uniFLOW Guide for Canon MFDs

Device Log-In

There are two methods which can be utilized to unlock the Canon devices

- Place your **Appleton Area School District Identification/Proximity card** over card reader located on the device.

- Authenticate yourself through the AD Login located on the device's touchscreen.
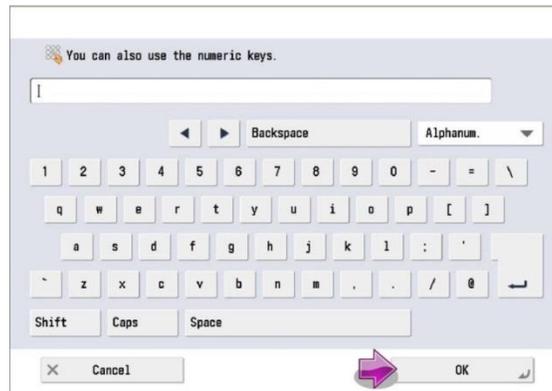 1. Press [AD Login]

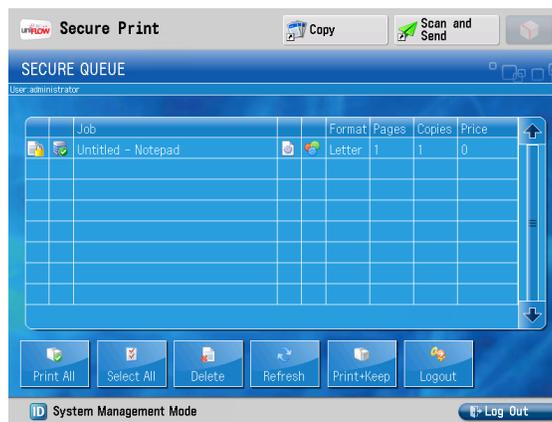 2. Tap the open field next to User Name or Password:

3. The onscreen keyboard will appear. Use this keyboard to enter your AASD username. Once entered, select the [OK] key.

4. Repeat steps 2-3 to enter your AASD password.
5. Press [Login]

6. The device will log in and display the Secure Print Queue on the device

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Secure Print

The print jobs that you send to the "**AASD Secure Print**" printer will now be temporally stored in a print queue until you release them at a Canon device. 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 Canon device.

Retrieving your print job(s)

1. The Secure Print Screen will appear after successful login. All of the jobs that you have held within your personal print queue.
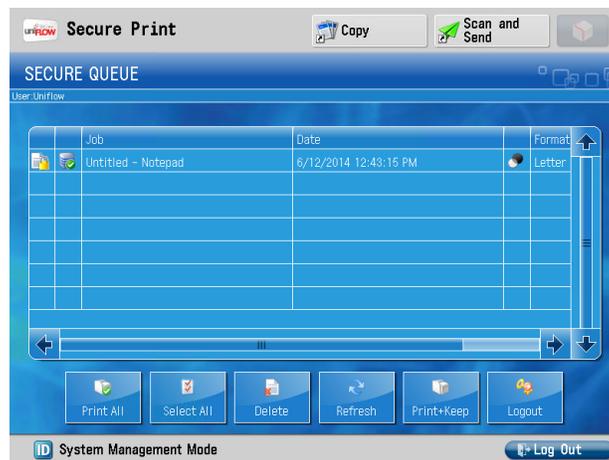
2. The Print All icon will select all of your jobs and print and delete them from your queue.
3. You can select jobs individually by touch or utilize the Select All icon to select all of the print jobs in your queue.
4. Once selected, tap the Print + Delete icon to print out the selected jobs. Once printed, 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 + Keep icon.
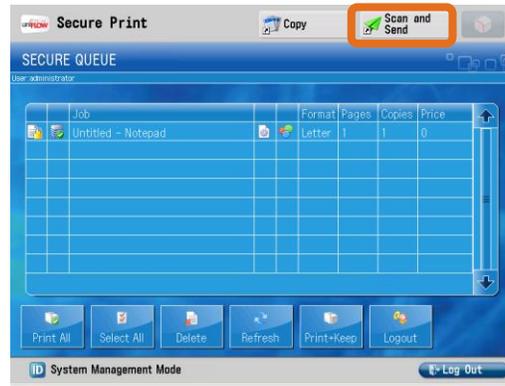
Note

*   If your print queue contains a job that you no longer need or don't wish to keep, simply select that job and tap the Delete icon.
*   All print jobs within your Secure Print Queue will automatically purge after 24 hours.

Scanning

1. After successful log in at device, select the **Scan and Send** button in the upper right hand corner of the screen.

2. Select the appropriate scan location. If you are going to scan to your Outlook Inbox, select **Send to Myself**. Once destination selected, select **OK**.

3. If necessary, make any changes on how the Canon device should read or process your document. Selection areas are outlined within the screenshot below.
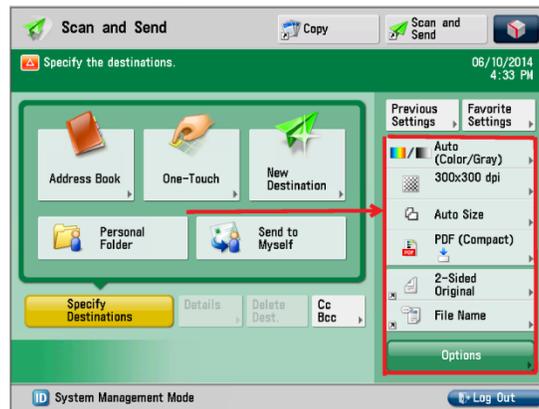
4. Place the document to be scanned into the document feeder or on the plated glass and press the **Start** button.

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