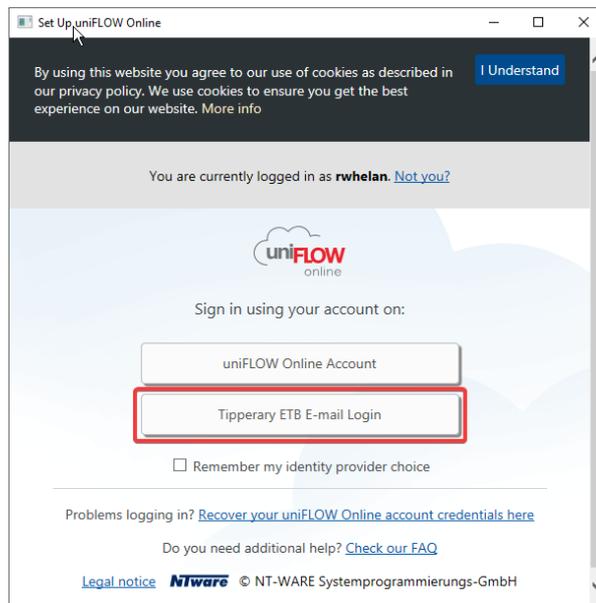


## Printing Instructions for students

### UniFLOW Smartclient Login

The uniFLOW Smartclient should launch automatically after you have logged in to Windows on your PC.

Click on Tipperary ETB E-mail Login and enter student e-mail address and password to login.



The first time that you login to a college PC, your uniFLOW Online account will be created and you will receive an email from uniFLOW with a PIN Code that can be used to login to any connected Canon printer in the college.

### How to submit Print jobs

You can now submit print jobs in the following ways:

- ✓ Windows Print Queue: **CTI\_Secure\_Print**

### Windows Print Queue

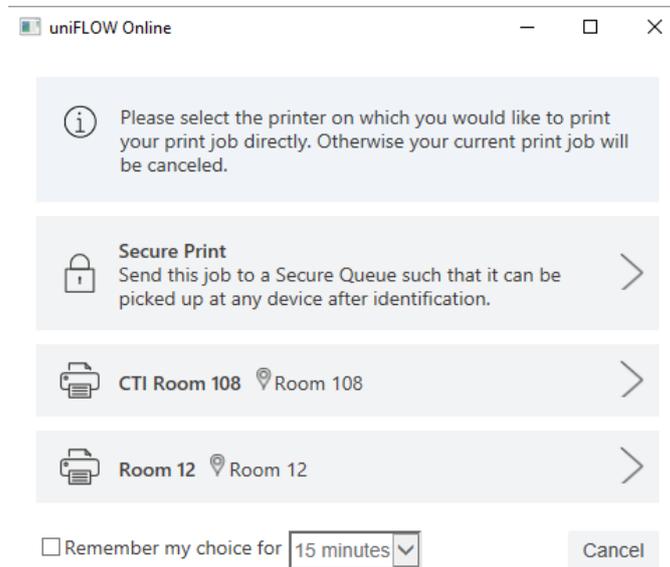
The uniFLOW Smartclient will have installed a printer named **CTI\_Secure\_Print** on your PC. This will allow you to print to any Canon printer.

When you send a job to this queue you will have the option to send the job to the Secure Print queue or to release the job directly to your nearest printer. In most cases, you will send the

print job to Secure Print and retrieve the printouts from the nearest printer to you as the Direct Print option requires a printer to be installed in your classroom.

**Secure Print** – Select the Secure Print Option

**Direct Print:** Choose any of the available printers in the list.



**Note:**

*You must remain logged in to your PC until you have printed out your document. If you have logged out after submitting the print job and haven't printed the document out, the printer will not release the job and you will have to log back into Windows to release it.*

**At the Printer:**

Login to the printer with your four-digit PIN. Choose the **Secure Print** option from the three options that are presented. Your print job will be listed in the queue of print jobs (there may be only one). Tap it to select and choose:

**Print & Keep** or **Print & Delete.**