


How to Print to Campus Printers from a Personal Device

Note: Mac-specific files (e.g. Pages files) are not accepted by the Webprint service. They will still show a success screen on the print webpage, but they will not show up on the printer. Files with special characters in the file name (e.g. “(”, “#”) are also not accepted.

1. Navigate to Trollweb at <https://trollweb.trnty.edu> and log in if you are not already.
2. Click **Print** at the top of the page.



3. Log in with your Trinity username and password.

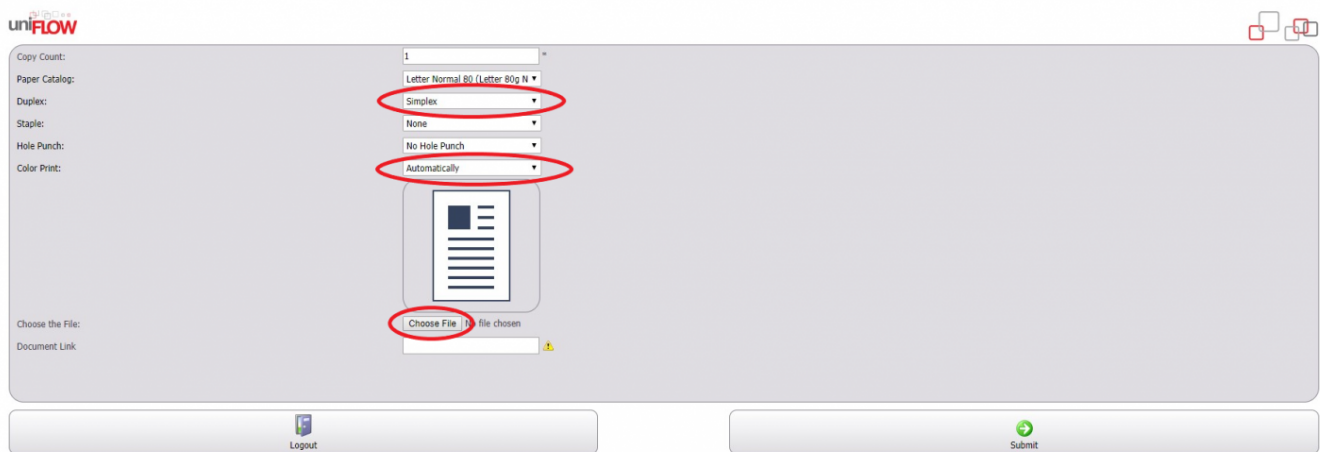


The login form for uniFLOW. It features a header with the uniFLOW logo on the left and three window control icons on the right. Below the header are two input fields: 'User name and password' and 'PIN'. The main form area contains a 'User Name:' field with the value 'ab12345', a 'Password:' field with masked characters, and a checkbox labeled 'Keep me logged in on this device'. At the bottom of the form is a 'Login' button with a small icon.

4. After you are logged in, you will be able to change the print settings and upload a document with the **Choose File** button. When you are ready, click **Submit**. Black and white print jobs cost \$0.05/page, and color print jobs cost \$0.25/page.

Helpful tips:

- For double-sided documents, change the **Duplex** option from Simplex to **Long Edge**.
- The main library printer (and a few other select campus printers) have **staple** and **hole punch** capabilities, which you may select here.
- If you are printing in **black and white**, it is always good practice to change the **Color Print** option from Automatically to **Only B/W**, to ensure that small bits of color in the document (such as hyperlinks) do not cause the entire document to be printed in color.



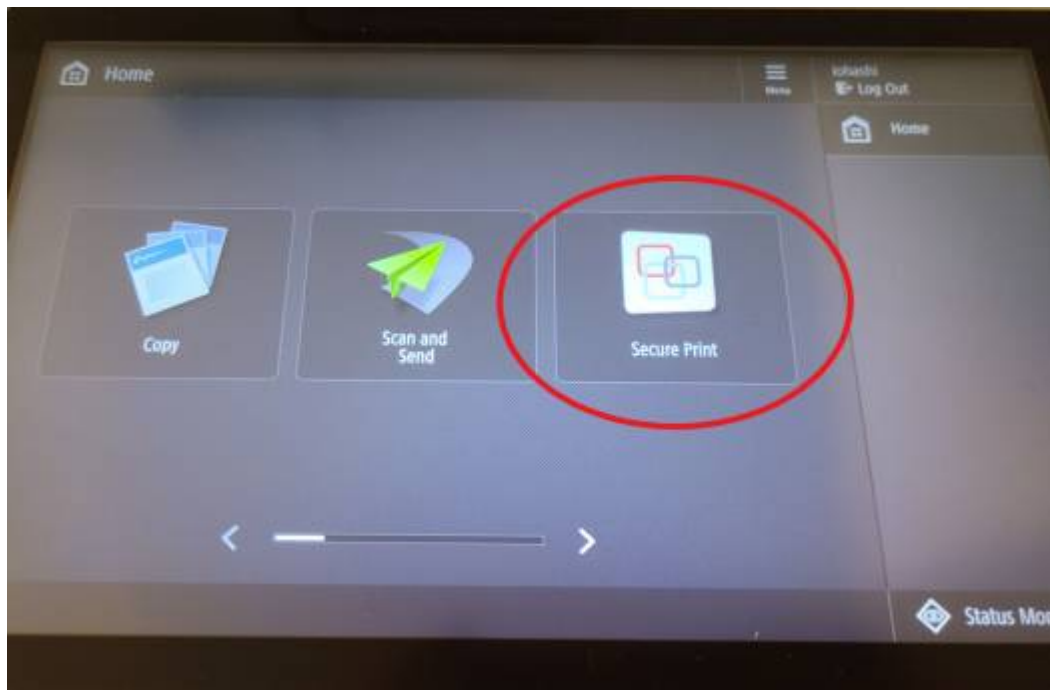
5. Allow up to 5 minutes for the job to arrive in the print queue.

6. Walk to the nearest printer and **scan your photo ID** on the scanner:



7. If this is your first time printing, you will need to log in with your Trinity credentials to link your account to your ID.

8. Tap the **Secure Print** icon.



9. Tap the job(s) you sent to **highlight** them, then tap **Print and Delete**.



10. Make sure to **log out** when finished printing.

