

1. Go to <https://secureprint.ul.ie>

Login with your student number as username (not your email address) & your UL password



To release print jobs submitted for printing, go to printer, log in with Student card, select print jobs you wish to print and print

#### UL Student Printing Terms and Conditions

Print balance topups are non-refundable.

Print Balance Adjustments will NOT be considered in the following circumstances:

Printing a file accidentally

Printing a file that contains blank pages

Printing a file that contains more pages than you expected

Printing a file that is formatted for a non-standard page size which causes the output to be clipped

Printing a file in colour instead of black and white accidentally

**It is the responsibility of the student to ensure that their print job settings and formatting is correct before it is released and their account charged.**

[ITD Student Printing Services](#)

[Top up Your print balance Here](#)

**You have successfully logged out.**  
To sign in, please enter your username and password below.

Username:

Password:

[Login](#)

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2. You will be given an option to browse to the file you want to upload for printing, once file is selected click "Next"



[My Print Jobs](#) [Web Print](#) [My Printers](#)

## My Print Jobs

Your username: ext\_cantec.dave

### Upload Document To Print

C:\Users\ext\_Cantec.Dave\Documents\test 3 pages - A [Browse...](#)

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT.

[Next »](#)


Date/Time	Filename	Pages	Status	<a href="#">refresh</a>
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3. The next screen will show you the job is being converted and processed for printing and its status will say "Awaiting Processing" this should only last a couple of seconds, but it could take more time depending on how large the file is in page numbers and complexity of the document.

You can press the refresh button but in your browsers to update the status if you feel its taking longer than it should.

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OLLSCOIL LUIMNIGH

Log Out 

My Print JobsWeb PrintMy Printers

My Print Jobs

Your username: ext\_cantec.dave


Your print job has been added successfully. It will be processed automatically in a moment.

Upload Document To Print

Browse...

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT.

Next »


Date/Time	Filename	Pages	Status	
12/07/22 17:33	test 3 pages – All BW.pdf		Awaiting processing	<a href="#">refresh</a> 


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4. The next screen you will see your Job Status change to "Awaiting Release" and Students should get the option for "Print in Colour" or "Print in Black and White (Mono)"

To send your job to the relevant uniFLOW Server you simply click on the Printer name in the Grey box

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Log Out 

My Print JobsWeb PrintMy Printers

My Print Jobs

Your username: ext\_cantec.dave


Your print job has been added successfully. It will be processed automatically in a moment.

Upload Document To Print

Browse...

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT.

Next »

Date/Time	Filename	Pages	Status	
12/07/22 17:33	test 3 pages – All BW.pdf	3	Awaiting release	<a href="#">refresh</a> 

To print this job, select a printer below:

☐ Print in Colour ☐ Advanced

☐ Print in Black and White ☐ Advanced

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5. There is an “Advanced” tick box beside each printer name and if you select this it will give you some options you can change about the print job you are submitting like

- Number of Copies
- Print From Page (print only a range of pages out of the document and ignore the rest)
- Double Sided (None is single sided, Long-side is double sided portrait)
- Print in Black /White (forces job to be Black & white even if colour pages are in the document)

*These settings don't need to be always selected or set from the portal as users can change them at the MFD screen before being released if required.*

Date/Time	Filename	Pages	Status	refresh
18/07/22 16:33	test 3 pages – All BW.pdf	3	Awaiting release	

To print this job, select a printer below:

Print in Colour ☒ Advanced

Number of copies:

Print from page  to

Double-sided print (works only if the printer supports duplex):

☒ None

☐ Long-side (most common)

☐ Short-side

Print in black/white even if document contains color: ☐

Print in Black and White ☐ Advanced

6. Once you have pressed the button with your relevant printer the job is then sent to the uniFLOW server the status will change from “Printing / Printed” to “Printed (send to Secure Print)”

Date/Time	Filename	Pages	Status	refresh
12/07/22 17:56	Test page 3 pages 2 col 1 BW.docx	3	Printing	
Your print job has been sent to the selected printer successfully.				

Date/Time	Filename	Pages	Status	refresh
12/07/22 17:33	test 3 pages – All BW.pdf	3	Printed	
Your print job has been sent to the selected printer successfully.				

Date/Time	Filename	Pages	Status	refresh
18/07/22 16:33	test 3 pages – All BW.pdf	3	Printed (Print to Student Secure Colour)	

7. After this the Job is spooled to the uniFLOW server and should be captured against your UL AD account. This should be fairly quick and visible to users once they log in to their relevant uniFLOW controlled MFD, again if there are really complex and large documents upload these jobs may take slightly longer to move from server to server.

8. Walk to your nearest relevant uniFLOW MFD and release your jobs