

How To...

USE THE PRINT/COPY SERVICES

QUICK GUIDE FOR STUDENTS



How To...

First Activation of 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:

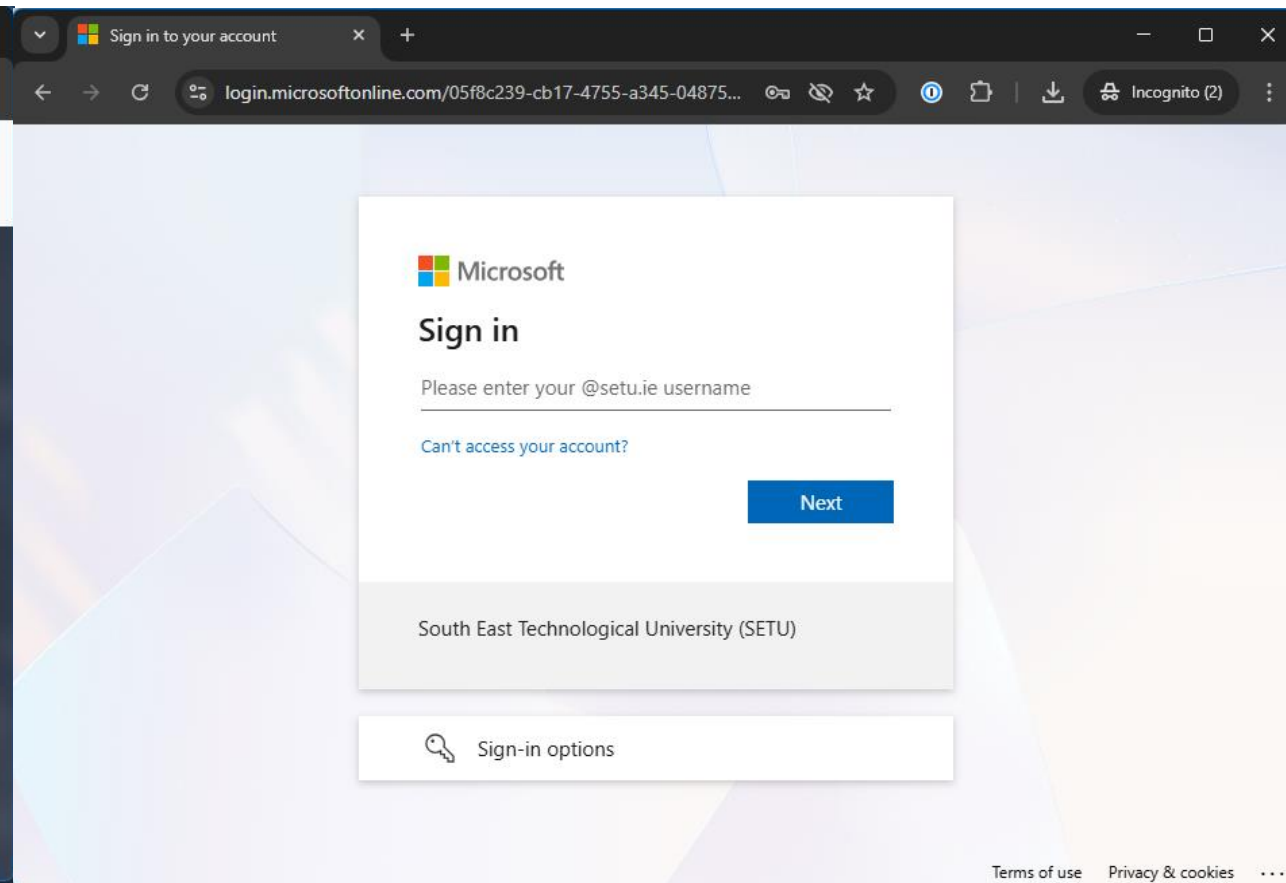
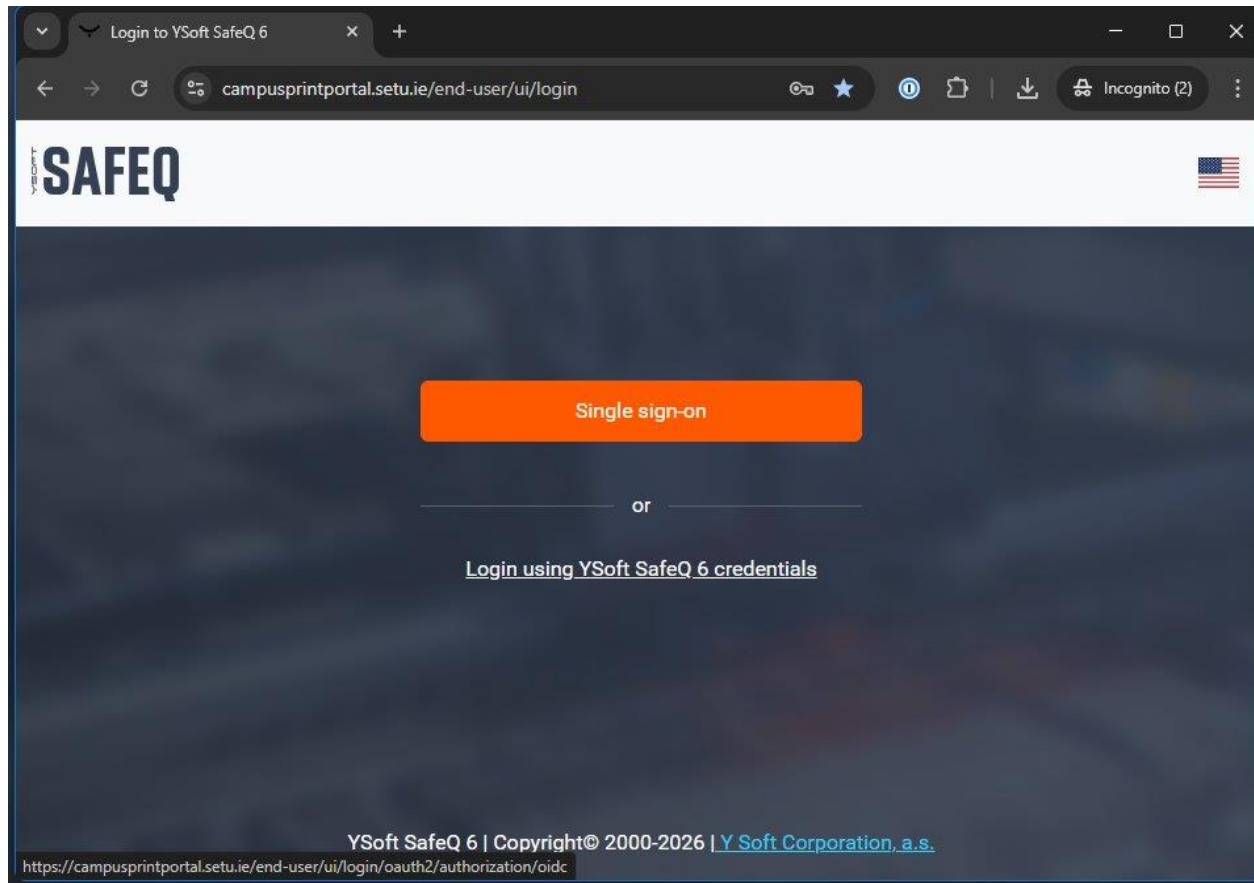
Browse to the SETU Student Print Portal here:

<https://campusprintportal.setu.ie/end-user/ui/login>

How To...

First Activation of your Print/Copy Account

Login via SSO:



How To...

First Activation of your Print/Copy Account

Once Logged in, you will be greeted with the Dashboard. Under My deposit, click on "Recharge"

The screenshot displays a user dashboard with a dark sidebar on the left and a main content area. The sidebar contains navigation links: Dashboard, Upload job, and Payment. The main content area is titled 'Dashboard' and shows the user's profile information, including the email address '@setu.ie' and a balance of '€ 0.00'. Below this, there are two main sections: 'My recent jobs' and 'My deposit'. The 'My recent jobs' section is divided into 'Waiting' and 'Printed' tabs, with a message stating 'You do not have any jobs in this folder'. The 'My deposit' section shows a balance of '€ 0.00' and a message stating 'You do not have any transactions'. A red arrow points to a 'RECHARGE' button located at the bottom of the 'My deposit' section. The footer of the dashboard includes the text 'YSoft SafeQ 6 (6.0.111.2) Y Soft Corporation, a.s.'.

How To...

First Activation of your Print/Copy Account

Please fill in the amount to top-up

Please Note:

Minimum Top Up amount is €5

To proceed to payment, click on the Accept and Pay button.

You will then be redirected to a GlobalPay Payment Page, where you can follow the steps to top up using credit/debit card.

The screenshot displays the 'Payment' interface for a Print/Copy account. The page title is 'Payment', and the user's account information is visible in the top right corner, including a profile icon, the email address '@setu.ie', and the current balance of '€ 0.00'. The user's location is set to the United States, as indicated by the American flag icon. The navigation menu on the left includes 'Dashboard', 'Upload job', and 'Payment'. The main content area shows two tabs: 'Account details' and 'Recharge credit', with 'Recharge credit' being the active tab. Below the tabs, there are two payment method options: 'Electronic payment' (selected) and 'Voucher'. The 'Amount' field is set to '€ 5', with a red arrow pointing to the input field. Below the amount field, there is a 'globalpayments' logo and a checkbox that is checked, with the text 'By clicking on **Accept button** you agree with [conditions](#)'. At the bottom of the form, there is a prominent blue button labeled 'ACCEPT AND PAY', with a red arrow pointing to it. The footer of the page includes the text 'YSoft SafeQ 6 (6.0.111.2)' and 'Y Soft Corporation, a.s.'.

How To... First Activation of your Print/Copy Account

Once top-up is completed, you can now proceed to "Upload Job".
In this page, upload your first print job.

The screenshot shows the 'Upload job' page in the YSoft SafeQ 6 software. The interface includes a dark sidebar on the left with navigation options: 'Dashboard', 'Upload job' (highlighted), and 'Payment'. The main content area is titled 'Upload job' and features a large green dashed box containing a cloud icon with an upward arrow and a green 'SELECT FILES' button. Below the button, it says 'or drag and drop to add print job'. At the bottom of the main area is a grey 'UPLOAD' button. The top right corner shows user information: a profile icon, a redacted name, an email address ending in '@setu.ie', a balance of '€ 6.38', and a US flag.


YSoft SafeQ 6
(6.0.111.2)
[Y Soft Corporation, a.s.](#)

How To...

First Activation of your Print/Copy Account

Upload job

+ ADD FILE

 **1** Print jobs ready to be uploaded

test.pdf
303.81 KB


Black and white Duplex

You can also customise the file to "Black & White Print" and/or Duplex (2-Sided Print)


Choose your required configuration and click on "Upload" to send to the print queue.

Upload job

+ ADD FILE

 **0** Print jobs ready to be uploaded

test.pdf
303.81 KB

 **Job uploaded**

UPLOAD (1)



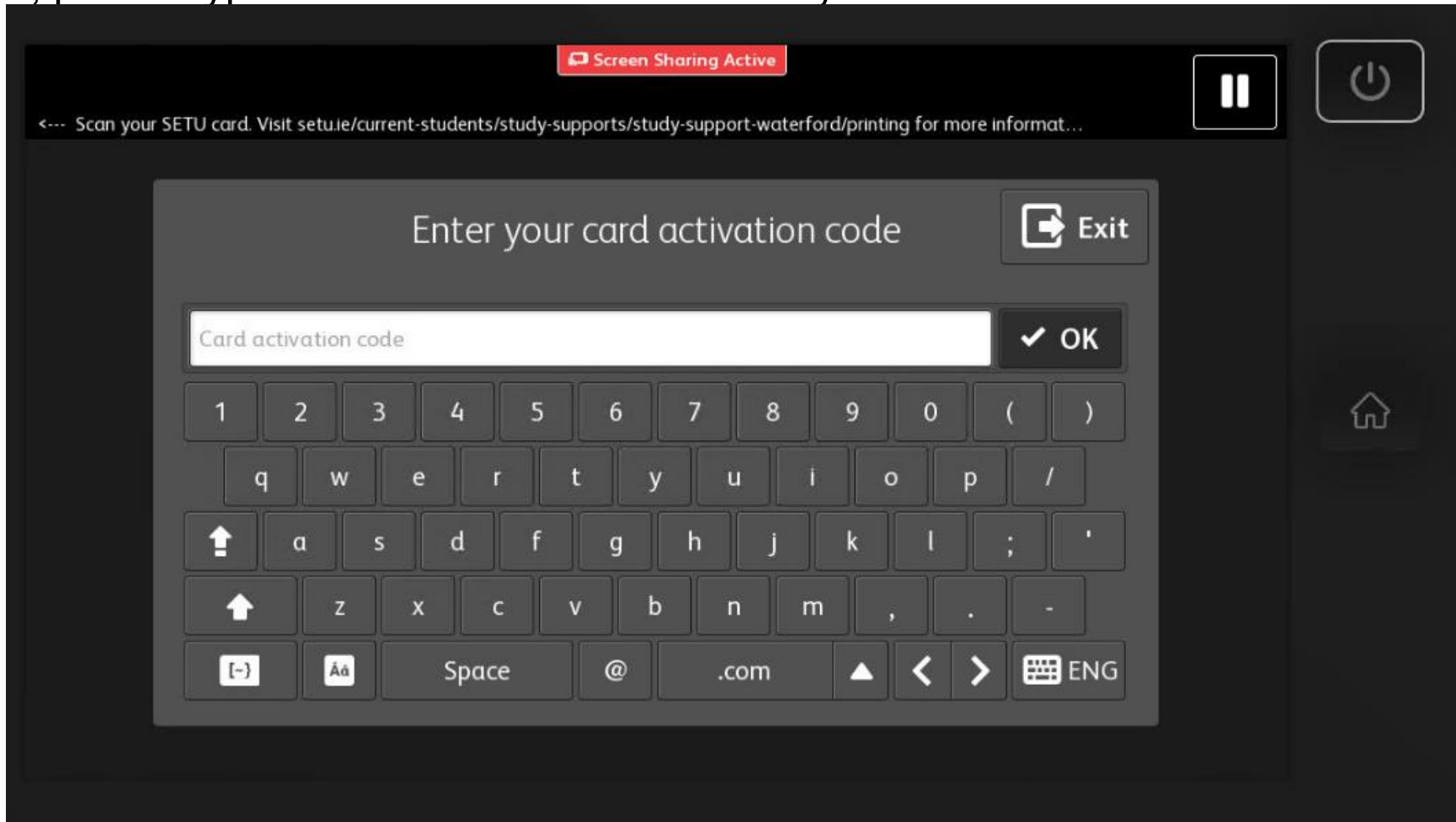
How To...

First Activation of your Print/Copy Account

Once your job is uploaded, you will receive a Card Activation Code to your student email address.

Proceed to the nearest printer, and scan your Student Card.

When prompted, please type in the Card Activation Code you received via email.

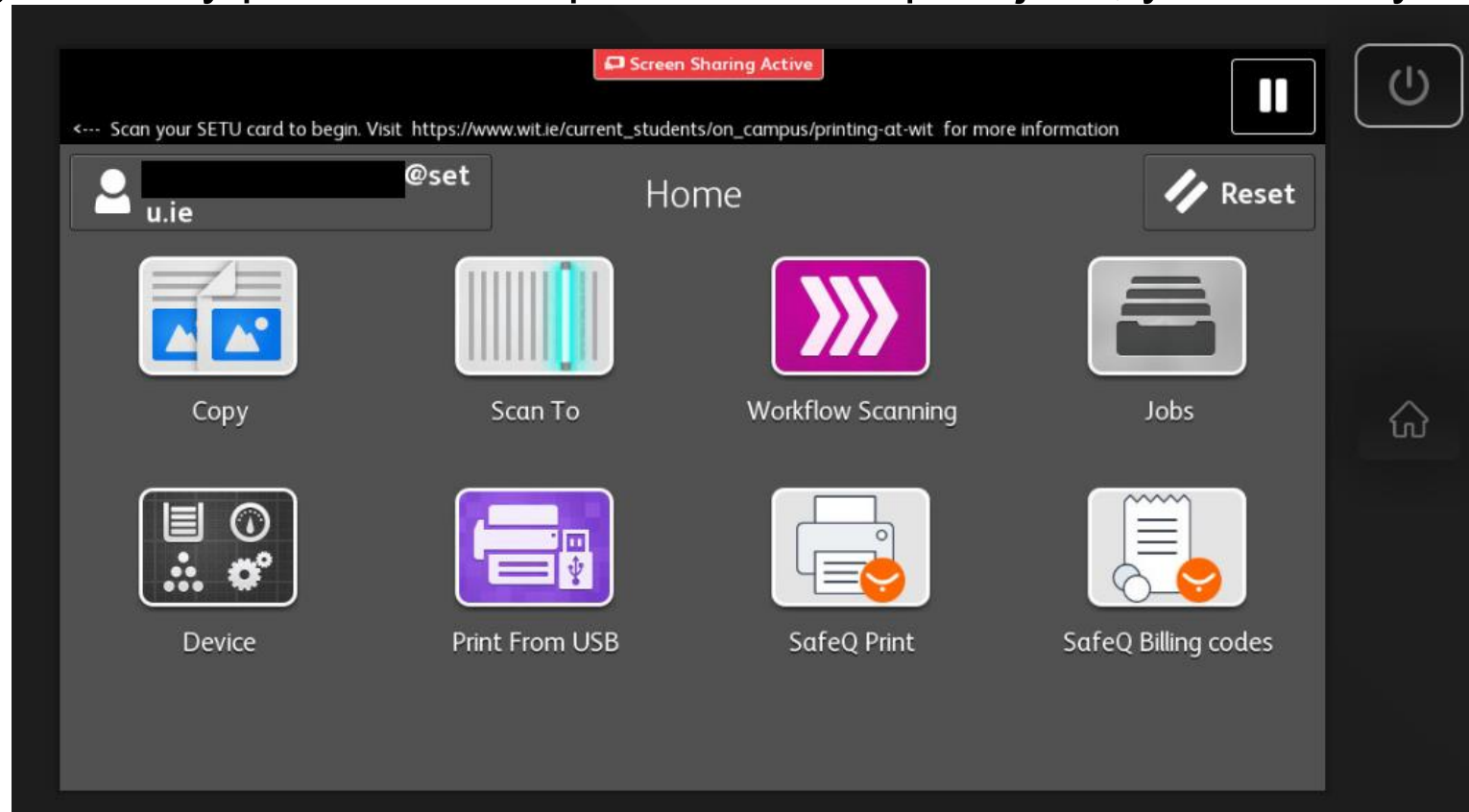


How To...

First Activation of your Print/Copy Account

Once the code is verified, your Student Card is automatically linked to your account.

For all future logins at any printer on campus to release print jobs, you will only need to tap your card.



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

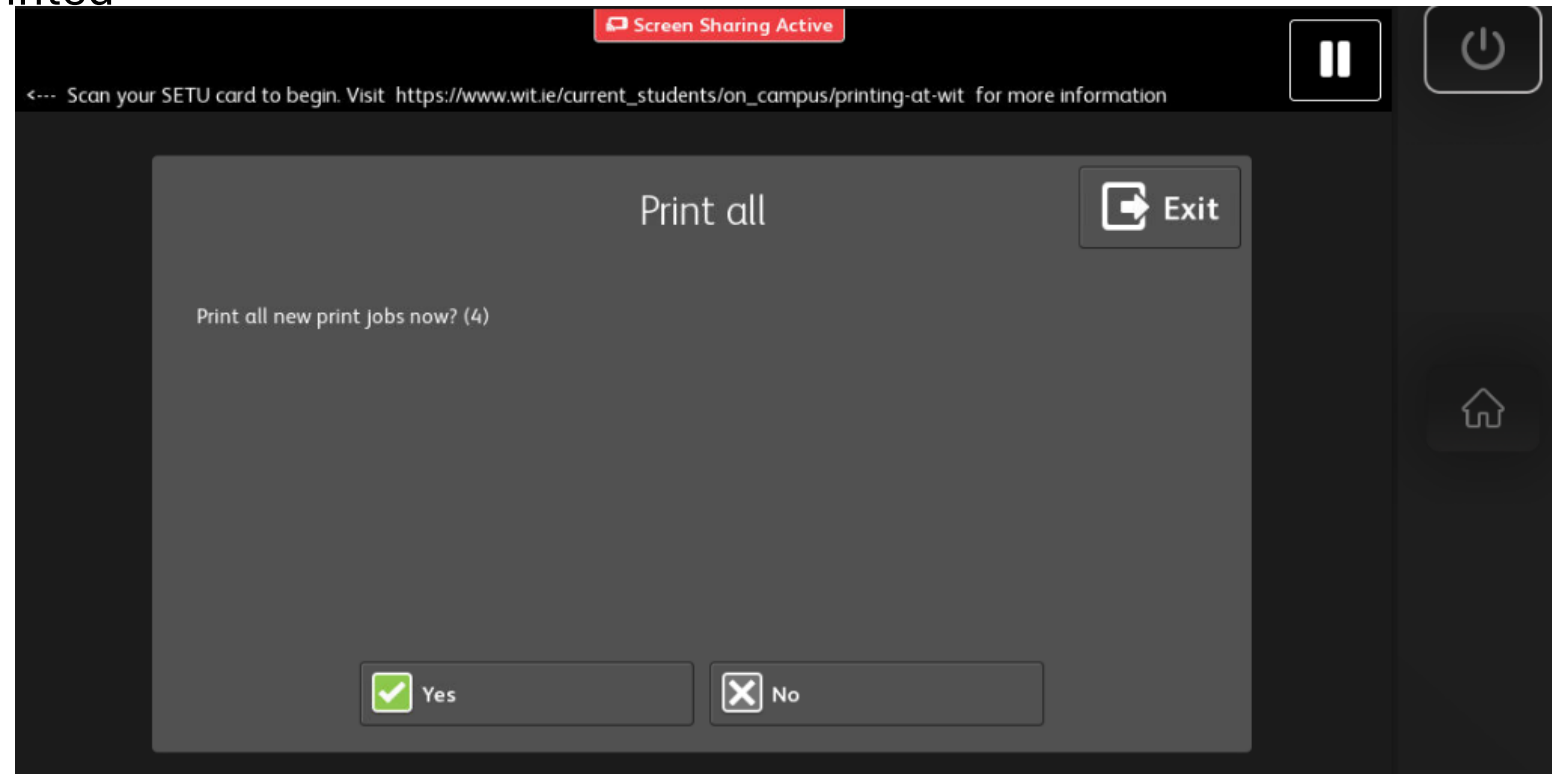
How To...

Release a Print Job

There are two methods to release print jobs:

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

- Log onto the Print/Copy Station (Xerox MFP) using your Student Card
- Select **Yes** to **'Print All Waiting Jobs Now?'**
- All your pending print jobs will be printed



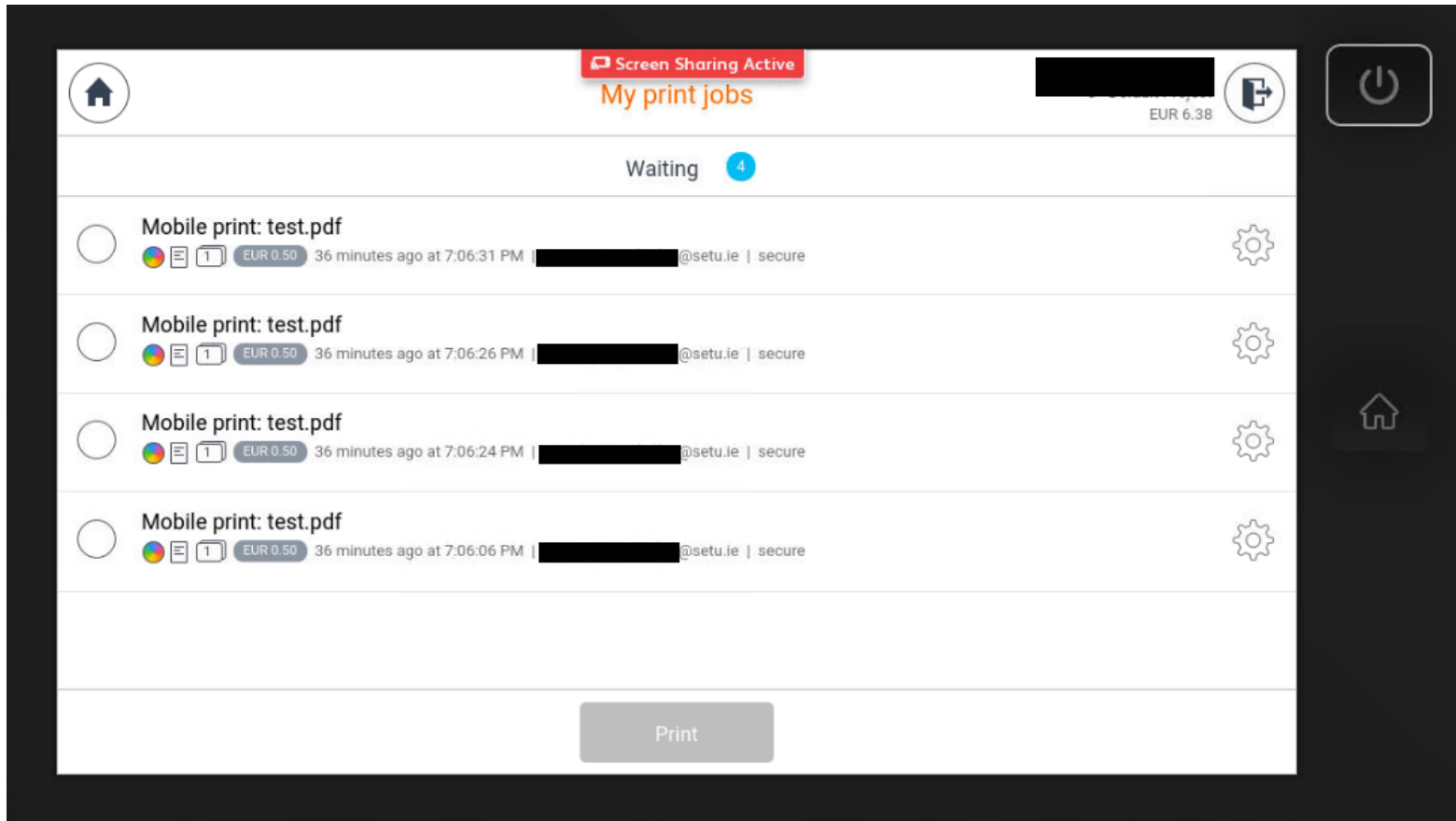
How To...

Release a Print Job

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

- Log onto the Print/Copy Station (Xerox MFP) using your Student Card
- Select No to 'Print All Waiting Jobs Now?'
- Select SafeQ Print 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

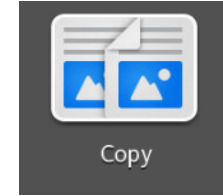
Unprinted print job(s) will be automatically deleted from your PRINT Copy Account (SafeQ) after 24 hours



How To...

Photocopy

Log onto the Print/Copy Station (Xerox MFP) using a valid Student ID Card 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

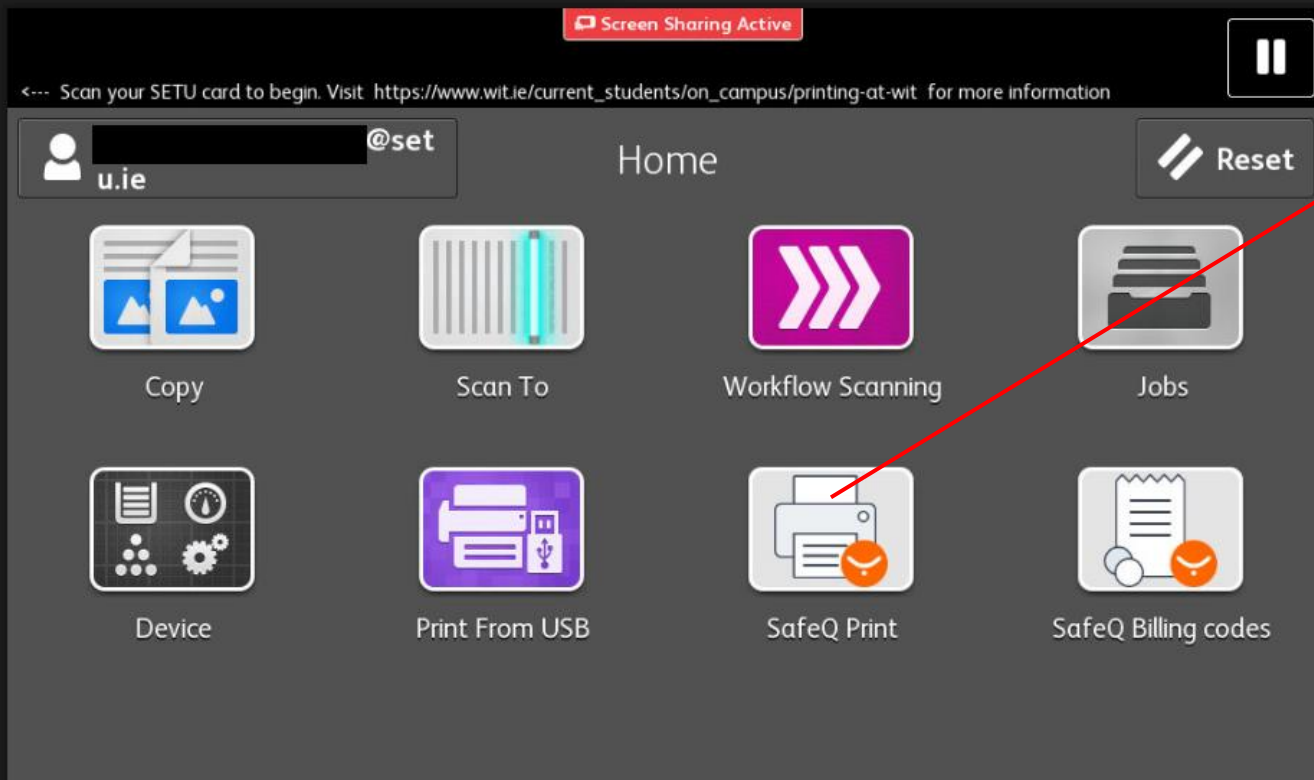
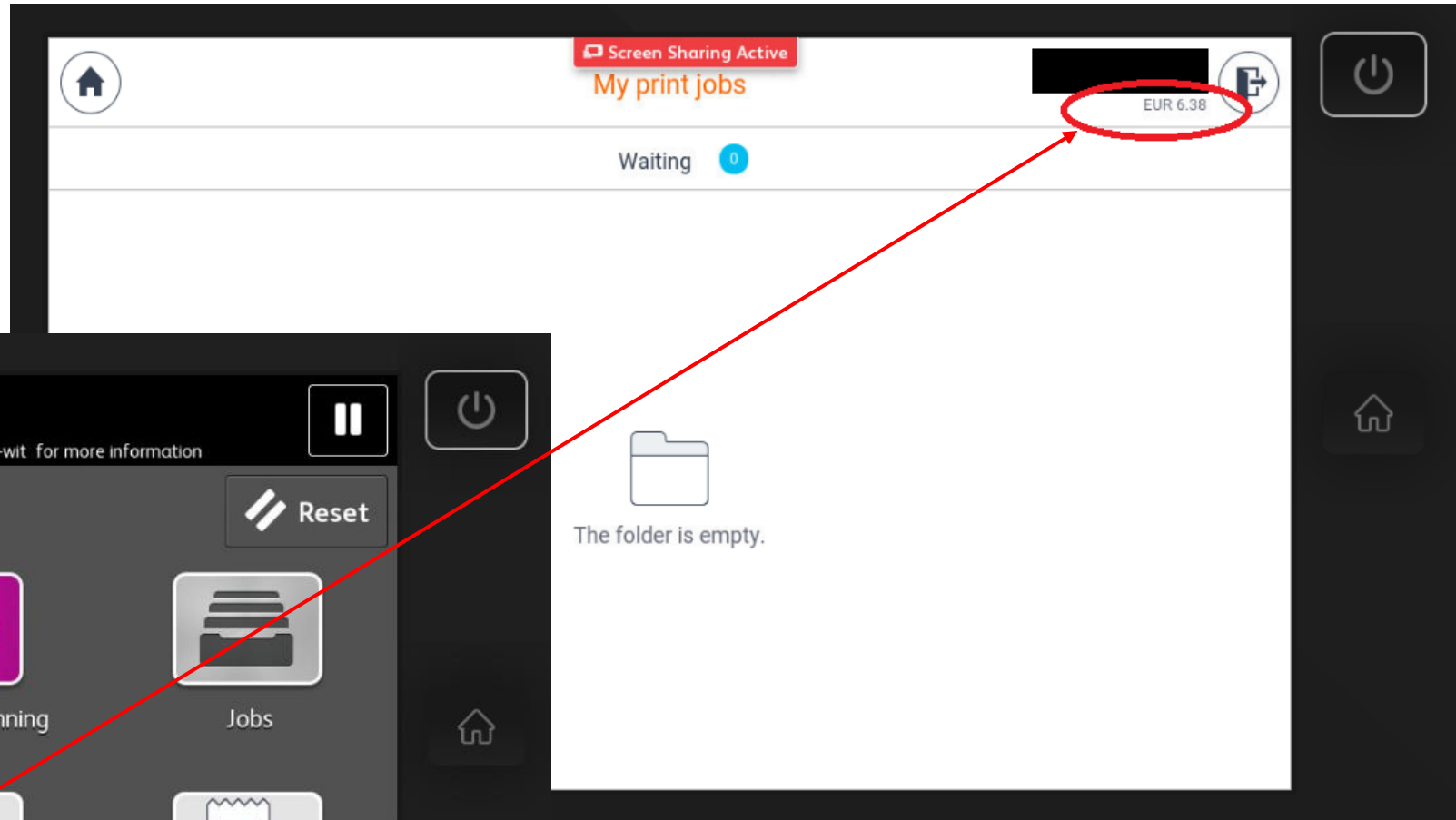
This option will allow you to reduce or increase your printed output document



How To...

Check your Account Balance at the Printer

You can view your account balance at any printer by logging into your profile and clicking on YSoft Print



How To...

[Check your Account Balance on the Web](https://campusprintportal.setu.ie/end-user/ui/dashboard)

You can view your account balance and transactions list online here:

<https://campusprintportal.setu.ie/end-user/ui/dashboard>

The screenshot displays a web dashboard interface. On the left is a dark sidebar with navigation options: 'Dashboard' (selected), 'Upload job', and 'Payment'. At the bottom of the sidebar, it shows 'YSoft SafeQ 6 (6.0.111.2)' and 'Y Soft Corporation, a.s.'. The main content area has a header with a 'Dashboard' title, a user profile with a balance of '€ 6.38', and a US flag. Below the header is an 'EDIT' button. The main section is titled 'My deposit' with a balance of '€ 6.38'. It contains a table of transactions:

Date and Time	Description	Amount
Apr 21, 2026, 5:25 PM	Money transfer	- € 0.10
Apr 21, 2026, 5:25 PM	Money transfer	- € 0.10
Apr 21, 2026, 5:25 PM	Money transfer	- € 0.10
Apr 21, 2026, 5:25 PM	Money transfer	- € 0.10
Apr 21, 2026, 5:20 PM	Transaction settlement	- € 0.22

Below the table is a 'Show more' link and a 'RECHARGE' button.

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

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

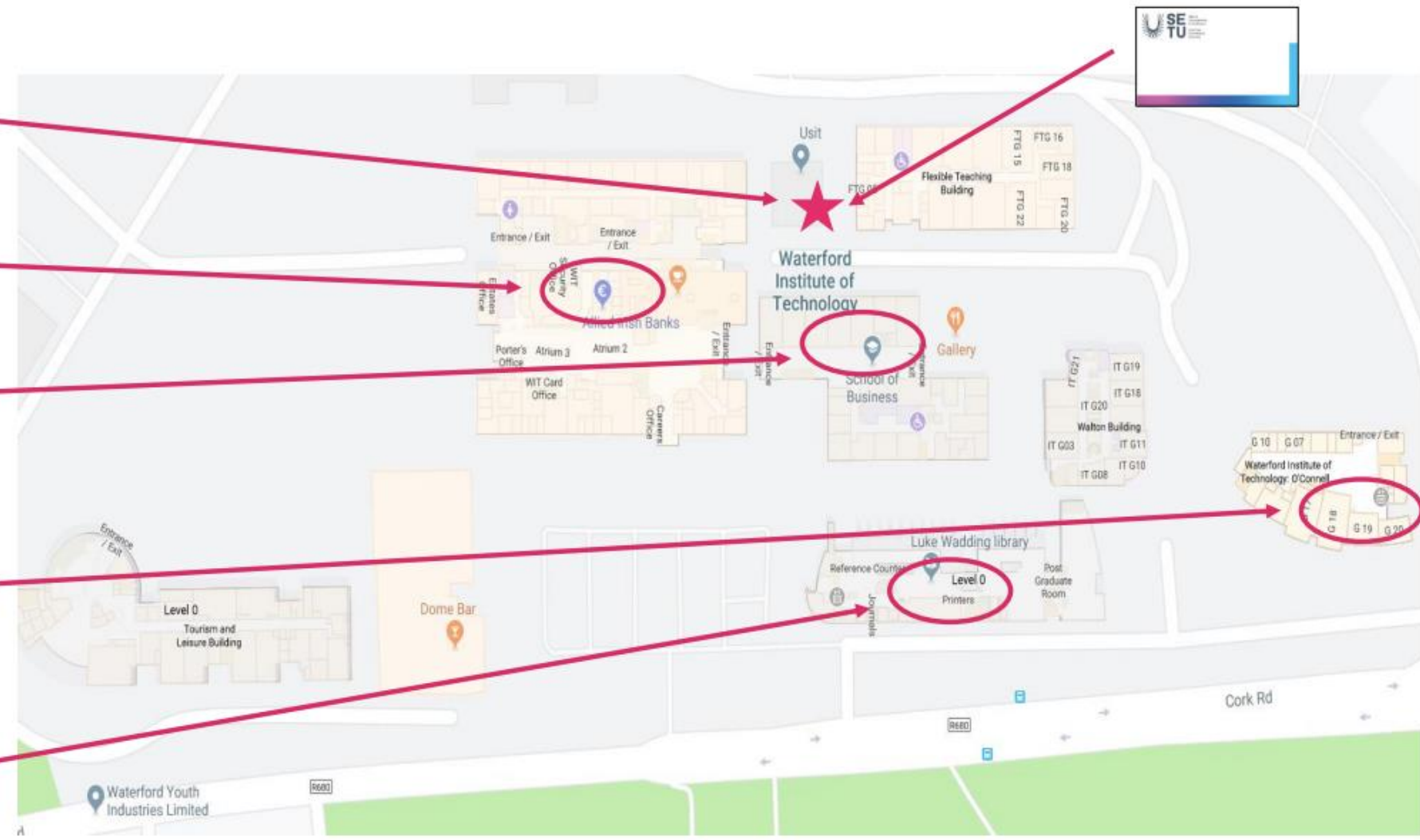
If you have any issues, queries or would simply like a demonstration please contact us in the SETU Card Office

Tel: 051 306280

Email: SETUCARD.WD@setu.ie

MFP Print Device Locations: Waterford – Cork Road 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:

Waterford – College Street Campus

Student Services Area

