UniFlow Printing at William Mitchell

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User Login to uniFLOW for the **First Time**

1. To unlock device control panel, swipe card across card reader attached to the device.

2. User will be prompted to enter Active Directory login.

3. You will now see your Secure Print Queue

4. Select “Logout”, main uniFLOW Login Screen will appear (Figure 1).

5. Swipe card across card reader and verify card successfully logged you into your uniFLOW Secure Print Queue (Figure 3).
Print a Document

1. From your computer: Log into your William Mitchell Email: https://login.microsoftonline.com

2. Create a new email message.

3. Attach the document you want to print to that email.

4. Send the email to printing@wmitchell.edu
   a. More printing information

5. At the MFD (printer/Copier): Log Into you Print Queue
   a. Scan your Mitchell ID card by placing or swiping it over the scanner.
   b. You will hear a beep upon successfully swiping.

6. Highlight the jobs you would like printed and press Print & Delete. This will print and then remove the job from your print queue. After your printing is complete, press Logout.
   (you can also logout scanning your ID again)
- **Print & Delete**
  - Prints the document and removes it from your Queue.
- **Delete**
  - Removes the document selected from your Queue
- **Options**
  - Goes to your printing options such as Duplex, Stapling, Copy Count, Pages to Print, Paper Tray, etc...
- **Select All**
  - Selects all Queued items in the list.
- **Print & Keep**
  - Prints the document and keeps the document in your Queue for 24 hours.
- **Refresh**
  - Checks your print queue for any new documents.
- **Logout**
  - Logs you out of your print queue.

*Always remember to Logout when done or when you leave the copier.*

*Contact the IT Services Helpdesk in the Library or call 651-290-6411 with questions or for more information.*
Copy a Document

1. At a MFD device, scan your Mitchell ID card by placing or swiping it over the scanner.
   
   a. You will hear a beep upon successfully swiping.

2. Press the **Arrow button** in the top right corner of the screen.
3. On the next screen, press the Copy button

4. Set the options for copying:
   
a. **Copy options**
   
i. Color/black and white
   
ii. Paper size
   
iii. Number of copies
   
   b. **Printing Options**
   
i. Finishing
   
ii. 2-Sided
   
iii. Density
   
iv. Different Size Originals
   
v. Text/Photo/Map
   
   c. **Finishing Options**
   
i. Collate
   
ii. Group
   
iii. Staple
   
   d. **Main menu button** – returns user to the main menu to see other options available.
e. ID button
   i. Log out of the machine.

5. Press the green Start button to start copying.

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Scan a Document

1. At a MFD device, scan your Mitchell ID card by placing or swiping it over the scanner.
   a. You will hear a beep upon successfully swiping.

2. Open the copier lid and place your document flat on the scanner surface.
   a. For multipage documents, place the document face-up in the feeder tray.
   b. Be sure to remove any staples or paper clips which may be binding the paper together.
3. Press the **Arrow button**

4. Press the **Send button**.
5. Select **One-touch tab**, then select **Send to self button**, to email yourself the scanned document.

   a. You should always send to your email address first, and then forward if you are sending the scan to someone else.

6. Set the **Scan Settings**.

   a. Color/Black and White.
b. Set the DPI for the scan.

c. A default name is used. To change give your scan a name:
   i. Tap in the File Name field and type a file save name.

d. PDF is the default scan option. To Set PDF/TIFF/JPEG as appropriate.
   i. For PDFs, you may select each page is saved as its own file.
   ii. Images are automatically saved as their own file.

7. When finished with the Scan Settings, press the green Start button to scan your document.

8. The scan will begin.
   a. If using the sheet feeder,
      i. The scan will finish and send to your email address.
   b. If using the scanner glasses
      i. Add additional pages to a pdf, place next page on scanner glass.
      ii. Press the green Start button. Repeat for all pages
      iii. Press Done on the display to finish and send to your email address.

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Student Printing Info and Locations

Printing Locations
The college is moving to a new printing system, Uniflow, to provide additional services and to reduce overall printing costs. The Canon Uniflow printers/copiers/scanners, also known as Multi-Function Devices (MFDs), are located in the Library, and in Hachey Commons.

Printing Information
Users can e-mail documents to printing@wmitchell.edu as long as the attachments do not exceed 20 MB. Users can then log on to a Student MFD at any campus location to print the document. General instructions on retrieving your print jobs at the MFDs are available here: Retrieving Your Print Jobs, and are also posted at the MFDs.

To note:
- You must use your William Mitchell college email to send the print document.
  - This is how we know it’s you
- Your email will go into a print job waiting for you on campus.
  - 1 print job for each attachment emailed (so if you attach 2 word documents, then you will see 2 print jobs)
  - 1 print job for your email body
  - 1 print job for and graphics included in the email body
  - Your print jobs will be held for 24 hours before they are deleted.
Printing Costs
As in the past, each student has a $10 allocation of printing for the academic year. Printing costs are $.04/page B&W sheet and $.11/page color. Additional charges may apply for color paper or heavier stock paper.

At the MFD you can view the cost of your print job and proceed with your print job. Your print job remains in the queue for 24 hours. Double-sided printing is the default for black and white; you can change to single-sheet printing at the MFD. Double-side printing is the default for color prints. Once your $10 balance is used, you can add funds in cash at the Library Circulation desk or online through credit card or PayPal account. Credit Card processing information will be found on the printing website: http://web.wmitchell.edu/technology/for-students/

Scanning a document to your email
Instructions for scanning a document at an MFD and sending the document to your email are available here: Scanning using MFDs and are also at the MFDs. There is no charge for scanning.

Making a copy of a document
The MFDs are also copiers. Costs for copying are the same as for printing. Instructions for copying from the MFD are available here: Copy using MFDs and are also posted at the MFDs.

Print Queue Reminder - print jobs need to be printed within 24 hours. All print jobs are deleted from your queue 24 hours after submission.

Contact the IT Services Helpdesk in the Library or call 651-290-6411 with questions or for more information.