

1. Ensure that you are connected to your UJ Network
 - Click or type in <https://studentwebprint.uj.ac.za> to connect to **Web Print**.
 - Type in your UJ Login Username and Password and click **Login**



Please enter your login below, if you have an existing account. If you do not have an account, you can create one by selecting the option below.

☒ I already have an account, login below:

Username:

Password:

☐ I do not have an account yet, I would like to create one.

Login

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2. Upload a document from your device to print.
 - Click on **Browse**
 - Browse to the document that you need to print



My Print Jobs

Web Print

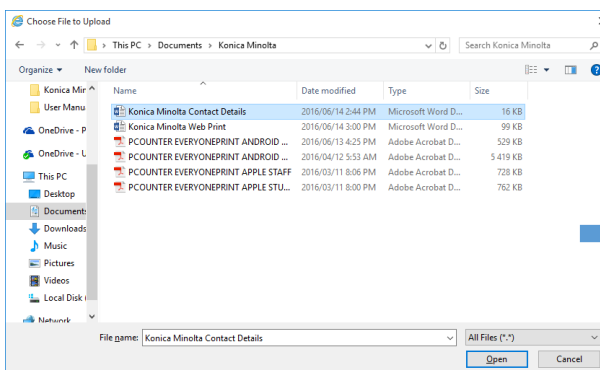
Upload Document To Print

Browse...


Supported documents include Microsoft Office, PDF, JPG, GIF, PNG, TIFF, BMP, TXT.

Next >

- Select the document and click **Open** to upload



3. Once uploaded click **Next** to add the document to the printer



My Print Jobs

My Print Jobs Web Print My Printers

Upload Document To Print

C:\Users\... Documents\Konica Minolta\Konica Min... **Browse...**

Supported documents include Microsoft Office, PDF, JPG, GIF, PNG, TIFF, BMP, TXT.

Next >

4. Available printers will appear after adding your document, please select your printer (If available printers do not appear here, please click on "My Printers" and select available printers to add)
 - Click on "Advanced" should you want to configure the settings of the document.
 - Click on "Print" to process the print Job.

Your print job has been added successfully. It will be processed automatically in a moment.

Upload Document To Print

Browse...

Supported documents include Microsoft Office, PDF, JPG, GIF, PNG, TIFF, BMP, TXT.

Next >

Date/Time	Filename	Pages	Status	refresh
2016/09/01 12:46 PM	Konica Minolta Contact Details.docx	2	Awaiting release	

To print this job, select a printer below:

AJB-Student-BW ☒ Advanced

Number of copies:

Print from page to

Double-sided print (works only if the printer supports duplex):

☒ None

☐ Long-side (most common)

☐ Short-side

Print in black/white even if document contains color: ☐

Print >

5. Your print job has now been sent to the printer and you may release it as you normally would.

Your print job has been added successfully. It will be processed automatically in a moment.

Upload Document To Print

Browse...

Supported documents include Microsoft Office, PDF, JPG, GIF, PNG, TIFF, BMP, TXT.

Next >

Date/Time	Filename	Pages	Status	refresh
2016/09/01 12:46 PM	Konica Minolta Contact Details.docx	2	Printing	

Your print job has been sent to the selected printer successfully.

Should you encounter difficulties please visit your Campus Konica Minolta Offices or contact the Konica Minolta helpdesk on

011 559 3492