



**KASSON-MANTORVILLE SCHOOLS**

## **USER'S PRINT GUIDE**

**ISD 204 – Kasson-Mantorville Schools**  
**uniFLOW Processes**

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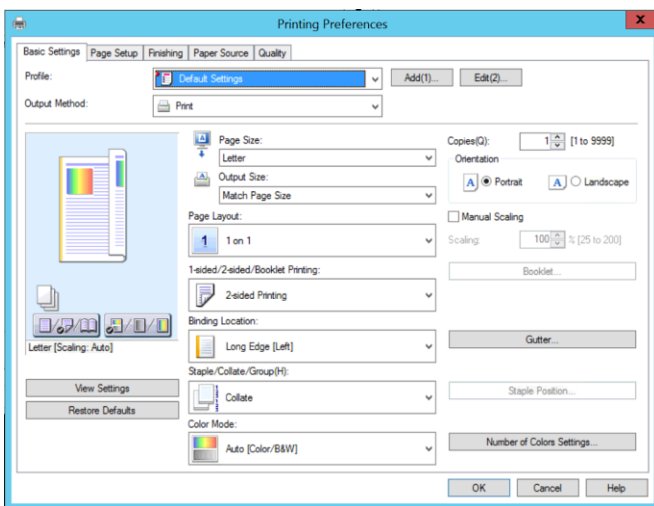
## PRINTING – using the uniFLOW “Follow-Me-Print” queue

Once installed, you can either select the *Follow-Me-Print* queue to print, or if this will be your primary printer, you can set it as your default printer

If you do not see the driver, please contact IT for assistance in getting that driver installed.

## PRINTING – creating print jobs

When printing, select the **Follow-Me-Print** print queue.



This print queue uses the Canon Generic Plus driver and offers a wide range of print and finishing options.

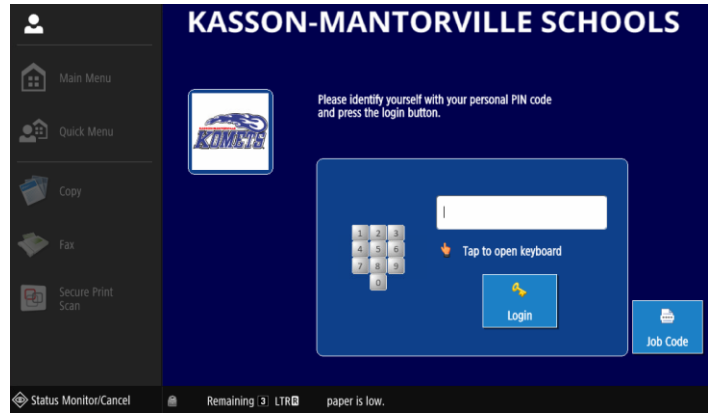
Print jobs will default to double-sided and black/white, but these settings can be changed on a per job basis from the printing preferences page.

Additionally, some options such as single or double sided, color to black & white, stapling, hole punching, number of copies, page range and paper catalog can be changed at the control panel of the Canon copiers.



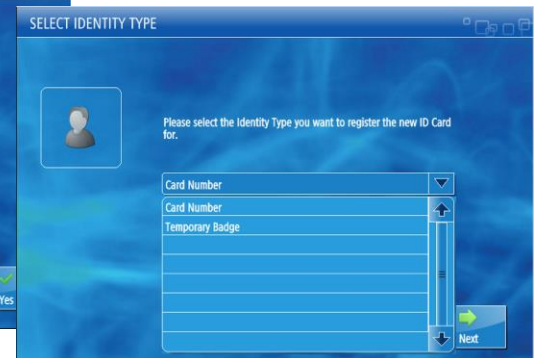
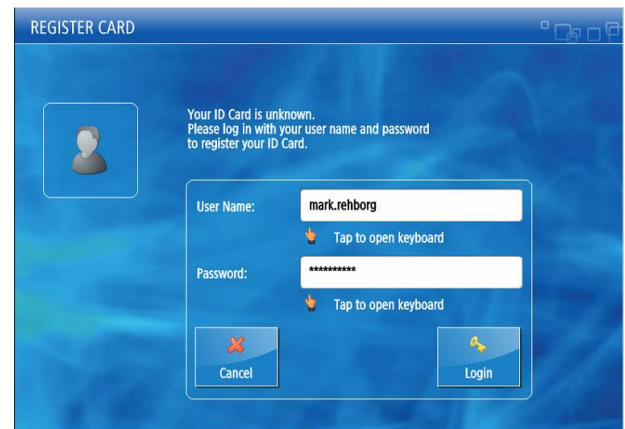
## LOGGING IN – badge, PIN login

To release print jobs, scan to your choice of location or make copies, you will log in using your copier PIN code or by swiping your employee badge/fob. Your PIN code is the same as it was on the old copiers.



**Registering your badge:** The first time you scan your badge or fob, you will be prompted for your computer login credentials. This registers your badge/fob to your account and only needs to be done once.

If you forget your badge/fob and are using a temp, or are issued a new permanent badge/fob you will be prompted for your credentials again when you scan. You will be alerted that you already have a card registered and asked if you wish to continue. You will then be able to choose if you are registering a temporary or permanent badge/fob.





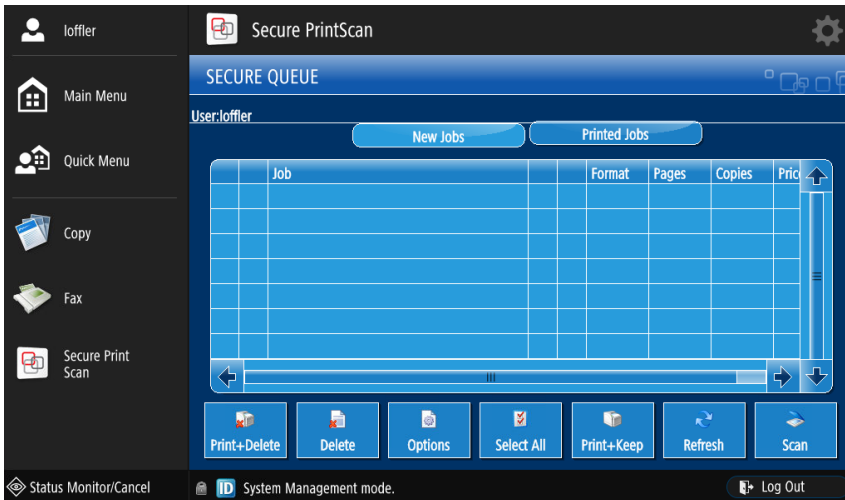
## SECURE PRINT QUEUE

When you log in, or after selecting the SECURE PRINT button, you will see the secure print queue and options to select jobs to print or delete. You will also see a Printed Jobs tab.

Use "Select All" and "Print+Delete" to select all your print jobs, print them and delete them.

Unprinted jobs will remain in your print queue for 72 hours and will then be automatically deleted.

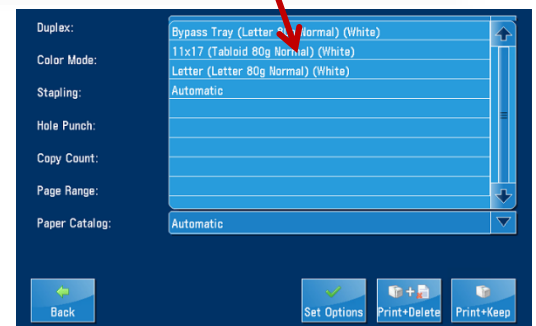
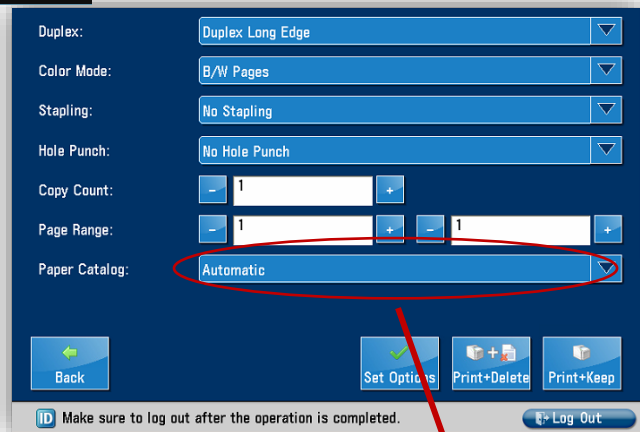
The Print+Keep option will put your jobs into the "Printed Jobs" holding queue for 10 hours.



Select All selects all jobs in the queue, Print+Delete prints the selected jobs and deletes them from the queue, Print+Keep prints the selected jobs and moves them to the Printed Jobs listing for 10 hours.

Basic job changes can be accessed using the OPTIONS button. Use *Options* to change settings such as quantity, color, staple and paper tray selection. To change media or tray calls at the device use the Paper Catalog drop down menu. Use the Bypass Tray for labels.

SET OPTIONS to leave this screen or simply choose to PRINT + DELETE or to PRINT + KEEP.





## SCANNING

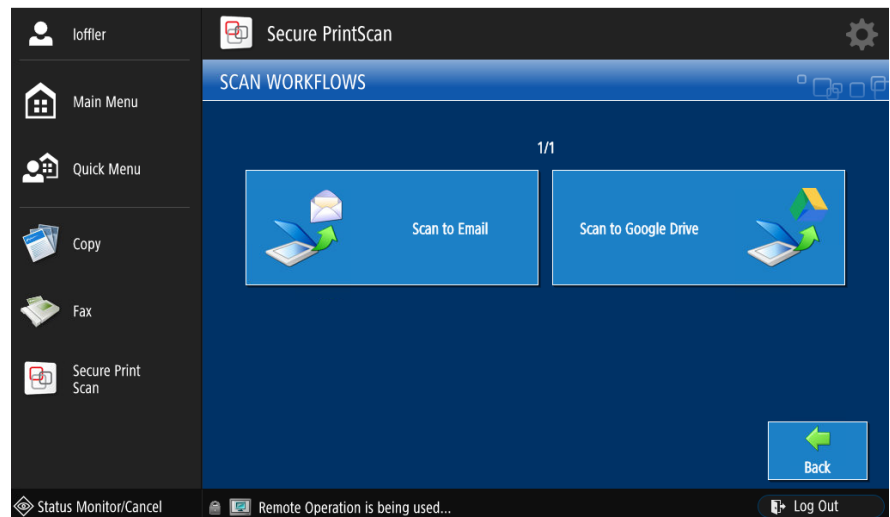


Use the SCAN button to access scanning workflows.

The visible scan workflows may vary depending on what additional workflows are available to your group.

Use the buttons to:

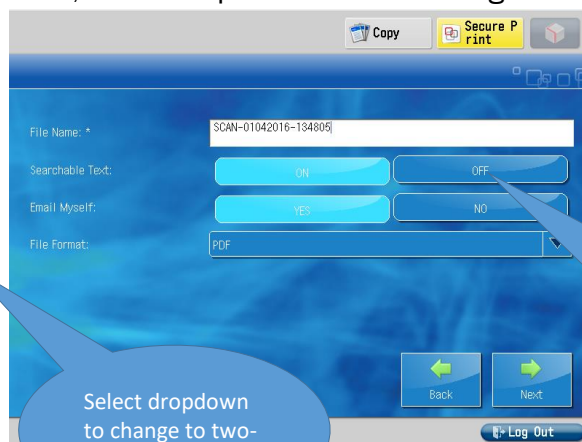
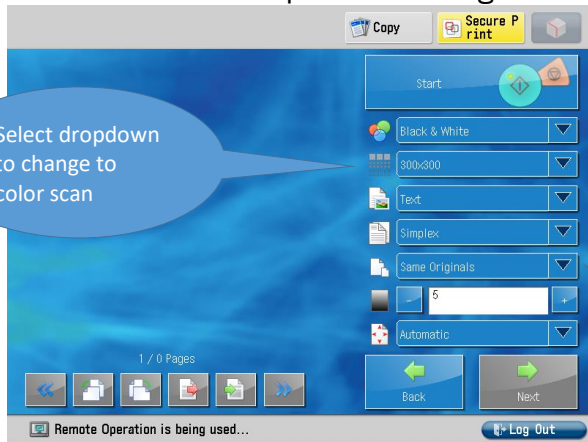
- **Scan to Email** – allows you to send a scan to your email, or you can change the default and send to others.
- **Scan to Google Drive** – allows you to scan to your Google drive account.
- **Scan to Encrypted PDF** – Allows you to create an encrypted PDF and email it to yourself.
- **Workgroup specific workflows** – could include a department shared folder or another task specific workflow.



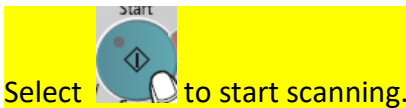
**\*\*NOTE:** The first time you use the scan workflows you may be prompted for your Active Directory username and password – this is a security requirement since you are accessing an internal company directory. You will be prompted again each time you change your network password



Use the basic scan options to change to color scan, set for duplex scan or to change format.



You can also change the name of your resulting file by selecting the file name window and using the keyboard to type in your desired filename.



After your document is scanned, you **MUST** press the Next button to finalize and send the scan.



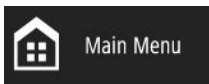
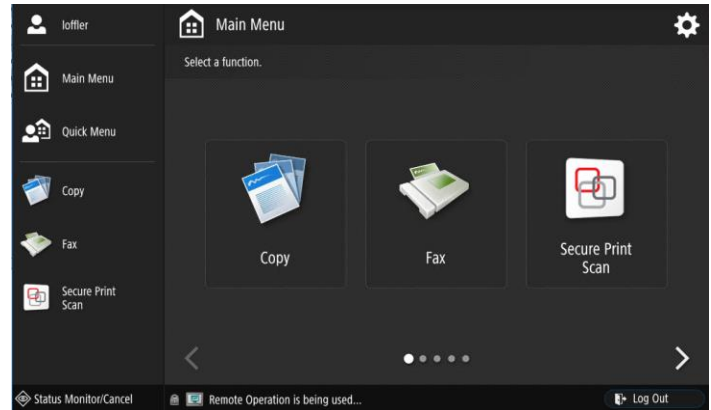
## MAIN MENU

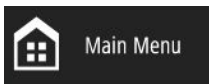
Additional options such as Copy and Fax are available using the shortcut buttons at the left side of the screen.

To Copy simply select the COPY icon.

To Fax select the FAX icon on machines with a built-in fax card.

To release your print jobs, select the SECURE PRINT SCAN icon.



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.

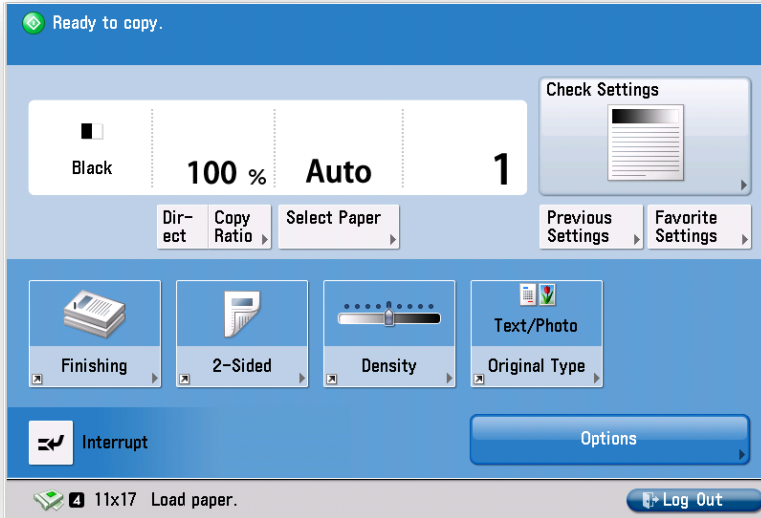
While it is best to LOGOUT when you are done, you will also be automatically logged out after one minutes.





## COPYING

For copying, select the COPY button and 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 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.

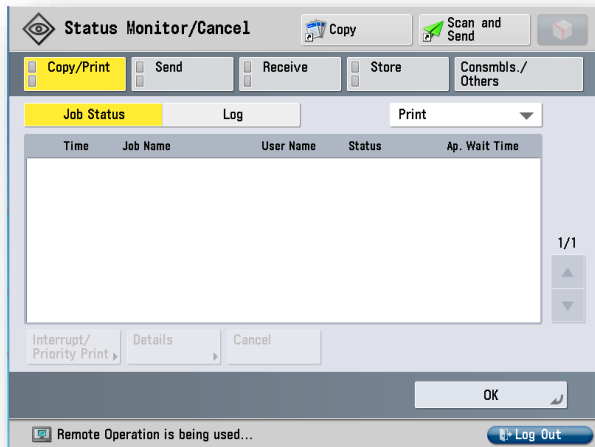


Select  to start copying.

LOGOUT when you are done.



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.
  - PC Users: before sending the job, select Printer Properties. In the Paper Catalog, select the BYPASS
  - Mac Users: paper and tray options can only be set at the MFP
  - 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)
    - Note that labels may feed better in a Letter-R orientation (short edge feed first)
    - Select NEXT and then select OK (don't change the paper type unless it is very heavy cover)
  - Now select your job in the print queue and release it

If you are using very heavy cover stock you will be prompted after you release the job to select the bypass again.

