

uniFLOW Print Solution User Guide and Tips



<u>What's New in the DX</u> <u>Model</u>	1
<u>Getting Started with Your</u> <u>Device</u>	2
<u>Registering Your Badge</u>	3
Logging Into the Device	4
Registering for eLearning	5
Making Copies	6
Copy Single-Sided	7
<u>Stapling Your</u> <u>Document(s)</u>	8
<u>Printing: Changing</u> <u>Defaults – Color</u>	9



<u> Printing: Changing</u> <u>Defaults - Hole Punch</u>	10
<u>Printing: Changing</u> <u>Defaults - Single Side</u> <u>Printing</u>	11
<u>Printing: Changing</u> <u>Defaults – Staple</u>	12
<u>Retrieving Your</u> Document(s)	13
<u>Secure Print: Document</u> <u>Options</u>	14
<u>Scanning to Your Pitt</u> <u>Email</u>	15
<u>Scan to Cloud</u> <u>Registration</u>	16
<u>Scanning to OneDrive</u>	17

s L. ?

Scanning to SharePoint	19
Scanning to Desktop	21
Scanning to Others	22
Scan Settings	24
Installing uniFLOW Online on your Mobile Device	25
Printing Using the App	31
Mobile Printing	32
Getting Help	33

What's New in the DX Model



Scanning Up to 69% Faster! Market-Leading Speed



- Scanning improvements
- Embedded Card Reader Box
- Easy output tray visibility and access

New Control Panel



Soft keys during specific functions (e.g., copy, fax, scan).

New Automatic Document Feeder 200 sheet paper capacity

Feeder Media Support







Checks

Receipts

Business Cards

Up to 30% Quieter

than previous Third Generation imageRUNNER ADVANCE models!



GETTING STARTED

In this guide, you will find information that will help you realize the full potential of your new uniFLOW Online solution:

GET STARTED IN FOUR EASY STEPS



Installing the Printer

The software package will be available for download in the Software Center. If you're having issues installing it, please reach out to your local University IT representative for support.



Print Securely

Print something to **Pitt Secure Printing**. Your print job will go to your uniFLOW secure queue.



Register Your Badge

You must register your badge at the device using the 6-digit PIN code found in the uniFLOW tenant. For more information, see <u>Registering Your</u> <u>Badge</u>.



Authorize Various Scan Destinations

Open a web browser and navigate to the University of Pittsburgh uniFLOW website (<u>http://secureprint.pitt.edu</u>). From there, authorize the scan destinations of your choice. For more information, see <u>Scan to Cloud</u> <u>Registration</u>.



Retrieve Your Document(s)

- a. To access your print jobs, tap your badge on the device. A menu will appear, and from there, select **Secure Print** to view a list of your pending print jobs.
- b. Select the document and touch **Print** to print your selected document(s).

For more information, see <u>Retrieving Your Document(s)</u>.

There are numerous enhancements and improvements to how you print and handle digital documents. Please continue reading!

For questions about this Program or support with any multifunction devices (MFDs), please contact your IT Department.

Registering Your Badge

- Please ensure uniFLOW SmartClient is installed. Contact the departmental IT administrator if you need any assistance with this.
- **3** Go to the nearest Canon Multifunction Device (MFD) to complete the registration process.



Type in your six-digit Card Registration Code from the email and touch **Register card** to complete the registration process.

5

Card Registration code	Unfortunately, the system doesn't know your card. Enter the Card Registration Code you received via email, or enter your PIN Code to proceed.

Check your email for your six-digit uniFLOW Online PIN. The email will be from:

noreply@us.uniflowonline.com

Tap your badge over the card reader.

2

4



For the best results, we recommend removing your badge from any wallet or holder and placing it directly on the reader. This will guarantee a seamless and effective badge-reading experience.

Logging Into the Device

1 Tap your card over the card reader to the right of the LCD panel.



For the best results, we

recommend removing your badge from its wallet or holder and placing it directly on the reader. This will guarantee a seamless and effective badge-reading experience.

- a. Place documents in the feeder or on the glass.
- b. Select the desired function from the main menu.

2



Or Using the numeric keypad, enter the four-digit PIN code you retrieved from your email.

≕ 88 67	Enter your PIN Pin Login	Enter your PIN to log in.	C berg save	2 ARC 5 RL 8 ToV 0	3 ors 6 Mino 9 WXX2 # Reserve
Status	Monitor 🚯 💷 Remote Operation is being used				123

Once complete, tap your badge over the card reader to log out.

3



Registering for Canon's eLearning Platform

To use Canon's eLearning platform, first retrieve the serial number from the multifunction device (MFD) located in your area:

2

4

a. At the MFD, touch the **123** button.

1

3

b. The serial will display on the lower left-hand corner of the LCD screen.

							terpter	Administ	rator Dut
<counter device="" info<="" th=""><th>mation></th><th></th><th></th><th>IP Addr</th><th>ess: XXX.XXX.</th><th>K.XXX</th><th>Reported</th><th><u>ن</u></th><th>tome</th></counter>	mation>			IP Addr	ess: XXX.XXX.	K.XXX	Reported	<u>ن</u>	tome
• 101 Total 1					► 0000002	1	1	2	3
 108 Total (Bia 401 Copy + P 	ck & White 1) rint (Full Color/Large)				 0000001 0000001 	3	4		6
= 402 Copy + P	rint (Full Color/Small)				► 0000000	8	7	8	
 118 Total (Sin 114 Total 1 (2) 	gle Color 1) -Sided)				 0000000 0000000 	0 5	PORS	THE	-
							*		
							с	11 .	keset
Monitoring Service +	Print List	Check Send Counter	 Check ME Counter 	AP ,	Device Info./ Other		- 65		Sine
Serial Numbercoco	0000X >				OK	2	4		
Status Monitor R	Remote Operati	on is being used				33		а	

- a. Enter your company email and press the **tab** key to display more fields.
- b. Enter the **serial number** you retrieved from the device and your office **zip code**.
- c. Once you've entered all the required fields, click on Terms and Conditions, click agree when prompted, and click Submit Request.



- a. Open a web browser and navigate to https://elearning.csa.canon.com
 - b. Click on the Create new account.



- a. You will receive a confirmation email with a link to complete the registration process.
 - b. Create a password to complete the registration process.
 - c. You are now registered to use Canon's eLearning platform! Please sign in.

Making Copies

Place documents face-up in the feeder or face down on the platen glass.



3

Change your document(s) settings.





Enter the desired number of copies using the LCD panel keyboard.



2 Tap your badge over the card reader. From the main menu, touch **Copy**.





To confirm you've applied the correct settings to your document, touch **Check Settings**.



6

Touch **Start** to complete the process.



Copy Single-Sided

1 Tap your badge over the card reader. From the main menu, touch **Copy.**





4

Choose the desired setting (1-Sided → 2-Sided, 2-Sided → 2-Sided, 2-Sided → 1-Sided, or Book to 2-Sided). Touch OK to confirm the setting.



If advanced settings are needed (e.g., blank page removal), touch **Options**. Otherwise, touch **Start**.



2 Place documents face-up in the feeder or facedown on the glass. Touch **2-Sided.**



3b

The 2-Sided button will display as shown below.



Before copying your document, you can change different document settings.

Finishing: Change the sort order or add staples to your document.

Density: Change the image saturation. This option only applies to images. Text will not be affected.

Options: Add advanced settings such as: Job Build, Copy Ratio, and Erase Frame.



Stapling Your Document(s)

Tap your badge over the card reader. From the main menu, touch Copy.



- a. Choose the desired staple option.
 - b. Touch Next.

5



If advanced settings are needed (e.g., blank page removal), touch **Options**. Otherwise, touch **Start**.



2 Place documents face-up in the feeder or face down on the glass. Touch **Finishing.**



- a. Touch the desired staple type and position. Choose **Staple**, **Double** (2 staples), or **Eco** (staple free: crimps pages together).
 - b. Touch **OK**.



Before copying your document, you can change different document settings:

2-Sided: Change the setting to copy double-sided. *It will display as highlighted if selected*.

Original Type: Change the document type setting. The default is set to Text/Photo.

Options: Add advanced settings such as: Job Build, Copy Ratio, and Erase Frame.





Options

Printing: Changing Defaults – Color

- **1** a. In your document, click on File \rightarrow Print.
 - b. Make sure the **Pitt Secure Printing** is selected.
 - c. Click on **Printer Properties**.

	Checking the SmartClient User.docx + Saved to this PC	Brywrt, Eric (Canon Business Solutions) 🕕 ? — 🗆 🗙
e	Print	
🛆 Home		
D New		
😂 Open	Plint	
	Printer	This action will by to no contribute connection to your PGF threffic in the system.
		Once this is done, please sizes the box and set if you are able to paint new. Whenever user works we done with the facility to and set on the other other these
Save	Printer Properties	inne. Kyne an olfi sadde is print. I vill rentart yns with fafter onge is ladponedor fin
Save As	Settings	ing.
Print	The Print All Pages	These prices and an exercise
	The whole thing	Ret Ryanh,
Share	Pages	No Ryan Constitution Institut
Export	Fip pages on long edge	
Transform	Colleted	
Close	Postrait Orientation •	
	Letter *	
	Normal Margins	
Account	1 Dana Dar Shart	
Options	Enge Setue	465++ ¢

3

Click on **OK**.



5 Go to the nearest Canon MFD to print your document(s).



- 2 a. Click on the Color Print dropdown.
 - b. Select the color setting desired for your document(s).

Paper Size:	Letter	
Output Size:	As Paper Size	
Copies:	1	
Orientation:	Port 1	Thumbnail:
Color Print:	Only B/W	
Duplex:	Long Even	
Booklet printing:	No	
Staple:	None ~	Eco
Hole Punch:	No Hole Punch	×
Pages Per Sheet:	1	✓
Paper Catalog:	- Automatically Select -	✓
		Advanced About.



	Checking the SmartClient User.docx + Saved to this PC	Bryant, Eric (Canon Dusiness Solutions) 🕕 ? — 🗆 🗙
©	Print	
A Home		
D New		
🕞 Open	Piet	
	0	This action will by term coublid a connection to your PGP bulks in the system.
	So -	Oner this is dong plane sites the box and we IP year an able to polat new. Whatever year tools are plane apply to the folder to update on the states of the
Save	Printer Properties	arma. M' you are cill smalle in print, i nill contact you with fairless range to bely number link forma.
Save As	Settings	Thank you for your anistance
Print	Print All Pages The whole thing	las lapals,
Share	Pages	la ligar
Export	Print on Doth Sides	Case Sales Aseries
Transform	Coluted 1,23 1,23 1,23	
Close	Potrait Orientation •	
	Letter +	
	Normal Margins	
Account	Top: 1' Bottom: 1' Left: 1' R	
Options		
	Page Setup 4 3 of 3 >	44%++ Ø

Printing: Changing Defaults – Hole Punch

- **1** a. In your document, click on File \rightarrow Print.
 - b. Make sure the **Pitt Secure Printing** is selected.
 - c. Click on **Printer Properties**.

	Checking the SmartClient User.docx + Saved to this PC	Brywnt, Eric (Canon Business Solutions) 🕕 ? — 🗆 🗙
e	Print	
🛆 Horne		
D New		
🔁 Open	Print	
	Printer	This action will ty to an outflick a connection to your \$60 Pluffic in the system.
info		Once this is done, please done for box and one if you are able to print any.
Save.	N 100 100 100 100 100 100 100 100 100 10	Whatever year tools an please uply to be failed to aplan on the states of the long.
	Printer Properties	Yyee are sill world's topics, I will contact you with faither steps to bely nonitor this inter-
Save As	Settings	
	The Dist III Desc	Thank you for your anistance
PHE	The whole thing	Rei Repris
Share	Pages	In Frant
	First on Both Sides	Caux Militian America
Erport	Flip pages on long edge	
Transform	Colleted	
	123 123 123	
Close	Potrait Orientation -	
	Leter -	
	Tan 1' Boltrow 1' Left 1' B	
Account	and approximate the second second	
	1 Page Per Sheet •	
Options	Page Seturn d La ta b	
		445++ ·Q

3

Click on **OK**.

- As Paper Size V	
1	
'ortrait ~	Thumbnail:
only B/W 🗸	
ong Edge 🗸 🗸	
lo ~	
lone v Eco	
lo Hole Punch 🗸 🗸	
. v	
Automatically Select - V	· · · · · · · · · · · · · · · · · · ·
	n offat vortat vortat vortat vortat vortat vorg Edge vorg en vorg Edge vorg Edge vorg en vorg Edge vorg en

5 Go to the nearest Canon MFD to print your document(s).



- 2 a. Click on the Hole Punch dropdown.
 - b. Select the desired punch setting for your document(s).

Paper Size:	Letter	
Output Size:	As Paper Size	uni FLO M
Copies:	1	
Orientation:	Portrait	V Thumbnail:
Color Print:	Only B/W	~
Duplex:	Long Edge	
Booklet printing:	No	
Staple:	N	
Hole Punch:	No Hole Punch	
Pages Per Sheet:	1	
Paper Catalog:	- Automatically Select -	
		Advanced About.



	Checking the SmartClient User.docx + Saved to this PC	Bryant, Eric (Canon Dusiness Solutions) 🕕 ? — 🗆 🗙
©	Print	
A Home		
D New		
🕞 Open	Piet	
	0	This action will by term coublid a connection to your NGP bulks in the system.
	So -	Oner this is dong plane sites the box and we IP year an able to point new. Whatever year tools are plane apply to the folder to optime on the name of the
Save	Printer Properties	arma. M' you are cill smalle in print, i nill contact you with fairless range to bely number link forma.
Save As	Settings	Thank you for your anistance
Print	Print All Pages The whole thing	las lapals,
Share	Pages	la ligar
Export	Print on Doth Sides	Case Sales Aseries
Transform	Coluted 1,23 1,23 1,23	
Close	Potrait Orientation •	
	Letter +	
	Normal Margins	
Account	Top: 1' Bottom: 1' Left: 1' R	
Options		
	Page Setup 4 3 of 3 >	44%++ Ø

Printing: Changing Defaults – Single Side Printing

- **1** a. In your document, click on File \rightarrow Print.
 - b. Make sure the **Pitt Secure Printing** is selected.
 - c. Click on **Printer Properties**.

	Checking the SmartClient User.docx + Saved to this PC	Brywnt, Eric (Canon Business Salutions) 🕕 ? – 🗆	×
e	Print		
Home	Auto A		-
D New			
🕀 Open	Print		
	Printer	This action will by to to establish a connection to your \$60 Profile in the system.	
IIID		Once this is done, please done the best and we if you are able to print new.	
Save		Whateveryout to obs any, please apply to the initial to aplate on the states of the larest.	
	Printer Properties	Yyen are sill-analytic to print, it will contact you with factor maps to help modes this inter-	
Seve As	Settings		
Dire	Ph. Print All Pages	That prime part and another	
	The whole thing	Art Rysth,	
Share	Pages	Line Report	
	Fint on Both Sides	Canon Relations America	
teport	Flip pages on long edge		
Transform	Collated		11
	123 123 123		11
Close	Portrait Orientation -		Ш
			11
	15° 11° -		11
	Real Margins		11
	Top: 1" Bottom: 1" Left: 1" Ru.		11
Account	El thurbedust -		11
Dations	E traffice see		÷
options	Page Setup	44%+ +	ò

3

Click on **OK**.

per Size:	Letter	·
tput Size:	As Paper Size	uni FLOW
pies:	1	
entation:	Portrait	✓ Thumbnail:
or Print:	Only B/W	×
plex:	Long Edge	
oklet printing:	No	
ple:	None 🗸 🗌	Eco
e Punch:	No Hole Punch	✓
ges Per Sheet:	1	✓
per Catalog:	- Automatically Select -	×
		Advanced About

5 Go to the nearest Canon MFD to print your document(s).



a. Click on the Duplex drop-down.
b. Select Off to print your document single-sided.

Paper Size:	Letter 🗸	
Output Size:	As Paper Size V	
Copies:	1	
Orientation:	Portrait 🗸	Thumbnail:
Color Print:	Delugation	
Duplex:	Long Edge 🗸 🗸	
Booklet printing:	No	
Staple:	None v Eco	
Hole Punch:	No Hole Punch $$	
Pages Per Sheet:	1 ~	
Paper Catalog:	- Automatically Select - $\qquad \lor$	
		Advanced About



	Checking the SmartClient User.docx - Saved to this PC	Bryant, Eric (Canon Business Splutions) 🕕 ? – 🗆 🗙
©	Print	
🔓 Horne		
🗅 New		
😂 Open	Piet	
	Den contra de la c	This action will by to no could be a connection to your PGP Profile in the system.
	30 ·	One this is dong plane close the bound on 2 year and its to plat new. Whenever yest tools any plane tuply to the failet to splate on the name of the
5414	Printer Properties	Type are old wahle to goint, I will come you with further steps to bely moder this inter.
Save As	Settings	Task yes for you animated
Print	Print All Pages The whole thing	Res Reports
Share	Pages	la lipat
Export	Print on Doth Sides Filip pages on long edge	Cam States Amein
Tansform	Collated • 1,2,3 1,2,3 •	
Close	Pottrait Orientation •	
	45'+11' *	
	Normal Margins	
Account	Top: 1" Bottom: 1" Left: 1" R	
Options	Page Setting	

Printing: Changing Defaults – Staple

- **1** a. In your document, click on File \rightarrow Print.
 - b. Make sure the **Pitt Secure Printing** is selected.
 - c. Click on **Printer Properties**.

	Checking the SmartClient User.docx + Saved to this PC	Brywnt, Eric (Canon Business Salutions) 🕕 ? – 🗆	×
e	Print		
Home	Auto A		-
D New			
🕀 Open	Print		
	Printer	This action will by to to establish a conservice to your \$60 Profile in the system.	
IIID		Once this is done, please done the best and we if you are able to print new.	
Save		Whateveryout to obs any, please apply to the initial to aplate on the states of the larest.	
	Printer Properties	Yyen are sill-analytic to print, it will contact you with factor maps to help monitor this inter-	
Seve As	Settings		
Dire	Ph. Print All Pages	That prove part and another	
	The whole thing	Art Rysti,	
Share	Pages	Line Report	
	Fint on Both Sides	Canon Relations America	
teport	Flip pages on long edge		
Transform	Collated		11
	123 123 123		11
Close	Portrait Orientation -		Ш
			11
	15° 11° -		11
	Real Margins		11
	Top: 1" Bottom: 1" Left: 1" Ru.		11
Account	El thurbedust -		11
Dations	E traffice see		÷
options	Page Setup	44%+ +	ò

3

Click on **OK**.

tput Size: - Ale Paper Size pee: 1 entation: Pertrat or Pinst: Only B/W pie: Long Edge pile: None pie: None	per Size:	Letter	
Jess: 1 entation: Part tail: or Pint: Only 8/W des: Long Edge des: No pint: No opin: No pint: No opin: No pint: No opin: Automatically Select -	tput Size:	As Paper Size	uniFLOW
ientation: Portrait view of M/N/ view of M/N	pies:	1	
Skin Print: Only B/W V geles: Long Edge V oblet printing: He V ade: Heine Eco bl Purcht: No Hole Purch V ges Per Sheet: I V ges Catalog: - Automatically Select - V V	rientation:	Portrait	V Thumbnail:
uples: Long Edge collect printing: No taple: No Hole Pundh: No Hole Pundh: sper Per Sheet: - Automatically Select:	olor Print:	Only B/W	×
oolidt printing: No taple: No No Pund: No Hole Pundh oge Pre Sheet: 1 aper Catalog: - Automatically Select · · ·	Duplex:	Long Edge	
taple: Nove	Booklet printing:	No	
ole Punch: No Hole Punch v ages Per Sheet: 1 v aper Catalog: - Automatically Select - v	Staple:	None 🗸 🗌	Eco
ages Per Sheet: 1 v aper Catalog: - Automatically Select - v	Hole Punch:	No Hole Punch	✓
aper Catalog: - Automatically Select	Pages Per Sheet:	1	✓
	Paper Catalog:	- Automatically Select -	×
			Advanced About

5 Go to the nearest Canon MFD to print your document(s).



- **2** a. Click on the **Staple** drop-down.
 - b. Select the desired staple setting for your document(s).

Paper Size:	Letter	·
Output Size:	As Paper Size >>	UniFLOW
Copies:	1	
Orientation:	Portrait	/ Thumbnail:
Color Print:	Only B/W	·
Duplex:	Long Edge	
Booklet printing:	N-	
Staple:	None v 🗆 Ec	
Hole Punch:	No Hole runs.	
Pages Per Sheet:	1	
Paper Catalog:	- Automatically Select -	2
		Advanced About.



	Checking the SmartClient User.docx - Saved to this PC	Bryant, Eric (Canon Dusiness Solutions) 🕕 ? - 🗆 🗙
©	Print	
🔒 Home		
D New		
😂 Open	Priez	
	C C C C C C C C C C C C C C C C C C C	This action will ty to m-could be commercian to your Will Public in the system.
	30	One this is done, plane done for box and year at plan an after to plat area. Waterware your treads any plane apply to the folder to applies on the name of the
Same As	Printer Properties	E you are still wardle so grint, I will contact you with helper stage to help-moder this invas.
antro	Settings	Thail you for your animated
Print	The whole thing	Bet Ryach,
Share	Pages 0	An Dyne
Erport	Print on Both Sides	
Transform	Coluted 123 123 *	
Close	Potroit Orientation •	
	Letter	
	I Normal Margins	
	Top: 1" Bottom: 1" Left: 1" R	
Account	1 Page Per Sheet •	-
Options	Page Setup	44%+ + ¢

Retrieving Your Document(s)

Only certain settings can be changed.



- a. Tap your badge over the card reader.
 - b. From the main menu, touch **Secure Print**.

Secure Print	🗊 Copy	Scan and Send		
← 1 job(s) selected			🔽 Sele	ect all 🗍
Jobs Digital-Mailroom-Brochure	e.pdf		Received 2 minute(s)	Price 0.00
5-Reasons-to-Consider-a-D	Digital-Mailroom.pd Digital-Mailroom.pd Duplex 2 Letter	f	2 minute(s)	0.00
Total price 0.00			Edit	Print 1 job(s)

2 From the Secure Queue menu, you can select any document(s) to be printed. Your documents are held for 24 hours.

You can choose various job tasks located onscreen. However, some may only be accessible after selecting a document.

Select all	Select all : Highlights all the documents in your queue and print them.
Print 1 job(s)	Print job(s) : Permanently delete the selected document(s) from your queue.
Edit	Edit: Change specific document settings before printing the document.
	Trash: Immediately delete the selected documents from your queue.

Always remember to log out of your session. To do this, touch the Log Out button or tap your badge over the card reader.

Secure Print: Document Options

Only certain settings can be changed.

By touching the **Edit** button on the main secure print screen, you can change specific document settings before printing your document. Below is an overview of the options available to you.

beeu		Copy	Send			Menu	Energy Saver	🕞 Log (Dut
+ Finishi	ng options - 1 job(s)						Settings/ Registration		lome
Copies 1		Copies	Copies				1	2 АВС	3 DEF
Color n Black/	ode White	Did you know?	1 + You can also use	the numeric keypad to	enter a numbe	er.	4 6HI	5 .KL	6 MND
Duplex	mode clong edge						7 PQRS	8 TUV	9 wxyz
Staplin No sta	g						*	0	#
NO SIG	ping						С	// F	Reset
							Stal	rt	Stop
				Save	Print 1 jo	ob(s)	¢	>	
Status 🕅	Monitor 🗟 💷 Re	emote Operation is	s being used						123

Copies : Change the quantity printed at the device.		Color Mode : Change the color setting on your document at the device.
Duplex mode : Change the duplex option at the device before printing. Note : Duplex Long Edge = portrait orientation, Duplex Short Edge = landscape orientation		Staples : Change the staple position on your document at the device.
Save	Save: Apply the selected changes to your document and return to the secure print main page.	

Scanning to Your Pitt Email

1

Place documents face-up in the feeder or facedown on the glass.



- 3
- From the main scan screen, touch **Scan to Myself**.





Your document(s) will display on the screen. Touch **Next** to start the "Send" process.



Tap your badge over the card reader. From the main menu, touch **Scan.**



4

2

Adjust your document settings (if applicable) and touch **Scan**.



6

You have the option to select a different scanning function or to log out of the device.



Warning! Touching Log Out before <u>step 5</u> will stop your document(s) from sending. 15

Scan to Cloud Registration

- Open a webpage and navigate to <u>http://secureprint.pitt.edu</u>. Click on **Continue with Pitt SSO.**
- 2 Click on Continue with Pitt SSO.



In Dashboard, locate the **Notifications** window and **Connect** to each available scan destination (e.g., OneDrive).

3

5



Log in with your username and password for each authorized application.

Microsoft	
Sign in	
Email, phone, or Skype	
No account? Create one!	
Can't access your account?	
	Next

4

Click **Authorize** on the pop-up screen.

ONE	EDRIVE FOR BUSINESS AUTHORIZATION	
i	uniFLOW Online is not yet authorized to connect with OneDrive for Business. In order to proceed, please finish the authorization process first.	
	Authorize Close	e

Scanning to OneDrive

Place documents face-up in the feeder or facedown on the glass.



3

From the main scan screen, touch **Scan to OneDrive**.





Your document(s) will display on the screen. Touch **Next.**



Tap your badge over the card reader. From the main menu, touch **Scan.**





2

Adjust your document settings (if applicable) and touch **Scan**.



6

To select the destination folder, touch the name of the folder displayed on screen. Touch **Next**.

📑 Scan			E	L Energy Saver	User1	Out
Folder:	Documents			Settings"	۵	Home
Select Search Type: Search Value:	Name		•	1	2 AUC	3
BoxMigration			1	4 6H1	5 #1	6 MNO
2022 Super Ana	ytics Challenge		≡	7 P085	8	9 W117
AppData				×	0	#
Apps				^	v	
Attachments Canvas			-11	С	1	Reset
		Cancel Next		Sta Q	đ	Stop ©
Status Monitor						m

Scanning to OneDrive (cont.)

You have the option to assign your document a unique file name by changing it here or touch Next to continue.

Scan FILE NAME	ţ.		E. Sera
File name without extension	Last Name, First Name, 2024042	e1333u	
		Back	ОК

8

You have the option to select a different scanning function or to log out of the device.

🛁 Scan			Energy Sa	lab.norto	on@bru)ut
SCAN PROFILES			Settings/ Registration		-
			1	2 ABC	3 DEF
	•	4	4 6HI	5 .n.	6 MNO
Scan to Myself	Scan to OneDrive	Scan to SharePoint	7 PQRS	8 TUV	9 wxy3
			¥	0	#
<u>∎</u>			с	// F	leset
Cose to Decision	Cran to Other		Sta		Stop
Scan to Desktop	scan to others		1		0
🗞 Status Monitor 🛭 🖻 🗾 Remote	Operation is being used				123

Warning! Touching **Log Out** before <u>step 8</u> will stop your document(s) from sending.

Finding your Scanned Documents

- 1. To access your scanned document, open **File Explorer** and navigate to your **OneDrive** Folder.
- 2. If you did not change the document name, it will be stored as 'Last Name, First Name_yyyymmddhhmmu' (e.g., Smith, Jane_202405031500u).
- 3. After you have accessed your scanned document, you can move or copy it to any location on your computer.

Scanning to SharePoint

Place documents face-up in the feeder or facedown on the glass.



3

From the main scan screen, touch **Scan to SharePoint**.



5

Your document(s) will display on the screen. Touch **Next.**



Tap your badge over the card reader. From the main menu, touch **Scan.**





2

Adjust your document settings (if applicable) and touch **Scan**.



6

To locate a folder for scanning, either **a**) scroll through the folder list or **b**) search for it by selecting a search type and entering the folder name in the **Search Value** field.



Scanning to SharePoint (cont.)

7

Touch **Next** after selecting the folder to scan documents.

	Scan		Menu
Folde	er:	Pitt IT	
Selec	ct Search Type:		•
Searc	ch Value:		
E®			
	 Documents		
	Form Templates	N.	
	Site Pages		
m	Staff Photos		-
			+
		Capacity recept Next	

8

There are two screens for **Properties** that display metadata. Add relevant metadata and touch **Next**. *Leave fields empty if not required*.

			 Menu
PROPERTIES (1/2)			
Title			
Description			
		Back	Next
Eritkolt, Christopher	e Operation is being used		

9

You have the option to assign your document a unique file name by changing it here or touch **Next** to continue.

Scan	á.		E Menu
FILE NAME	47		
File name without extension	Last Name, First Name, 202	404261333u	
	here council and the council of		
		Back	04

10

You have the option to select a different scanning function or to log out of the device.

Scan			■ Menu	C Energy Sa	lab.norta	n@brun lut
SCAN PROFILES				Settings/ Registration		/
				1	2 ABC	3 DEF
	•	4		4 GHI	5 .n.	6 MNO
Scan to Myself	Scan to OneDrive	Scan to SharePoint		7 PQRS	8 TUV	9 wxyz
				×	0	#
<u>_</u> €	30			С	// R	eset
Scan to Desktop	Scan to Others			Stai		Stop ©
Status Monitor 🖻 🔳 Remote	Operation is being used					123

Warning! Touching **Log Out** before <u>step 10</u> will stop your document(s) from sending.

Finding your Scanned Documents

- 1. To access your scanned document, open **File Explorer** and navigate to SharePoint.
- 2. If you did not change the document name, it will be stored as 'Last Name, First Name_yyyymmddhhmmu' (e.g., Smith, Jane_202405031500u).
- 3. After you have accessed your scanned document, you can move or copy it to any location on your computer.

Scanning to Desktop

- 1
- Place documents face-up in the feeder or facedown on the glass.



- 3
- From the main scan screen, touch **Scan to Myself**.



5

Your document(s) will display on the screen. Touch **Next** to start the "Send" process.



Tap your badge over the card reader. From the main menu, touch **Scan.**



4

2

Adjust your document settings (if applicable) and touch **Scan**.



6

You have the option to select a different scanning function or to log out of the device.



Warning! Touching Log Out before <u>step 6</u> will stop your document(s) from sending. 21

Scanning to Others

Place documents face-up in the feeder or facedown on the glass.



3

From the main scan screen, touch **Scan to Others**.



5

Your document(s) will display on the screen. Touch **Next.**



Tap your badge over the card reader. From the main menu, touch **Scan.**





2

Adjust your document settings (if applicable) and touch **Scan**.



6

Touch **To, CC,** or **Bcc** fields to search for and select recipients, or type in the email address manually.

Scan		E Menu
EMAIL RECIPIEN	TS	
	Please enter the recipients for the email below. Multiple recipients need to be separated by commas.	
To	1	
BCC		
$\overline{}$		
	Cancel	ОК

Scanning to Others (cont.)

In the **Search** field, type in the first three letters of the recipient's email address to populate a list matching your entry.



9

7

You have the option to select a different scanning function or to log out of the device.



Warning! Touching Log Out before <u>step 9</u> will stop your document(s) from sending.

8

Select the desired email address from the list and touch **OK**.



You can modify any of the following scan settings before sending the document to your Pitt email or cloud application:

	Color: Change the color settings of your document.
	When to use this option: If you are scanning a color document and you
	would like your recipient to receive it in color, change this setting from
	black to color.
	Resolution: Change the resolution of your document. The default is set
	to 300x300 dpi.
	When to use this option: If you want to increase the clarity of your
	document, increase the resolution in this setting.
	NOTE: The higher the resolution, the longer the document will take to
	process.
	Image: Choose the type of document you are scanning (e.g., text, map,
-	photo).
	When to use this option: If you want to improve the quality of your
	scanned image, specify the document type.
	Cimplew (hence whether to seen both sides of your decument(s)
	Simplex: Choose whether to scan both sides of your document(s).
	when to use this option: If your document is 2-sided.
	Density: Change the saturation of an image.
	When to use this option: If you are scanning a document with pictures,
	this option will adjust the darkness of the image without affecting the text
	clarity.
	Same Originals: Change the document size setting.
	When to use this option: If you are scanning pages that are not the same
	size, please choose Mixed Originals . The device will review each page
	size before sending.
Advanced settings	Advanced settings: Apply additional settings to your document (i.e.
	Add Pages: Scan additional pages and add them to your current scanned
Add pages	document.
<u></u>	When to use this option: If you have extra pages, you can add them to
	your current document.

Installing uniFLOW Online on your Mobile Device

The uniFLOW Online Print & Scan app improves the mobile print experience for Apple[®] and Android[™] devices. It allows users to authenticate and log in quickly via QR code, and each user can register one mobile device to their uniFLOW Online account.

The Print & Scan app provides the following functions:

- **Personal Dashboard** View your activity for Prints/ Scans/ Copies/ Fax in the last 6 months.
- **Print via File upload** allows users to browse and find the file they want to print and upload it to the cloud.
- **Print via Picture** allows the use of the camera to photograph a document and submit it for print. The correct distortion function detects the edges of a document, flattening out any trapezoid effect to ensure it is perfectly cropped.

How to install the app

The **uniFLOW Online Print & Scan app** can be downloaded from the Apple App Store and Google Play. Please follow the steps below to install and configure:

- 1 Install the **uniFLOW Online Print & Scan** app from the respective mobile device app store.
- 2 a. Once the installation is complete, launch the app and touch **Next**.
 - b. Choose the desired authentication method to complete the installation.
 - Manual Login: Authenticate using your Pitt SSO.
 - Login via QR Code: You can link your phone via QR Code and the web portal.





Installing uniFLOW Online on your Mobile Device – QR Code

- **3** a. From your Pitt computer, navigate to the uniFLOW online website. <u>http://secureprint.pitt.edu</u>.
 - b. Login using your Pitt SSO.
 - c. Click the smartphone icon near your name at the top right of the page.

Last, First ℚ 🗍 ⑦ ⊡
Install printer driver
Download macOS printer driver uniFLOW SmartClient for Mac
Download Windows printer driver uniFLOW SmartClient for Windows 64-bit
Download Windows printer driver uniFLOW SmartClient for Windows 32-bit
Install the downloaded printer driver on your computer. After that, you can start printing files to your UND- Cloud-Printing queue.
Install mobile app
Coogle Play
To connect your phone to uniFLOW Online, download the app "uniFLOW Online Print & Scan" from the app store for your phone. Once installed, open the app and enter the displayed secret code.
Install Chrome extension
Available in the Chrome Web Store

Installing uniFLOW Online on your Mobile Device – QR Code (cont.)

4 Please note. This step will need the mobile app, please make sure the app is open. On the uniFLOW online website, type in the code from your phone screen, then click **Next.**

	▲ App Store III 奈	4:31 PM	🔊 🛱 🎧 53% 🔳 י
CONNECT DEVICE To connect your phone to uniFLOW Online, download the app "uniFLOW Online Print & Scan" from the app store for your phone. Once installed, open the app and enter the displayed secret code. Control of the content of	←		
Secret * 6 digit secret code as shown on the mobile app login screen. * Required fields	Open your "Mob Online and enter to register a new	ile app" menu the following device.	in uniFLOW secret in order
Cancel			
		Scan QR Code	

Installing uniFLOW Online on your Mobile Device – QR Code (cont.)

A dialogue box with a QR code will appear on your computer screen.

- a. On your mobile device, touch **Scan QR Code**. If prompted, allow the app to access your camera.
- b. Scan the QR Code on your computer screen.
- c. Click **Close**.

5



Installing uniFLOW Online on your Mobile Device – QR Code (cont.)

6 Once the loading process is complete, your account dashboard will display. Your mobile device is now configured to use the uniFLOW mobile app.

▲ App Store .	il 🗢	4:31 PM	7 🍳 🎧 53% 🔲 '
My activ	vity		
1 N	lumber of	printed pag	es
	Color	1	B/W/
	COIOI		Б , • •
1 J	obs during	the last 6 i	months
	-		
1	Prints	0	Copies
0	Scans	0	Fax
Recent	jobs		
N/A			
10/22/2	2021		0
Dashboar	d	Print	My queue

Installing uniFLOW Online on your Mobile Device – Manual

Manual Login

- 1. Install the **uniFLOW Online Print & Scan** app from the respective mobile device app store.
- 2. Touch Next.
- 3. Touch Manual Login
- 4. Enter <u>pitt.us.uniflowonline.com</u> regional URL listed below and select **Next**.
- 5. Touch the **Pitt SSO**. A login screen will open.
- 6. Enter your **Pitt MS credentials.**



Printing Using the App

- 1
- To print directly from the app, launch the uniFLOW Online Print & Scan app and touch **Print** on the dashboard.

▲ App Store 🔐 🔶 4:31 PM 🕫 🖬 🖓 53% 🔳 • My activity 1 Number of printed pages **0** Color **1** B/W 1 Jobs during the last 6 months 1 Prints 0 Copies 0 Scans 📕 0 🛛 Fax Recent jobs N/A 0 10/22/2021 ¢

3

Find your document by choosing where it is and then click on it to print.

5:02 🕫		.d 😤 💻
< On My iPhone	Acrobat	Cance
Q, Search		
15580578429 5-174ticket 5/29/21 96.80	Cover Letter 5/20/19 17 KB	filename-1(1) 2/1/20 591 KB
Print Hand		
Getting Started	HPSCAN_202 00504579 5/6/20 240 88	idme- recov08-14 8/14/21 3 KB
1111	MANUY SHORY POR BARDS	No. of the local division of the local divis
Kaylas Home6-20 5/5/20 236 KB	KNBeautySup plyChet (8) 6/29/21 38.4 M8	lab_7190450 1/13/20 97 KB
0		

2

You can select a file, a photo, or take a new picture.

ail AT&T 穼	12:31 PM 🛛 🕈 🖬 Qil 74% 📼 🕅
Print	
	Select file Select a file on your phone.
	Select photo Select a photo on your phone.
0	Take picture Create a new print job by taking a photo.
Dashboi	ard Print My mana



Tap **Add to queue**. The file will be added to your print queue, and you can print it by following <u>Retrieving Your Document(s).</u>

🖬 AT&T 🗢	1:58 PM	4 Ø Gi 61% 🔳 🖯
<		
2010-06-24	01 58 AM DOF ir	nfo.doc
	C/S	
	lo preview avails	ble
1	to preview availa	ible
Print settin	ias	
■ 1	.95	>
Stapling: No	one	1
	Add to queue	

5:03 <i>1</i> I 중 ■				
← ■ Cotting Started pdf	Color	Color: Change the		Staples: Change the
Welcome to	B/W	color settings of your	Stapling None	staple position on your
Print settings		document.		uocument.
Color B/W		Duplex/Simplex:		
Duplex >	Duplex	Change the duplex	Hole punch	Hole Punch: Change the
Copies >	Simplex	option before	None	hole punch position.
Stapling		printing.		
None		Copies : Change the		
Hole punch >	Copies 1	quantity to be	F	Print Settings
Add to queue		printed.		

Mobile Printing

Included with the Print Program is mobile printing. This feature allows you to print using phones, tablets, laptops, and computers from anywhere on campus!

	ſ	
-		

From a Pitt email address, create an email message, attach the files to be printed, and send it to <u>secureprint@pitt.edu</u>

•11 AT&T 穼	í	1:39 PM	🕑 🕇 68% 🔲
×	New Messa Jsmith@pitt	age .edu	>
Subject:	Print Service		
P 2.8	ange Training MB	Slides_20210	512.pptx ×
I			
Get Out	look for iOS		
) (d) 4/		
L		The	Thanks
QW	ER	ΤΥU	ΙΟΡ
AS	D F	G H .	KL
• Z	z x c	VBN	M
123) Q	space	return

2 Touch **Send**, go to the nearest Canon device, and use **Secure Print** to print your document.

> Review <u>Retrieving Your</u> <u>Document(s)</u> in this guide for detailed instructions on printing at the device.

The supported file formats for mobile printing are:

- Portable Document Format (.pdf)
- Web Pages (.htm, .html)
- Text File (.txt, .text, .csv)
- XML Files (.xml)
- Rich Text Format (.rtf)
- Microsoft® Excel Files (.xlsx, .xlsm, .xlsb, .xltx, .xltm, .xls, .xlt, .xlm, .xlw)
- Microsoft® Word Documents (.docx, .doc, .docm, .dotx, .dotm, .dot)
- Microsoft[®] PowerPoint Presentations (.pptx, .ppt, .pptm, .ppsx, .pps, .ppsm, .potx, .potm)
- WordPerfect® Documents (.wpd)
- Bitmap Image File (.bmp)
- CompuServe Graphics Interchange Format (.gif)
- Icon Files (.ico)
- JPEG 2000 JP2 File Format Syntax (.jp2)
- Joint Photographic Experts Group Image Format (.jpeg, .jpg)
- Portable Network Graphics (.png)
- Tagged Image File Format (.tiff, .tif)

The file extensions mentioned above are the only ones available to print in your queue. All other formats will not print. You will be notified by email.

Getting Help

We have placed a device identification label on each multifunction device, and each tag has vital information to be used for service calls.

University of Pittsburgh
DEVICE IDENTIFICATION LABEL
For assistance with this device, please contact the Canon Help Desk at 1.800.355.1385
Location
Serial #
Turn this card over if a service call was placed for this device.

Please turn the label over to display **Service Issue Reported** when a service issue is reported. Once the issue is resolved, turn the label around to show the identification information.

