

Canon

# uniFLOW User Guide

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



**uniFLOW**  
online



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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.

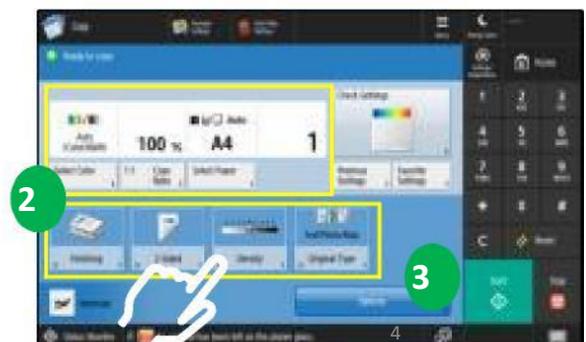
### Note:

- Only applicable to new joiner/unregister card. Please contact IT if unable to register.
- After successful registration, if you 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

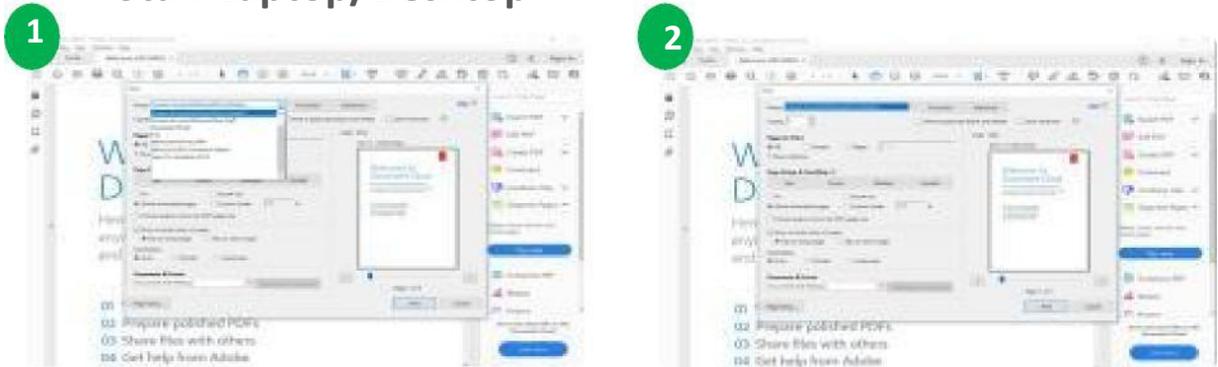


4. Press <Copy ID Card> to copy both the front and back of an ID card onto a single sheet of paper.
5. Follow steps shown in control panel on how to place an ID card on the platen glass.
6. Press <Start> to start the scan front side then later continue with the back side.

# 3 How to Use Print Function

## Print via Secure Print Driver

- Send Print Job via Secure Print Driver for Lab & Staff Laptop/Desktop



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)

**Bukit Jalil:** [\\IMUBJCNNRPS\SecurePrint\\_BukitJalil](\\IMUBJCNNRPS\SecurePrint_BukitJalil)

**IMC:** [\\IMCCNNRPS\SecurePrint\\_IMC](\\IMCCNNRPS\SecurePrint_IMC)

**Batu Pahat:** [\\IMUBPCNNRPS\SecurePrint\\_BatuPahat](\\IMUBPCNNRPS\SecurePrint_BatuPahat)

**Kluang:** [\\IMUKLGCNNRPS\SecurePrint\\_Kluang](\\IMUKLGCNNRPS\SecurePrint_Kluang)

**Seremban:** [\\IMUSMBCNNRPS\SecurePrint\\_Seremban](\\IMUSMBCNNRPS\SecurePrint_Seremban)

**Hohup:** [\\IMUWHHCNNRPS\SecurePrint\\_HoHup](\\IMUWHHCNNRPS\SecurePrint_HoHup)

# 3 How to Use Print Function

## Release Print Job via Secure Print Driver

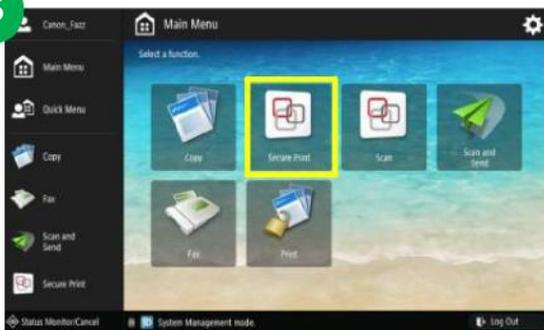


4

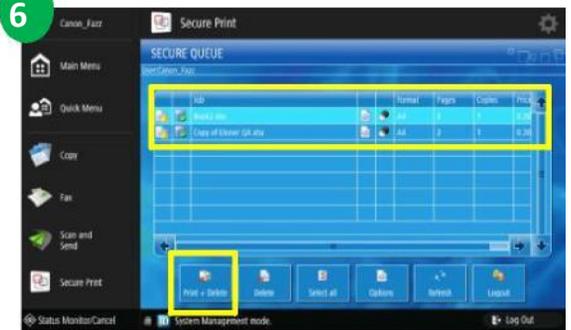


3. User walk to the nearest Canon MFP
4. Tap user ID card at the card reader attached on MFP.

5



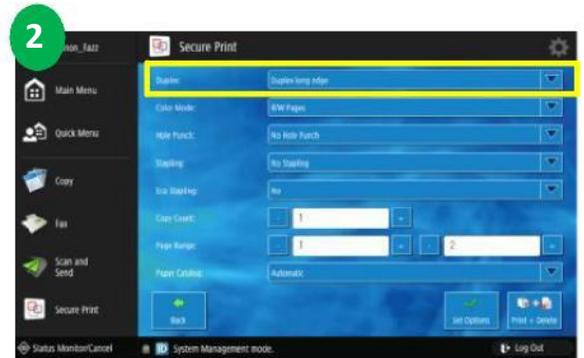
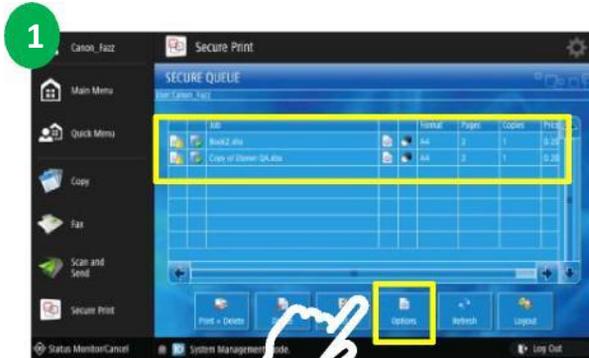
6



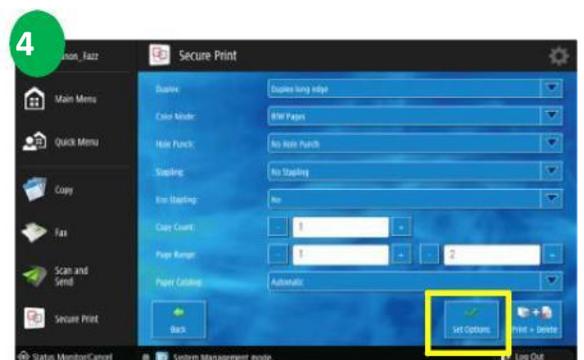
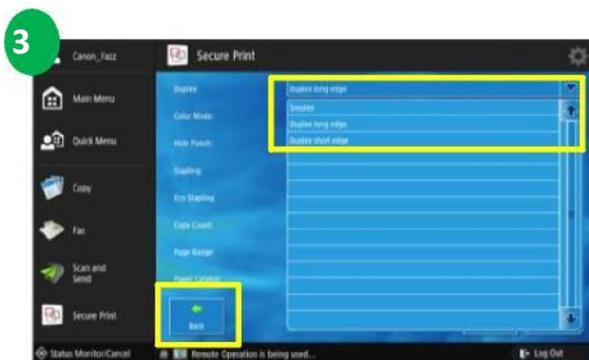
5. Select Secure Print, to select your document for printing.
6. Select <Print + Delete> to release your print job.

# 3 How to Use Print Function

## Change Print Job Options (Duplex)



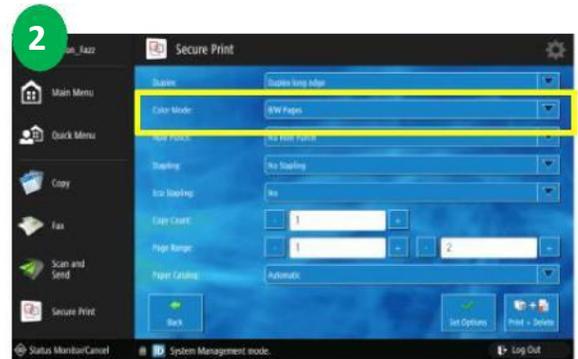
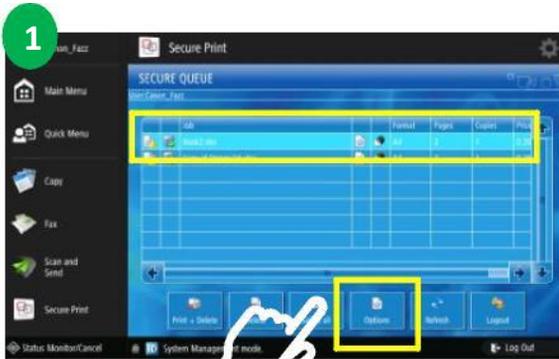
1. Select your document for printing. Then select Options.
2. Select Duplex mode to change Duplex options.



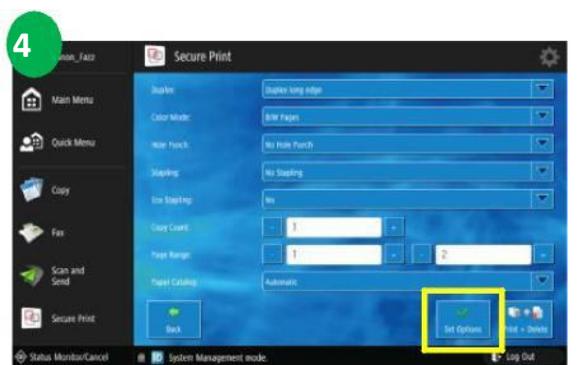
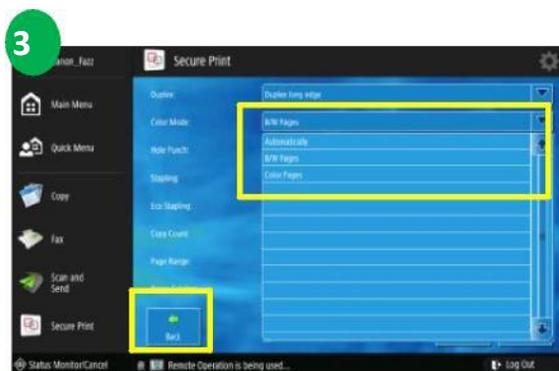
3. Select either Simplex, Duplex long edge or Duplex short edge options available. Next, select <Back>.
4. Select <Set Options>.

# 3 How to Use Print Function

## Change Print Job Options (Color Mode )



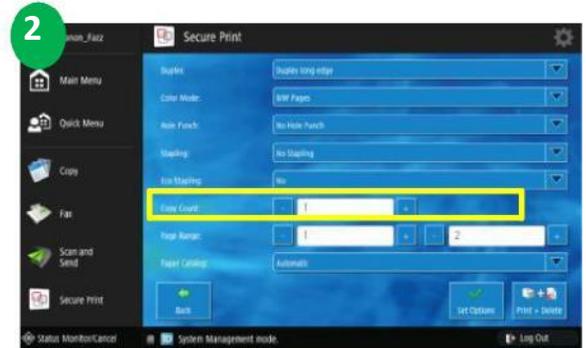
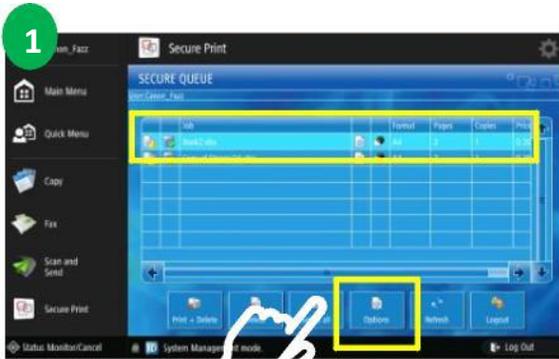
1. Select your job in secure queue list. Select <Options>.
2. Select <Color Mode>.



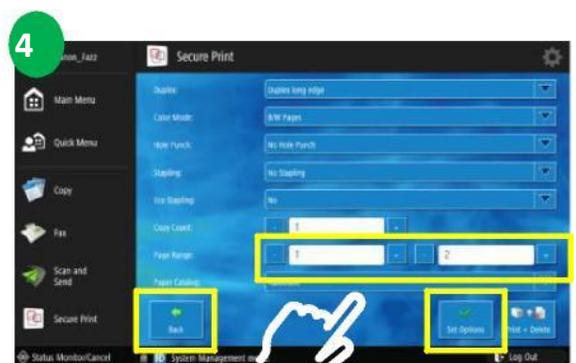
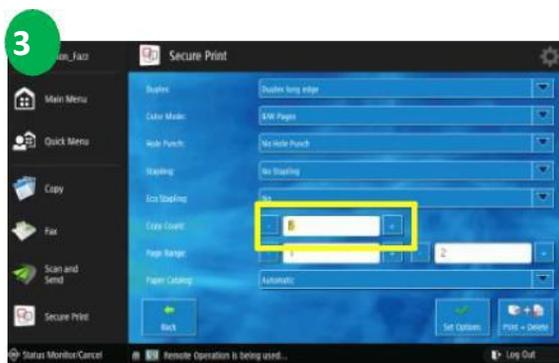
3. Select either Automatically, BW Pages or Color Pages from the options available. The print job will change accordingly. Next, select <Back>.
4. Select <Set Options>.

# 3 How to Use Print Function

## 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.



3. Select < - > <+> or enter the number for required copy count.
4. Select <Page Range> and insert the number of page range required. Select <Back>. Next, select < Set Options >.

# 4 How to Use Scan Function

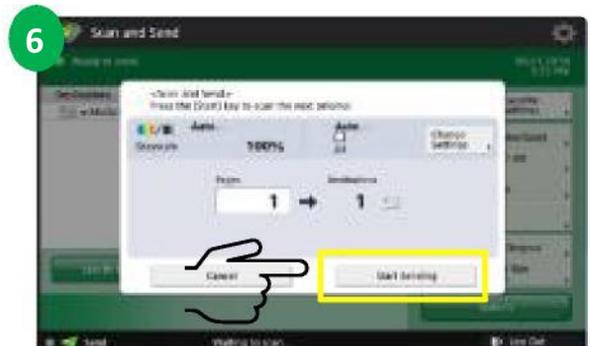
## Scan to Myself



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>.



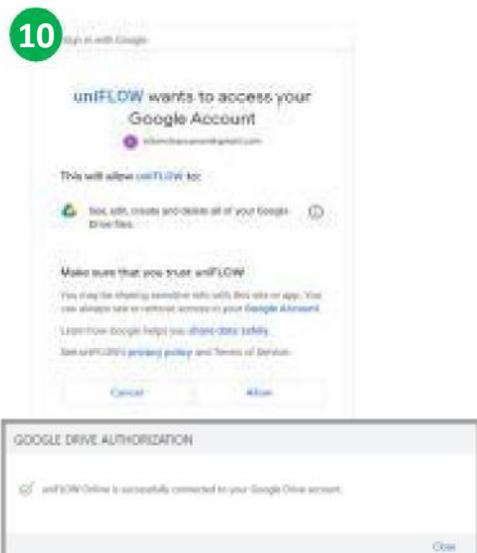
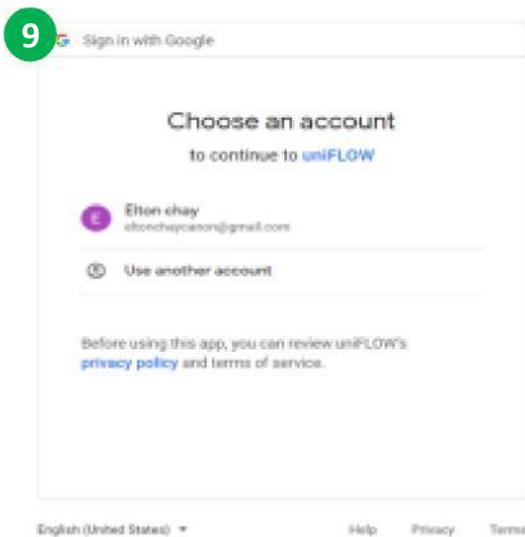
5. Screen will show your email address. Place document on feeder and press <Start> button to start scanning
6. Press <Start Sending> button to complete the job.

# 4 How to Use Scan Function

## Trained Identity for Scan to OneDrive



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



9. Login with your university email account.
10. Select <Allow>. A pop-up window will notify that you've successfully connected to OneDrive Account.

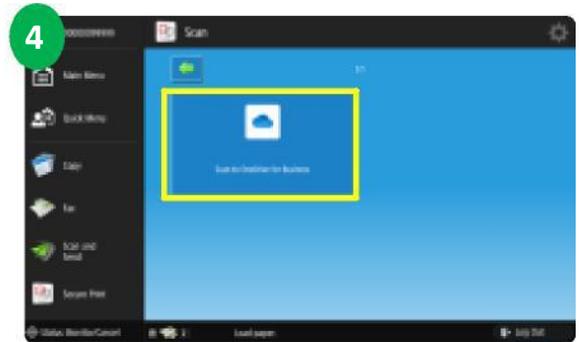
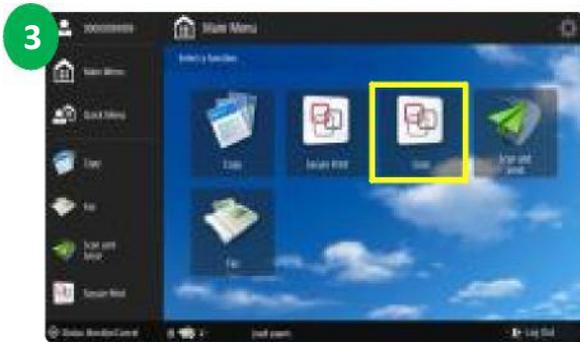
# 4 How to Use Scan Function

## Scan to OneDrive

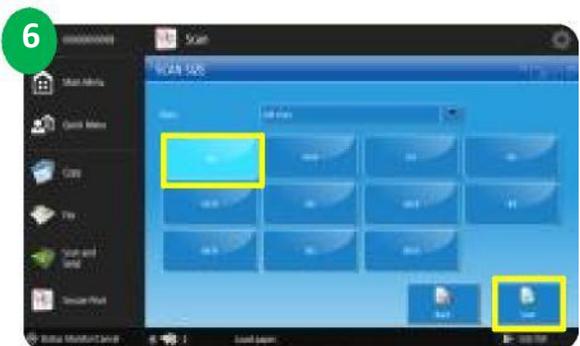
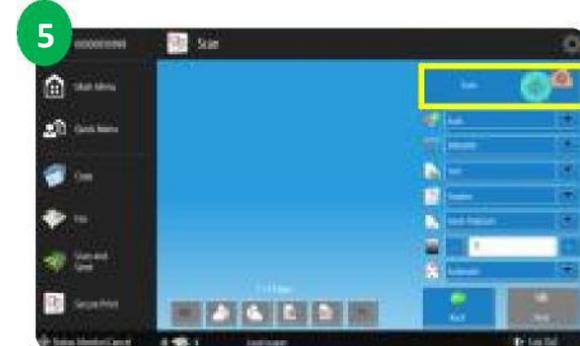
### Scan to OneDrive



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



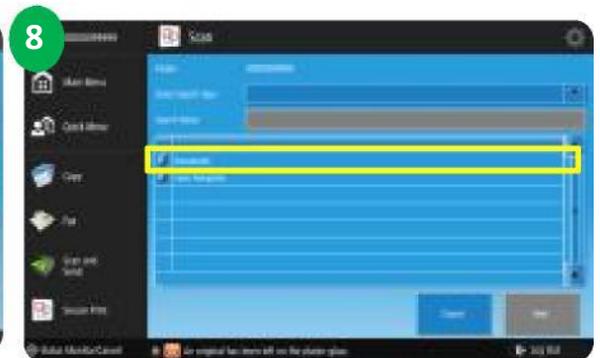
3. Select <Scan> to perform Scan operation.
4. Select <Scan to OneDrive>.



5. Place your document at the platen glass or feeder and press start.
6. Select scan size and press <Next> button.

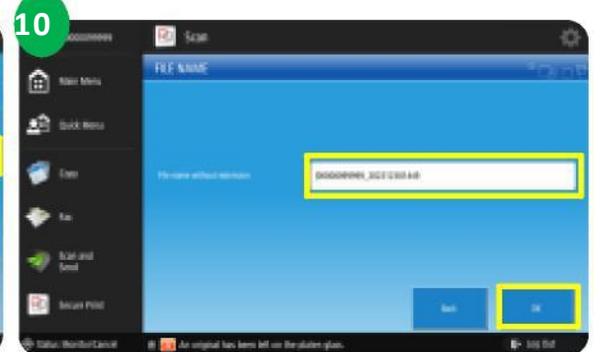
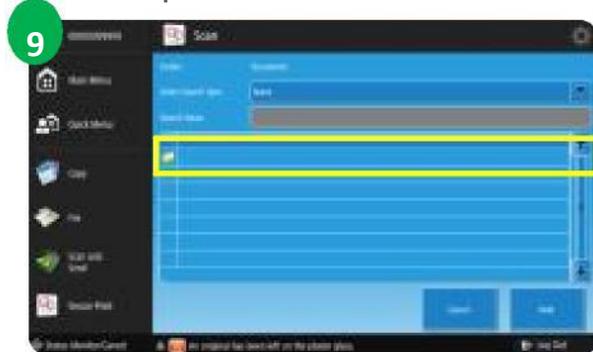
# 4 How to Use Scan Function

## Scan to OneDrive



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

8. Prompt to destination folder.



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

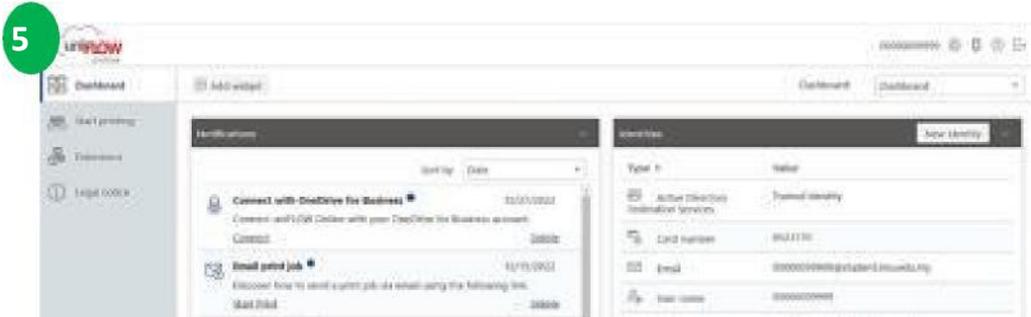
- Setting up uniFLOW Mobile app



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



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



5. Access to URL from PC Browser:  
<https://imuh.sg.uniflowonline.com>

# 5 How to Use Mobile App

## User Registration to uniFLOW Online Mobile app

- Setting up uniFLOW Mobile app continue..

**6** CONNECT DEVICE

To connect your phone to uniFLOW Online, download the app "uniFLOW Online Print & Scan" from the app store for your phone. Once installed, open the app and enter the displayed secret code.

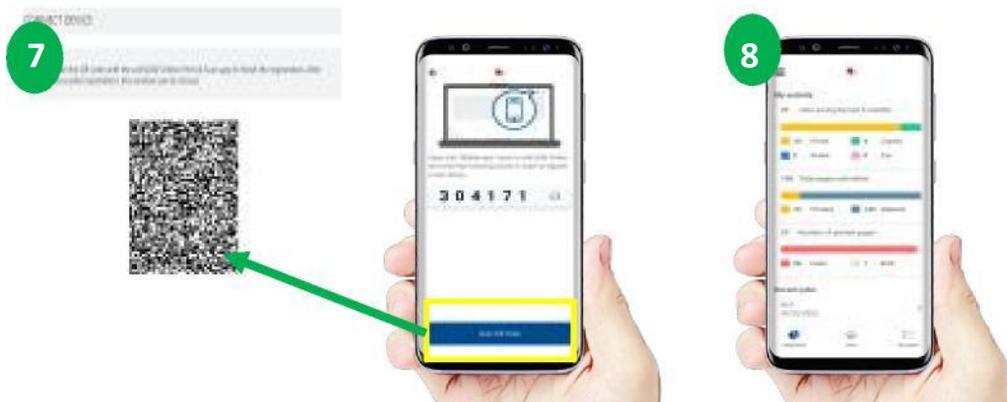
 

Secret \*

\* Required fields

6 digit secret code as shown on the mobile app login screen.

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.

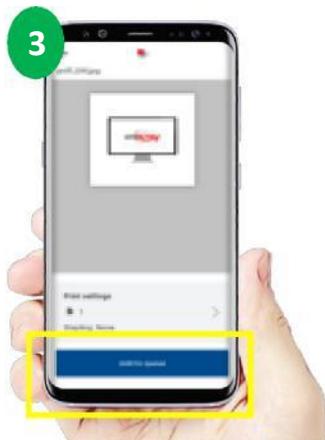
# 5 Mobile App : Print Function

## 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.

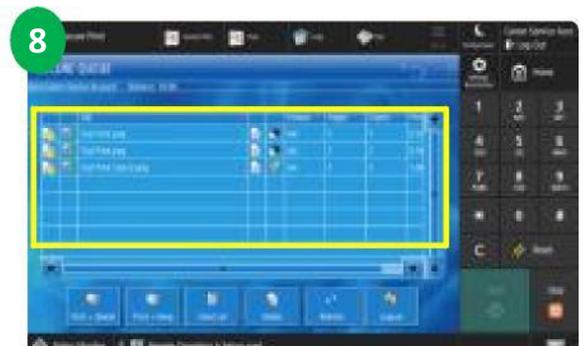
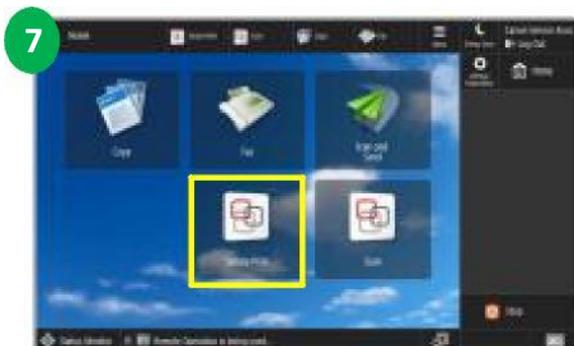
# 5 Mobile App : Print Function

## Release Mobile Print Job from OneDrive

- Release Mobile Print job via Secure Print



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



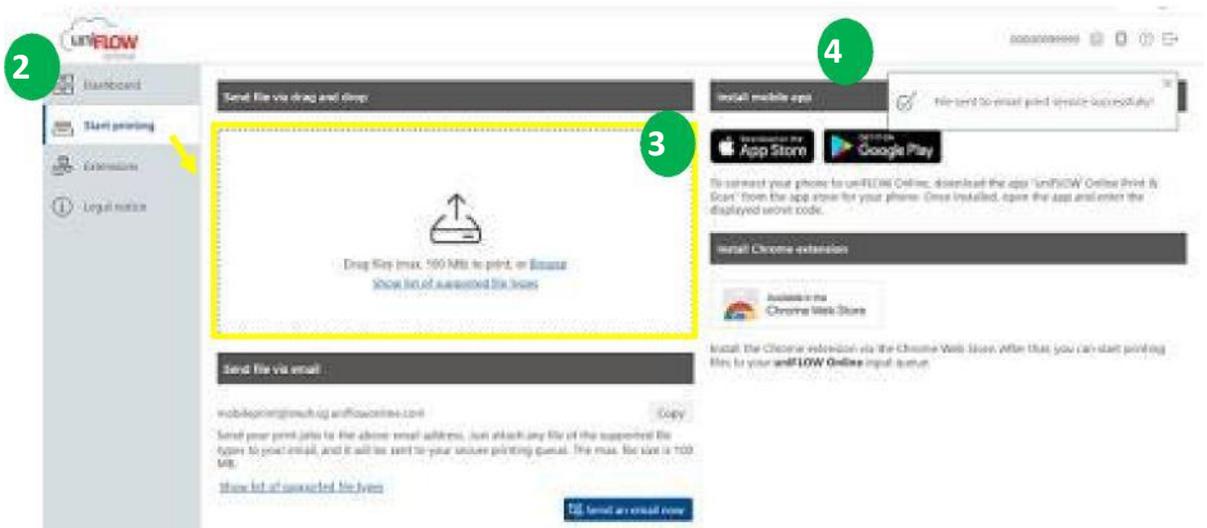
- Select your document for printing. Then select <Print + Delete> to release your print job.
- Press <Start> to start printing your job.

# 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>



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

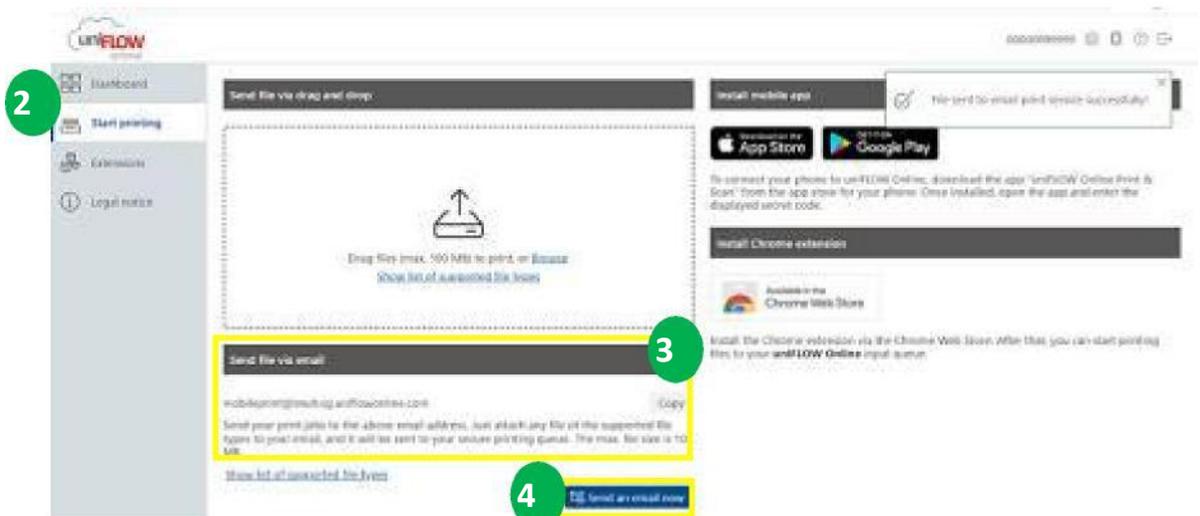
## Release Print Job via Email



1. Login to uniFLOW Online account from web link <sup>19</sup>

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

\*Top up available via eWallet

IMU UNIVERSITY

uniFLOW

Student Printing Credit Top-up

\* Student ID:  (your 11 Digits)

Verify Student ID

Student Name:

Email:

Current Balance:

Top Up:

eWallet

Grab Pay Touch n Go DuitNow ShopeePay

CANON MARKETING (MALAYSIA) SDN. BHD. 198601009178 (158419-H)

Top Up

4

TERMS OF USE

NOTE: You are required to read and understand before you use any of the services provided below:

PRINTING CHARGES	
Mono / Black and White (A4):	RM0.10 per side / per copy
Mono / Black and White (A3):	RM0.20 per side / per copy
Colour (A4):	RM0.80 per side / per copy
Colour (A3):	RM1.80 per side / per copy

TOP UP, RELOAD

- 1 Print credits top-up are available in the amount of RM5, RM10, RM20, RM30.
- 2 Transaction fees are waived for all top-up payment modes available (e.g. FPX, TnG, Grab). The top-up amount e.g. RM30 will be reflected in your International Medical University Malaysia ("IMU") student identification card/printing account ("Student ID") as print credit ("Print Credit"). This service is managed by Canon's print management software system, namely uniFLOW.  
  
Please note that credit cards issued by banks from US, Canada, Australia, Costa Rica, Brazil and Argentina are not accepted due to high fraud rates.
- 3 Canon operates, manages, and owns the equipment ("Designated Equipment") located at IMU's Bukit Jalil Campus (i.e. main campus) and IMU's Clinical Campus (i.e. IMU Clinical Campus Seremban, Batu Pahat & Kluang). These Designated Equipment provide printing, photocopying and/or scanning services to all IMU's students ("Printing Services").

5 I Agree Close

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

Simple. Convenient. Secure. 

\*IPay88 is Online Payment Service provided by Mobile88 Commerce, Ptd.

Available Payment Method:

eWallet **6**

Summary Of Transaction

Net Charges	MYR 5.00
Pay To	Canon Marketing
Payment of	IMU - Print Credit Top Up.
Reference No / Payment ID	4559 / T103305101323

Boost Wallet

**7** Timeout: 07:37

I have read & agreed to IPay88 Privacy Statement.

IPay88.com © 2006 - 2023. All Rights Reserved.  
Customer Careline: +60-3-2261 4668, 9:30 am - 6:00 pm (Mon - Fri) Email: support@ipay88.com.my

eWallet



 Pay now or pay later

 by Mastercard





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

Student Printing Credit Top-up Status

\* Login ID:

Student Name:

Email: @student.imu.edu.my

Current Balance:

Status : Successful. **10**

**11**

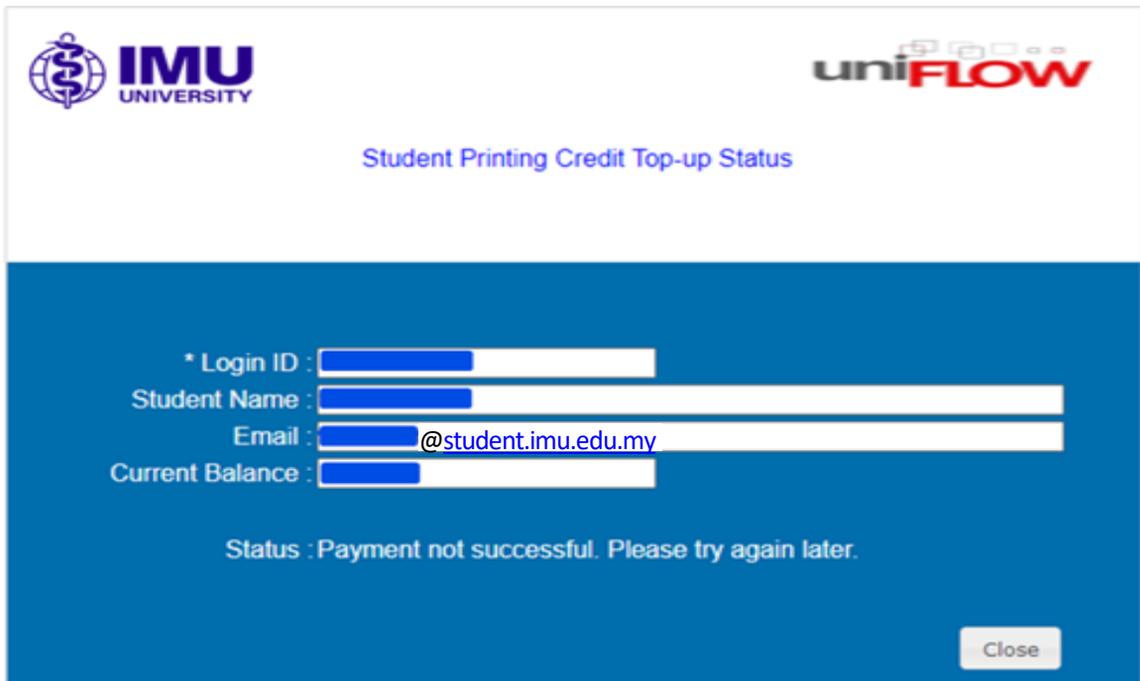
printtopup.imu.edu.my says  
Top Up Successfully. Thank You.

**9**

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



The screenshot displays the IMU UNIVERSITY logo on the left and the uniFLOW logo on the right. The title of the page is "Student Printing Credit Top-up Status". Below the title, there are four input fields: "\* Login ID", "Student Name", "Email", and "Current Balance". The "Email" field contains the text "@student.imu.edu.my". Below the input fields, a status message reads: "Status : Payment not successful. Please try again later." A "Close" button is located in the bottom right corner of the form area.

### 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 [priority@cmm.canon.com.my](mailto:priority@cmm.canon.com.my) if Top Up credit is incorrect.*

# 7 Printer Identification

## STAFF / STUDENT PRINTER

**IMU UNIVERSITY**

**ITS**

**STAFF**

Indicate FLOOR/LOCATION

DEVICE NAME: iR-ADV 4535i  
SERIAL NO.: YAF01206  
LOCATION NAME: L3 - ITS DEPT  
IP ADDRESS: 192.168.26.129  
CANON CUSTOMER CARE CENTRE: 1800-18-2001  
CANON HELPDESK EMAIL: [priority@support.canon.com.my](mailto:priority@support.canon.com.my)

\*USER GUIDE

QR CODE FOR USER MANUAL GUIDE

PRINTER NAME

Indicate B/W MACHINE

Indicate STAFF PRINTER

QR CODE FOR USER MANUAL GUIDE

**IMU UNIVERSITY**

**E-LAB5**

**STUDENT**

Indicate FLOOR/LOCATION

DEVICE NAME: iR-ADV C5535 III  
SERIAL NO.: 2KF01921  
LOCATION NAME: L3 - E-LAB 5 (STUDENT PRINT)  
IP ADDRESS: 192.168.26.134  
CANON CUSTOMER CARE CENTRE: 1800-18-2001  
CANON HELPDESK EMAIL: [priority@support.canon.com.my](mailto:priority@support.canon.com.my)

\*USER GUIDE

QR CODE FOR USER MANUAL GUIDE

PRINTER NAME

Indicate COLOR MACHINE

Indicate STUDENT PRINTER

QR CODE FOR USER MANUAL GUIDE



## Help Desk Management

**Toll free number**

**1800-18-2001**

**Priority email**

**[priority@support.canon.com.my](mailto:priority@support.canon.com.my)**

**Canon website**

**[my.Canon](http://my.Canon)**



Device Break-Fix Management Consumables Management