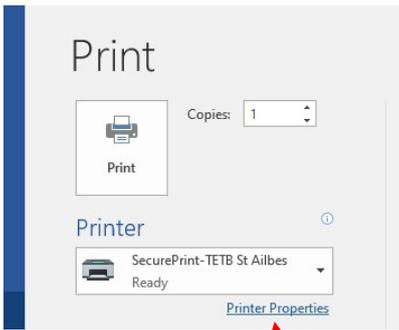


Printing with uniFLOW

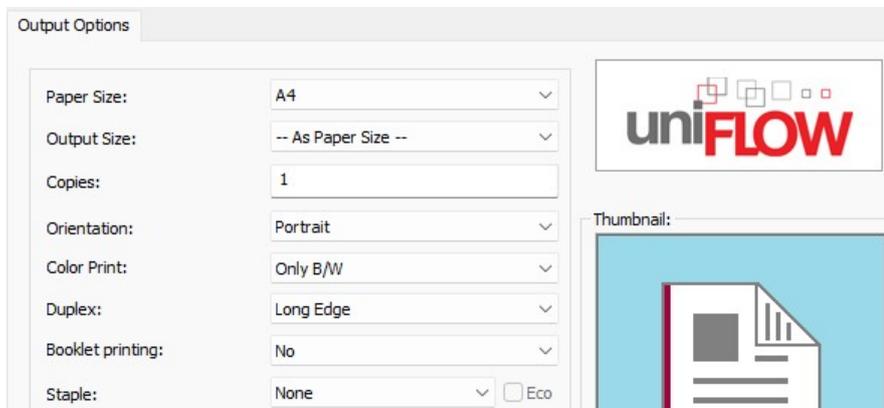


In Word, Excel. etc. Select Print, as Normal
The printer you require is -

“SecurePrint-TETB St. Ailbe’s”
(Should appear as default printer)

It defaults to A4 portrait, mono, double-sided

Click Here to change defaults



Select required options in this window.

*“For single-sided,
in Duplex,
change Long Edge
to Simplex”*

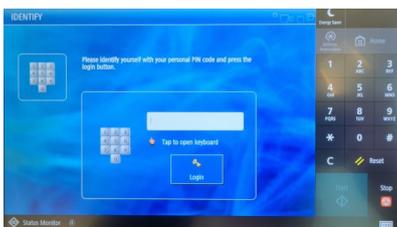
After you click Print wait for this window to appear. Click “Secure Print”

NOTE: At this stage-

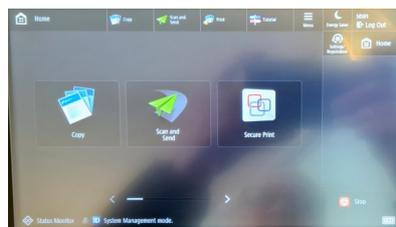
Do NOT close the file you are working on.

Do NOT log off the machine.

Go to ANY printer with a keypad



Tap in Your PIN
&
Tap Login



Tap
Secure Print



Select the print job(s)
you want
Tap Print & Delete

Do not forget to Log Out when finished