



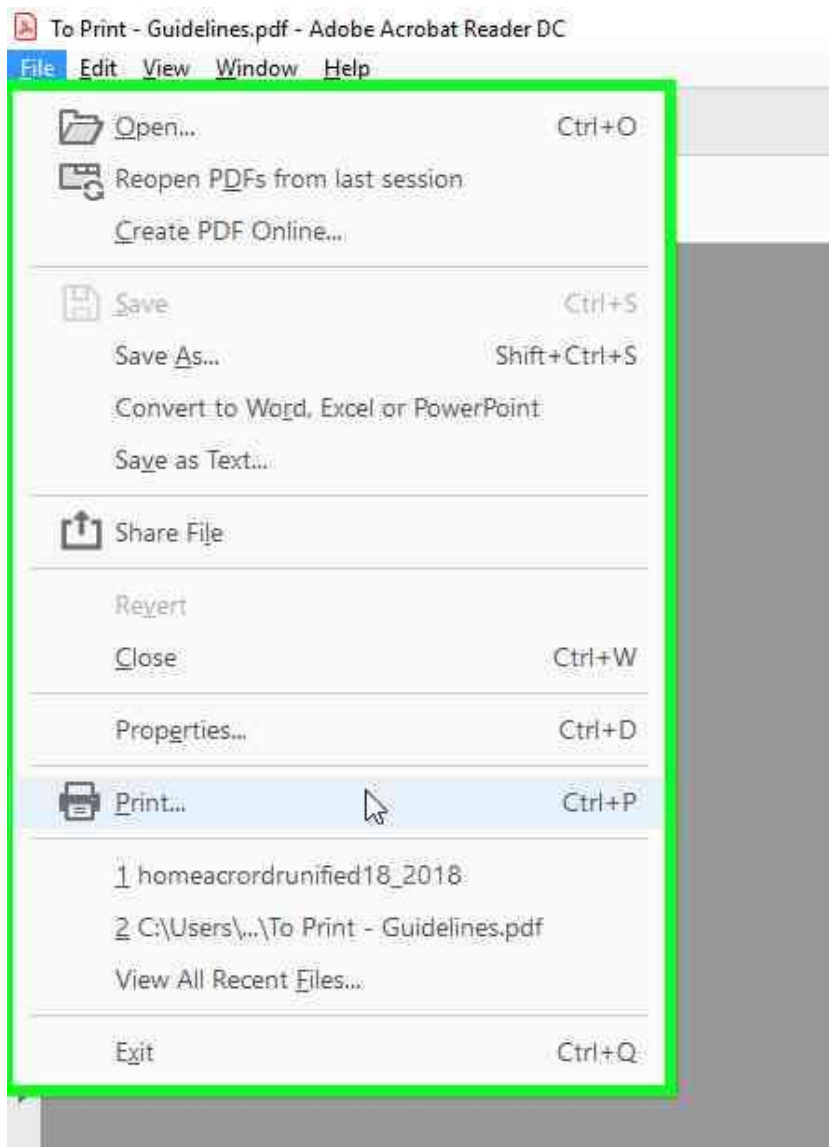
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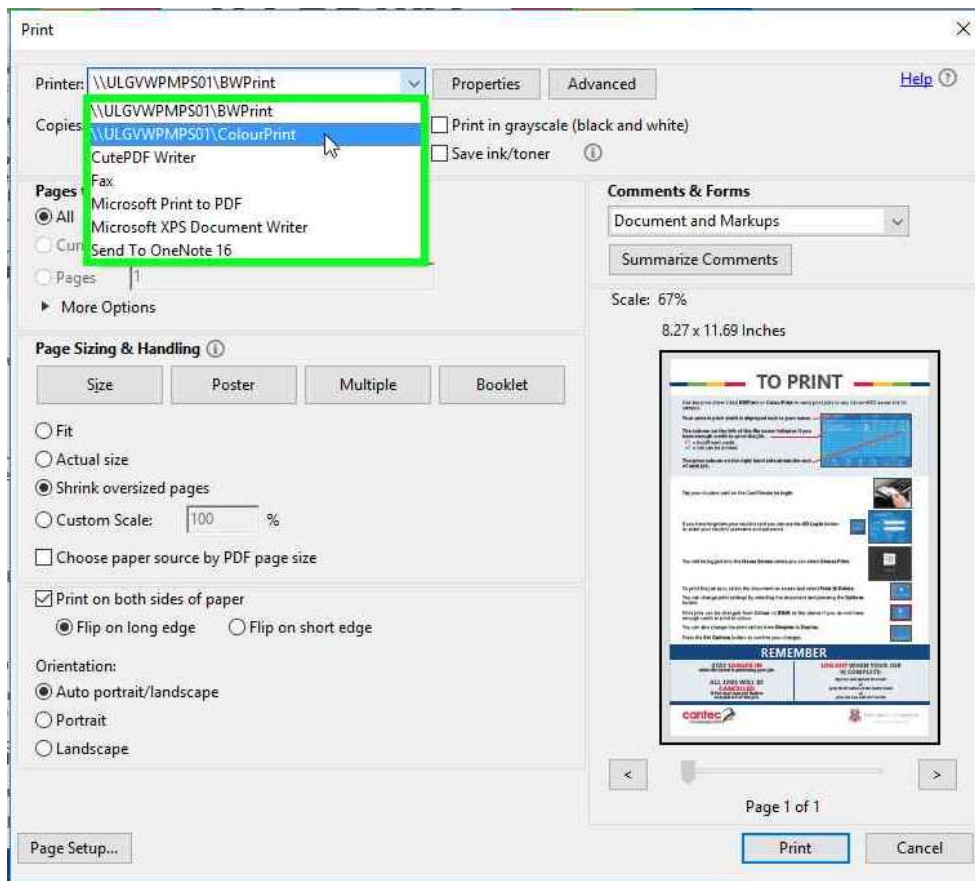
Information Technology Division

Printing from a Student PC

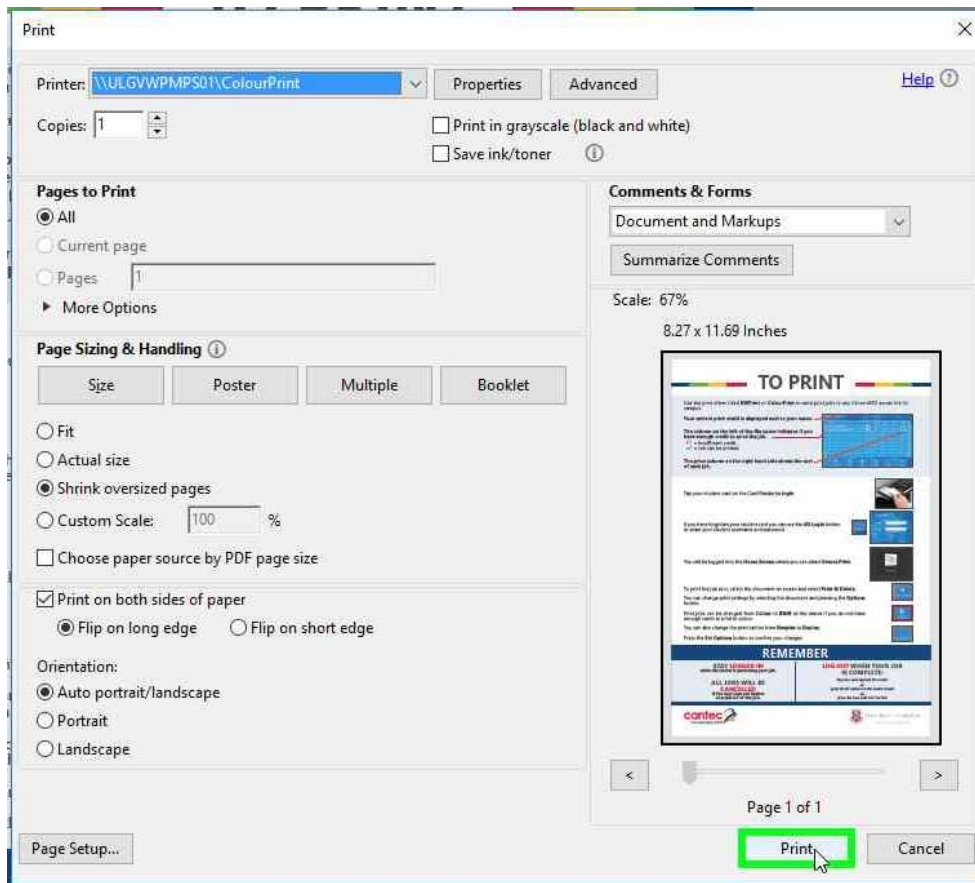
1. Open your document, click **File** and **Print**



2. From the Printer dropdown **select** either Black and White or Colour Print (BWPrint or ColourPrint)



3. Click Print to send your document to the printer.



4. Your document can now be printed from any student printer by following the instructions below.

TO PRINT

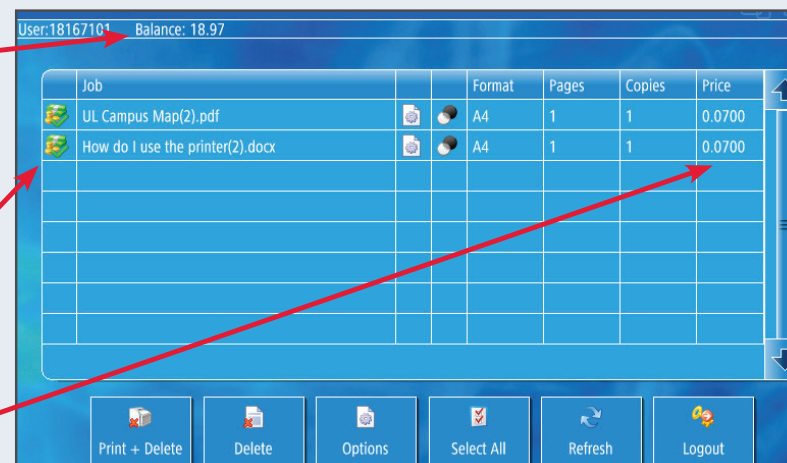
Use the print driver titled **BWPrint** or **ColourPrint** to send print jobs to any Canon MFD across the UL campus.

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.

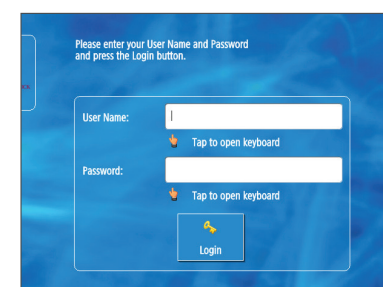
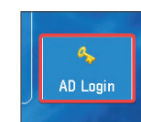


Job	Format	Pages	Copies	Price
UL Campus Map(2).pdf	A4	1	1	0.0700
How do I use the printer(2).docx	A4	1	1	0.0700

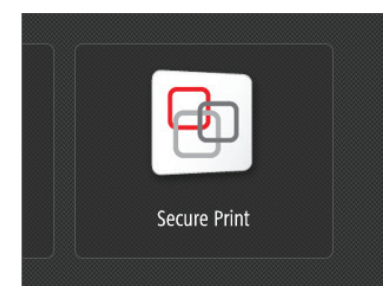
Tap your student card on the Card Reader **to login**



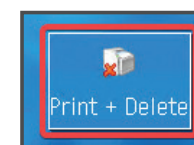
If you have forgotten your student card you can use the **AD Login** button to enter your student username and password.



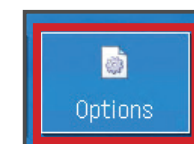
You will be logged into the **Home Screen** where you can select **Secure Print**.



To print the job as is, select the document on screen and select **Print & Delete**.



You can change print settings by selecting the document and pressing the **Options** button.



Print jobs can be changed from **Colour** to **B&W** at the device if you do not have enough credit to print in colour.

You can also change the print option from **Simplex** to **Duplex**.



Press the **Set Options** button to confirm your changes.

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