LOFFLER

Monroe County

CANON UNIFLOW PROCESSES

NOTE:

Please contact your **Help Desk** if you have any questions

Monroe County
uniFLOW Processes

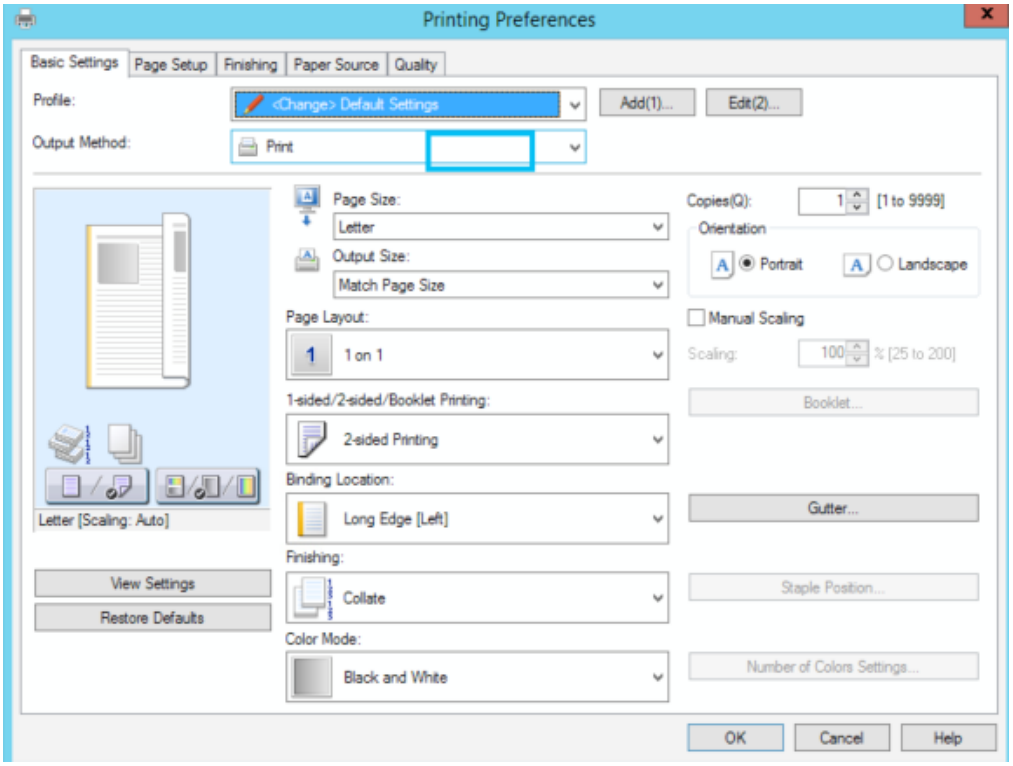
PRINTING 1
LOGGING IN 2
MAIN COPIER SCREEN 3
COPYING 4
SECURE PRINT INTERFACE 5
SPECIAL BUTTONS 7
WHAT DO I NEED TO DO? 8
HOW CAN I? 9

Monroe County
uniFLOW Processes

PRINTING

With the new secure print setup, you will now use one print queue on your computer called 'Follow-Me-Canon'. The print job is secured on the print server until you log into any canon copier.

Printing to the printer queue will allow the user to release the print job at any Canon copier.



This print queue has Black & White, double sided printing as the default. The defaults for the user's computer can be changed by right clicking on the printer queue and selecting printing preferences. (For example, if the user needs to print single sided more often would change their preference to Simplex)

You can also change options at the copier prior to release your secure print job.

In the driver, select Preferences to get options to change Page Setup (copies, multi-up), Finishing (staple, Duplex etc…), or Paper Source.

Monroe County
uniFLOW Processes

LOGGING IN

Log in by swiping your employee badge. or your Employee ID Number.

If

If you do not have your badge, then touch the text box text box in the center of the screen and fill in your employee ID number, finish by hitting the LOGIN button.

Using your badge: The first time you scan your Card, you will be asked to enter your network username and password. Tap the top white space and use the popup keypad to enter your username. Press ENTER. Then tap the second white space to enter your password. Press ENTER.

The MFD (Multi-Functional Device) stylus can REALLY help with this!

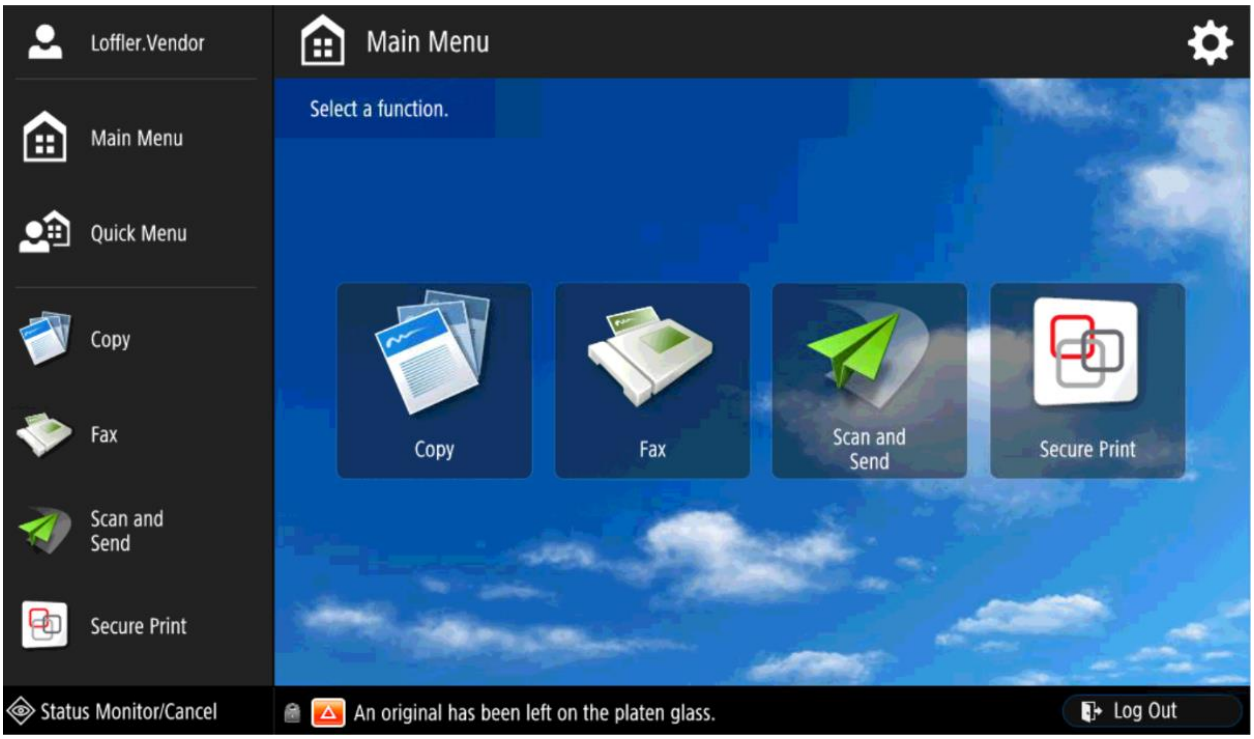
Press LOGIN.

**You will do this once; then you will be able to simply swipe your badge to log in.*

AUTO LOGOUT TIME: The machine will keep you logged in for **3 MINUTES** without touching the screen before the copier will automatically log the user out.

MAIN COPIER SCREEN

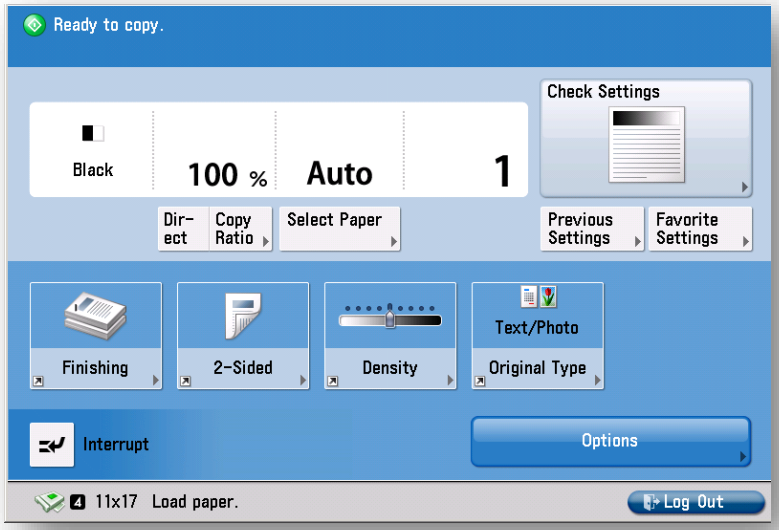
At the Canon copier, the user will see the initial screen below. NOTE: Some copier will have more options



- To Copy simply select the COPY button.
- To release your print jobs or to scan, select the SECURE PRINT button.
- To Scan select 'Scan and Send' button
- To Fax select the fax button

COPYING

For copying, choose desired copy features.



Select FINISHING for Staple/collate/group.

Select 2-SIDED to do 1 side to 2 sides OR 2 sides to 2 sides.

SELECT COLOR to choose from B & W to Auto Color Select.

Select OPTIONS to go to the Advanced Features (special features) for making booklets/adding covers/frame erase/page numbering/job build etc.

Use FAVORITE SETTINGS to register commonly used copy features for future ease of use.

Select to start copying.

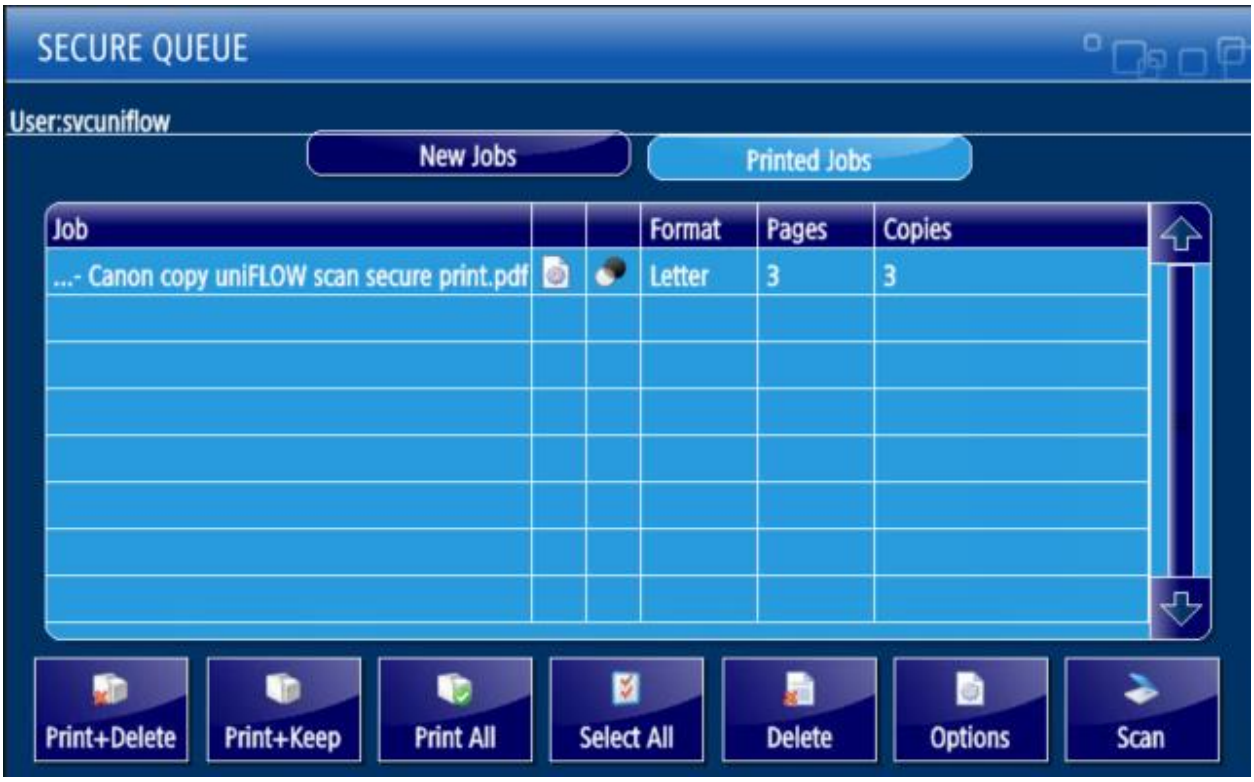
Selecting

will get you back to the main screen display to change to a different function.

SECURE PRINT INTERFACE

After authentication, you will see the Secure Queue with your NEW print jobs and your PRINTED jobs separated by a TAB at the top of the screen.

Highlight any job and select [Print and Delete] OR [Print and Keep]. The print job will start printing. If you select Print and Keep, you job will move to and stay in the Printer Jobs section for ten hours.

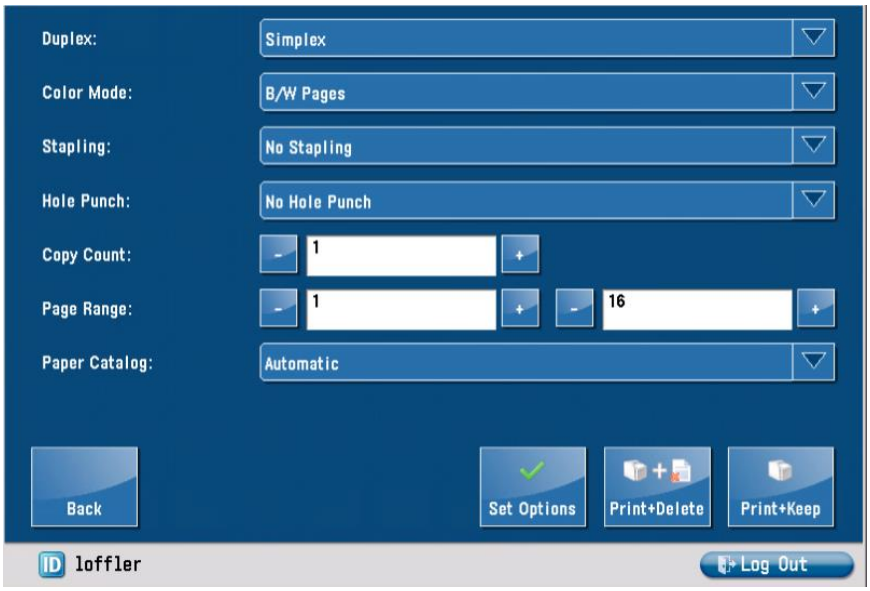


DOCUMENT HOLD TIME IN PRINT QUEUE

- **Once a document is printed** to the queue, it will **hold for 3 DAYS** before deleting out.
- If **Print and Keep** is chosen at the machine, the document will hold in the printed queue for **3 ADDITIONAL DAYS** after printing**.**

SECURE PRINT INTERFACE

In the Secure Print Queue, select job and select the **OPTIONS** button to changes job properties



SPECIAL BUTTONS

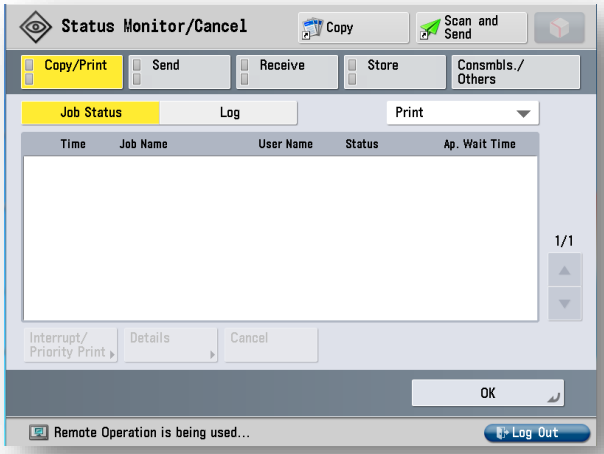
Options for logging out of the Secure Print/Scan feature:

- Select the LOG OUT button in the bottom-right corner of screen.
- Press the ID button next to the 10-Key pad on machine.

At any time, from any screen, selecting

will get you back to the Main Screen with all display settings to change to a different function.

At any time, from any screen, selecting Status Monitor/Cancel will bring you to a list of jobs that are actively running.



You can cancel jobs from here if needed. Pressing the STOP button will stop the job that is currently running.

WHAT DO I NEED TO DO?

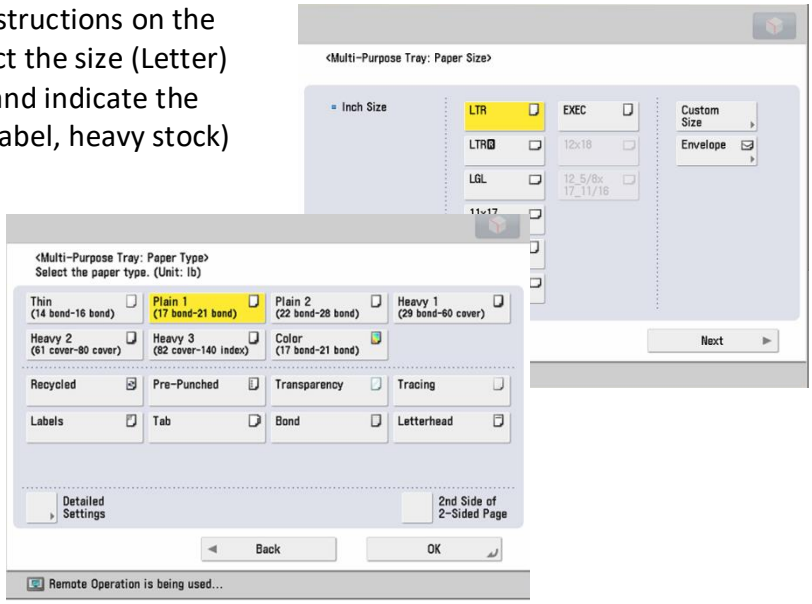
What do I do when . . .

The machine wants paper (Load Paper) but it is FULL

If the machine asks for paper but the drawers are all full,

- Select the STATUS MONITOR and wait 5 seconds to find out the issue
- Some PDFs may not sense the paper size required so you just need to say OK to select the standard letter tray or desired tray.

HOW CAN I?

How do I . . .

- ❖ USE SPECIAL PAPER: I need to print labels or special stock . . .
  - When your job requires special paper, you will want to feed it into the manual bypass tray on the right of the printer.
    - In the Printer, before sending the jobs, select PREFERENCES and go to the Paper Source tab
    - In the Paper Source section, select the Multipurpose Tray
    - Finish sending the job
  - At the printer
    - Place your special stock *face down* in the bypass tray
      - Follow the instructions on the panel to select the size (Letter)
      - Select NEXT and indicate the paper TYPE (label, heavy stock)
      - Select OK