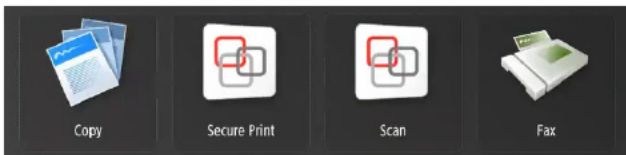**uniFLOW** Capture

Information Technology

Uniflow is the software that powers printing and scanning on ▓▓▓ devices. Uniflow prints, captures, processes, and stores/releases documents within ▓▓▓ from the display on one of the many copy machines. From the main menu, most Canon copiers let you **Copy***, **Secure Print**, **Scan** or **Fax**.
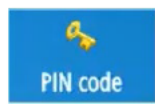
Copy | Secure Print | Scan | Fax

LOGGING INTO UNIFLOW

*To copy you must select **Copy** BEFORE logging into the copier.
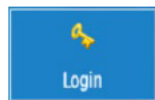
To access the other available Canon features:

Tap your **access key card** on the card reader to log into the copier.
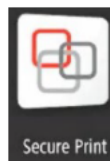
or tap **PIN code**

PIN code

enter your **Employee ID number** then tap

Login

NOTE: The first time you tap your badge to log into the copier, enter your Employee ID number to link your account.

SECURE PRINT

Use Secure Print to send a print request that will only print once you release it at the copy machine to ensure confidentiality.

Secure Print

**To use Secure Print you must first install it on your firm computer.**

1. Go to **Start** and type ▓▓▓ .
2. Double-click ▓ **SecurePrint** to install.
3. Select ***Print**.
   ✎ **Note**: You many need to restart the application to see the secure printer in the available printer list.

   *The print job will be stored in the copier for 10 hours.

To authorize the print request:

1. Log into the copy machine and tap **Secure Print**.

   Select all

2. Tap a single print job or tap **Select All**.

   Print + Delete

3. Tap **Print + Delete** to print.
4. To *Cancel* a print job, tap **Delete**.

   Delete
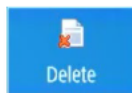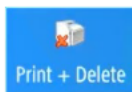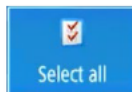
✎ **Note**: You will receive a confirmation email when the print job is ready. If you do not see the print job at the copier, wait...then tap **Refresh**.

MOBILE SECURE PRINT

Send a document as an email attachment from your **mobile phone** or **a personal device** to print.

1. Email the document(s) as attachments to mobileprint@▓▓▓us.uniFLOWonline.com
2. Log into the physical copy machine and select **Secure Print**.

The attachments and message body will appear as separate print jobs.

3. When ready tap **Print + Delete**.

   *Most document types are supported by Secure Print (pdf,html,txt,xml,xls,doc,ppt,wpd,bmp,rtf,gif,jpg,png,tif)
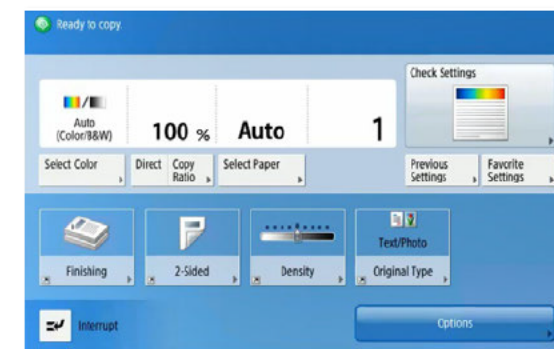
4. When finished press **Log Out**

COPY

You must **select copy** on the Canon display **BEFORE** logging in with your key card or pin. This is for performing cost recovery when making copies related to a client matter.
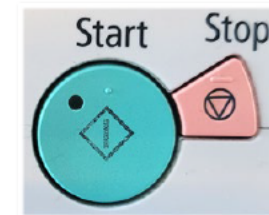
Copy

1. Load the documents into the feeder or place them on the scanner glass. Align documents with the arrow and scannable boundaries.
2. Search for the Client/Matter number (Name) or description or select from the recently used list.

COST CENTER SELECTION

Search by Name: ID2012
Search by Descr.: |office general

Name	Description
02012.00000	OFFICE GENERAL-MISCELLANEOUS OTHER
02011.00700	OFFICE GENERAL-PERSONAL DAY
02011.01004	OFFICE GENERAL - EC LAW
02012.00000	OFFICE GENERAL-MISCELLANEOUS OTHER
02012.00100	OFFICE GENERAL-RESEARCH ETC FOR GEN OFFICE US
02012.00103	OFFICE GENERAL-REGULATION K FILE
02012.00301	OFFICE GENERAL-NAT'L COUN. U.S.-CHINA TRADE

Search | Clear | Select

3. Tapping **Select** will take you to the next screen where you can specify the copy quantity and format.

Select

Ready to copy

Auto (Color/B&W) | 100 % | Auto | 1
Select Color | Direct / Copy Ratio | Select Paper | Previous Settings | Favorite Settings
Finishing | 2-Sided | Density | Text/Photo Original Type
Interrupt | Options

4. Tap **Options** to select additional features available for that specific copy machine.
5. When ready, press the physical **Scan** button on the machine to copy.

Start | Stop

6. When finished press **Log Out**

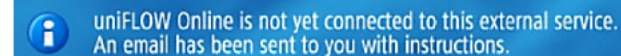*You must **Log Out** to access other features after copying.

SCAN

Convert paper documents into digital (PDF) copies. Load multiple pages into the feeder or place the documents onto the glass scanning plate. Align documents with the arrow and scannable boundaries.

Scan

Register Scan to Exchange Online

When selecting "Scan to Email" for the first time, the following message displays on the machine:

ℹ uniFLOW Online is not yet connected to this external service. An email has been sent to you with instructions.

An email will be sent to your email address with a link to your ▓▓▓ uniFLOW Online storage. Click the link and log in using the ▓▓▓ Single Sign-On account (SSO).

uniFLOW Capture

Information Technology

Scan to Myself

Tap **Scan to Myself** to make digital copies (PDF) of paper documents to be sent to the signed-in account. See **page #2** for additional details on scan options.

Scan to Email

Use **Scan to Email** to send a digital copy to one or more internal or external recipients. Tap **To**, **CC**, or **BCC** to look up employees in the global address list.

Scan to Chrome River

Tap to scan receipts, invoices, and other records for expense management to be sent directly to the Chrome River profile for the account logged into the copier.

✏️ **Note**: You may be prompted to specify the document size when using the scanner glass.

1. Choose the desired scan tool.
2. Select the scan options for best results (See **Scan Options**).
3. Tap **Scan** to preview the results.
4. Adjust options then tap S**can** to preview again.
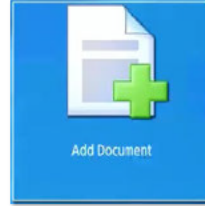5. Tap **Next** to complete the scan.

If desired, tap into the name field to change the file name of the scan being sent to Chrome River.

Email attachment file name: * |Scan_Lee, Michael_15_03_

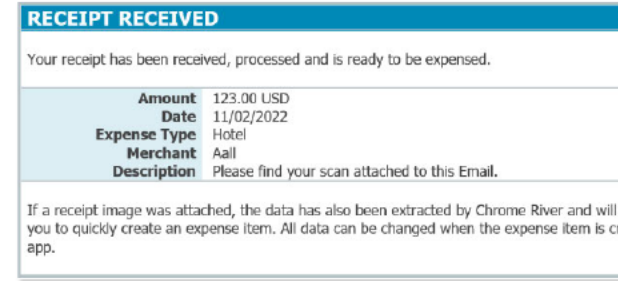6. Tap **Next** to finalize the current scan job.

Next
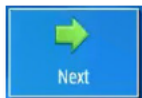
7. Tap **Add Document** to perform an additional scan using the previous steps.

Add Document

8. Tap **Finish** to complete the current scan session.

Finish Scan

An email confirmation will be sent with an information summary *that can be changed* in Chrome River.

RECEIPT RECEIVED

Your receipt has been received, processed and is ready to be expensed.

Amount	123.00 USD
Date	11/02/2022
Expense Type	Hotel
Merchant	Aall
Description	Please find your scan attached to this Email.

If a receipt image was attached, the data has also been extracted by Chrome River and will r you to quickly create an expense item. All data can be changed when the expense item is cre app.

SCAN OPTIONS

Review and change the scan option to conform with the desired results of the scan before sending the PDF to the selected application (email, Chrome River, etc.)

Auto

300x300

Text/Image

Simplex

Same Originals

- 5 +

Automatic
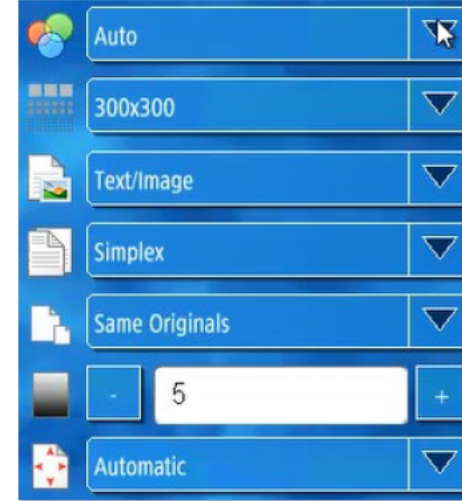
Scan in color (larger file size), greyscale, or black and white (smaller file size).

Change the number to increase/decrease the quality (high or low detail). Higher quality will increase the file size of the PDF.

Specify if the original document format is an image, photo, text, etc. This will scan the document at the optimal quality.

Specify whether this document is single or double sided and how the page will be turned (long or short edge).

Select if the original documents are of the same size or different (mixed) sizes.

Increase or decrease the resulting lightness or darkness of the scanned image.

Allow the copier to automatically determine the size of the document original(s) or manually specify the size.

Navigate through the preview of each scanned page.

Change the orientation of scanned documents from portrait to landscape.

Delete or **insert** pages in the pre-scan before finalizing and sending the PDF.

Scan

Tap the on-screen **Scan** button to preview the document scan with the currently selected options. Change the options to optimize your scan. When the preview of the scan is satisfactory, tap **Next** to finalize.

For more information, please contact your Floor Ambassador or by emailing #HelpDesk or call extension x5500 - (212) 530-5500.