

1. Go to <https://secureprint.ul.ie>

Login with your student number as username (not your email address) & your UL password



To release print jobs submitted for printing, go to printer, log in with Student card, select print jobs you wish to print and print

UL Student Printing Terms and Conditions

Print balance topups are non-refundable.
Print Balance Adjustments will NOT be considered in the following circumstances:
Printing a file accidentally
Printing a file that contains blank pages
Printing a file that contains more pages than you expected
Printing a file that is formatted for a non-standard page size which causes the output to be clipped
Printing a file in colour instead of black and white accidentally

It is the responsibility of the student to ensure that their print job settings and formatting is correct before it is released and their account charged.

[ITD Student Printing Services](#)

[Top up Your print balance Here](#)

You have successfully logged out.
To sign in, please enter your username and password below.

Username:

Password:

[Login](#)

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2. You will be given an option to browse to the file you want to upload for printing, once file is selected click “Next”



[My Print Jobs](#) [Web Print](#) [My Printers](#)

My Print Jobs

Your username: ext_cantec.dave

Upload Document To Print

C:\Users\ext_Cantec.Dave\Documents\test 3 pages - A [Browse...](#)

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

[Next »](#)

Date/Time	Filename	Pages	Status	refresh
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3. The next screen will show you the job is being converted and processed for printing and its status will say "Awaiting Processing" this should only last a couple of seconds, but it could take more time depending on how large the file is in page numbers and complexity of the document.

You can press the refresh button but in your browsers to update the status if you feel its taking longer than it should.

The screenshot shows the University of Limerick print management interface. At the top left is the university logo and name. On the right, there are links for 'Log Out' and a flag icon. Below the logo are navigation tabs: 'My Print Jobs', 'Web Print', and 'My Printers'. The main heading is 'My Print Jobs' with the user's name 'ext_cantec.dave' on the right. A green message box states: 'Your print job has been added successfully. It will be processed automatically in a moment.' Below this is an 'Upload Document To Print' section with a 'Browse...' button and a 'Next >' button. A table lists the print job:

Date/Time	Filename	Pages	Status	
12/07/22 17:33	test 3 pages - All BW.pdf		Awaiting processing	refresh

A red arrow points from the 'refresh' button to the 'Status' column. At the bottom, there is a footer: 'EveryonePrint 4.3.0/1103 © 2003-2022 EveryonePrint A/S' and a disclaimer about trademarks.

4. The next screen you will see your Job Status change to "Awaiting Release" and Students should get the option for "Print in Colour" or "Print in Black and White (Mono)"

To send your job to the relevant uniFLOW Server you simply click on the Printer name in the Grey box

The screenshot shows the University of Limerick print management interface at a later stage. The layout is similar to the previous screenshot. The 'Status' column now shows 'Awaiting release' in green. The 'refresh' button is still present. The job details in the table are:

Date/Time	Filename	Pages	Status	
12/07/22 17:33	test 3 pages - All BW.pdf	3	Awaiting release	refresh

Below the table, there is a section for printer selection: 'To print this job, select a printer below:'. It contains two options: 'Print in Colour' and 'Print in Black and White', each with an 'Advanced' checkbox. Two red arrows point from the 'Status' column to these options. At the bottom, there is a footer: 'EveryonePrint 4.3.0/1103 © 2003-2022 EveryonePrint A/S'.

5. There is an “Advanced” tick box beside each printer name and if you select this it will give you some options you can change about the print job you are submitting like

- Number of Copies
- Print From Page (print only a range of pages out of the document and ignore the rest)
- Double Sided (None is single sided, Long-side is double sided portrait)
- Print in Black /White (forces job to be Black & white even if colour pages are in the document)

These settings don't need to be always selected or set from the portal as users can change them at the MFD screen before being released if required.

Date/Time	Filename	Pages	Status	refresh
18/07/22 16:33	test 3 pages - All BW.pdf	3	Awaiting release	

To print this job, select a printer below:

Print in Colour 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 in Black and White Advanced

6. Once you have pressed the button with your relevant printer the job is then sent to the uniFLOW server the status will change from “Printing / Printed” to “Printed (send to Secure Print)”

Date/Time	Filename	Pages	Status	refresh
12/07/22 17:56	Test page 3 pages 2 col 1 BW.docx	3	Printing	
Your print job has been sent to the selected printer successfully.				
12/07/22 17:33	test 3 pages - All BW.pdf	3	Printed	
Your print job has been sent to the selected printer successfully.				
18/07/22 16:33	test 3 pages - All BW.pdf	3	Printed (Print to Student Secure Colour)	

7. After this the Job is spooled to the uniFLOW server and should be captured against your UL AD account. This should be fairly quick and visible to users once they log in to their relevant uniFLOW controlled MFD, again if there are really complex and large documents upload these jobs may take slightly longer to move from server to server.

8. Walk to your nearest relevant uniFLOW MFD and release your jobs