

How to use UTS College on-campus printers

Overview

From September 2022 all printing for UTS College students will be on the same system as UTS.

The following locations will be most accessible for UTS College students

- Building 5, Block C, Level 2, near Room 56
- 645 Harris St Level 3
- 609 Harris St Level 1

You can either:

- [Upload the print job from your personal device](#), OR
- [Print from the UTS College desktop directly](#). There are some desktop computers in computer labs in Building 5, the Student Centre and in breakout areas in Harris St.

You will need to go to a printer to [release the print job](#).

Pre-requisite

You must have:

- Your student card
- Sufficient balance on mymonitor to release the print job. Please refer to [this guide](#) on how to top up.

Procedure

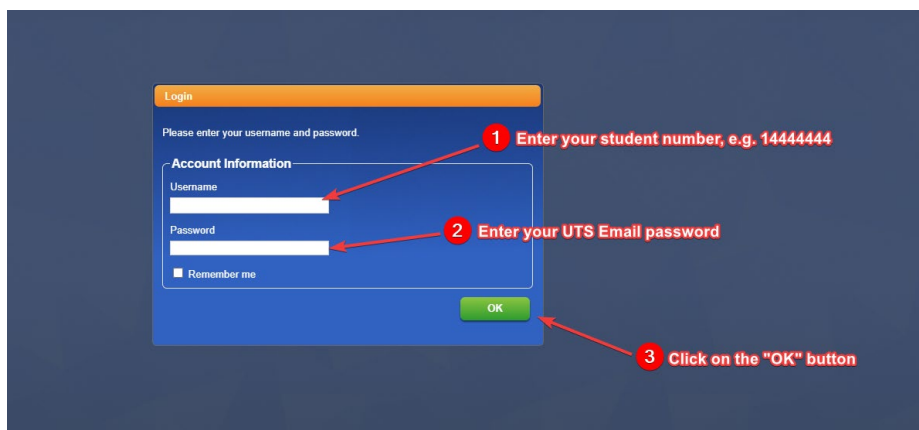
If you would like to upload the print job from your personal device:

Step 1

Go to <https://myprint.uts.edu.au/>

Step 2

Please enter your student number, UTS Email password, then click on the 'OK' button.

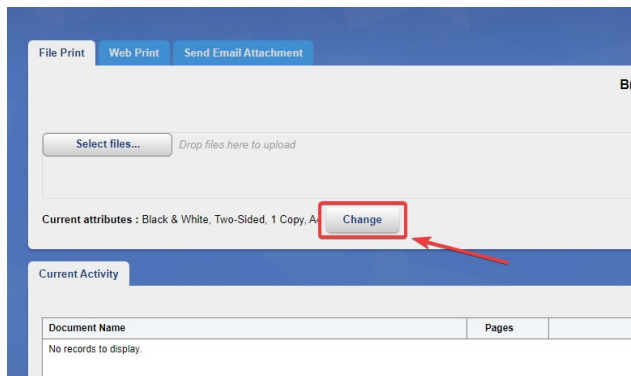


The image shows a screenshot of a web browser displaying a login form titled "Login". The form has a blue background and contains the following elements:

- A header "Login" in a blue box.
- A prompt: "Please enter your username and password."
- A section titled "Account Information" containing:
 - A "Username" field with a red arrow pointing to it and the instruction "1 Enter your student number, e.g. 14444444".
 - A "Password" field with a red arrow pointing to it and the instruction "2 Enter your UTS Email password".
 - A "Remember me" checkbox.
- A green "OK" button with a red arrow pointing to it and the instruction "3 Click on the 'OK' button".

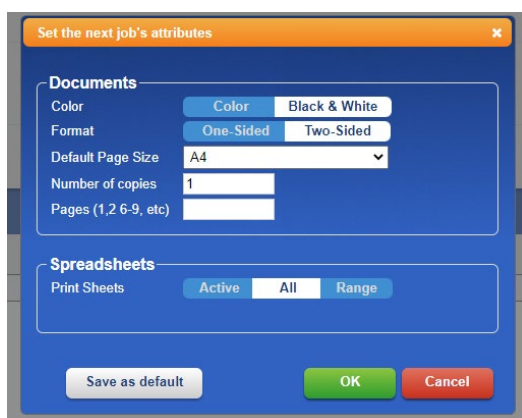
Step 3

Click on the 'Change' button if you would like to change any print attributes, e.g., colour, paper-size, two-sided. If not, skip to step 5.



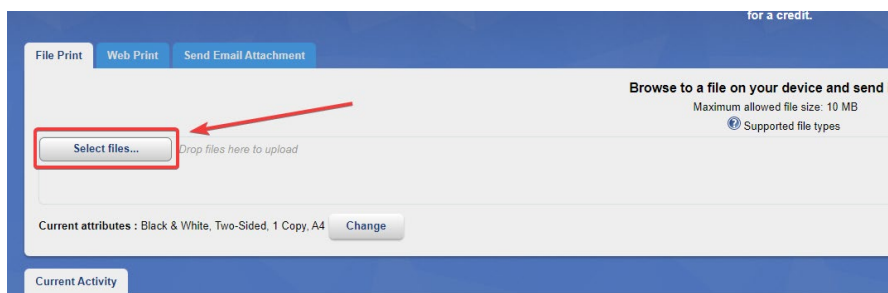
Step 4

Select the desired settings, then click on 'OK'.



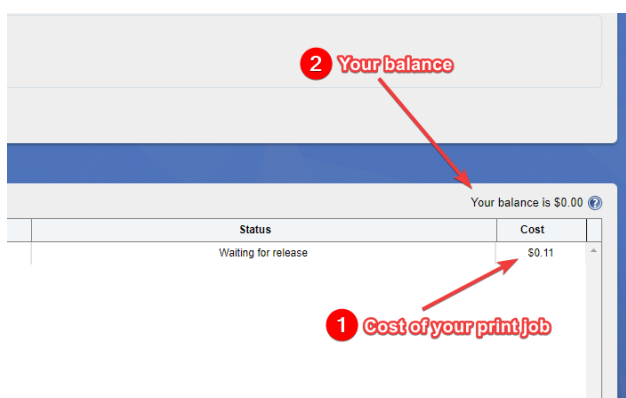
Step 5

Click on 'Select files...' to upload the file you would like to print.



Step 6

Confirm the cost of the printing, and whether you have sufficient balance to release the print job. Please refer to [this guide](#) if you need to top up your balance.



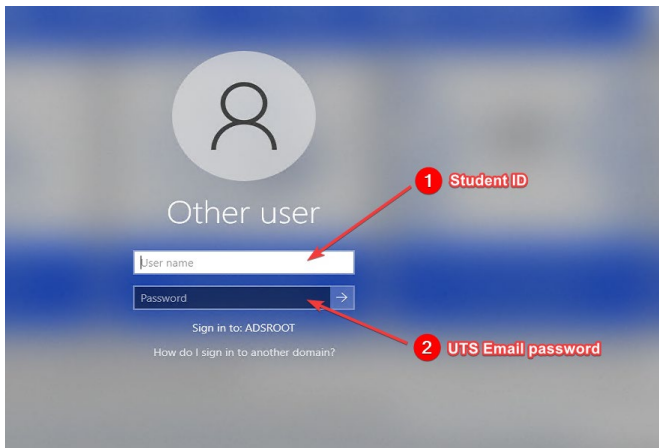
Step 7

Please collect your printing from the closest printer: [release your print job](#). Make sure you bring your student card with you.

If you would like to print directly from a UTS College desktop:

Step 1

These computers are located in the computer labs in Building 5, the Student Centre, and Harris St breakout areas. Log in to the computer with your student number and UTS Email password, then hit the 'Enter' key on your keyboard.

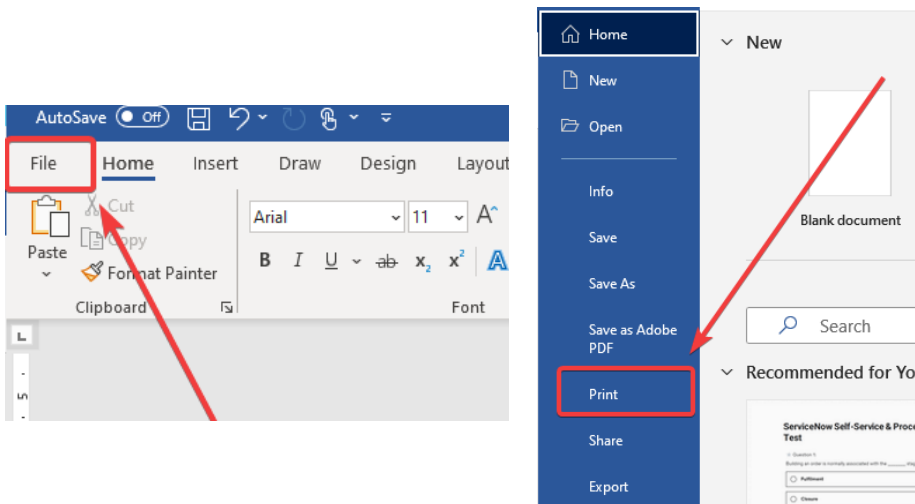


Step 2

Open the file you would like to print.

Step 3

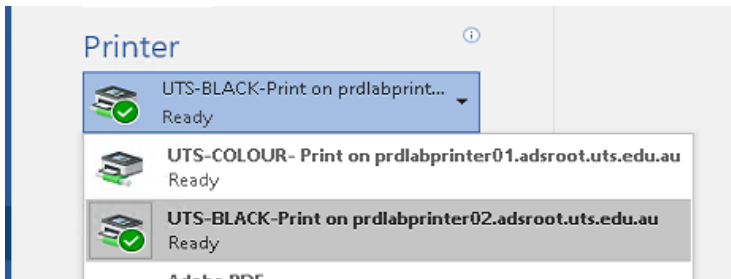
Select the 'File' button at the top left corner, then select the 'Print' button.



Step 4

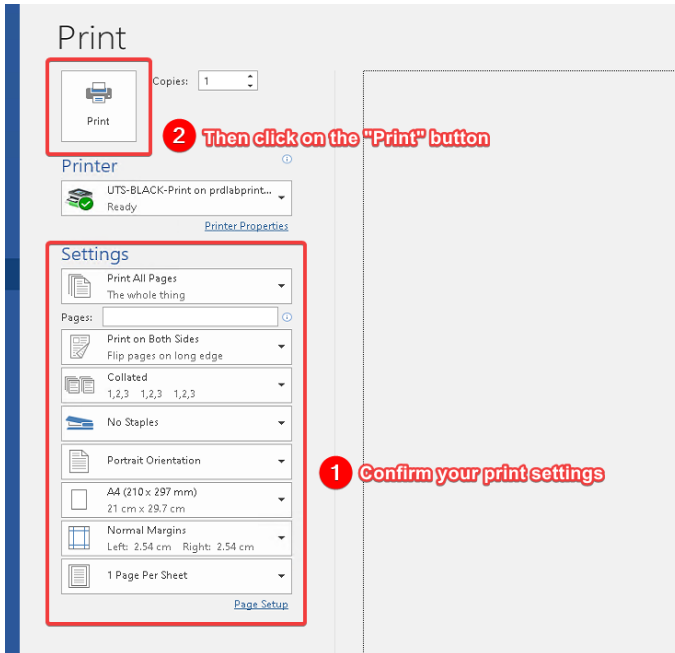
If you would like to print in colour, please select 'UTS-COLOUR-Print'.

If you would like to print in black and white, please select 'UTS-BLACK-Print'.



Step 5

Confirm your print settings, then click on the 'Print' button.



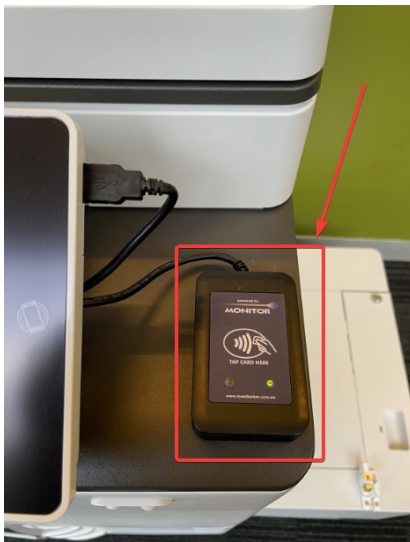
Step 6

Now, please go to the closest printer to [release your print job](#) – make sure to bring your student card with you.

How to release your print job:

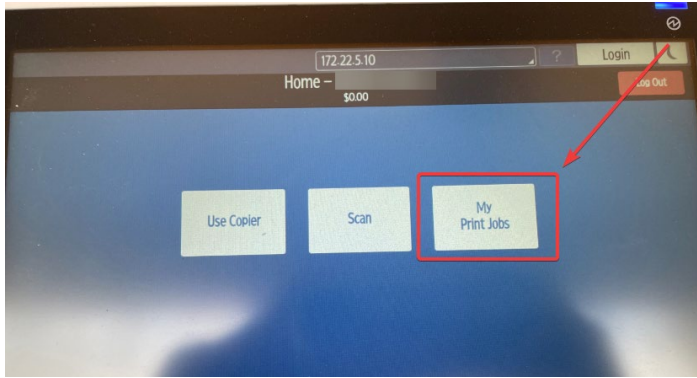
Step 1

After uploading your print job, go to the closest printer, and tap your student card on the card reader (see image below):



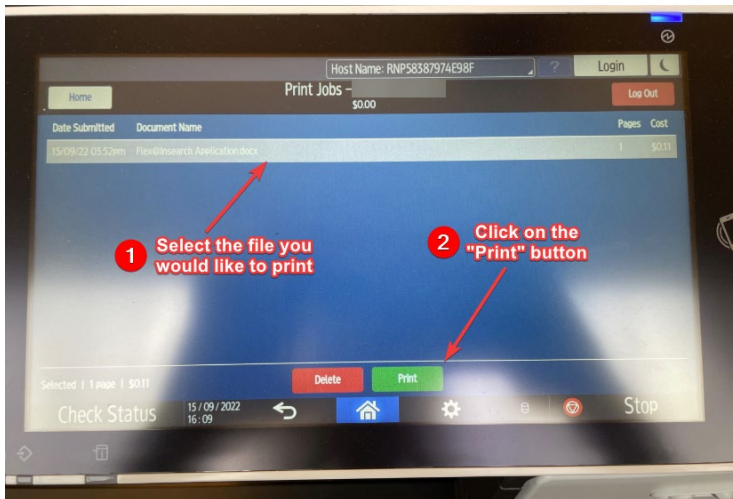
Step 2

Select 'My Print Jobs' from the printer screen, which is a touch screen.



Step 3

Select the file you would like to print, then click on the 'Print' button.



Step 4

Your selected file will be printed!

If you have any questions or issues with printing, please contact the ITDS Service Desk at 02 9218 7000, or log a ticket at servicedesk.utscollege.edu.au, or come to UTS Building 05, Block C, Level 1, Room 041 to see us!