## Go to https://secureprint.ul.ie 1.

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

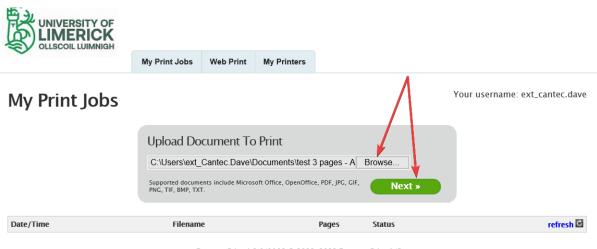
It is the responsibility of the student to ensure that their print job settings and formatting is correct before it is released and their account charged.

**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"



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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.

12/07/22 17:33	test 3 pages – All BW.	ρατ			Awaiting processing		
Date/Time	Filename	odf		Pages	Status	refre	sh 🖻
	Supported PNG, TIF, E	documents include Micro IMP, TXT.	soft Office, OpenOffic	e, PDF, JPG, GIF,	Next »		
				Brows	se	$\mathbf{X}$	
	Upload	d Document To	o Print				
Your print job ha	s been added success	fully. It will be pro	ocessed autom	atically in a mom	ent.		
My Print	lobs				Your u	isername: ext_cantec	.dav
~	My Print J	obs Web Print	My Printers				
	ICK						

4. The next screen you will see your Job Status change to "Awaiting Release" and Students should get the option for "Print to Student Secure Colour" & "Print to Student Secure Mono"

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

	ICK						
•		My Print Jobs	Web Print	My Printers			
My Print J	obs					Your u	sername: ext_cantec.dave
Your print job ha	s been add	ed successfully.	It will be pro	cessed autom	atically in a momen	t.	
		Upload Do	ents include Micro:	o Print	e, PDF, JPC, CIF,	ext »	
Date/Time	Filename	-			Pages	Status	refresh 🖾
12/07/22 17:33	To prin	iges – All BW.pdf t this job, select a p o Student Secure Colo o Student Secure Mor	our 🗆 Advance		3	Awaiting release	

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5. There is and "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 your submitting like

- Number of Copies
- Print From Page (print only a range pages out of the document and ignore the rest)
- Double Sided (Non 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 to Student Secure Colour Advanced			
	Number of copies: 1 Print from page 1 to 3			
	Double-sided print (works only if the printer supports duplex): <ul> <li>None</li> <li>Long-side (most common)</li> <li>Short-side</li> </ul>			
	Print in black/white even if document contains color: $\Box$			
	Print to Student Secure Mono			

6. Once you have press 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 s	elected printer successf	ully.				
						_	
Date/Time	Filename			Pages	Status		refresh 🖾
12/07/22 17:33	test 3 pages – All BW.pdf			3	Printed		
	Your print job has been sent to the s	elected printer successf	ully.				
Date/Time	Filename	Pages	Status				refresh 🖸
18/07/22 16:33	test 3 pages – All BW.pdf	3	Printed (Print to	o Student Se	cure 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