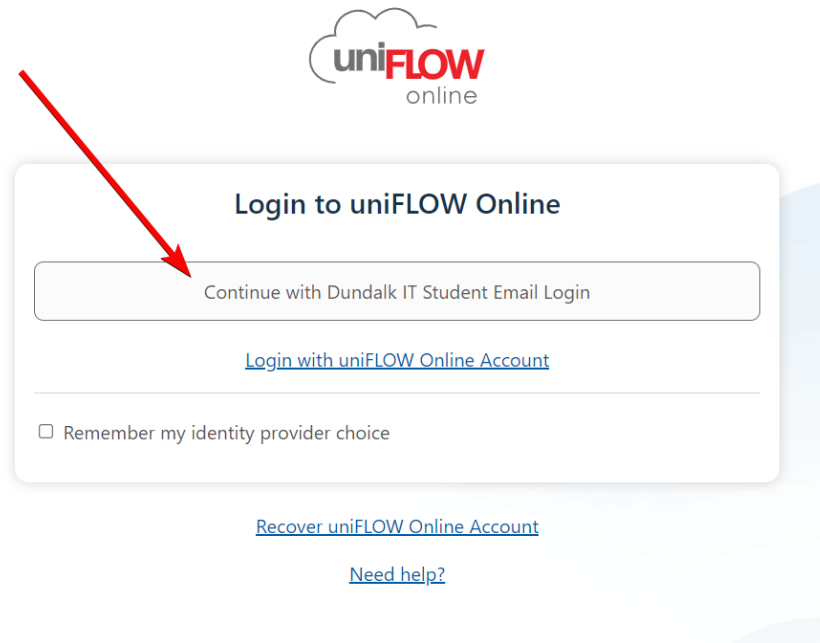


- **Welcome to the Dkit Student printing service**
 - For more information on the printing service go to <https://dkit.ie/studentprinting>
- **How to Register and sign into uniFLOW Portal**

To activate your uniFLOW online account visit : <https://student-dkit.eu.uniflowonline.com>
Login with your Dundalk Office 365 Login e.g D12345@studentmail.dkit.ie



uniFLOW
online

Login to uniFLOW Online

Continue with Dundalk IT Student Email Login

[Login with uniFLOW Online Account](#)

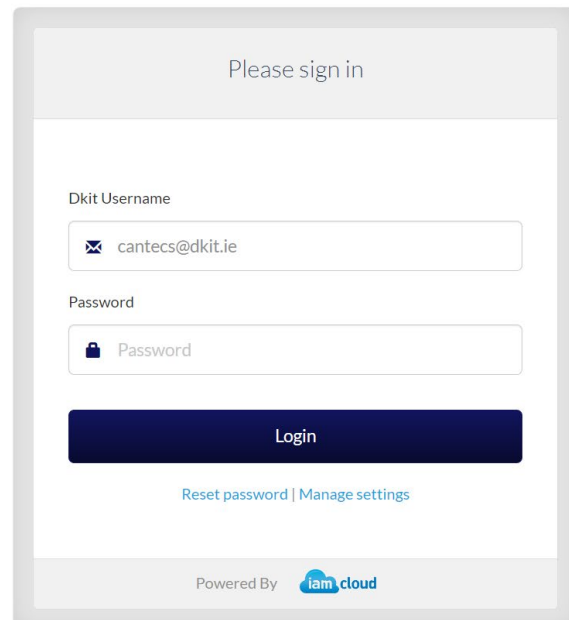
☐ Remember my identity provider choice

[Recover uniFLOW Online Account](#)
[Need help?](#)

You should be asked to log in with you Dundalk Office 365 account if you are not already logged into it on your PC.



Welcome to Dundalk Institute of Technology



Please sign in

Dkit Username


✉ cantecs@dkit.ie

Password

🔒 Password

Login

[Reset password](#) | [Manage settings](#)

Powered By 

Once logged into your personal uniFLOW portal, you will receive two emails from **noreply@student-dkit.eu.uniflowonline.com**.

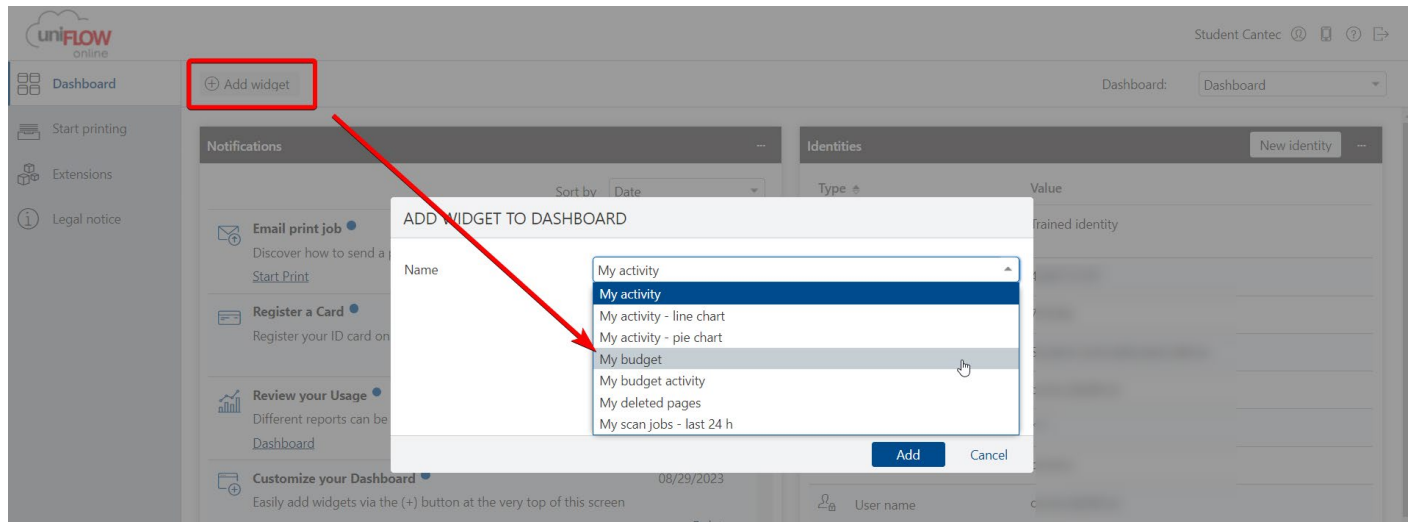
uniFLOW Online PIN Code – This will allow access to the devices in the event you forget / misplace your Card / ID.

uniFLOW Online Card Registration Code – This is used to connect your ID card with your account.

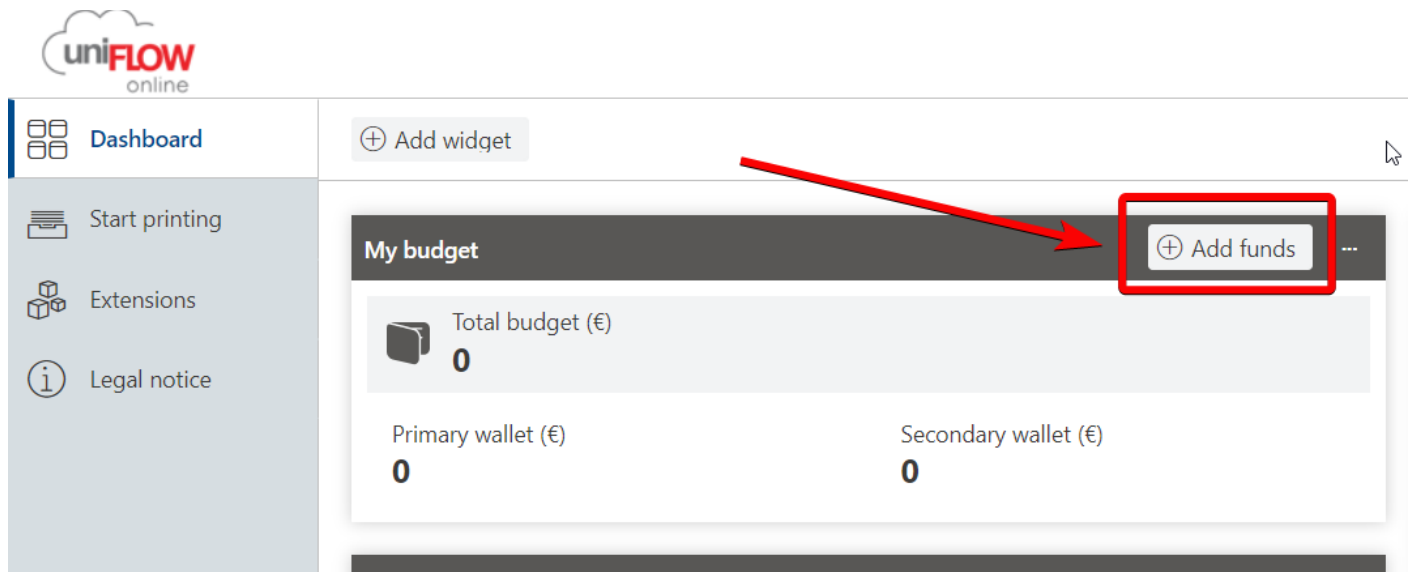
Keep these codes in a safe place as you will need it to logon to printers and register your card. If you do not receive this email, please check your 'Junk' folder.

• Adding Funds to your Print Budget

Once logged in, you can add the top up (Budget) Widget to your landing page. On the top left corner of the page, click **'Add widget'** then click on my activity arrow and select **'My Budget'** and then **'Add'**.



To add credit to your account, click the **'Add funds'** button, this will bring the PayPal page.



Add the amount you wish to pay.

ADD FUNDS

Add additional funds to your wallet

Extend your general wallet by adding funds to your secondary wallet. The secondary wallet is used when your primary wallet is empty. You will be redirected to the selected payment provider to complete the payment process. After finishing, you will be redirected back to uniFLOW Online.

Payment provider

PayPal

PayPal

Amount

5 EUR

The amount you wish to add to your Secondary wallet.

PayPal

Cancel

Please note that PayPal is the payment handler, but you can also pay using a credit or debit card.

On the next popup, enter email address and choose either to Pay with PayPal Account or pay with Debit or Credit Card. You may be asked to check out as a guest or you can login with your PayPal account.

To pay without a PayPal account just select **'Pay by Debit or Credit Card'** and fill in relevant fields.

At the end it will ask you if you want to create an account, this is a PayPal option which you can turn off if you wish.

Select **'Continue'** to complete process.

The image displays three sequential screenshots of the PayPal checkout process in a Google Chrome browser window.

Screenshot 1: Pay with PayPal
The page title is "Pay with PayPal". Below the PayPal logo, it says "Enter your email address to get started." There is a text input field for "Email address or mobile number". Below this field is a link "Forgotten your email address?". There are two main buttons: a blue "Next" button and a white button with a blue border labeled "Pay by Debit or Credit Card", which is highlighted with a red rectangle. At the bottom, there are language options: English, Français, Español, 中文.

Screenshot 2: Check out as a guest
The page title is "Check out as a guest". It says "Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started." There is a text input field for "Enter email address" containing "cantecs@dkit.ie". Below this is a blue "Continue to Payment" button. At the bottom, it says "Already have an account? [Log In](#)".

Screenshot 3: Final Checkout
This screen shows additional checkout options. At the top, there are dropdown menus for "Country / Dublin postal district (optional)" and "Postcode (optional)". Below these is a checked checkbox for "Shipping address same as billing address". There is a toggle switch for "Save information & create your PayPal account", which is highlighted with a red rectangle. Below this is a paragraph of terms and conditions. At the bottom, there is a blue "Continue" button, which is also highlighted with a red rectangle and a red arrow. Below the "Continue" button, it says "Got a PayPal account? [Log In](#)".

- **How to submit jobs**

Submit jobs from uniFLOW Web portal

This is done by Clicking on ‘**Start Printing**’ option on the Portal page

The screenshot shows the uniFLOW online portal. On the left sidebar, 'Start printing' is highlighted with a red box. A red arrow points from this box to the 'Send file via drag and drop' section. This section contains a dashed rectangle with a printer icon and the text 'Drag files (max. 100 MB) to print, or [Browse](#) [Show list of supported file types](#)'. Below this is the 'Send file via email' section, which includes the email address 'mobileprint@student-dkit.eu.uniflowonline.com', a 'Copy' button, and instructions: 'Send your print jobs to the above email address. Just attach any file of the supported file types to your email, and it will be sent to your secure printing queue. The max. file size is 100 MB.' There is also a 'Show list of supported file types' link and a 'Send an email now' button. On the right side of the portal, there are sections for 'Install mobile app' (with App Store and Google Play links) and 'Install Chrome extension' (with a Chrome Web Store link).

Click on Browse and choose your document or drag your document into the rectangle. (MS office documents, image files and PDFs are the supported file types available for email & portal uploads.

Submit job from Email.

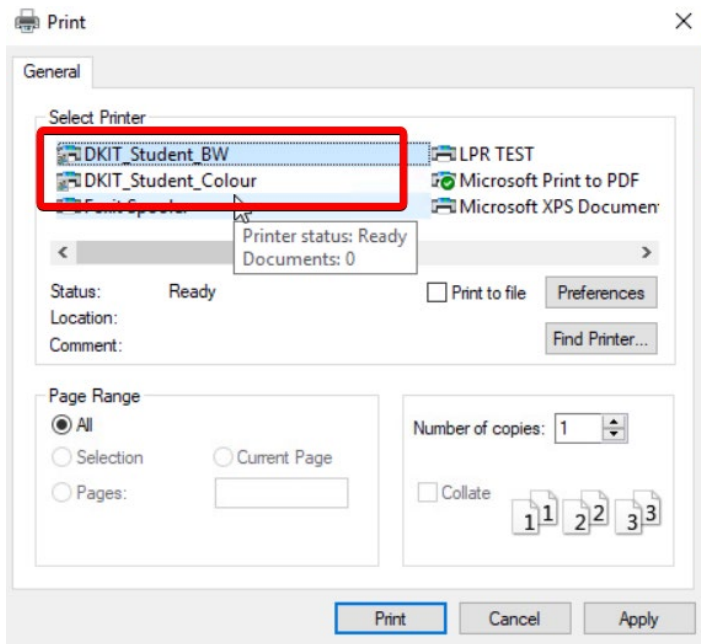
Simply send the email with the attachment(s) you wish to print to mobileprint@student-dkit.eu.uniflowonline.com from your DKIT email address. This will be processed and made available to you when you log into the printers. Please allow a couple of minutes for the email to be sent and received into the system.

Send job from DKIT PC

Log into DKIT PC with your DKIT account when you go File -> Print within the application you should have two print queues available ,

DKIT_Student_BW - This will send jobs defaulted to Black & White and double sided (duplex) as default.

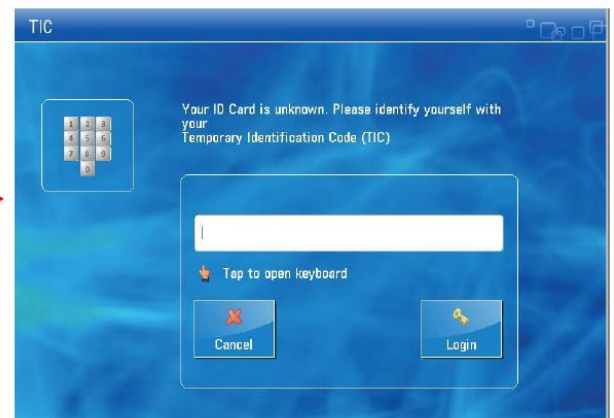
DKIT_Student_Colour - This will send jobs defaulted to Auto Colour detect and double sided (duplex) as default.



- **Register card at printer.**

At the printer when you tap your card on it for the first time using the system you will be asked to type in your **Card Registration code** you received via email when you registered on the system.

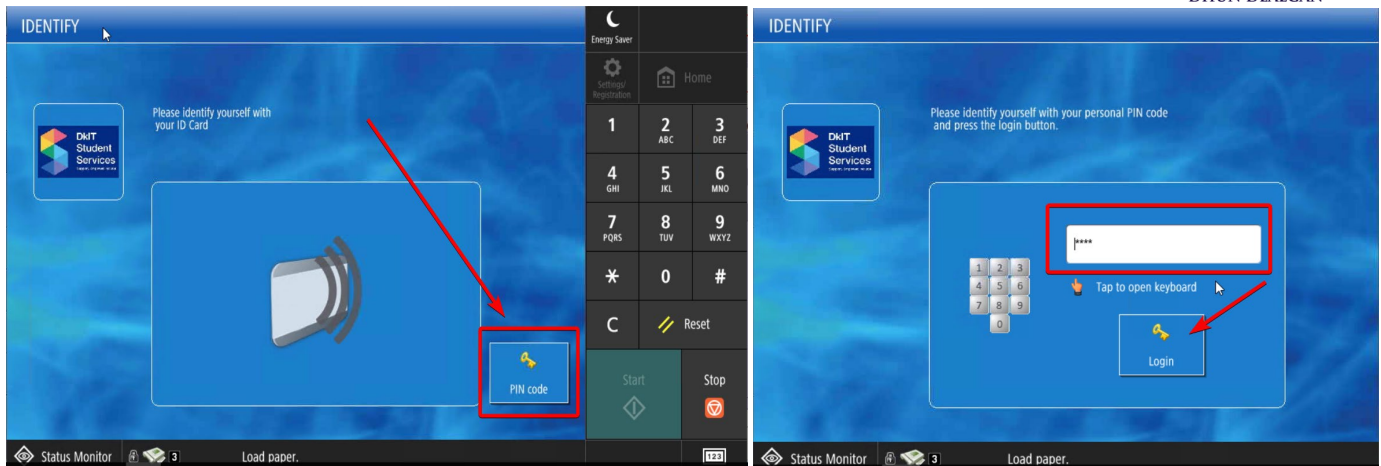
After entering your code tap the '**Login**' button and your Card / ID will then be registered. This will bring you to the Uniflow Online Home screen. Your card will now be setup so it will log you in on any student device from that point forward.



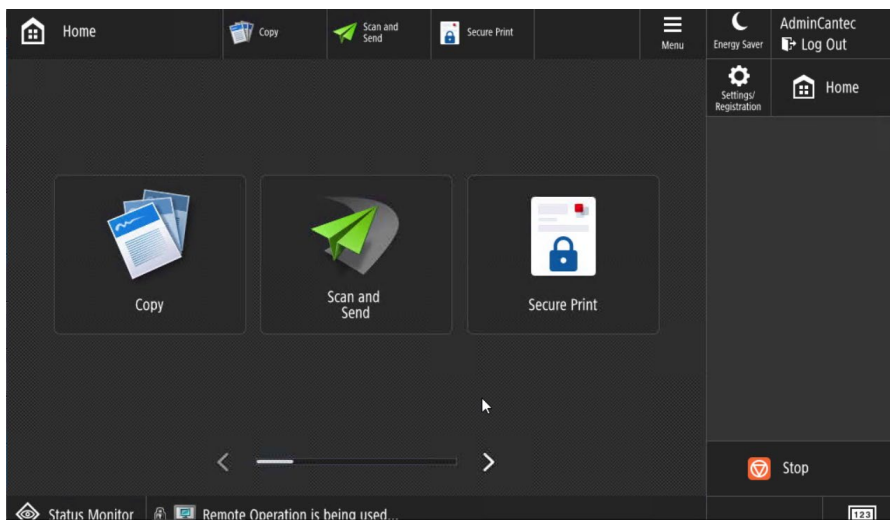
- **Log into printer with your PIN.**

You can also log into the printer with the 6 digit PIN code you received in your email too, so you don't have to have your card to log into the printers.

On Printers Screen press the '**Pin Code**' button, enter your 6 digit Pin code and press '**Login**'

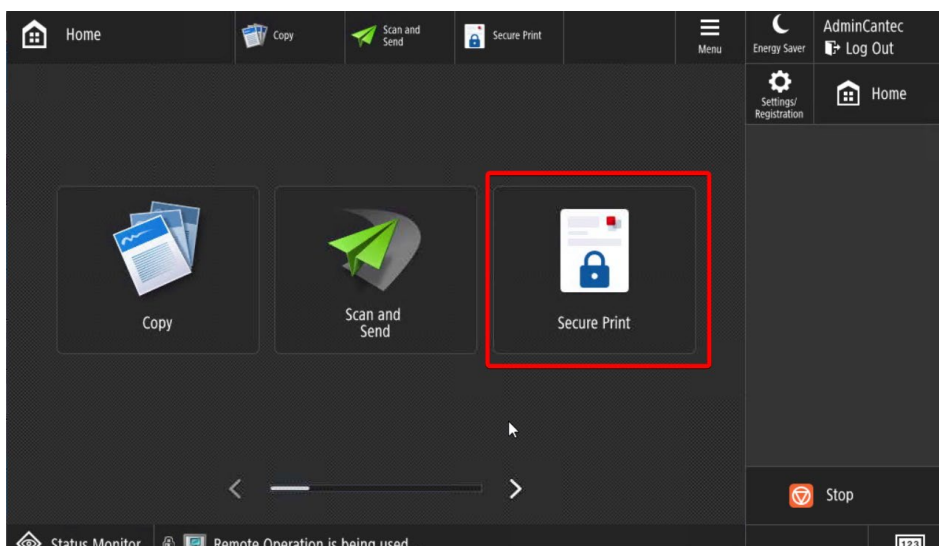


This will bring you to the Home screen giving you access to Copy / Scan & Print options



- **Releasing Print Jobs from the printer**

Once you are logged into the printer Select the **'Secure Print'** Icon.



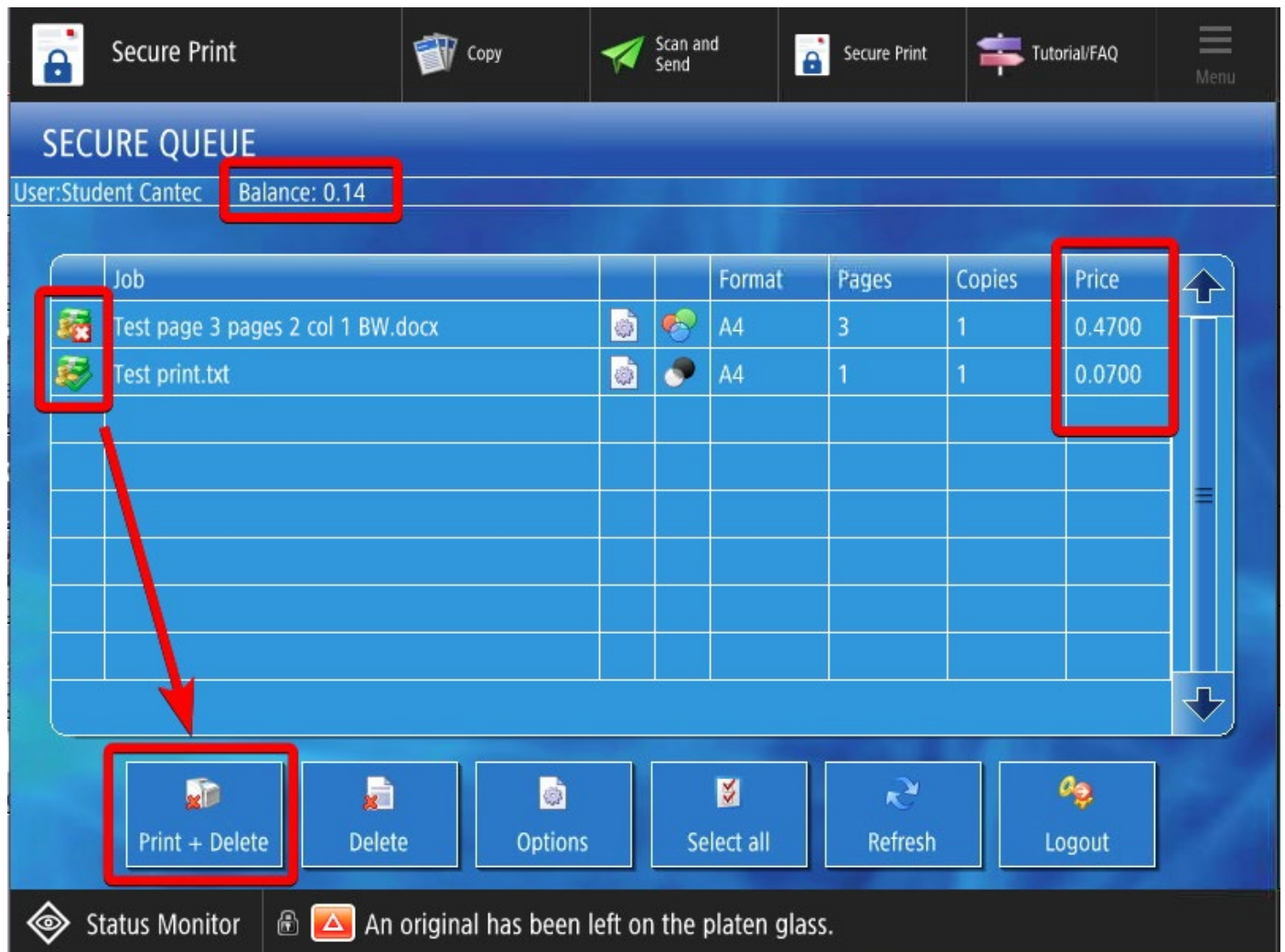
This screen will list any print jobs you have submitted to the system.

Below you will see each job with its associate cost.

At the top of the screen, it will show your current Budget in the system.

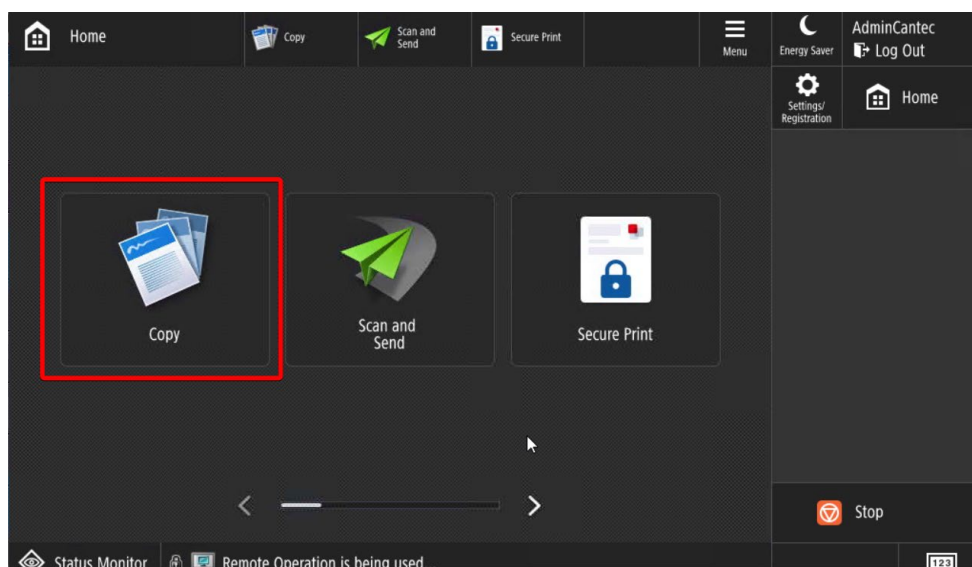
On the left the icon will indicate if you have enough funds to print the relevant job. Anything with a red x will not be printed till appropriate funds are applied to your account.

To print you click on the jobs and then press **'Print & Delete'**.



• How To Photocopy

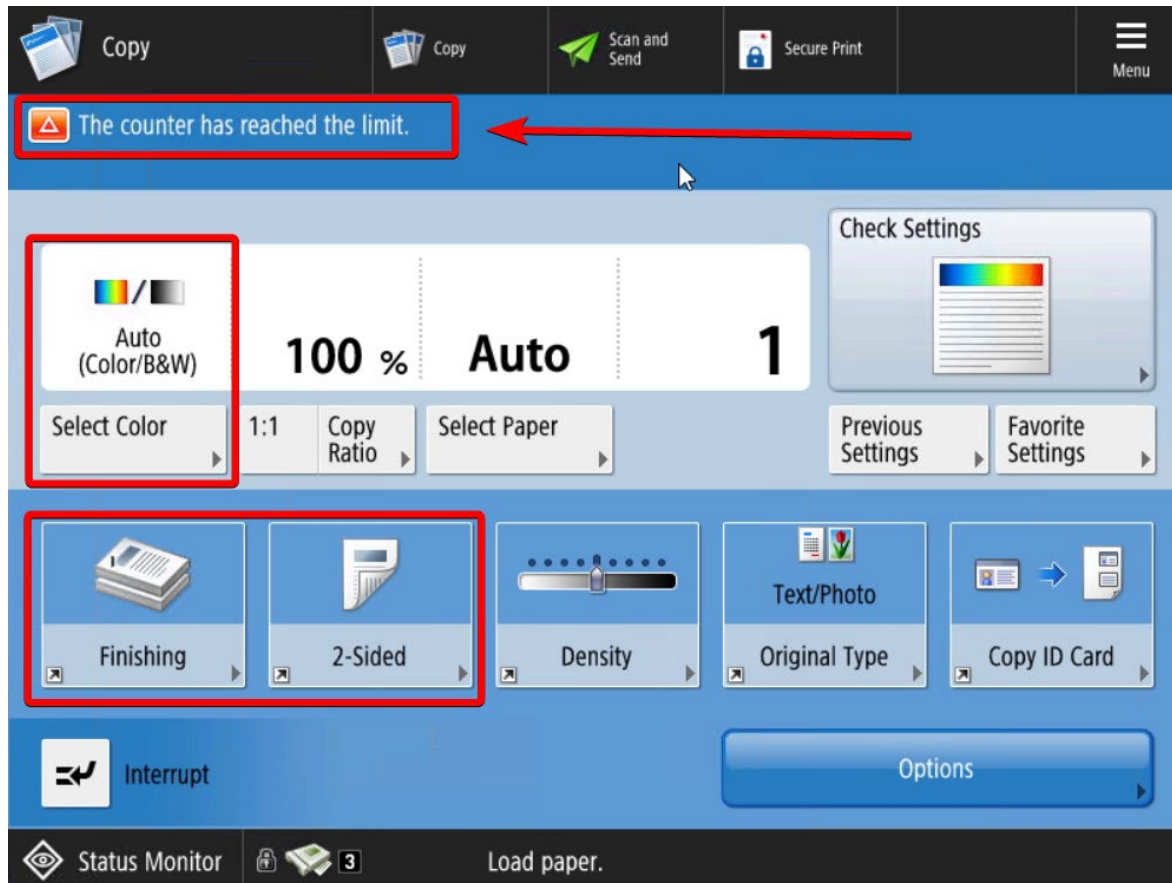
Back on the home screen press the **'Copy'** Icon



You can change the Colour mode by pressing **'Select Colour'** Option.

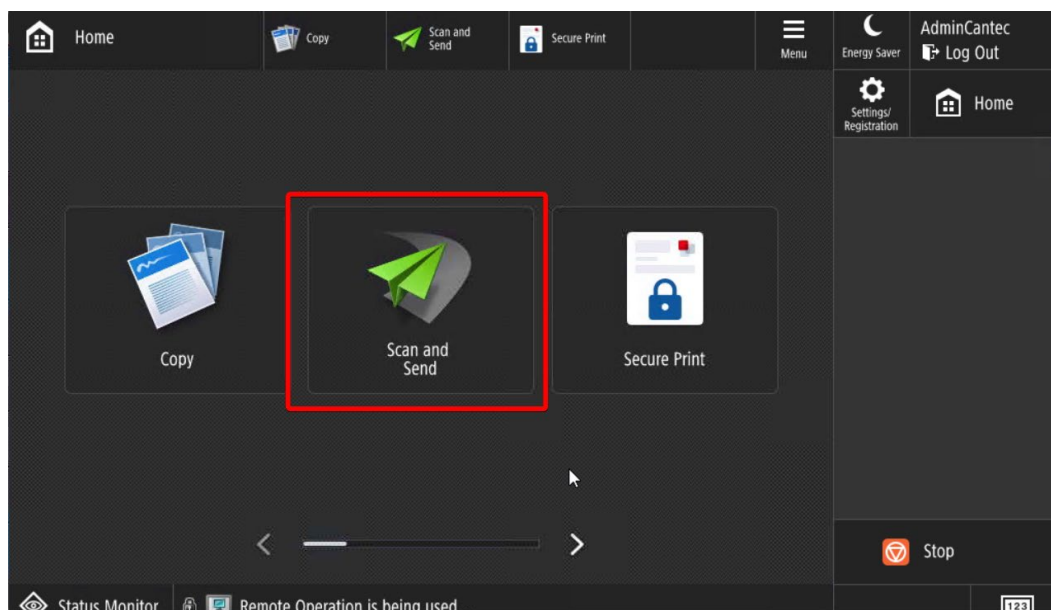
You also have the options to perform double sided copying and add finishing options like collate / staple.

If you see **"The Counter has reached the Limit"** on this screen it will show you have no funds in your budget. If you start copying but run out of budget during the process, you will be notified of this on the screen.



- **How To Scan to your eMail**

Back on the home screen press the **'Scan & Send'** Icon



In here you just press '**Send to Myself**' icon and press the green copy button to start the scan which will be sent your DKIT email address.

You have the options on the right to change file types and resolution etc.

