



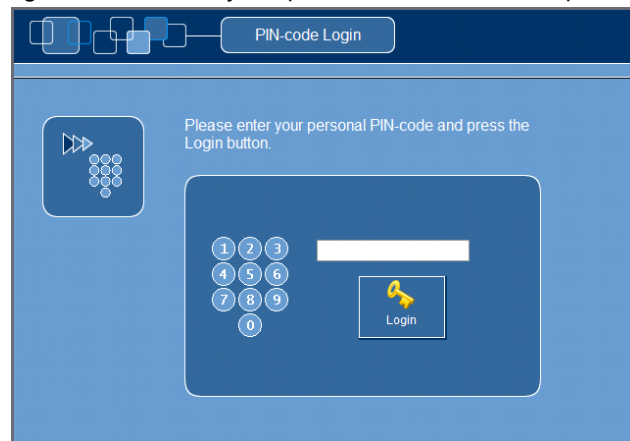
Buckeye Valley Local Schools Technology Department

uniFLOW User Guide

Device Log-In

The Canon Multifunctional devices have been secured to provide the ability to utilize any copier within the school district. To utilize a device, you will need to unlock the Canon devices by using your pre-assigned pin code.

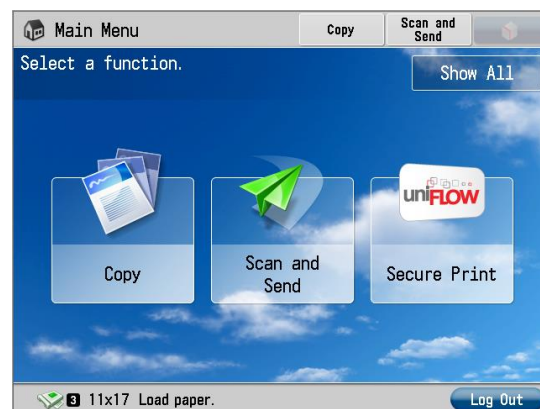
1. On the *PIN-code Login* screen, enter your personal PIN-code and press the **Login** button.



Secure Printing

The print jobs that you send to the “**uniFLOW Universal Printing**” printer will now be temporarily stored in a print queue until you release them at a Copier. This prevents the need to shuffle through unclaimed printer jobs, provides secure printing of confidential documents, cuts down on waste, allows you to print out several documents throughout the day and retrieve them at your convenience, and provides you the ability to retrieve your print job at ANY available copier that is a part of the uniFlow system.

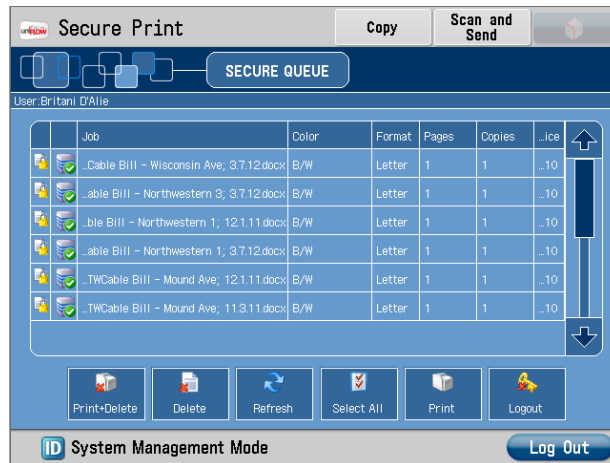
1. Select Secure Print on the Home Screen.





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- The Secure Print Screen will appear showing all of the jobs that you have held within your personal print queue.



- You can select jobs individually by touch or utilize the Select All icon to select all of the print jobs in your queue.
- Once selected, tap the Print + Delete icon to print out the selected jobs. Once printed, the jobs will automatically purge from your print queue. If you wish to keep the selected job(s) to be reprinted again at a later date, select the Print icon.

Note

- If the print queue contains a job that you no longer need or wish to keep, simply select that job and tap the Delete icon.
- All print jobs in your Secure Print Queue will automatically purge after 24 hours.