

Self-Service Printing (operated by Seng City Trading)

LIBRARY (L4 & L5)

MONDAY TO FRIDAY ONLY

TERM TIME: 8.30AM TO 8.00PM

TERM BREAK : 8.30AM TO 6.00PM

SUNDAY: CLOSED

IT (BLK 7)

MONDAY TO FRIDAY: 6.30AM TO 10.30PM

SATURDAY: 6.30AM TO 6PM

SUNDAY: CLOSED

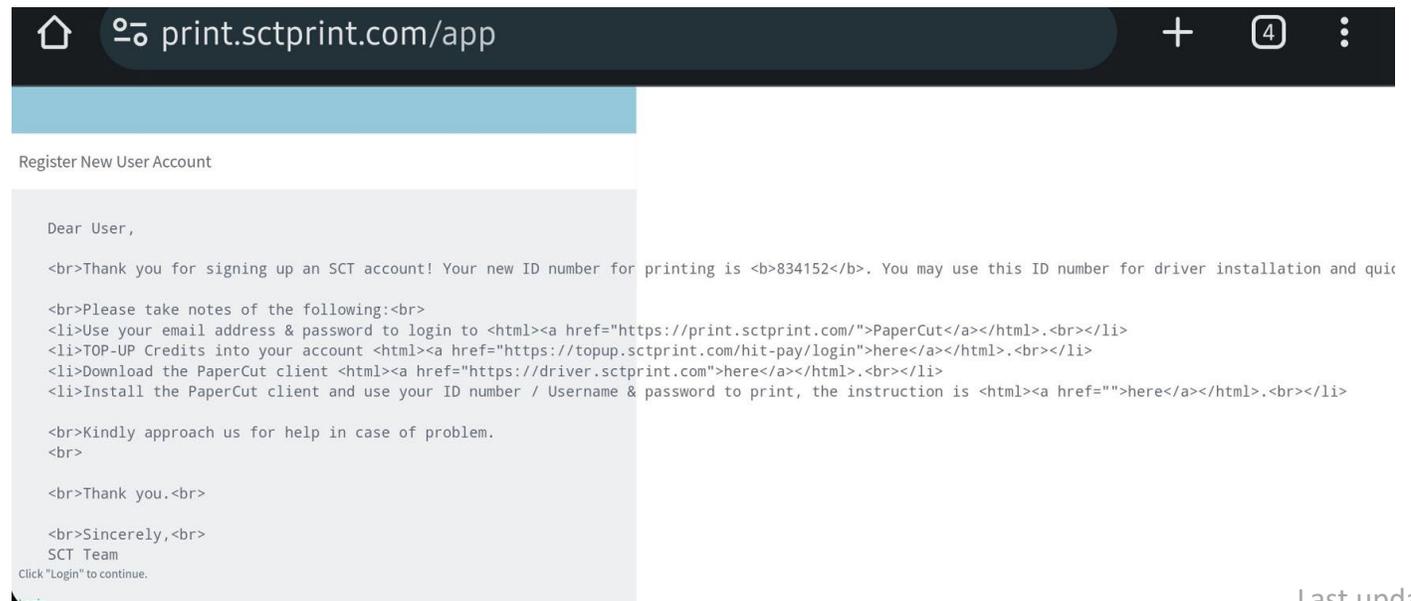
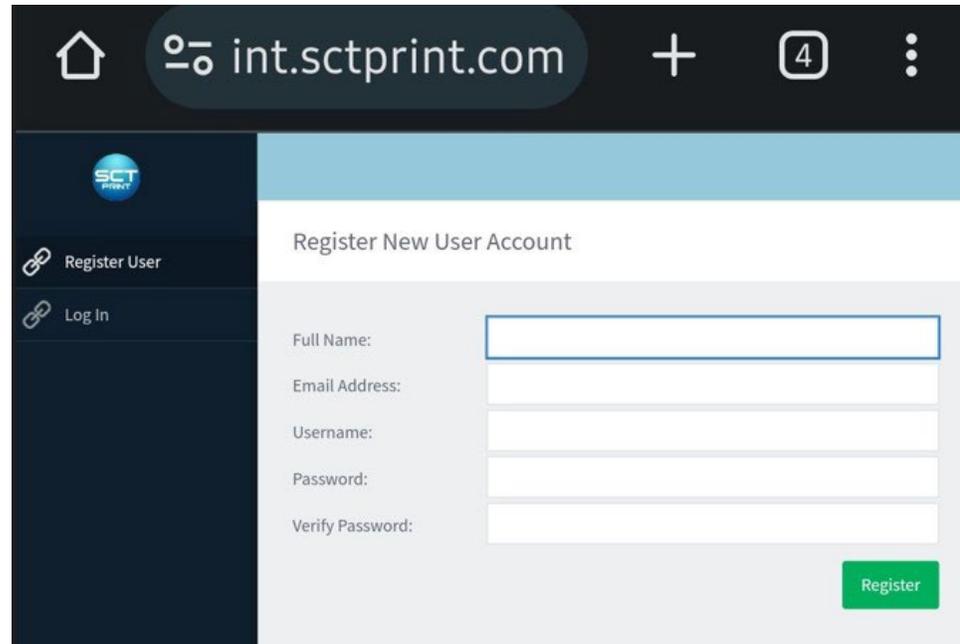
ENGINEERING (BLK 15)

MONDAY TO FRIDAY: 6.30AM TO 10.30PM

SATURDAY: 6.30AM TO 6PM

SUNDAY: CLOSED

1. Register an account at <https://print.sctprint.com/app>



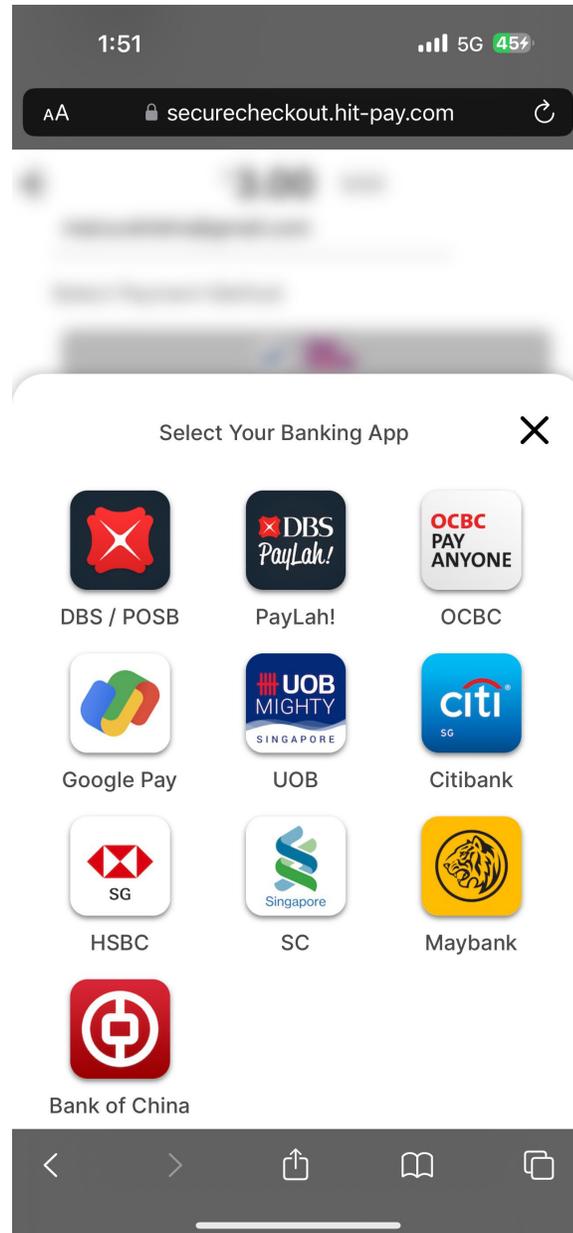
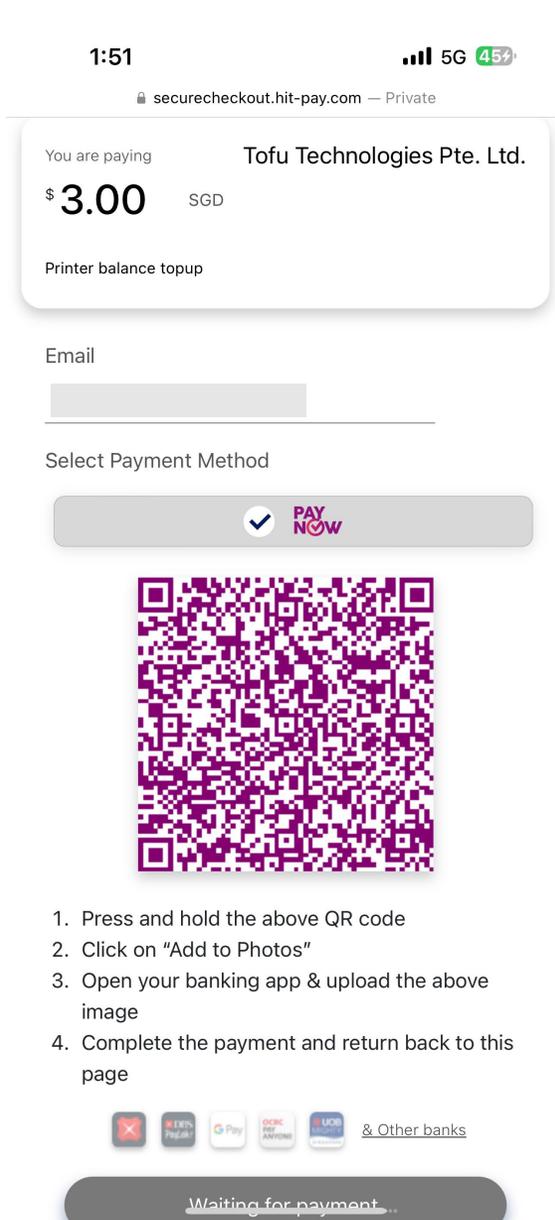
2. Top Up credits in account

The screenshot shows the SCT Print Portal login page. At the top is the SCT PRINT logo. Below it is a 'Log in' button. The main heading is 'Welcome to SCT Print Portal'. There are three numbered steps: (1) New User? Register an account, (2) Top Up Credits (highlighted with a red box), and (3) Login to Copy or Install Printer Driver. Below the steps are input fields for 'Username' and 'Password', followed by a 'Log in' button and a link for 'Forgot username or password?'. At the bottom, there is a 'Language Select' dropdown menu set to 'English' and a footer with copyright information: 'licensed to Seng City Trading - Trial Extension - wayn@tofutechno © Copyright 1999-2023. PaperCut Software Pty Ltd. All rights reserved.'

This screenshot shows the 'PRINTER CREDIT TOPUP' page. The browser address bar shows 'topup.sctprint.com'. The page title is 'PRINTER CREDIT TOPUP'. Below the title is the text 'Login to start'. There is a 'Username' input field with a red arrow pointing to it. Below the input field is a teal 'LOGIN' button and an orange 'Log-in' button. Below this is a grey box with the following text: 'Welcome to Seng City Trading Self-Printing Portal. Kindly select an amount to top-up for your printing credits. Gentle reminder to top-up only what you need to use. For refund matters please email helpdesk@sctprint.com to close your account. Please indicate your account username and your Paynow phone number that you will be using for your refund (Refund process will take approximately 5-10 working days)'. At the bottom is a navigation bar with back, forward, share, bookmark, and copy icons.

This screenshot shows the 'PRINTER CREDIT TOPUP' page. The browser address bar shows 'topup.sctprint.com'. The page title is 'PRINTER CREDIT TOPUP'. Below the title is the text 'Hello [redacted], select an amount to top up'. There is a list of radio buttons for selecting an amount: \$3.00, \$5.00, \$10.00, \$15.00, \$20.00, \$25.00, and \$50.00. To the right of this list is an orange callout box with the text 'Choose amount to top up'. Below the list is a teal 'CHECKOUT' button. Below this is a grey box with the following text: 'Welcome to Seng City Trading Self-Printing Portal. Kindly select an amount to top-up for your printing credits. Gentle reminder to top-up only what you need to use. For refund matters please email helpdesk@sctprint.com to close your account. Please indicate your account username and your Paynow phone number that you will be using for your refund (Refund process will take approximately 5-10 working days)'. At the bottom is a navigation bar with back, forward, share, bookmark, and copy icons.

2. Top Up credits in account



Payment is only available via PAYNOW.

For refund matters, email helpdesk@sctprint.com

Please indicate account username and PAYNOW phone number for your refund
(Refund process will take approximately 5-10 working days)

3. Install printer driver

SCT PRINT

Log in

Welcome to SCT Print Portal

(1) New User? [Register an account](#)
(2) [Top Up Credits](#)
(3) Login to Copy of **Install Printer Driver**

Username
Password

Log in

[Forgot username or password?](#)

Language Select
English

licensed to Seng City Trading - Trial Extension - wayn@tofutechno
© Copyright 1999-2023. PaperCut Software Pty Ltd. All rights reserved.

IOS

Set up printing on your iPhone or iPad

Step 1

Download your profile

Tap the button below to download your Mobility Print profile

Download

Note: You need to use Safari to download and install the profile

Step 2

Install the profile

Open iOS Settings

Then either:

- Tap Profile Download > Install

or

- Tap General > Profile > PaperCut Mobility Print for iOS > Install

ANDROID

Set up printing on your Android device

Step 1

Tap the button below to install or update the Mobility Print app, then follow the instructions

Install or update

Step 2

If you see the screen below, choose Mobility Print to get the latest printers.

JUST ONCE ALWAYS

Use a different app

Chrome

To print, select a printer that has the PaperCut icon next to it

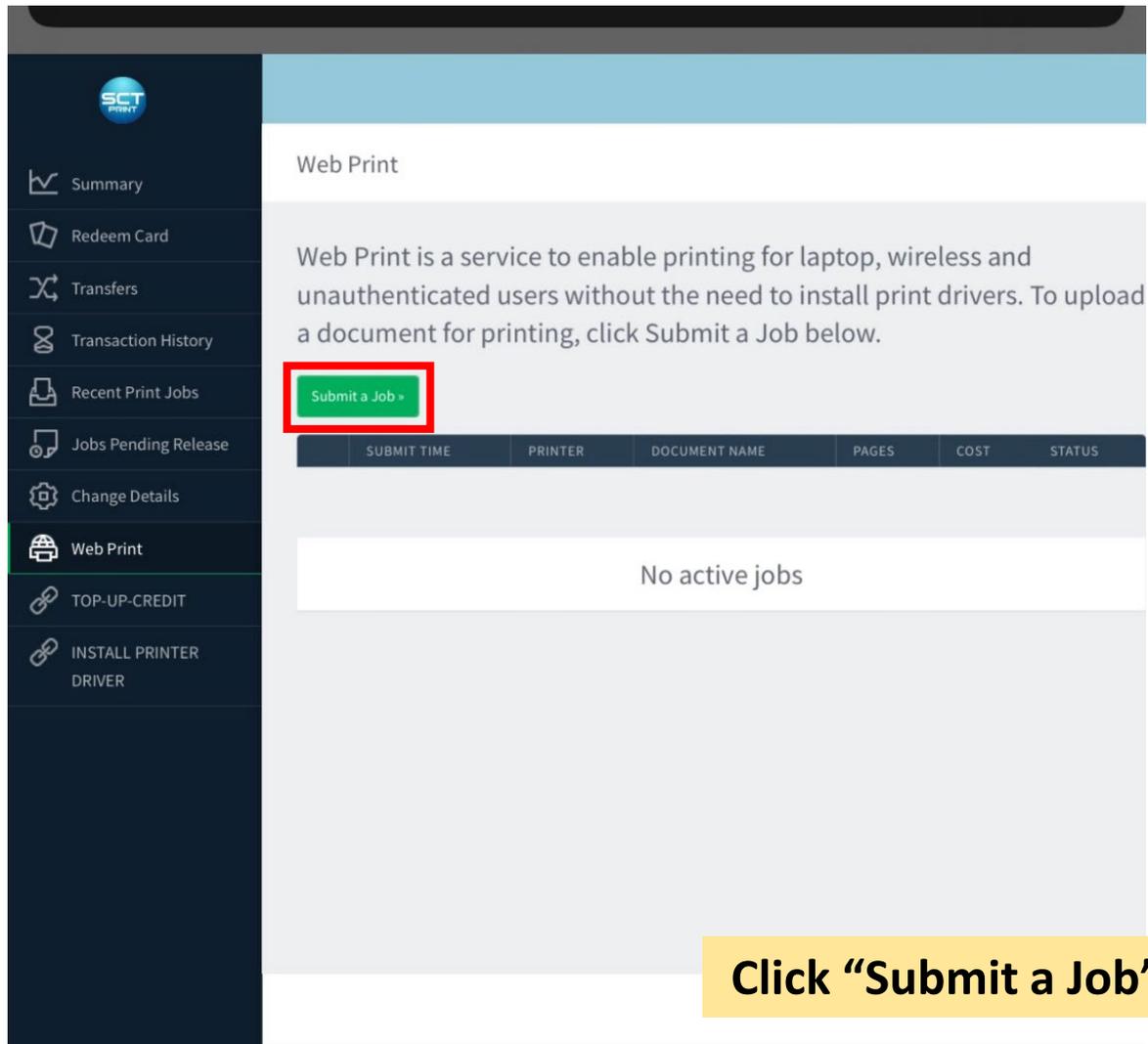
4. Send for printing

The screenshot shows the SCT Print Portal login page. At the top is the SCT PRINT logo. Below it is a 'Log in' button. A 'Welcome to SCT Print Portal' message is followed by three steps: (1) New User? Register an account, (2) Top Up Credits, and (3) Login to Copy or Install Printer Driver. There are input fields for 'Username' and 'Password', with a red arrow pointing to the 'Log-in' button. A 'Forgot username or password?' link is below the password field. At the bottom, there is a 'Language Select' dropdown menu set to 'English'.

The screenshot shows the mobile app interface. At the top, the time is 2:13 and the battery is at 52%. The URL bar shows 'print.sctprint.com'. The app displays the user's 'Balance' as \$9.00 and a 'Redeem Card' option. A 'Log out' button is visible. A yellow callout box says 'Click "View in Desktop mode"'. A red box highlights the 'View in Desktop mode' link. At the bottom, there is a footer with version information: 'PaperCut MF 22.1.4 (Build 67128 2023-08-14) Print Management Software licensed to Seng City Trading - Trial Extension - wayn@tofutechnologies.com © Copyright 1999-2023. PaperCut Software Pty Ltd. All rights reserved.'

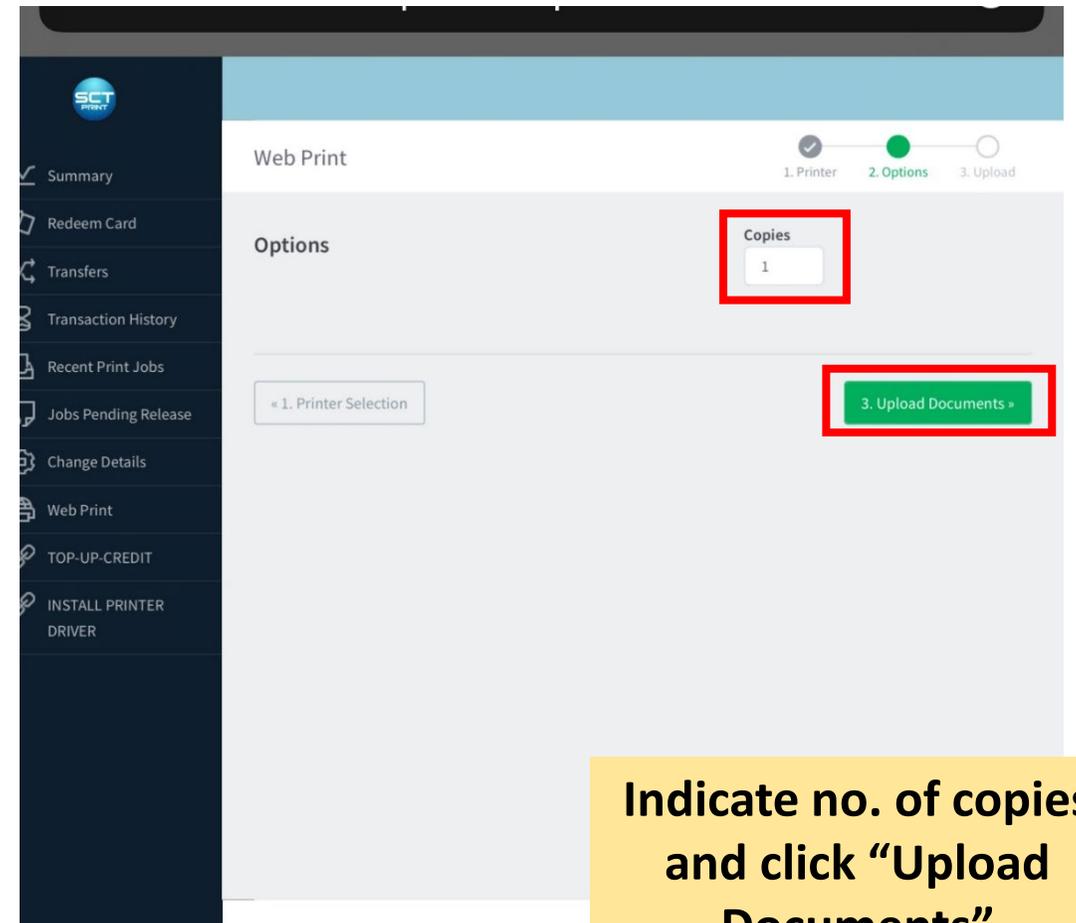
The screenshot shows the desktop web interface. A yellow callout box at the top says 'Click "Web Print"'. The page has a dark sidebar with a menu including 'Summary', 'Redeem Card', 'Transfers', 'Transaction History', 'Recent Print Jobs', 'Jobs Pending Release', 'Change Details', 'Web Print', 'TOP-UP-CREDIT', and 'INSTALL PRINTER DRIVER'. The 'Web Print' option is highlighted with a red box. The main content area shows a 'Summary' section with 'CARD/ID' [show] and 'BALANCE \$9.00'. Below that, 'PRINT JOBS' is 0 and 'PAGES' is 0. An 'Activity' section contains a line graph titled 'Balance history for maizurah' showing a constant balance of \$9.00 over a 24-hour period.

4. Send for printing



The screenshot shows the 'Web Print' page. The left sidebar contains navigation options: Summary, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print (selected), TOP-UP-CREDIT, and INSTALL PRINTER DRIVER. The main content area has a heading 'Web Print' and a paragraph: 'Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.' A green button labeled 'Submit a Job »' is highlighted with a red box. Below this is a table with columns: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. The table is empty, showing 'No active jobs'.

Click "Submit a Job"



The screenshot shows the 'Options' page in the 'Web Print' section. A progress indicator at the top shows three steps: 1. Printer (checked), 2. Options (active), and 3. Upload. The 'Options' section includes a 'Copies' input field with the value '1' highlighted by a red box. Below this is a button labeled '« 1. Printer Selection'. At the bottom right, a green button labeled '3. Upload Documents »' is highlighted with a red box.

Indicate no. of copies and click "Upload Documents"

4. Send for printing

Web Print

1. Printer 2. Options 3. Upload

Select a printer:

PRINTER NAME ↑ LOCATION/DEPARTMENT

- A4_BW_Double-Sided (virtual)
- A4_BW_Single-Sided (virtual)
- A4_COL_Double-Sided (virtual)
- A4_COL_Single-Sided (virtual)

« Back to Active Jobs

2. Print Options and Account Selection »

Choose either mono or colour printing in the correct size. Click “Print Options and Account Selection”

Web Print

1. Printer 2. Options 3. Upload

Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed: PDF pdf
Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg,
png, tif, tiff

« 2. Print Options

Upload & Complete »

Upload document and click “Upload & Complete”

4. Send for printing

The screenshot displays the 'Web Print' section of the SCT PRINT application. The left sidebar contains a navigation menu with options: Summary, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print (highlighted), TOP-UP-CREDIT, and INSTALL PRINTER DRIVER. The main content area is titled 'Web Print' and includes a user profile 'maizurah' in the top right. Below the title, there is a descriptive paragraph: 'Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.' A green button labeled 'Submit a Job »' is highlighted with a red rectangular box. Below this button is a table with the following data:

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Oct 20, 2023 2:16:34 PM	sct-ps\A4_COL_Single-Sided	IMG_8291.png	1	\$0.20	Held in a queue

A yellow callout box at the bottom of the page contains the text: **Click "Submit a Job"**