Printing from another device, e.g. Mobile, Tablet, Laptop, ect.
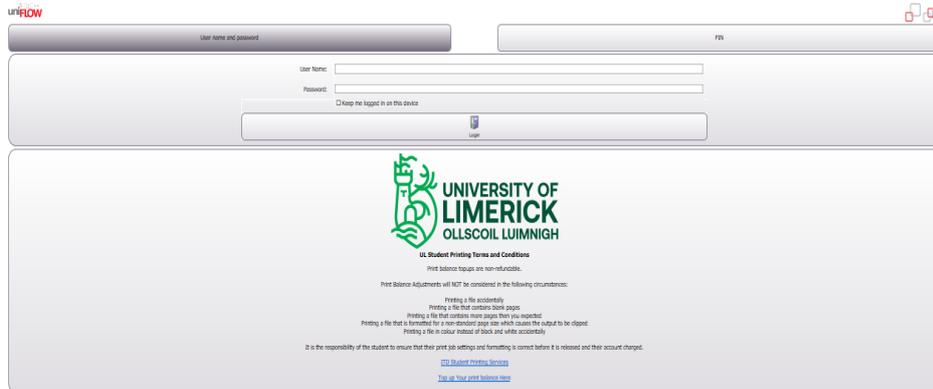
1. Open a web browser on your device and go to the following website:

    https://secureprint.ul.ie

2. Log in using your UL computer account username and

    password.

3. Browse for the file you want to print and select the finishing

    options you require as shown.

Copy Count:	1
Paper Catalog:	A4 Normal 80 (A4 80g Normal)
Duplex:	Simplex
Staple:	None
Hole Punch:	No Hole Punch
Color Print:	Automatically
Choose the File:	Browse...
Document Link	

Logout   Submit

4. Select Submit.
5. Your document can now be printed on any student printer by following the instructions below.
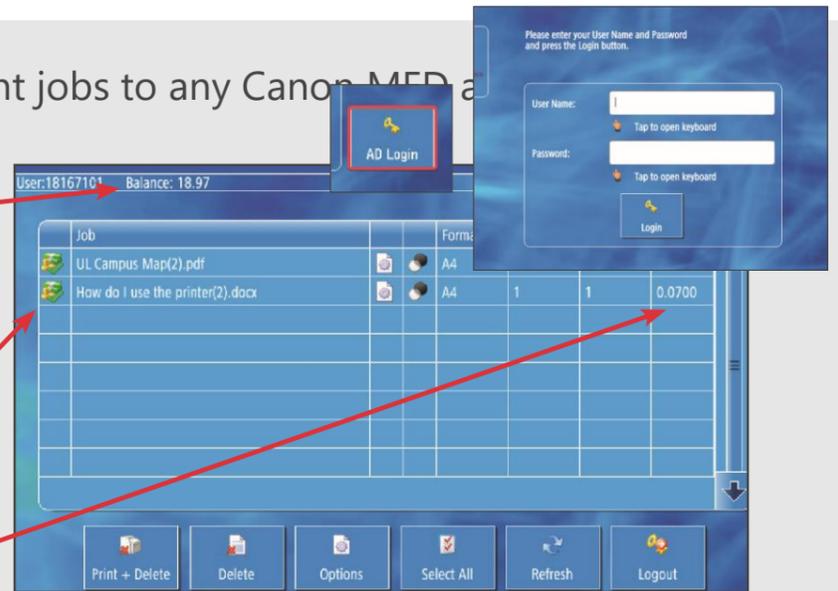
TO PRINT

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

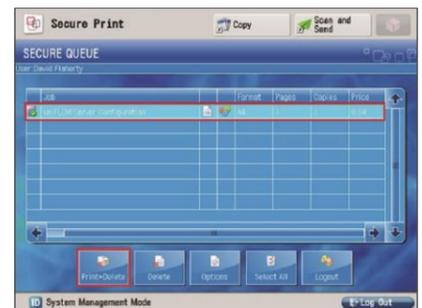Tap your student card on the Card Reader **to login**

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

cantec
we manage print

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