** message appears select "**Close"**

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
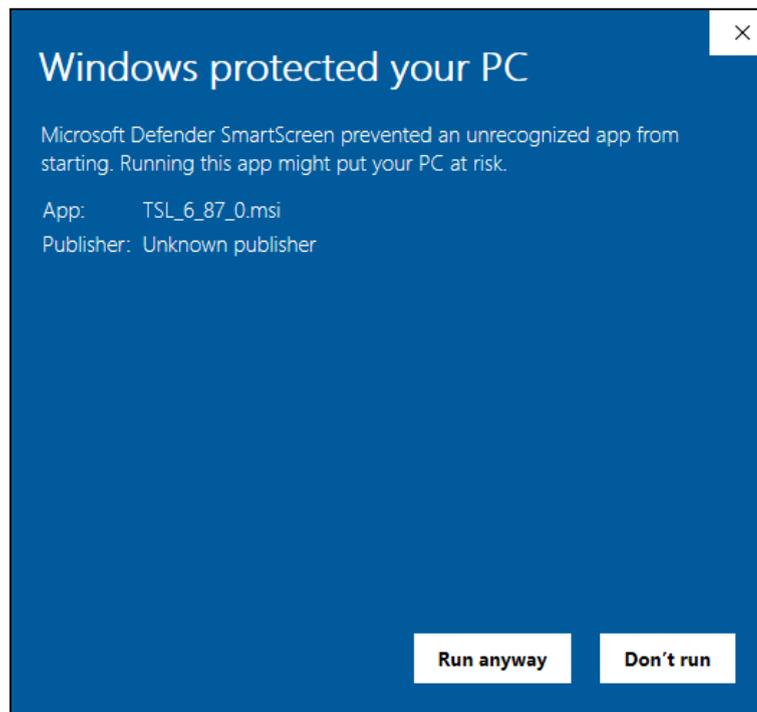
Figure 1 - Windows Defender alert

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)
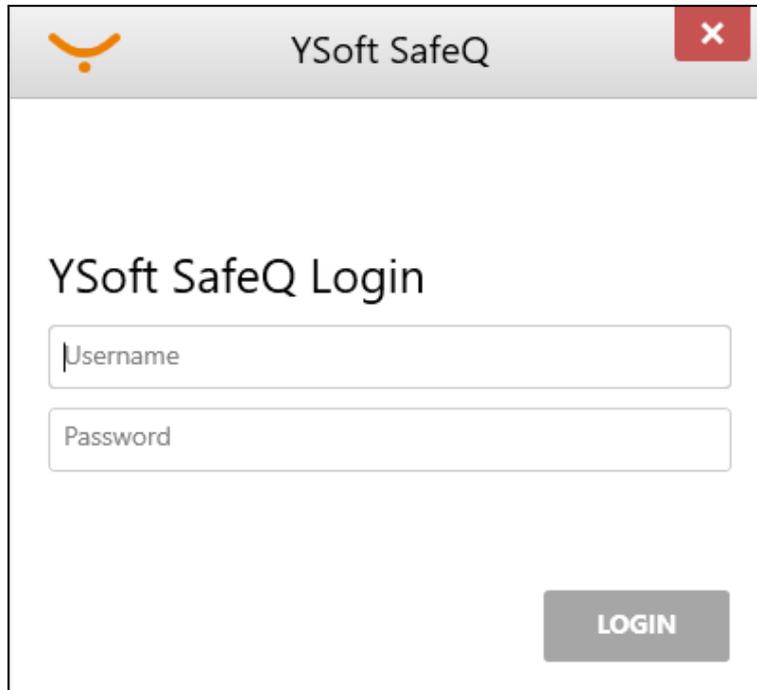
Figure 2 - YSoft SafeQ Default Login Screen

4. The window will then notify you of a successful print
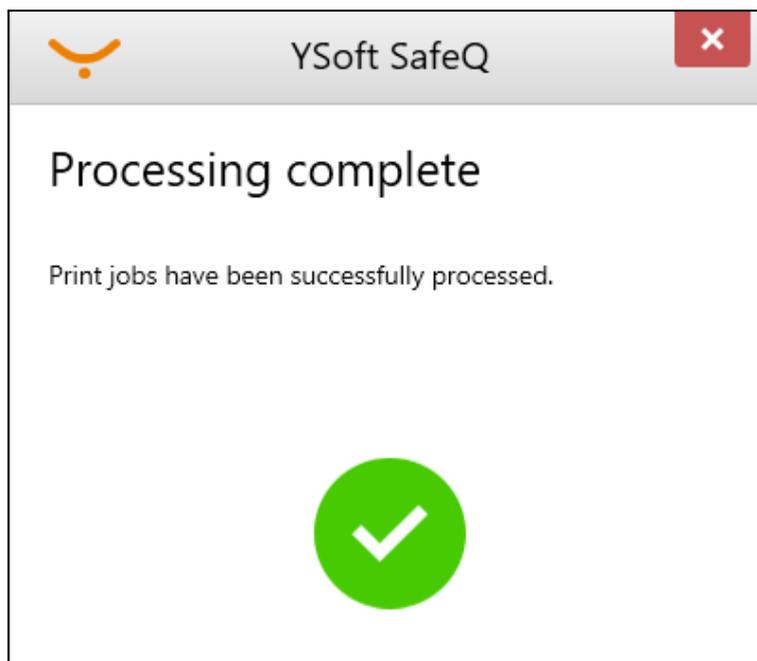
Figure 3 - Default Login Screen

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

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)**

Figure 3 - Advance Print Settings

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

<u>Note:</u>

- 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
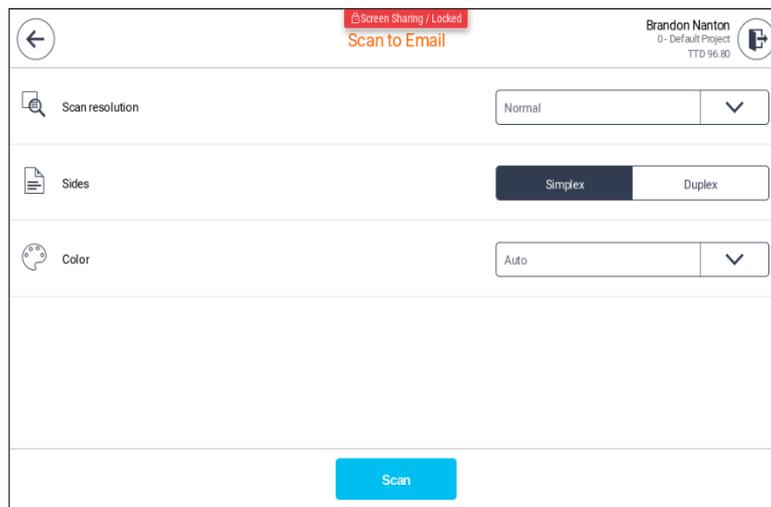
4. Once all options selected are satisfactory select the **'Scan'** button to initiate the scan

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'

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