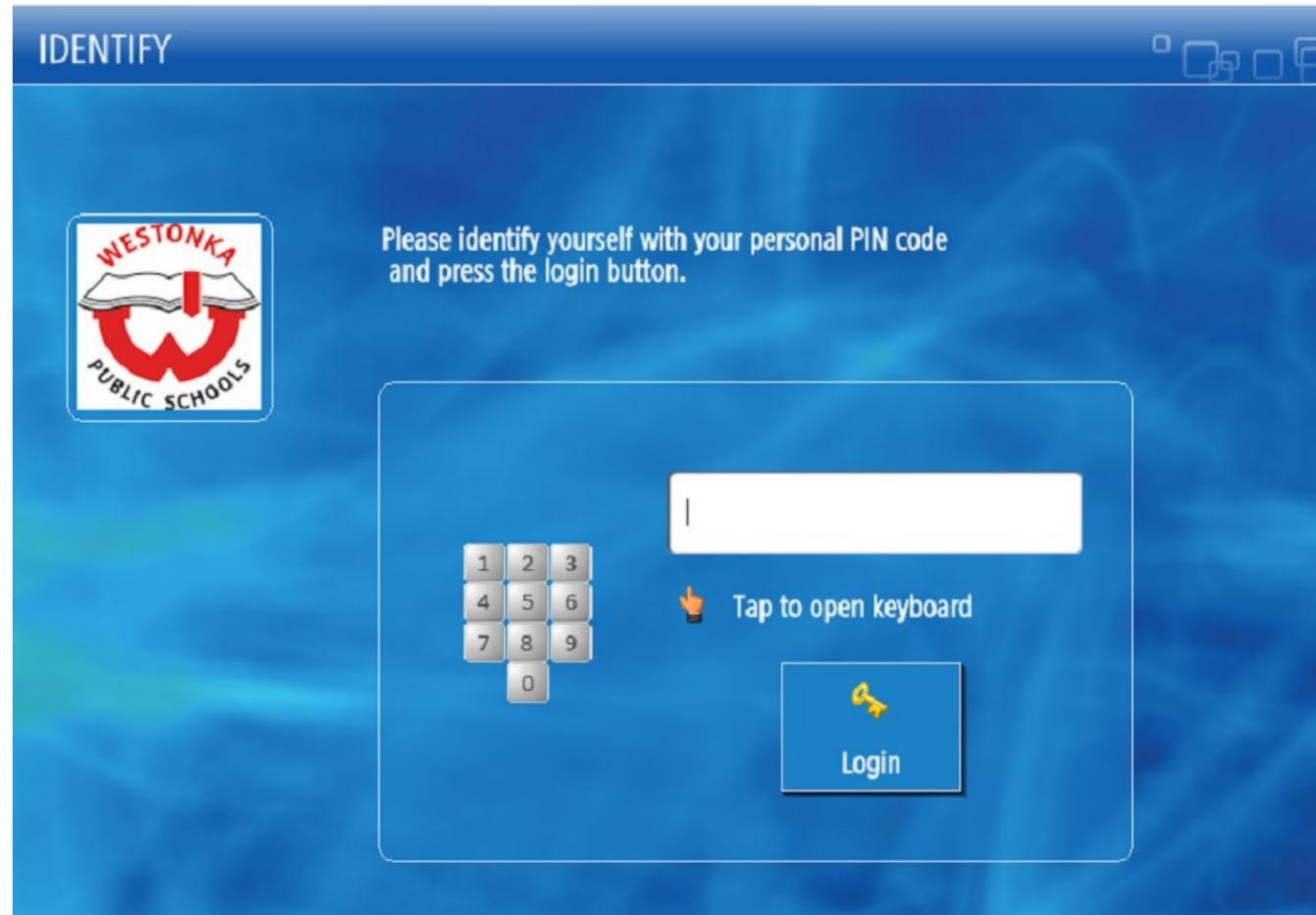


• • Logging Into the Multi-Function Devices (MFD)

Users will be able to log into the Canon devices by using their **PIN code or HID badge**. Users PIN is their employee number ID.



If registering a new HID badge the system will prompt the user one time only to authenticate with their AD username and password. The HID badge will then be registered to the users account and can be used to login at any copier.

• • Scanning

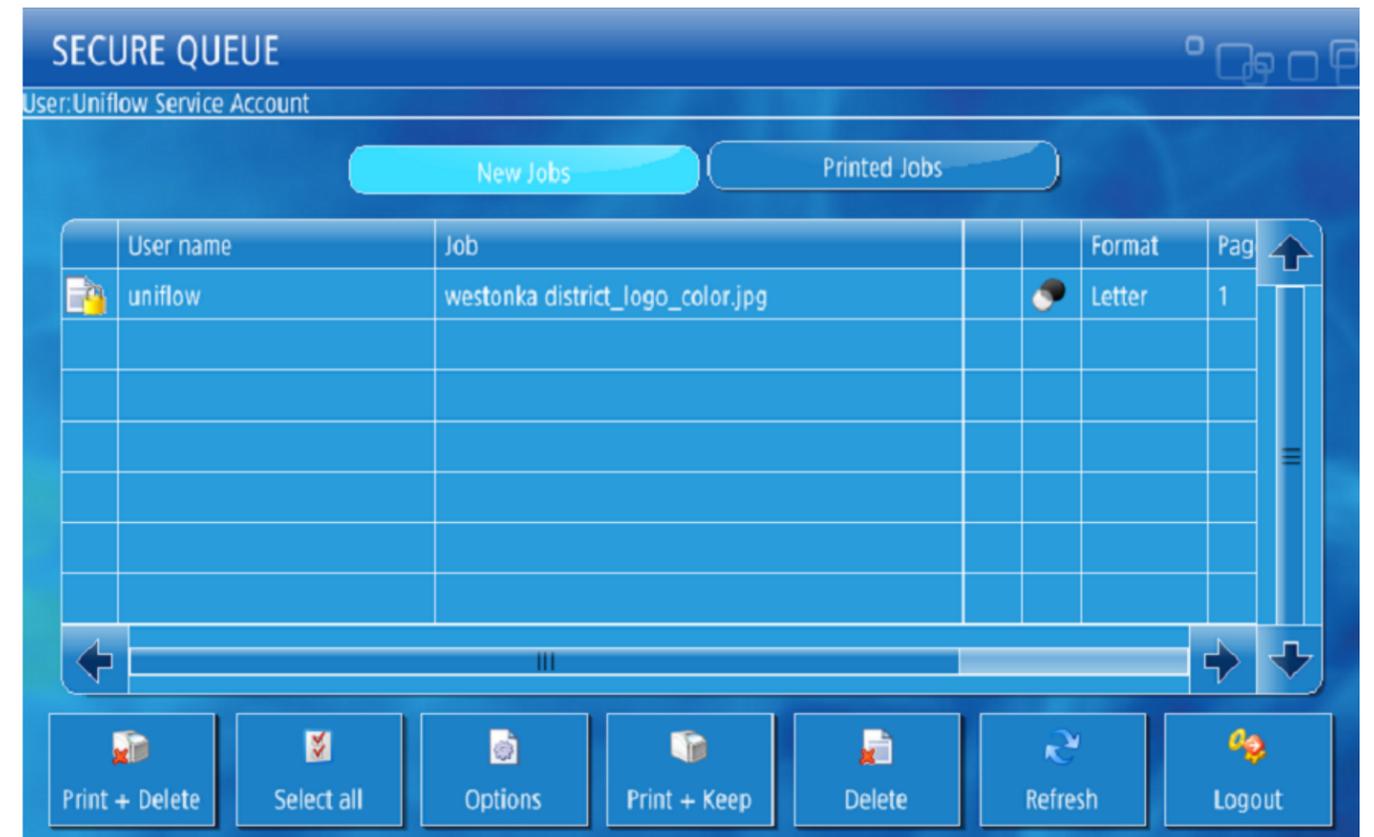
Select the **[SCAN]** button to access a number of scan options. The most common scan options are listed below.

⇒ **Scan and Send** scans a PDF directly into the user's email address or a user can pick from the address book

When you reach the scan options page, press  to scan your document, then the **[SEND]** button to complete the scan.

• • Printing Your Secure Print Job

*After sending their job to the new print queue called **Westonka Print** queue, users can walk up to any copier and login (PIN code) to release their print jobs. After login, the user can select the **[SECURE PRINT]** button on the main menu of the device.*



- * Select individual jobs (selection will be highlighted). Select EDIT to change finishing options.
- * To print jobs, select the PRINT \ DELETE or PRINT \ KEEP button in the bottom right.

Unprinted jobs will remain in your queue for 3 days. Print+Keep jobs will be held 10 hours after releasing.

You will be logged out of the printer after 2 minutes of inactivity.

- • **Accessing your Online Print Dashboard**

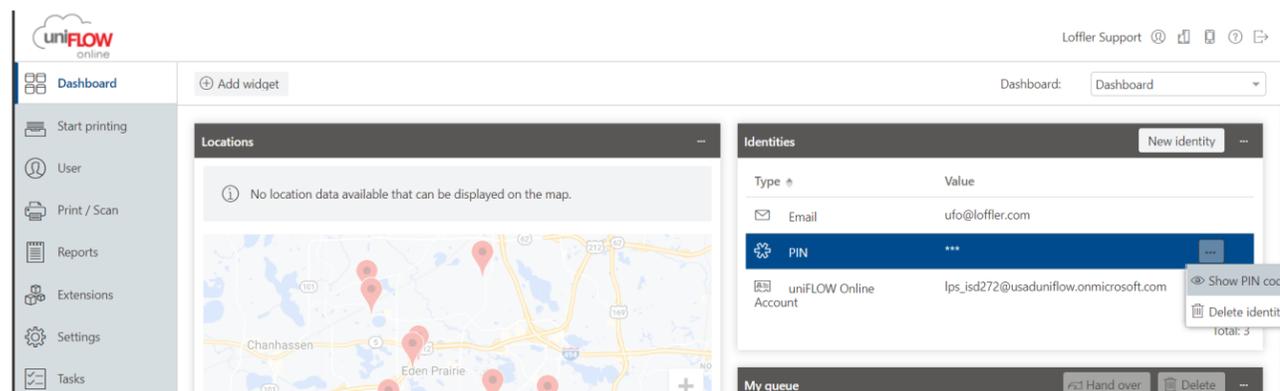
<https://isd277.us.uniflowonline.com>

Sign in by typing in your Google email \ password.

Accessing the online webpage dashboard or Start Printing tab will allow the user to:

- * Look up their personal PIN code. (See screenshot below)
- * Web submit a document for printing
- * Download the print client to their PC, Mac, Chromebook or Smart Phone.
- * See all your print jobs securely held in their cloud queue.
- * Look up the email address for submitting print jobs via email.
- * Authorize uniflow online to allow scanning to the users cloud drives.

Webpage will open to the user's dashboard where they can see their print jobs or check notifications. To submit print jobs via the webpage click the [START PRINTING] tab. **Users can look up their PIN code (see below)**

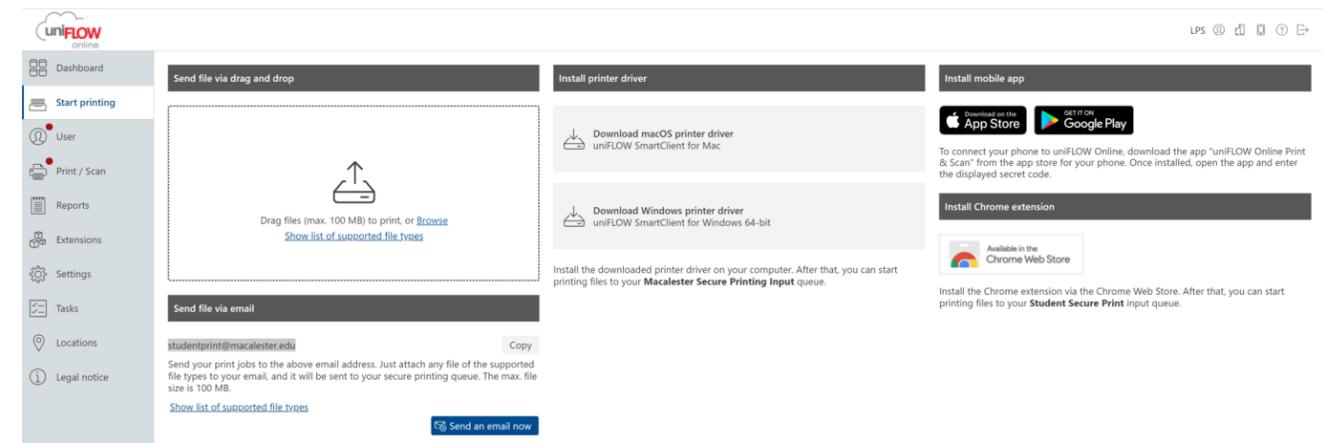


The

- • **Set Up Printing**

Listed below are the ways users can submit print jobs for release:

- ⇒ **Web submission:** Once the user logs into their webpage dashboard, they click the [START PRINTING] tab on the left side of the screen. Simply drag or browse to the document and it will upload into the user's cloud secure print queue.
- ⇒ **Email Submission:** On the [START PRINTING] tab, the user sends an attached document to the email address mobileprint@isd277.us.uniflowonline.com.
- ⇒ **Install SmartClient:** The user can download a client application to their PC, Mac or Chromebook. The client application will add a printer queue to their computer and allow the user to submit print jobs by using the file\print option.
- ⇒ **Smart Phone:** A user can add the uniflow online application from the app store on their phone. This will allow the user to submit print jobs directly from their phone or tablet.



- • **Set Up Scanning to cloud services**

Not applicable at this time.