

Canon

uniFLOW User Guide

Instruction user guide for using Canon multifunction device (MFP).







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1 Login to Canon MFP

First Time Registration

Self register into uniFLOW





- 1. User walk to the nearest Canon MFP.
- 2. Tap Staff/Student ID card at the card reader attached on MFP.





- 3. You are required to enter username and password (Windows Login).
- 4. Press "Login" button.
- 5. Successfully register Staff/Student ID Card.

Note:

• Only applicable to new joiner/unregister card. Please contact IT if unable to register.

•After successful registration, ifyou have forgotten your ID card, you can directly login to the printer interface.



2 How to Use Copy Function

Copy Document with Canon MFP

Perform Copy operation





1. Pressing <Copy> displays the Copy Basic Features screen.

2. Select setting buttons such as copy ratio, paper size, and number of copies. Make sure to confirm the settings in order to copy properly. To change the settings, press the button under the display section.

- 3. Press <Options> to displays all the function setting buttons.
- Copy ID Card





4. Press <Copy ID Card> to copy both the front and back of an ID card onto a single sheet of paper.

5. Follow steps shown in control panel on how to place an ID card on the platen glass.

6. Press <Start> to start the scan front side then later continue with the back side.



Print via Secure Print Driver



1. At IMU PC Workstation. Open a document and select <File> and then press <Print>.

2. Select print que based on location (for LAB & STAFF Laptop/Desktop ONLY)

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IMC: \\IMCCNNRPS\SecurePrint IMC

Batu Pahat: \\IMUBPCNNRPS\SecurePrint BatuPahat

Kluang: \\IMUKLGCNNRPS\SecurePrint_Kluang

Seremban: \\IMUSMBCNNRPS\SecurePrint Seremban

Hohup: \\IMUWHHCNNRPS\SecurePrint HoHup



Release Print Job via Secure Print Driver



- 3. User walk to the nearest Canon MFP
- 4. Tap user ID card at the card reader attached on MFP.



- 5. Select Secure Print, to select your document for printing.
- 6. Select <Print + Delete> to release your print job.



Change Print Job Options (Duplex)

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- **1.** Select your document for printing. Then select Options.
- 2. Select Duplex mode to change Duplex options.

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3. Select either Simplex, Duplex long edge or Duplex short edge options available. Next , select <Back>.

4. Select <Set Options>.



Change Print Job Options (Color Mode)

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- 1. Select your job in secure queue list. Select <Options>.
- 2. Select <Color Mode>.

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3. Select either Automatically, BW Pages or Color Pages from the options available. The print job will change accordingly. Next, select <Back>.

4. Select <Set Options>.



Change Print Job Options (Copy Count /Page Range)



1. Select your job in secure queue list. Select <Options>.

2. Select <Copy Count> to change the number of printing copy required.

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Select < - > <+> or enter the number for required copy count.
 Select < Page Page> and insert the number of page range

4. Select <Page Range> and insert the number of page range required. Select <Back>. Next, select < Set Options >.



Scan to Myself





- 1. User walk to the nearest Canon MFP.
- 2. Tap user ID card at the card reader attached on MFP.





- 3. Select <Scan & Send> at the main menu.
- 4. Select <Scan to Myself>.





5. Screen will show your email address. Place document on feeder and press <Start> button to start scanning

6. Press <Start Sending> button to complete the job.



Trained Identity for Scan to OneDrive

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7. You will receive email notification to perform ONE time authorization approval. Click on the link to access uniFLOW Online Tenant.

8. Select <Authorize>.

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English (United States) + Holp Privacy Terms	GOOGLE DRIVE AUTHORIZATION

9. Login with your university email account.

10. Select <Allow>. A pop-up window will notify that you've successfully connected to OneDrive Account.



Scan to OneDrive

Scan to OneDrive

1





- 1. User walk to the nearest Canon MFP.
- 2. Tap user ID card at the card reader attached on MFP.





- Select <Scan> to perform Scan operation.
 Select <Scan to OneDrive>.
- 4. Select <Scan to OneDrive>.
- Place your document at the platen glass or feeder and press start.
 Select scan size and press <Next> button.



Scan to OneDrive



7. Once document scanned, press <Next> button.

8.	Prompt	to	destination	folder.	
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- 9. Select destination folder.
- 10. You can rename the file name. Press <OK>.



11. Scan completed.



5 How to Use Mobile App

User Registration to uniFLOW Online Mobile app

Setting up uniFLOW Mobile app



uniFLOW Online Print & Scan NT-ware

1. Download uniFLOW Online Print & Scan App from Google PlayStore or iOS AppStore







- 2. Select <Next> to proceed with registration.
- 3. Select <Login with QR code>.
- 4. A 6-digit code is display and require to access uniFLOW Online to register.

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5. Access to URL from PC Browser: https://imuh.sq.uniflowonline.com



5 How to Use Mobile App

User Registration to uniFLOW Online Mobile app



6. Enter the 6-digit Secret Number into the column and press <Next>.



7. Scan the QR code from Phone when click on <Scan QR Code> button.

8. The uniFLOW Online app have successfully registered to your account and you are able to print from the app.



5 Mobile App : Print Function

Mobile Print from OneDrive

Supported iOS & Android Platform Only





- 1. Open uniFLOW Online app. Select < Print>.
- 2. Select <File Upload>.





3. Browse OneDrive Folder and Select file to Print.

4. Press <Add to Queue> and user can proceed to release from Canon MFP Secure Print.



5 Mobile App : Print Function

Release Mobile Print Job from OneDrive

Release Mobile Print job via Secure Print





- 5. User walk to the nearest Canon MFP
- 6. Tap user ID card at the card reader attached on MFP.





7. Select your document for printing. Then select <Print + Delete> to release your print job.

8. Press <Start> to start printing your job.



5 Print via Web Portal

Release Print Job via Web Portal



1. Login to uniFLOW Online account from web link https://imuh.sg.uniflowonline.com

and Click <Continue with IMU Login>

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1. Select <Start Printing> tab to send your document for printing.

2. You can <Drag> files or press <Browse> to select document for printing.

3. File sent to mobile print service successfully.

4. Follow steps *Release Print Job via Secure Print* in *page #11* to release print job at Canon MFP.



5 Print via Email

Release Print Job via Email



1. Login to uniFLOW Online account from web link 19 https://imuh.sg.uniflowonline.com

and Click <Continue with IMU Login>



- 2. Select <Start Printing> tab to send your document for printing.
- 3. Press <Copy> to use the email address to send your print jobs.

4. Alternatively, you can press <Send an email now> to send print job via email.

Follow steps *Release Print Job via Secure Print* in *page #11* to release print job at Canon MFP.



How to do top up via payment portal

Kindly visit<u>https://printtopup.imu.edu.my</u> using any browser for your printing top up

*Top up available via eWallet



- 1. Insert your Student ID & click on <"Verify Student ID"> button
- 2. Select your <Top Up Credit Amount> in the drop box
- 3. Click on <Top Up Now> button
- 4. Read & Understand "TERMS OF USE"
- 5. Click <I Agree> on the payment for Top Up



6 Student Printing Top Up

How to do top up via payment portal

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- 6. Select your <eWallet> for payment method.
- 7. Click "Proceed" button.

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Student Name :	Returbert imu adu mu	
Current Balance :	gistudencimu.edu.my	
Status : Suc	cessful. 10	11
		Close



8. Wait for Credit Top Up Status page.

9. You will see prompt message "Top Up Successfully. Thank You.". Select < Ok >.

- 10. Status: Payment successful.
- 11. Select < Close >.



6 Student Printing Top Up

Payment not successful status

	Student Printing Credit Top-up Status
* Login ID : Student Name : Email : Current Balance : Status : Pa	@student.imu.edu.my

Note :

- If the status of payment not successful, please try again.
- Do not refresh or close your browser until print credit top up payment page finish loading.

• Please contact <u>priority@cmm.canon.com.my</u> if Top Up credit is incorrect.



7 Printer Identification









Help Desk Management

Toll free number

8

1800-18-2001

Priority email

priority@support.canon.com.my

Canon website

my.Canon



Device Break-Fix Management Consumables Management

