# UNIFLOW TRAINING GUIDE

## SOUTH BEND COMMUNITY SCHOOL CORPORATION

CANON SEE IMPOSSIBLE

# UNIFLOW TRAINING GUIDE

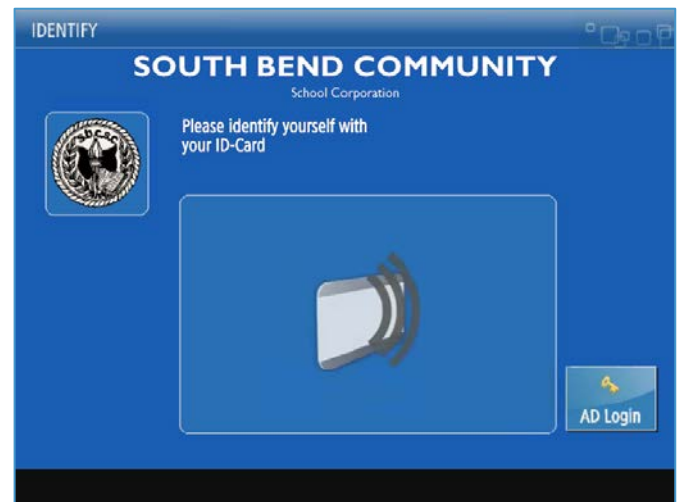## SOUTH BEND COMMUNITY SCHOOL CORPORATION

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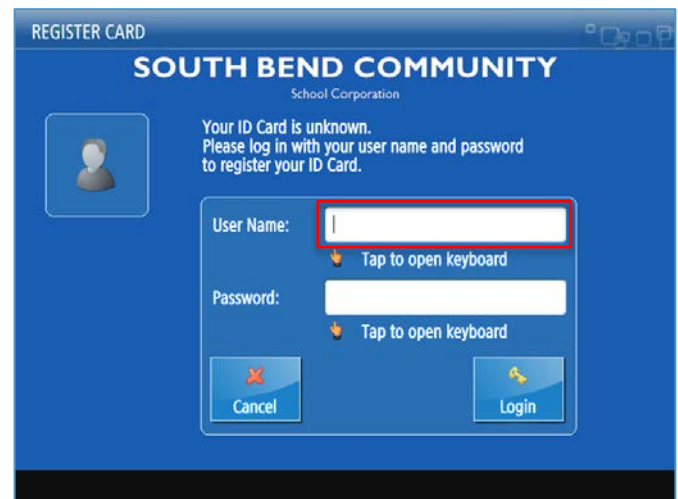
# BADGE REGISTRATION PROCESS

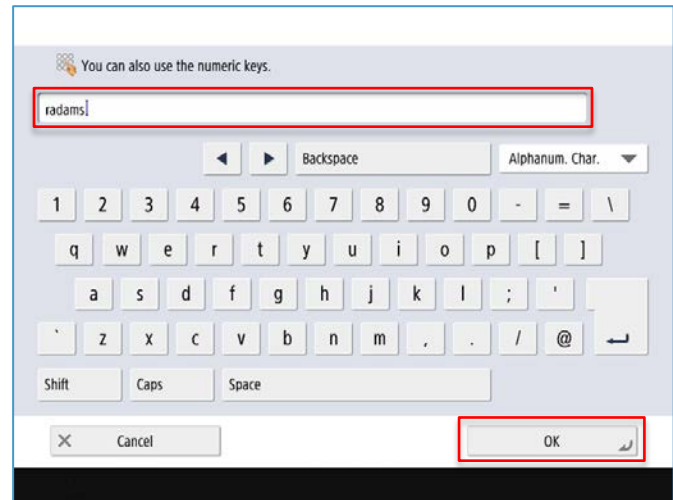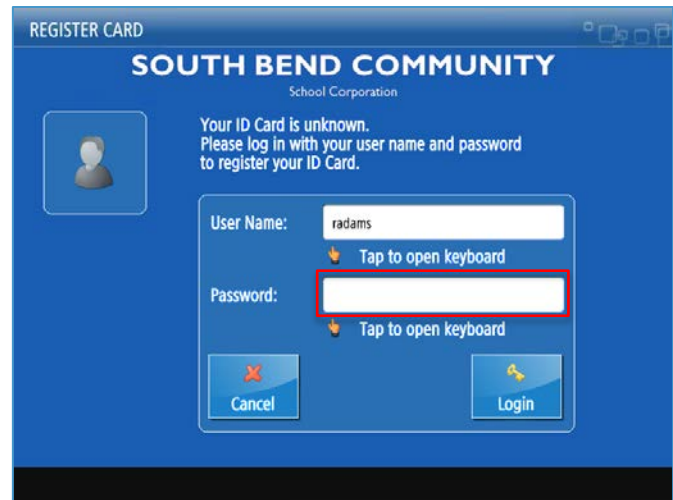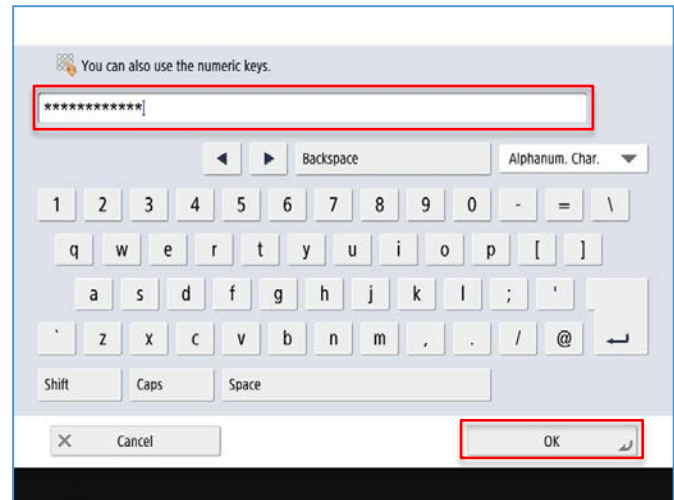| | |
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| uniFLOW features are designed to provide security and cost savings.<br><br>Initially, you will need to register your badge to your SOUTH BEND uniFLOW user account. You will only need to perform the badge registration action one time.<br><br>1. Tap your SOUTH BEND badge/ID once on the uniFLOW ID box reader. |  |
| 2. You will be prompted to enter your user name and password on the IDENTIFY screen. Tap the <User Name> text field. |  |

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| 3. Use the on-screen keyboard to enter your SOUTH BEND network user name and then press <OK>. |  |
| 4. Select the <Password> text field. |  |

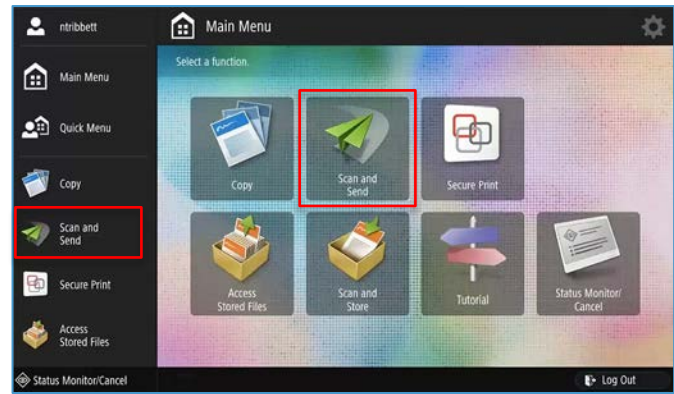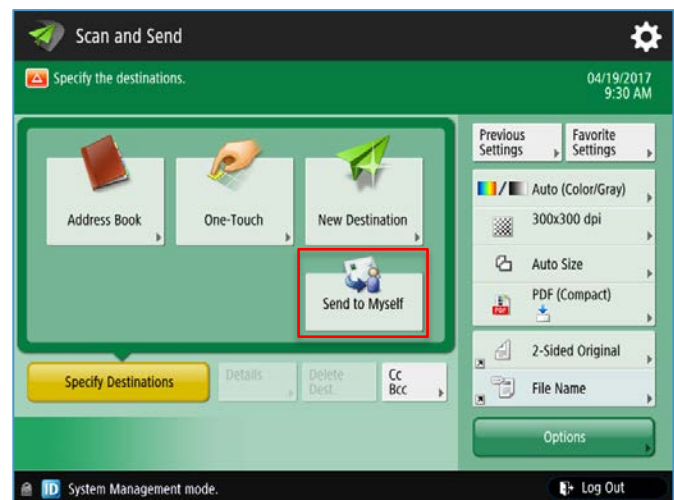| | |
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| 5. Use the on-screen keyboard to enter your SOUTH BEND network password. Keep in mind that your password is case sensitive. When finished, press <OK>. | |
| 6. After entering your network credentials, press <Login>. This will register your SOUTH BEND employee badge with uniFLOW. | |

# SCAN TO MYSELF

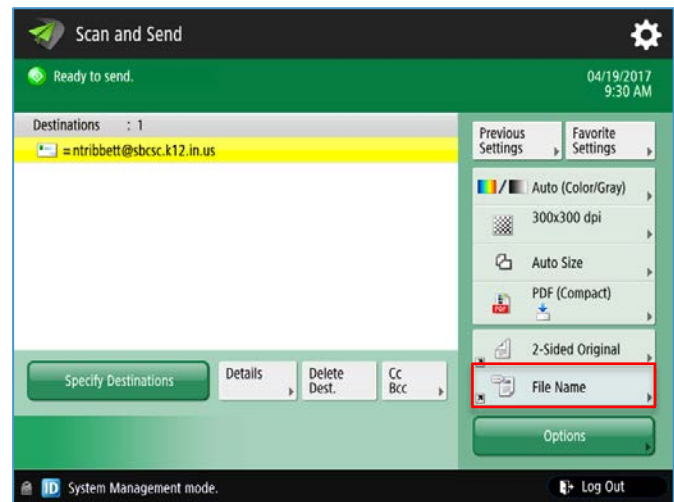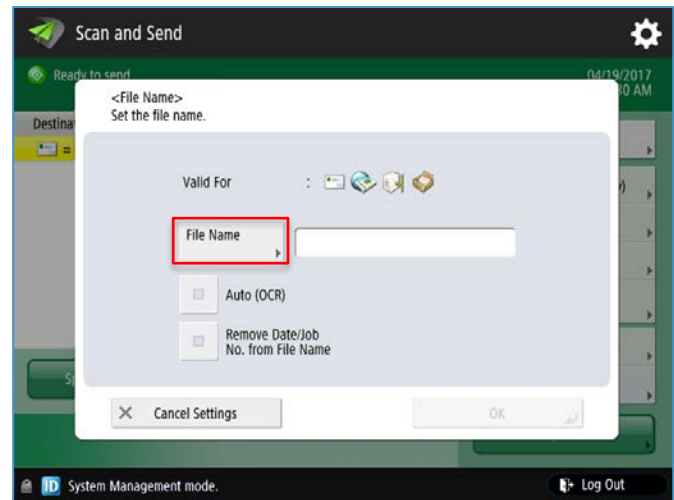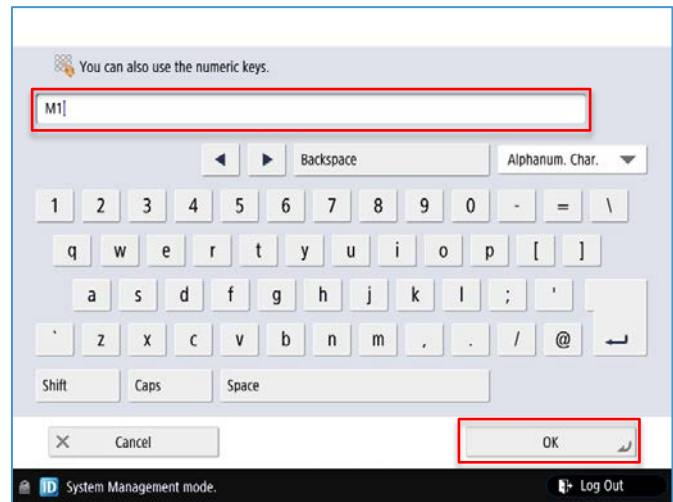| | |
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| You have the option to send a scanned document directly to your email address as an email attachment.<br><br>1. After logging into a device, you may scan and send documents to yourself. First, select either the <Scan or Send> shortcut button on the left side of the screen, or select <Scan and Send> from the Main Menu. |  |
| 2. To scan a document and send it to your inbox, press <Send to Myself>. |  |

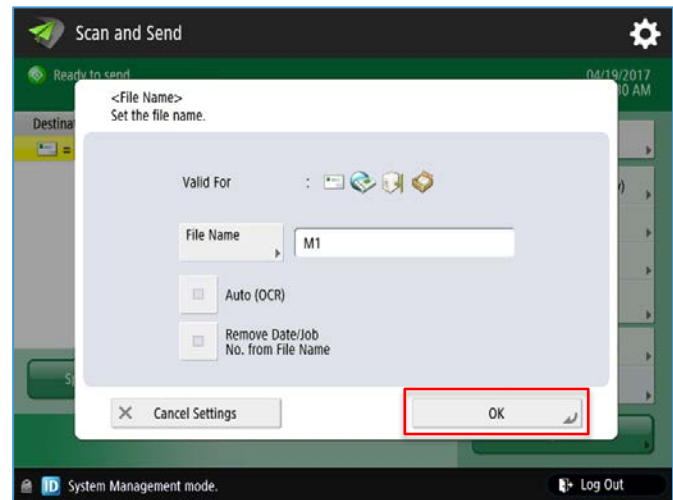| | |
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| 3. The destination will populate automatically. Here, you can check your email address, as well as choose options like color mode, resolution, and other settings. If you would like to change the name of the scanned file, press <File Name>. |  |
| 4. Press the <File Name> button. |  |

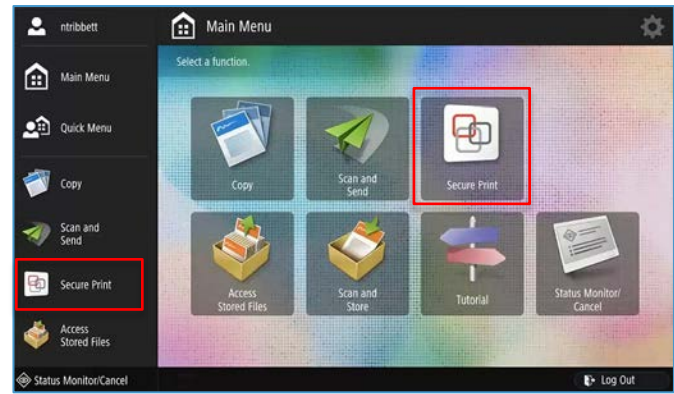| | |
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| 5. Use the on-screen keyboard to enter the file name for the scanned document. Then, press <OK>. |  |
| 6. Press <OK> to confirm the new name. |  |

7. Press the green <Start> key to begin scanning your document. An email will be sent to your inbox with the scanned document as an attachment.
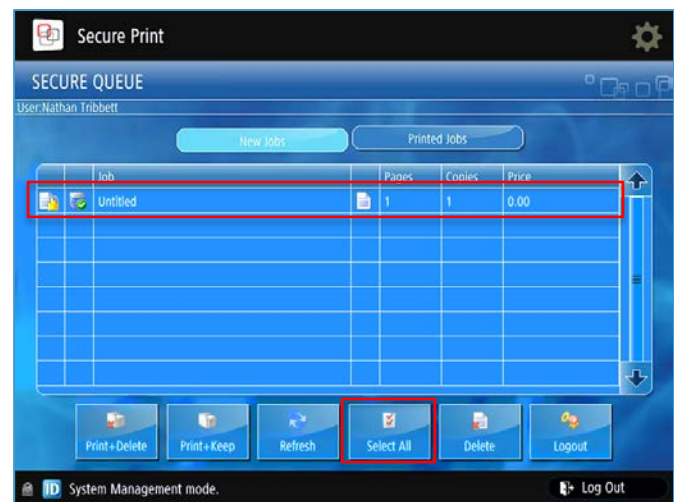
# SECURE PRINT

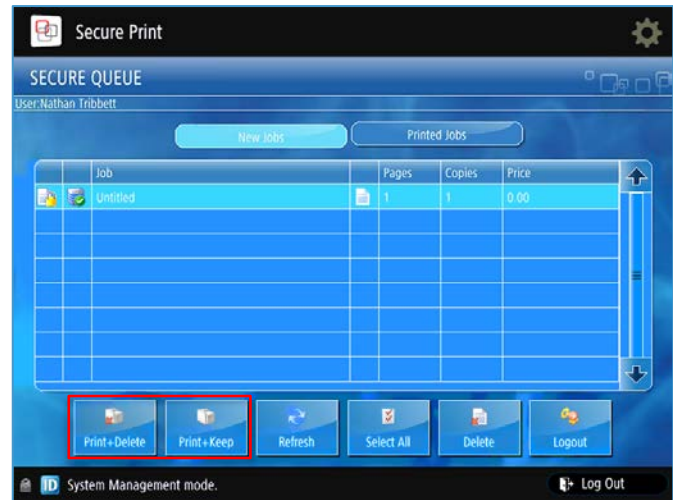| | |
|---|---|
| uniFLOW Secure Print allows you to send sensitive documents to network printers and print the job only when you are physically standing in front of the device.<br><br>1. After sending a document to be printed, log in at the device. Then, select either the <Secure Print> shortcut button on the left side of the screen, or select <Secure Print> from the Main Menu. |  |
| 2. The Secure Queue will list all of your print jobs waiting to be released. Tap to select the one or multiple print jobs that you wish to print.<br><br>Alternatively, if you wanted to select all of the documents in the queue, you could press <Select All>. |  |

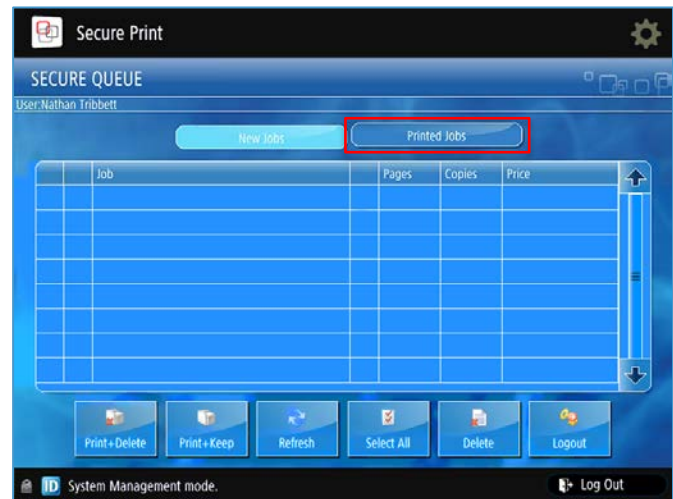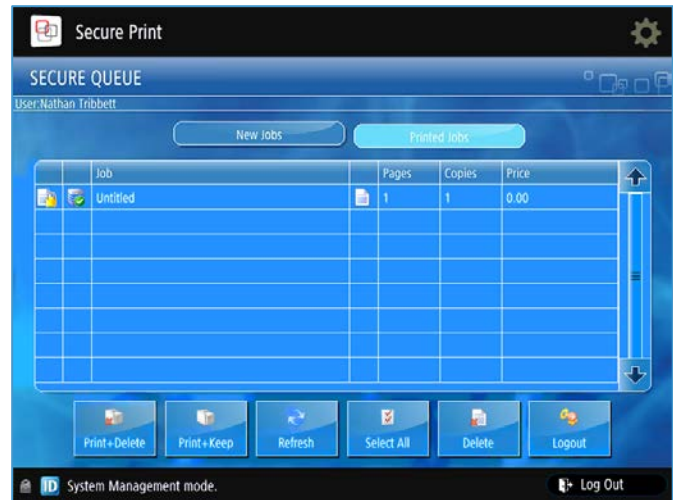| | |
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| 3. With the desired print job(s) selected, you may print your document(s).<br><br>Press <Print + Delete> to print your document and remove it from the queue. Press <Print + Keep> if you want to print your document and save it in the queue for printing again later. |  |
| 4. Once printed, your document(s) will be removed from the <New Jobs> view. If you chose <Print + Keep>, you may press the <Printed Jobs> button to see the jobs that were printed. |  |

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| 5. Any documents kept with <Print + Keep> will be shown in this queue. From this window, you can still select, print, and delete any jobs in the list. |  |
| **TIP:** If you wanted to simply delete your document from the Secure Print Queue without printing it, press the <Delete> button with the jobs selected. |  |
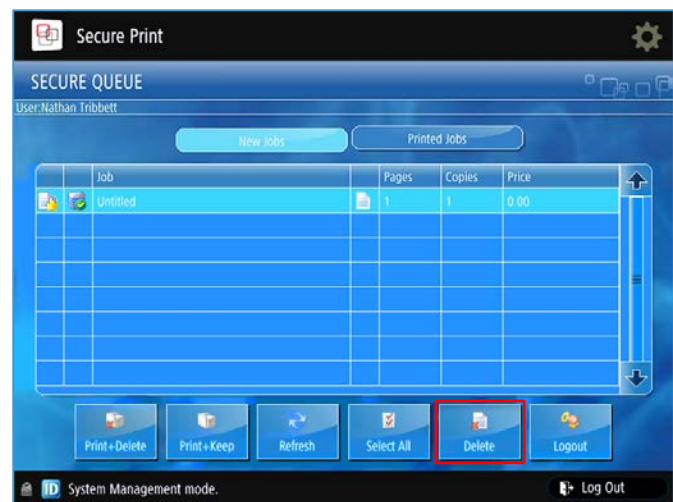
A confirmation screen will appear. Press <OK> to confirm. The jobs will be deleted.
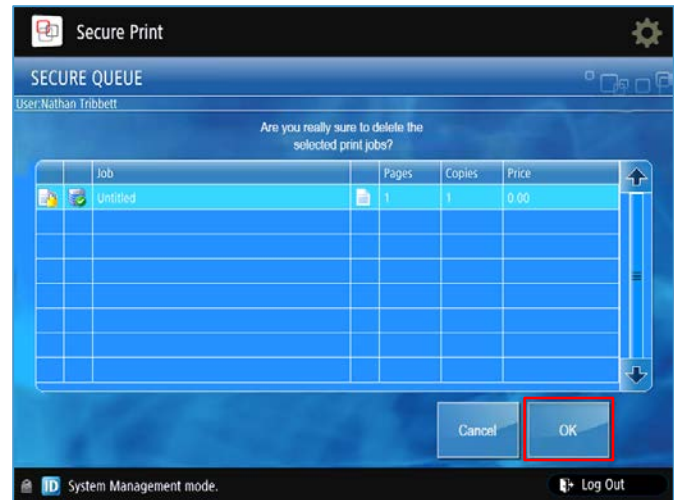


## ***** HELP DESK SUPPORT *****

Please contact Canon Solutions America's Help Desk Support
at 1-800-355-1385 if you need any assistance with your uniFLOW solution.