



**UNIVERSITY of LIMERICK**  
OLLSCOIL LUIMNIGH

## Information Technology Division

### Printing from another device, e.g. Mobile, Tablet, Laptop, etc.

1. Open a web browser on your device and go to the following website:

<https://ulprint.ul.ie/ig/secureprint/index.php>

2. Log in using your UL computer account username and password.

The screenshot shows a mobile browser window with the URL <https://ulprint.ul.ie/ig/secureprint/index.php>. The page features the UniFlow logo in the top left and a login form in the center. The form has two input fields: 'User Name' with the value '18167101' and 'Password' with masked characters. Below these fields is a checkbox labeled 'Keep me logged in on this device' and a 'Login' button. Underneath the login form is the University of Limerick logo and the text 'UL Student Printing Terms and Conditions'. The terms and conditions list several circumstances where print balance adjustments will not be considered, such as printing a file accidentally, printing a file with blank pages, printing a file with more pages than expected, printing a file with a non-standard page size, and printing a file in color instead of black and white. At the bottom of the page, there are logos for Visa Mastercard and GlobalPay.

3. Browse for the file you want to print and select the finishing options you require as shown.

uniFLOW

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:

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 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.

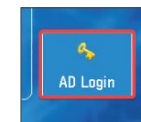
The price column on the right hand side shows the cost of each job.

| 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 |

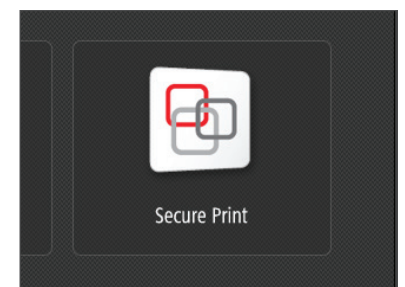
Tap your student card on the Card Reader **to login**



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



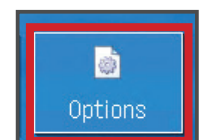
You will be logged into the **Home Screen** where you can select **Secure Print**.



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