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Jackson Public Schools District

uniFLOW New Feature User Guide

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Preface

Jackson Public School District, as part of the Canon device technology refresh, has now implemented some new uniFLOW features. The features are designed to provide security and cost savings.

Secure Print:

This feature allows all users to print to a single printer on the print server, yet retrieve their print jobs from any Canon device anywhere in the district. The user will see only the jobs that they printed on the screen of the Canon device. The IT department will assist with or provide instructions for the deployment of the CanonSecurePrint printer for your computer.

Device Authentication:

Users will now be required to "login" to Canon devices with their employee badge or their username & password. This is necessary to allow the system to know whose print jobs to display at the device for the secure print release feature.

Self-Badge Registration:

On first use, users will be required to register their employee badges into the system.

Register Badge on First Use

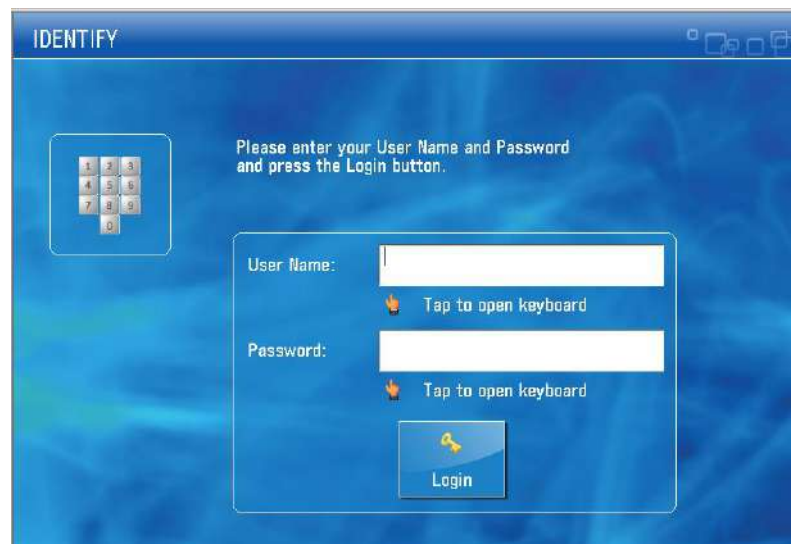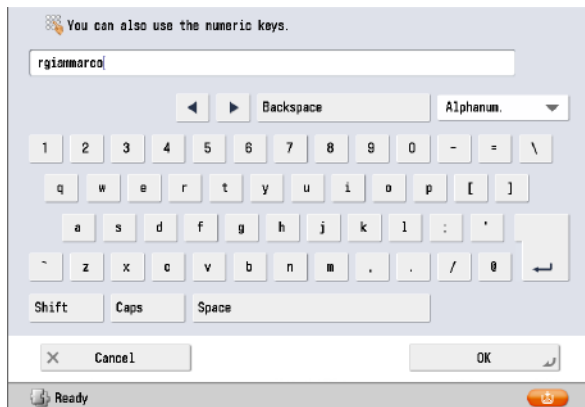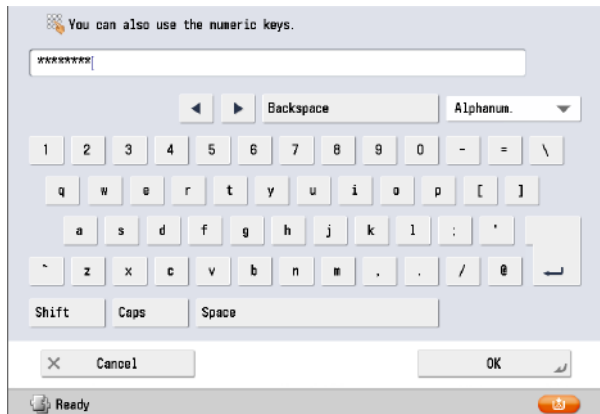|	
Place ID badge near the card reader. The card reader may be visibly mounted externally on the device or contained inside the box to either side of the operator's panel depending on model: Since your badge is not known to the system, you will be prompted for username and password confirmation on the first login. If your badge is lost and replaced, you will be prompted again on its first use.	
Enter Network Credentials: Touch the User Name: field to open the soft keyboard. Enter your login name and touch OK. 	

Touch the Password: field to open the soft keyboard. Enter your password and touch OK.	
Touch the Login icon. If logged in to the device, you have successful registered your badge.	

Login with Badge or Network Credentials

Place ID badge near the card reader.
The card reader may be visibly mounted externally on the device or contained inside the box to the left of the operator's panel:
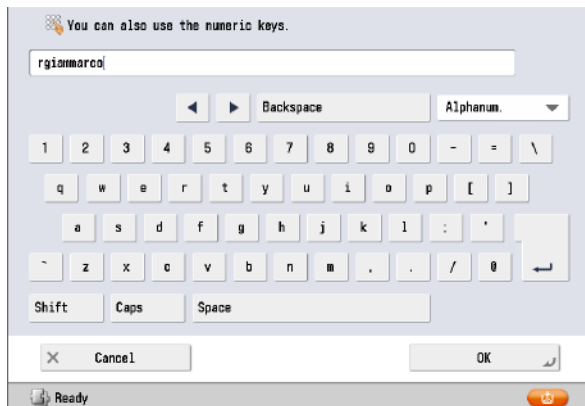
Alternatively, touch the AD Login icon to access the Username/Password login screen.
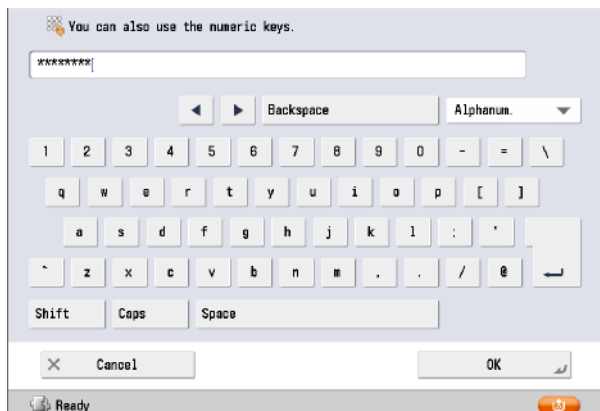

Login with Network Credentials:

Touch the User Name: field to open the soft keyboard. Enter your login name and touch OK.

Touch the Password: field to open the soft keyboard. Enter your password and touch OK.

| Touch the Login icon. | |

Secure Print Release
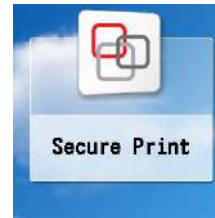
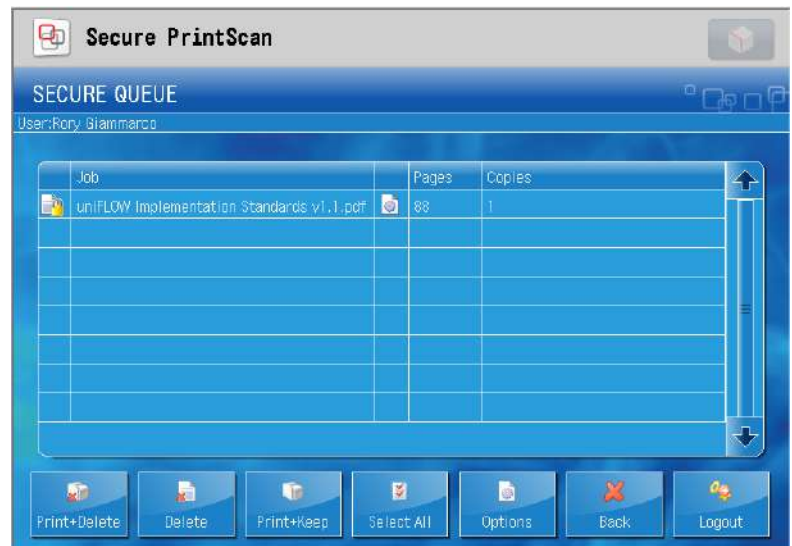|	
Press the Secure Print button.	
This screen shows the logged in user's secure print jobs. The icons displayed across the bottom of the screen depend on the specific system configurations and features being used. The most commonly used are shown here. **Print+Delete:** Prints job and removes from system **Delete:** Remove job from system **Print+Keep:** Prints job and retains in system for future printing for a limited time **Select All:** Selects all print jobs in list **Options:** Change output settings of selected print job **Back:** Returns to Print/Scan screen (if in use) **Logout:** Logs out user from device	
To release secure print job(s), touch the job(s) to select each one (or use select all icon if displayed), then use one of the print icons to release the job(s).	