

PRINTING INSTRUCTIONS

1. When you wish to print from the computer you are using, open the relevant file for printing and select **File - Print**
2. Select the print 'queue' you wish to print to, depending on whether you wish to print in black and white or in colour
3. After sending your print job into the print 'queue' you can then go to any Datapac MFD
4. At any Datapac MFD touch your college ID on the card reader
5. Select "Pull Print" on the touchscreen and select the job you wish to print

Follow the options on-screen to print the desired print job. You are only charged for a print job once it has physically printed. If you don't print a job within 24 hours of first submitting it, then it is dropped from the system and you need to start again.



Copy



Scan to Email

Please Note: If the nearest MFD is unavailable, or should you wish to print at a later point in time, you can carry out these steps from any available MFD

MOBILE PRINT

Please visit <http://tudublinprint.ie> and click the "Mobile Login" tab to avail of this service. Please follow the instructions to download the mobile print driver to your device.