

How To...

USE THE PRINT/COPY SERVICES

QUICK GUIDE FOR STUDENTS



How to...

Activate your Print/Copy Account



Before you can Use / Top Up your Print Account for the first time, you will need to **ACTIVATE your Print/Copy Account.**

To do this:

Swipe your SETU Card on any one of the Printers located across SETU Campuses

Enter your 8 digit Student ID Number as your Username and press OK

Next, enter your SETU Password

Your Print Account is now Activated!

You can now Top Up Online using Payment Card or Redeeming a Print Voucher

https://www.wit.ie/current_students/on_campus/printing-at-wit



How to...

TOP UP my Print/Copy (SafeQ) Account

1. ONLINE TOP-UP (Self Service)

Go To: <https://studentprint.wit.ie:8443/> or go to: www.wit.ie and Search 'Printing at WIT' (top-right hand corner) & select "My Print Account"

- Login with SETU Username (student number) & Password
 - Click 'Deposit Money'
 - Enter amount you want to top up by
 - Click 'Proceed to Payment Gateway'
- and follow the steps to top up using credit/debit card.

2. REDEEM PRINT/COPY VOUCHER

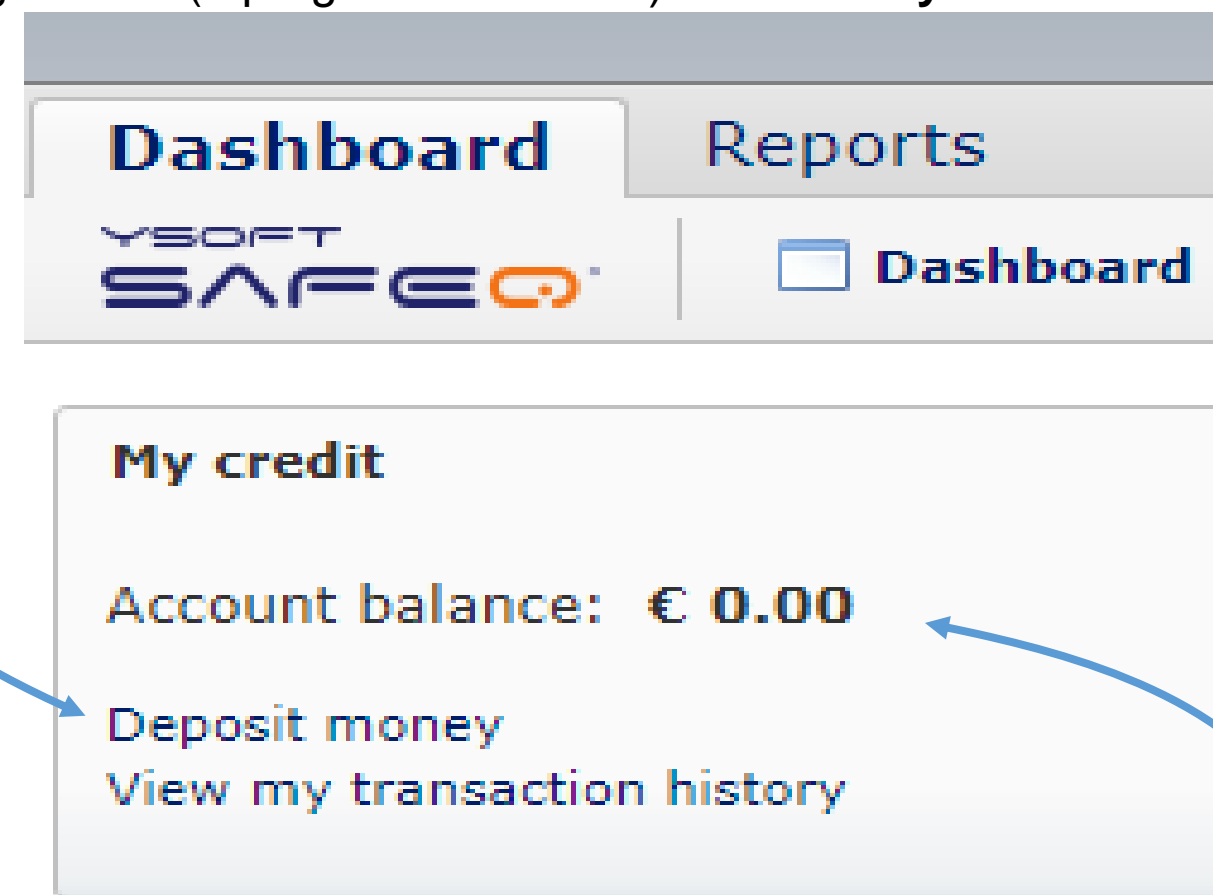
Purchase a Print/Copy Voucher in one of the following locations:

- Centra (Cork Road Campus)
- College St. Restaurant

1. To redeem your voucher go to: <https://studentprint.wit.ie:8443/> or www.wit.ie - Search 'Printing at WIT' (top-right hand corner).
2. Select "Redeem Voucher"
3. Login using your SETU credentials.
4. Enter the code displayed on your voucher to redeem for the specified amount

3. CASH DESK

Call to the SETU Card Office and a cashier will top-up your account with the required amount
(Please NOTE: Minimum top-up amount = €5)



How to....

VIEW my Print/Copy Account Balance

• From Print/Copy Station (Xerox MFP)

Log onto the Print/Copy Station (Xerox MFP) by placing Student ID card over the card reader located on the left hand side of the Xerox MFP. Select the YSoft SafeQ icon



Your current balance will be displayed on the bottom of the screen

• From PC or Device

Go To:
<https://studentprint.wit.ie:8443/> or
www.wit.ie Search 'Printing at WIT' (top-right hand corner). Select "My Print Account"
Login with SETU Username (student number) & Password - your balance will be displayed in the top left hand corner

How to...

PRINT from a PC

To print your desired job follow these steps:

- On your PC select File
- Select Print
- Choose Printer **Safeq-Mono** *or* **Safeq-Colour**
- Choose the number of copies you require
- Click OK



**This will store your print job/s in your PRINT COPY ACCOUNT (SafeQ system) for 24 hours.
To release your print job at the PRINT COPY Station(Xerox MFP), see “How to release a print job” , in this leaflet.**

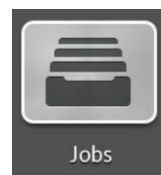
*By default, your print job will be set to print
1 - Sided, Auto Paper Size Output*

If you wish to change these options for your desired print job(s), follow these steps:

- Click File
- Select Print
- Choose printer **Print-Student-BW** *or* **Print-Student-Colour**
- Click Printer Properties
- Select from the 2-Sided Print drop-down box to 2-sided print
- To Specify a Paper Tray Select Paper drop down menu and choose Select by Tray
- Once you are happy with your options, click OK
- Choose the number of copies you want
- Click OK

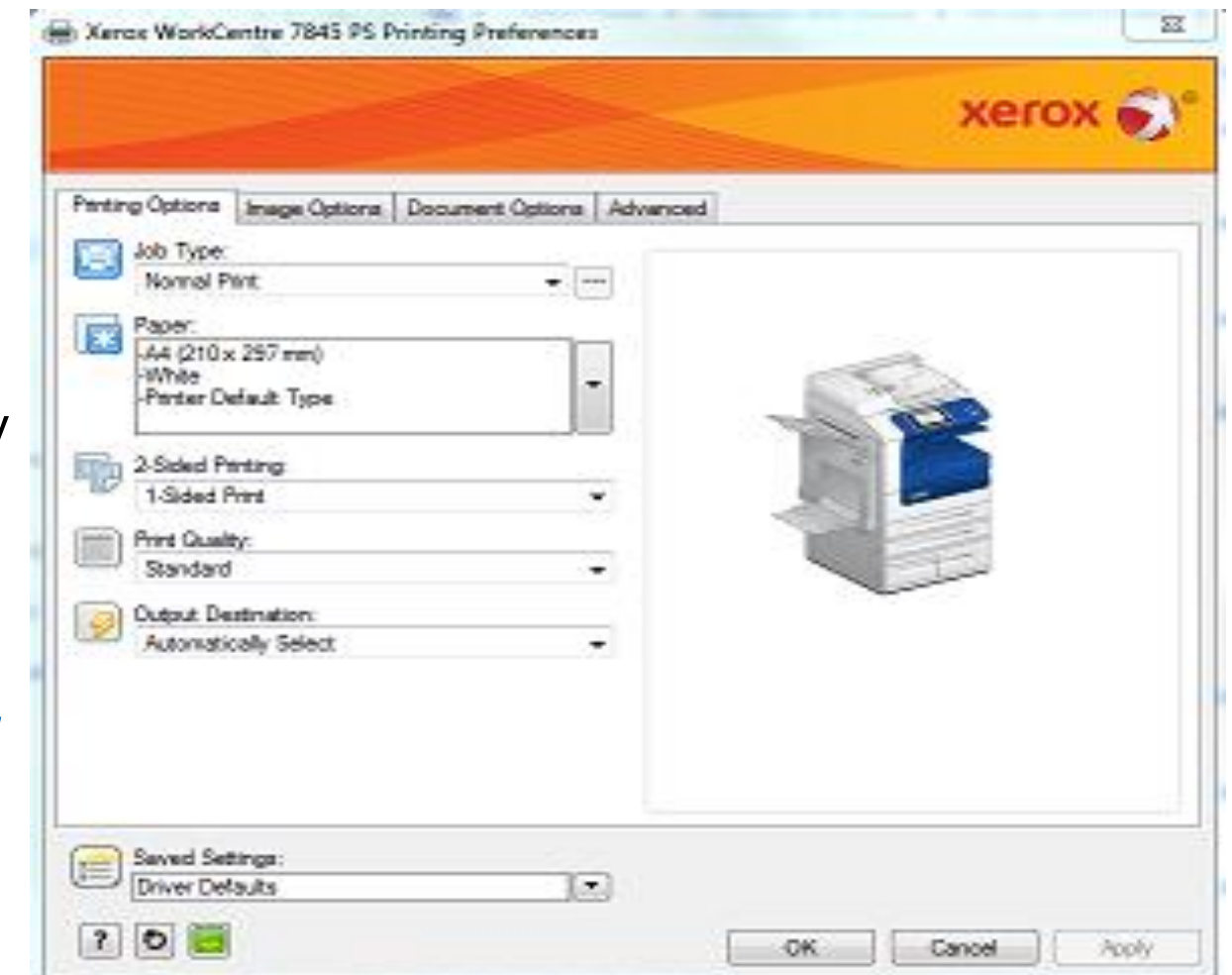
*When you try to print and if you receive a notification stating '**Resources Required**' this means that the document/file you sent to print was sent with **an incompatible Paper Size selected**, i.e. only A4 and A3 size paper will be stocked in the printers and must be selected **BEFORE** sending the job to the printers.*

You can change the paper size by clicking on the Jobs icon



find your print job, select it, and select 'Print on Alternate Paper' and choose the correct paper size.

Otherwise you must resend the print job from the PC, making sure that either A4 or A3 paper is selected before sending the job to the printer.



How to...

RELEASE a Print Job

There are two methods to release print jobs:

Option 1: Automatically Print out all waiting job(s).

Option 2: Manually select which print job/s to print.

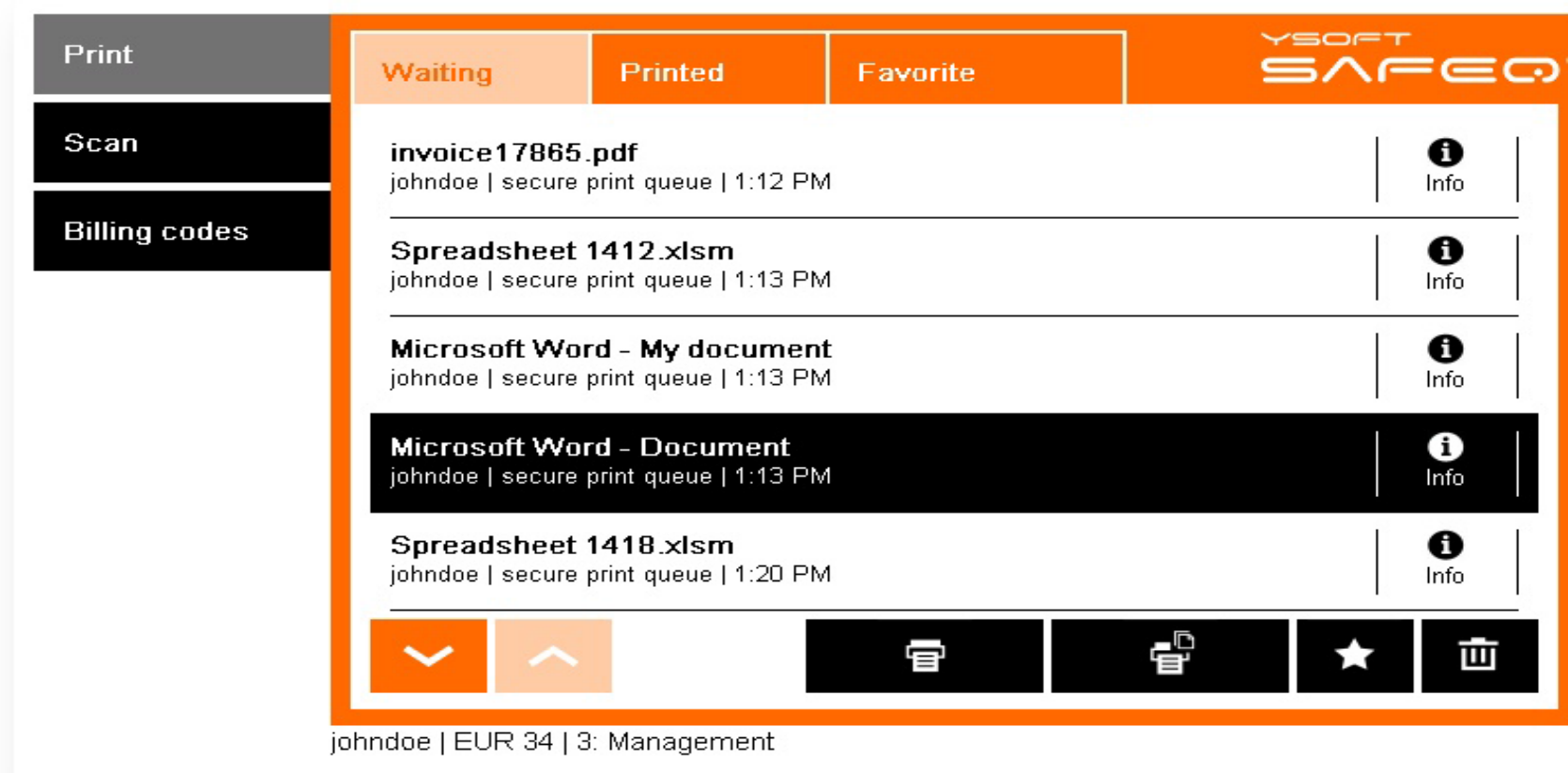
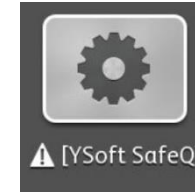
Option 1: Automatically Print out all waiting jobs

- Log onto the Print/Copy Station (Xerox MFP) using your Student Card (or student login)
- Select **Yes** to 'Print All Waiting Jobs Now?'

All your pending print jobs will be printed

Option 2: Manually select which print job(s) to print

- Log onto the Print/Copy Station (Xerox MFP) using your Student Card (or student login details)
- Select **No** to 'Print All Waiting Jobs Now?'
- Select **YSoft SafeQ** icon from the Print/Copy Station (Xerox MFP) touch screen
- Under Waiting tab - Highlight the print job(s) you want to print
- Select Print option

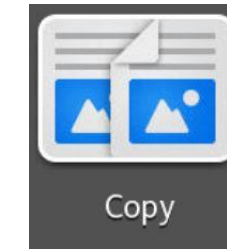


Unprinted print job(s) will be automatically deleted from your PRINT Copy Account (SafeQ) after 24 hours.

How to...

PHOTOCOPY

Log onto the Print/Copy Station (Xerox MFP) using a valid Student ID Card (or Student login) and select Copy Service.



Place originals face up in document feeder or place face down on the glass.
Select the number of copies using the keypad and press **Start.**

Colour Copying

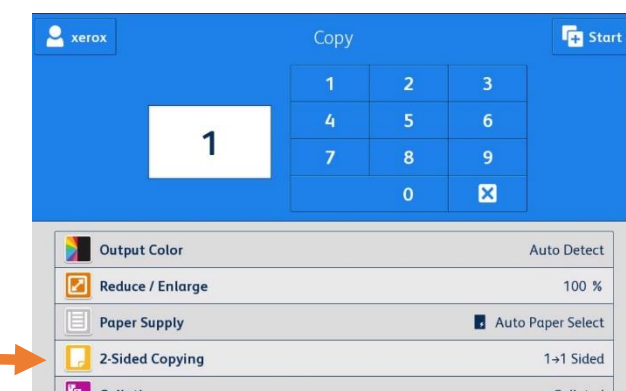
Select Black and White, Colour Or Match My Originals if you have a mix of black and white and colour originals



Double Sided Copying

Select 2-Sided Copying, this will allow you to do double sided Copying

1 sided > 2 sided



Paper Size

If copying unusual sized documents i.e. passports, Select the Paper Tab,

This will allow you select the required output paper size

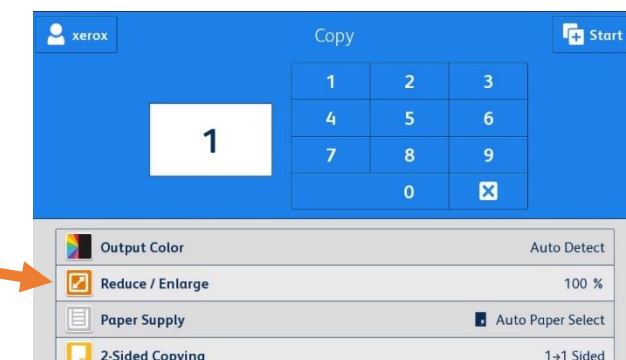
If '**Resources Required**' error message appears on the screen of the MFP,

you have not selected a suitable paper size. You must Change the paper size here, or else on the original document, and resend.



Zoom/Reduce Print Size

This option will allow you to reduce or increase your printed output document



To log out of the Xerox Print/Copy Station (MFP) press the user icon in upper left side of the screen then logout. Or swipe your card on the card reader again to logout.

How to...

PRINTING ON THE GO



To print from your mobile device or laptop:

1. Go to <https://studentprint.wit.ie:8443/m/>
2. Login with your Student ID Number and Password
3. Upload your file(s)
4. Your print job(s) will be queued up against your PRINT (SafeQ) account
5. Follow normal steps on [RELEASING a Print Job](#)

NOTE: Also your print job will print out in same format as uploaded i.e. if the document is in colour it will print out in colour, and you will be charged accordingly.

If you have any issues, queries or would simply like a demonstration please contact us in the SETU Card Office

Tel: 051 302732 or 051 306280

Email: SETUCARD.WD@setu.ie

Price Guide €

Print or Copy

Single-Sided Double-Sided

B/W	A4	€ 0.10	€ 0.14
B/W	A3	€ 0.18	€ 0.26
Colour	A4	€ 0.22	€ 0.38
Colour	A3	€ 0.50	€ 0.90

Scan € 0.08 per sheet

College Street Design Printer

Print or Copy

Single-Sided Double-Sided

B/W	A4	€ 0.16	€ 0.22
B/W	A3	€ 0.25	€ 0.35
Colour	A4	€ 0.35	€ 0.60
Colour	A3	€ 0.60	€ 1.05

Scan € 0.08 per sheet

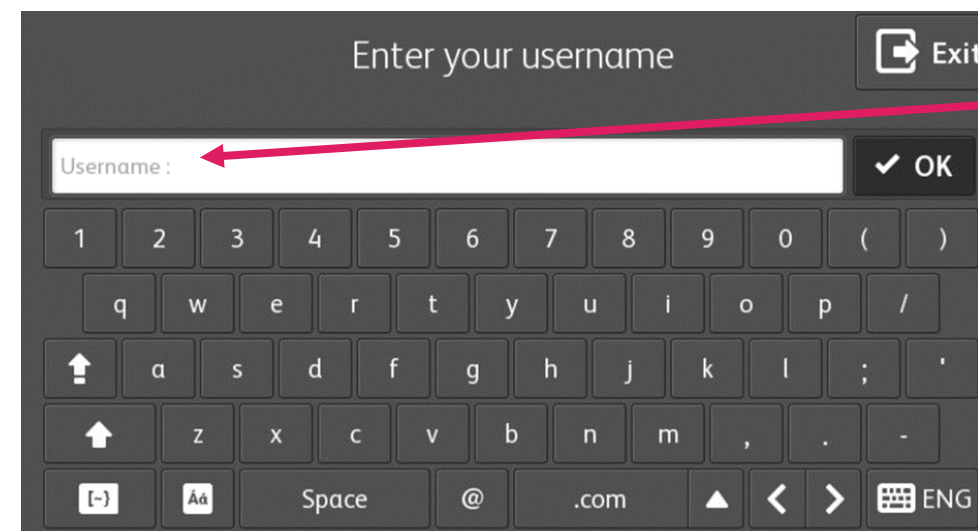
How To: Assign your SETU Card to your Print Account



1. At one of the Multi-Function Print Devices, place your SETU Card over the card reader until you hear a 'beep'.

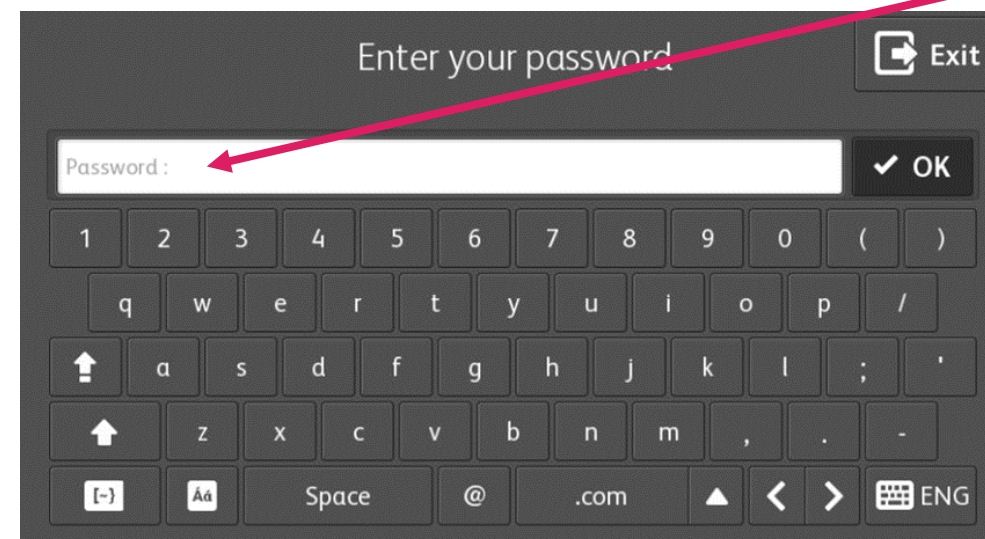


2. Enter your Student ID Number and your SETU Student Account Password and hit OK.



Enter your SETU Student Number e.g. 20109999

And hit OK



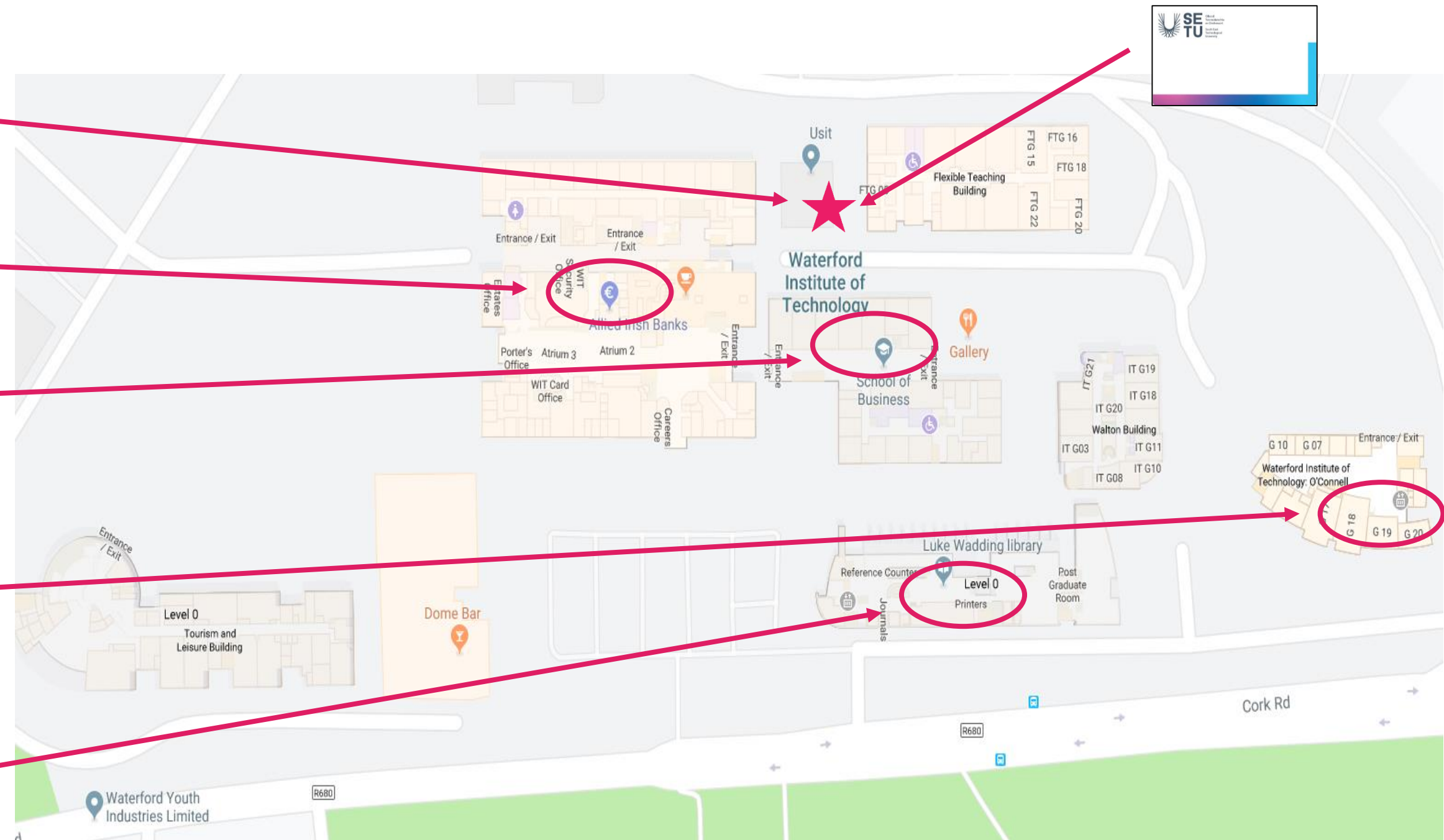
Next, enter your SETU Student Account Password

And hit OK

The next time you swipe your card at one of the MFP Print Devices (located around the campus) you will login automatically.

MFP Print Device Locations: Main Campus

- SETU Card Office
- Atrium (Main Building)
 - Behind Centra
- F Corridor
 - Across from SLL
- Health Sciences Building
 - 2nd Floor
- Luke Wadding Library
 - Copy Room (x2)



MFP Print Device Locations:

College Street Campus

- Student Services Area

Granary Campus

- Top Floor