LOOKING TO PRINT?

Ricoh Ireland provide you with the printing service for the University College Dublin. Located in the UCD IT Services Computer Laboratories we provide you with a fast and efficient service, allowing you to get on with your everyday work. To get started follow these simple guidelines.

1. Adding cash to your account:

- **Internet:** go to **www.ricoh-epay.ie.** and follow the instructions to top up your account.
  Top up amounts are €10, €20, €30, €40, €50 and all major debit/credit cards accepted.
- **Mobile Phone:** Call **1518 444 381** - maximum top up at any time is €3.*
- **Top up Station:** Use the kiosks on campus to top up your account. Follow on screen instructions
  * T&C's €3 per call incl VAT. Calls from mobile cost more.
  SP Phonovation Helpline 0818217100

2. Sending a job to print from a PC lab:

- Select File / Print
- Select a printer from the following list:
  A4 BW Printer
  A3 BW Printer
  A4 Colour Printer
  A3 Colour Printer
- Press OK
- You can release your BW print job at any BW/Colour printer in any of the student labs. You have up to two hours to release your print jobs, after this time, they are deleted from the print queue.

3. Sending a job to print from a laptop:

To print from a laptop, you must first download the printer driver as follows;

- Log onto **https://nrgwebsvr.ucd.ie/uniprint/packages.asp**
- Save to PC (In Vista, right click and select Run As Administrator)
- Double Click on Package
- Select Install
- Select Finish

This will install the four print queues onto your laptop

- Select File / Print in any application and you will see the four queues
- When you print, a Pop-Up must be completed
- Enter your student number
- Release Job

4. Printing from a Mac:

- Please log onto **https://nrgwebsvr.ucd.ie** for information on printing from Macs

5. Releasing a print job:

- Swipe Student Card (with black Mag Stripe facing down) or enter Student Number
- Press Enter (using big arrow key)
- Enter Password/PIN (Default PIN: 0000).
  We recommend you change this on website.
  https://nrgwebsvr.ucd.ie/webcentre
- Display welcomes you and shows your balance
- Select your print job by using up/down scroll keys
- Press Return to select print job
- Press Return to print job or Cancel to cancel job

  Print jobs are automatically set to print on both sides of the paper (duplex). If you require single sided prints, you can select this through the properties of the print driver.

Follow Me Printing
This allows you to release print jobs from any printer up to two hours from the time you send your print job.

Print Top-up Stations	Printing Price List
• Daedalus	A4 BW …..............5c
• James Joyce Library	A3 BW …..............13c
• Science Education &	A4 FC …................50c
Research Centre Hub	A4 FC …................95c
• Health Sciences	
• Roebuck	

To manage your account, check your balance or change your Password log onto;
https://nrgwebsvr.ucd.ie/webcentre

Additional information can found on the IT Support Printing section of IT Services website. **www.ucd.ie/itservices**
Email: **ucdprinting@ricoh.ie**   Low-call Number: **1890 252823**

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