

# TO PRINT

Use the print driver titled **BWPrint** or **ColourPrint** to send print jobs to any Canon MFD across the UL campus.

Your current print credit is displayed next to your name.

The column on the left of the file name indicates if you have enough credit to print the job.

- ✘ = Insufficient credit.
- ✔ = Job can be printed.

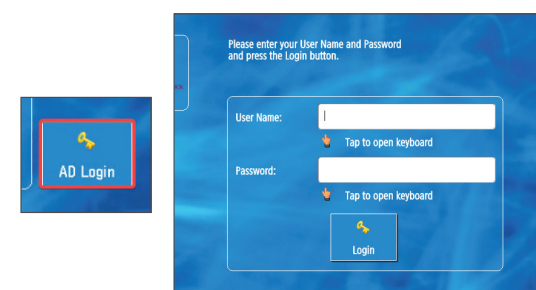
The price column on the right hand side shows the cost of each job.

Job	Format	Pages	Copies	Price
UL Campus Map(2).pdf	A4	1	1	0.0700
How do I use the printer(2).docx	A4	1	1	0.0700

Tap your student card on the Card Reader **to login**



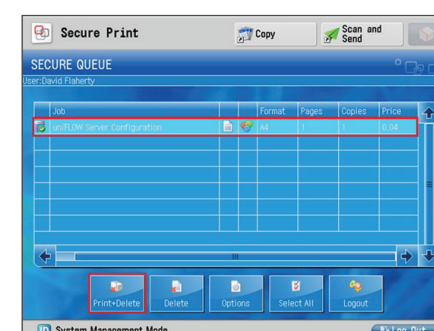
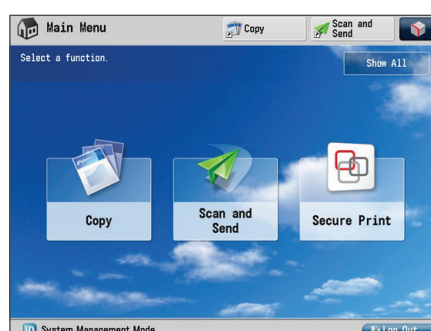
If you have forgotten your student card you can use the **AD Login** button to enter your student username and password.



## Secure Print

### Covid-19 Safety Measure

To minimize direct contact with the machine due to Covid-19 safety measures all print jobs will be automatically printed when you login to the device.



# REMEMBER

**STAY LOGGED IN**  
while the device is processing your job.

**ALL JOBS WILL BE CANCELLED**  
if the user logs out before completion of the job.

**LOG OUT WHEN YOUR JOB IS COMPLETE:**

- tap your card against the reader
- or
- press the ID button on the control panel
- or
- press the blue LOG OUT button