

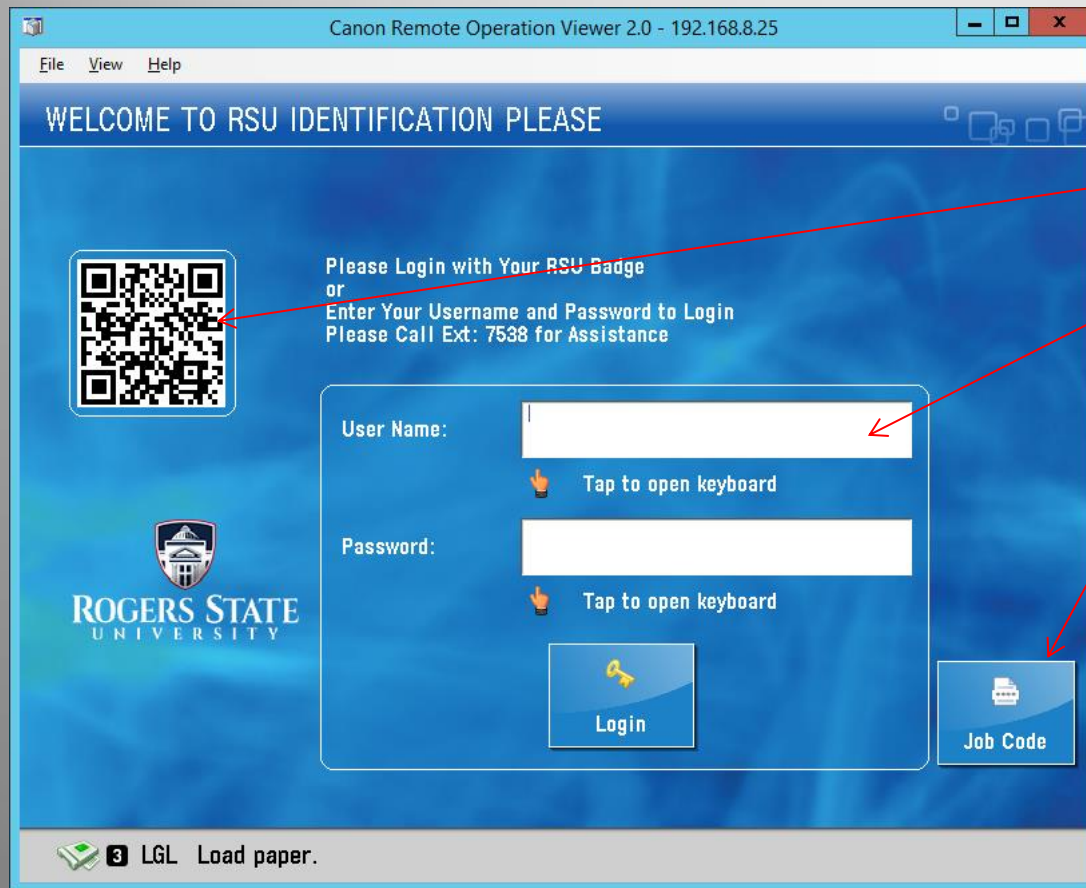


uniFLOW

Quick Reference Guide for End-Users

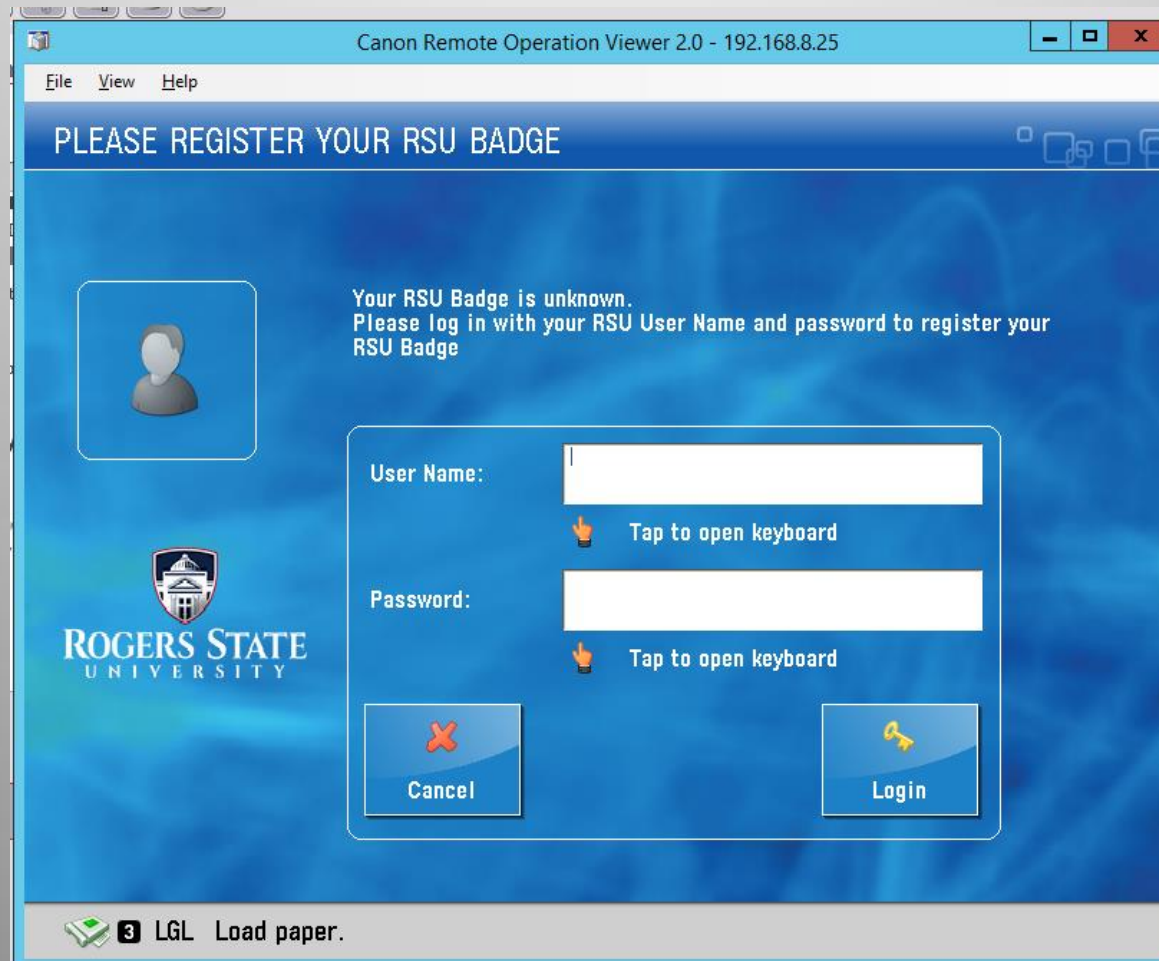
Prepared for | 2/16/16 for Rogers State

Device Welcome Display Screen



- Swipe Badge to Login
 - Register Card Login screen Displayed if card is not registered
- iPhone, iPad and Android Application QR Code
- PC Login
- Release Print Job with Job Code when mobile jobs are sent to print@rsu.edu

If you've never registered card, please swipe and then when it says badge unknown, login with RSU username and password





Canon Remote Operation Viewer 2.0 - 192.168.8.25

File View Help

PLEASE REGISTER YOUR RSU BADGE


Your RSU Badge is unknown.
Please log in with your RSU User Name and password to register your RSU Badge







ROGERS STATE
UNIVERSITY


User Name:


 Tap to open keyboard

Password:

 Tap to open keyboard

 Cancel

 Login

 3 LGL Load paper.

Copier Default Welcome Screen uniFLOW SecurePrint Screen

Quick Functions Buttons
Previously Printed Jobs
New Print Jobs
Jobs in Queue

Canon Remote Operation Viewer 2.0 - 192.168.8.25

File View Help

Copy Scan Secure Print

SECURE PRINT QUEUE

User: Jim Cravey Budget balance: 6.00

New Print Jobs Previously Printed Jobs

	Price		Print Job Owner	Date	Document Name
	16.00		jcravey	11/4/2015 8:26:23 AM	Budget Balance 0 - Notepad
	1.00		jcravey	11/4/2015 8:39:41 AM	...r/editobject.asp?mmtype=ma
	4.00		jcravey	11/4/2015 9:59:32 AM	CustomMomLang - Notepad

Select All Refresh Options Print All Print+Keep Print+Delete Delete

LGL Load paper. Log Out

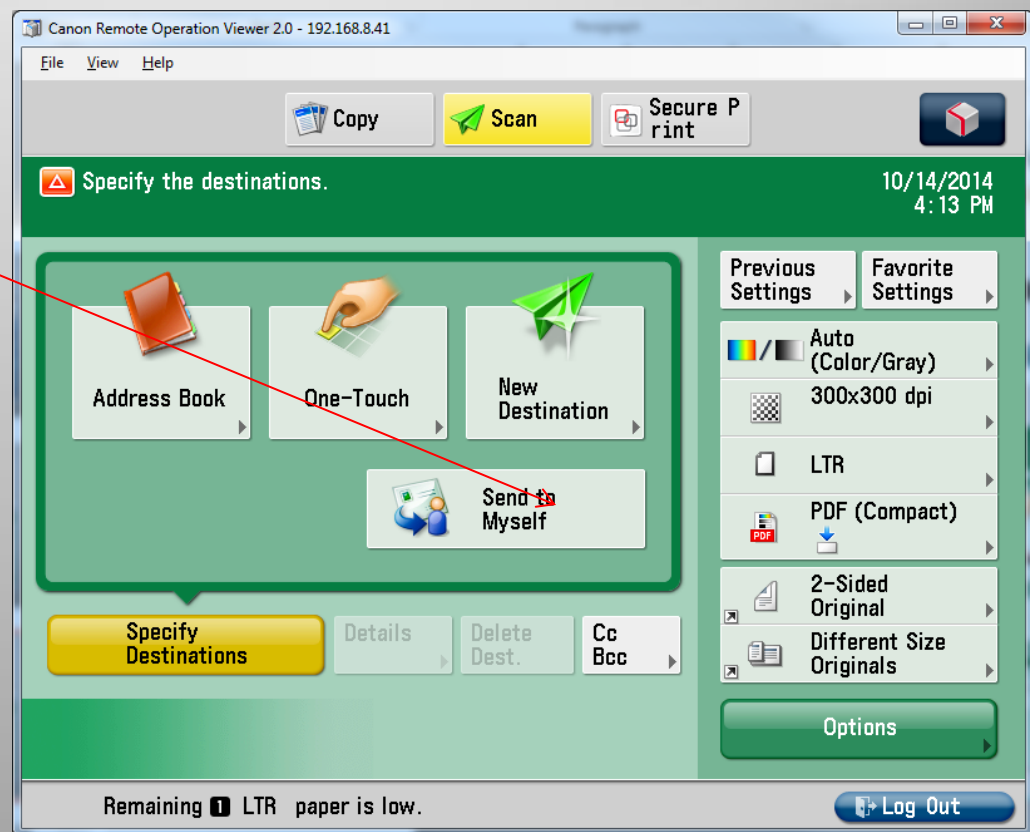
Scan and Send

Scanning Options Menu:

At this menu, you can:

1. Simply press the **“Send to Myself”** button to scan and send the document to yourself
2. Use the **“Address Book”** to scan to your email address in the address book
3. Use the **“One Touch”** method
4. Scan to a **“New Destination,”** entering the new address manually. This includes faxes. Simply type the fax number after clicking **“New Destination”**

Scan Options



Select Function uniFLOW (Secure Print Button)

All of your submitted print jobs will appear on this screen. You may select a single print job by simply touching it on the screen. (If the screen is full, you may use the **UP** or **DOWN** arrows at the right side of the screen to scroll through all jobs.)

New Print Jobs

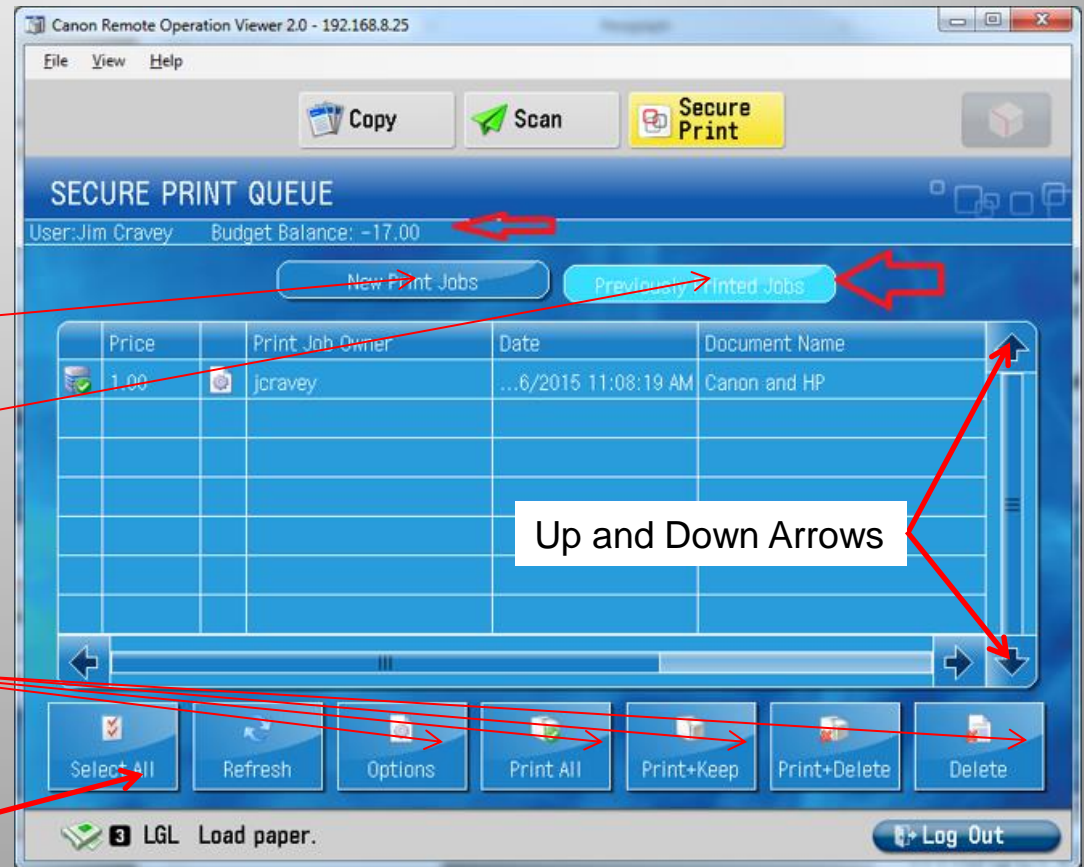
Displays not yet printed jobs

Previously Printed Jobs

Displays Print & Keep Jobs

Select 1 job and you can perform several tasks for **that job only**.

Or, you may press the **“Select All”** button to select all your print jobs on the screen, and then perform the same tasks for **all of them** at once.

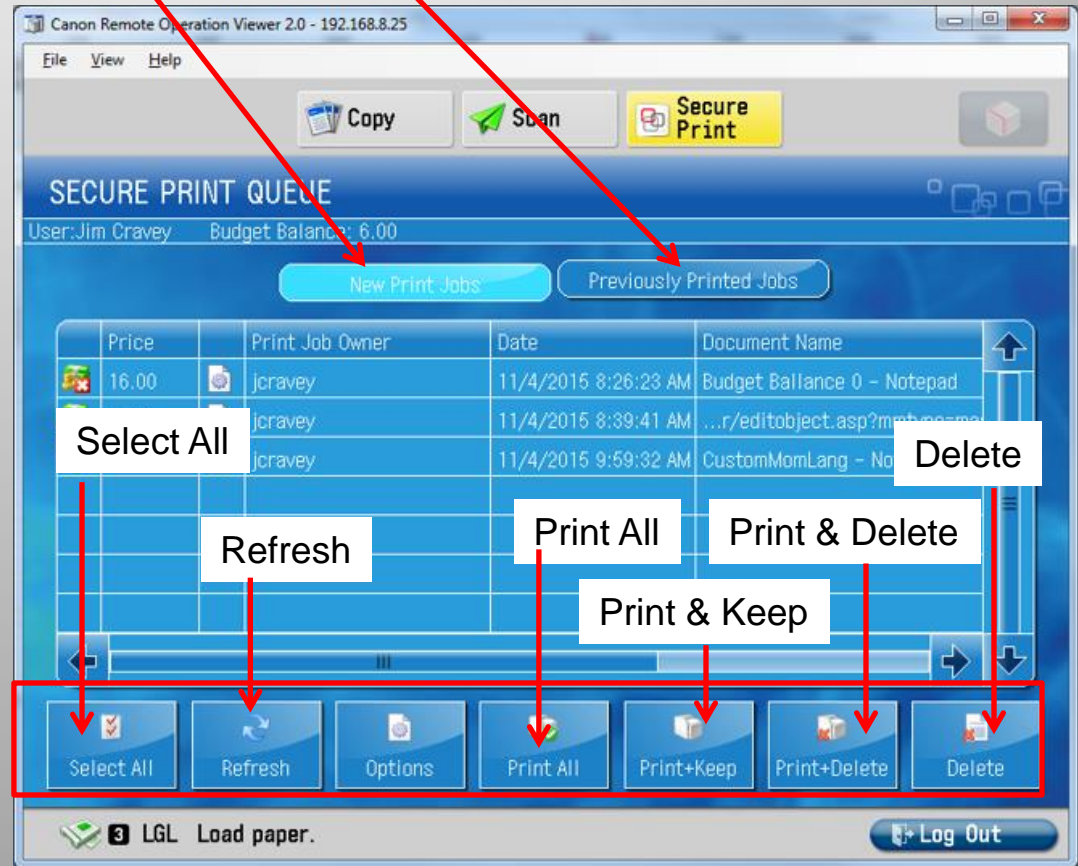


Select Function uniFLOW – New or Previously Printed Jobs (Secure Print Button)

Task Options from the uniFLOW (Secure Print) screen:

The following tasks will apply to any or all print jobs selected

1. **Select All** – selects all jobs
2. **Refresh** – refreshes queue to current state of jobs
3. **Print All** – will print ALL jobs in the queue, whether selected or not and deleting them in the queue
4. **Print-Keep** – will print, and then keep the selected jobs
5. **Delete** – deletes selected job(s)





Frequently Asked Questions

- Q: Where do I get Support?
- A: Call Help Desk at (7358) or email
- Q: What if I forget my badge?
A: If you forget your badge, you will be able to log in with your RSU credentials that are used to log in to your computer
- Q: I scanned a document to my email address, but it is not in my Inbox. Why?
A: Check your Spam folder and find the email with your scanned document.
- Q: When I scan a document at the MFP, will it come from my email address?
A: Yes, because you are logged in, the scan will have your email address as the sender.