

TO PRINT

Use the print driver titled **BWPrint** or **ColourPrint** to send print jobs to any Canon student printer 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

Buttons at the bottom: Print + Delete, Delete, Options, Select All, Refresh, Logout.

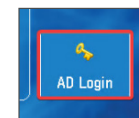
Please note that you print job will not be printed until you complete the below steps.

Go to the nearest Student Printer.

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.



Please enter your User Name and Password and press the Login button.

User Name:

Password:

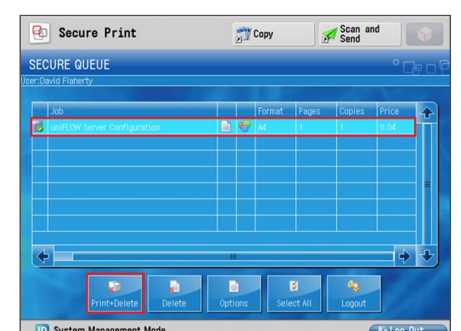
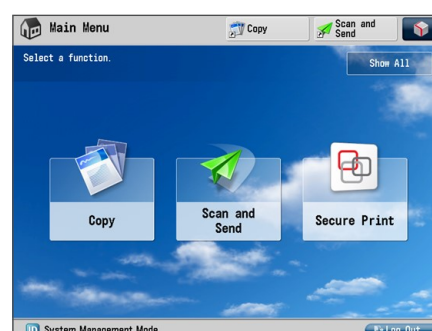
Login

Select Secure Print

Choose the item you wish to print

Select 'Print + Delete'

Select 'Logout' on completion



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*