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

2. Upload a document from your device to print.
   - Click on Browse
   - Browse to the document that you need to print
   - Select the document and click Open to upload

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

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.

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

Should you encounter difficulties please visit your Campus Konica Minolta Offices or contact the Konica Minolta helpdesk on 011 559 3492