Bethel University

USER'S PRINT GUIDE

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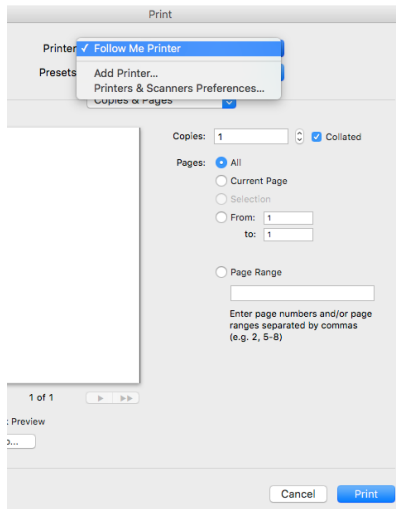## PRINTING – using the uniFLOW "Follow Me Printer" driver

Once installed, you can either select the *Follow Me Printer* driver whenever you want to use it to print or, if your primary print process will be through the uniFLOW queue, you can make the *Follow Me Printer* driver your default.

If you do not see the driver, please contact the IT Help Desk for assistance in getting that driver installed. You can also download and install the driver from https://confluence.bethel.edu/x/84E2.

While these actions are similar on PCs and Macs, specifics for each are below. The screen shots are Mac specific but similar to PC screens.

To select the *Follow Me Printer* driver for a job	To set the *Follow Me Printer* driver as your default
PC User:	**PC User:**
After selecting PRINT in your application, use the listing dropdown to find the *Follow Me Printer* driver.	The location of your DEVICES AND PRINTERS options may vary slightly based on your version of software. You may be able to select the MicroSoft logo in the bottom left corner of your desktop. In the search line, type "Devices" and select Devices and Printers in the results listing.

This will bring up a listing of all your printers including the *Follow Me Printer* driver. Right click the *Follow Me Printer* driver and select "Set as default printer" in the dropdown. |
| **Mac User:** | **Mac User:** |
| After selecting PRINT in your application, use the listing dropdown to find the *Follow Me Printer* driver. | Go Apple Menu > System Preferences > Printers and Scanners

Select the *Follow Me Printer* driver from the Default Printer pull down menu |

Selecting the *Follow Me Printer* driver on Mac:

Making *Follow Me Printer* driver your default Mac driver:
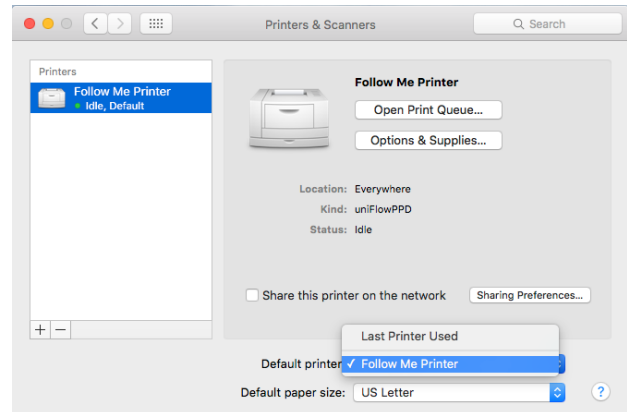
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PRINTING – creating print jobs (uniFLOW Driver)

From your desktop, select to print your document to the uniFLOW print queue.
Follow-Me-Printer is the new queue name. This uniFLOW print queue offers option changes at the print device.

The print queue has Black & White, duplex (2-sided) printing as the default.

You can make changes as shown in the driver (i.e. dropdown for color print or duplex) or you can change options at the printer.
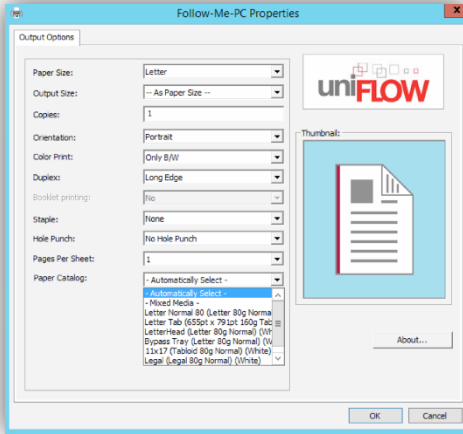
You can also use the Paper Catalog to select certain special sized stocks. *Note that Mac users do NOT have the Paper Catalog option. Tray changes for paper must be made at the device.*

Options for Duplex (Long Edge or two-sided) and for Color Print (only B/W) are defaulted for all jobs.

PRINTING – mobile printing (for guests or Bethel users)

To use mobile print, email your print job to mobile-print@bethel.edu. As a Bethel student, staff or faculty, your job will then appear in your secure print queue along with your other print jobs. If the user is a visitor to Bethel, they will receive and email back with a Job Code they can enter at a device to find and print their job.

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## LOGGING IN – badge, Bethel login, Job Code options

To release print jobs or to scan to your choice of location, you will log in with your Bethel username and password or by swiping your employee badge. To begin, scan your badge on the reader at any MFD printer. *You will also see a button for AD LOGIN or PIN CODE as additional login options.*

Using your badge: *The first time* you scan your Card, you will be asked to enter your Bethel network username and password.
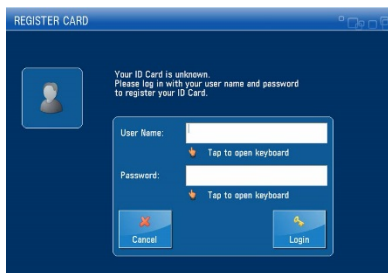

Tap the top white space and use the popup keypad to enter your username. Press ENTER.
Then tap the second white space to enter your password. Press ENTER.
The MFD (Multi-Functional Device) stylus can REALLY help with this!
Press LOGIN.
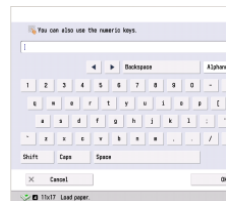
*You will do this once. Next time you will be able to simply swipe your badge to log in.

To use your Active Directory login: If you do not have a current ID card and wish to log in using your Active Directory username and password, tap the **AD LOGIN** button. Enter your Bethel username and password and select ENTER/LOGIN.

To use mobile print Job Code login: Tap the **JOB CODE** button and enter your job code. Select ENTER.
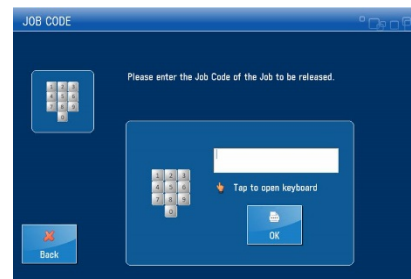
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LOGGING IN

If you have only one cost center, you will immediately see the secure print queue below. However, if you have more than one cost center, you will be presented with the option to choose among your cost centers. The first time you log in, your *default* cost center will be at the top. From then on, your *last used* cost center will appear at the top.
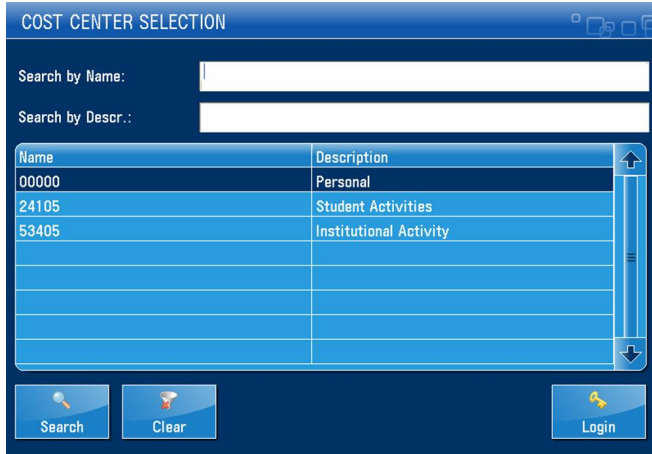
At any Canon device, you will see an initial secure print queue screen such as you see below.
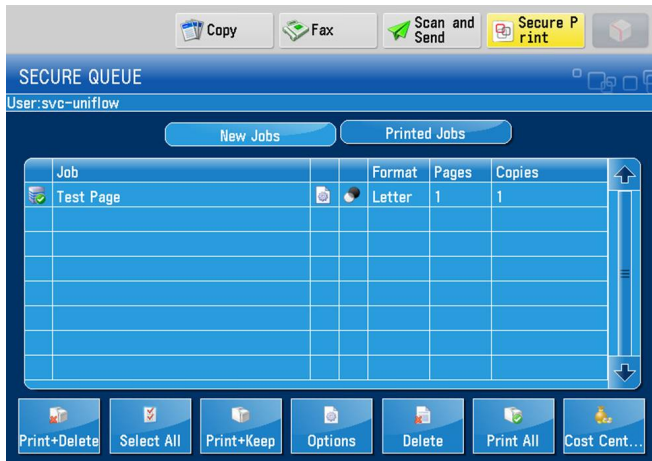
Select All does select all jobs in the queue, Print+Delete prints the selected jobs and deletes them from the queue, Print+Keep prints the selected jobs and moves them to the Printed Jobs listing for an additional the hours.
Print All selects all jobs, prints them and deletes them from the queue.

User Options to change settings such as quantity, color, staple and paper tray selection.
Cost Center…. allows you to change your cost center for the current job.

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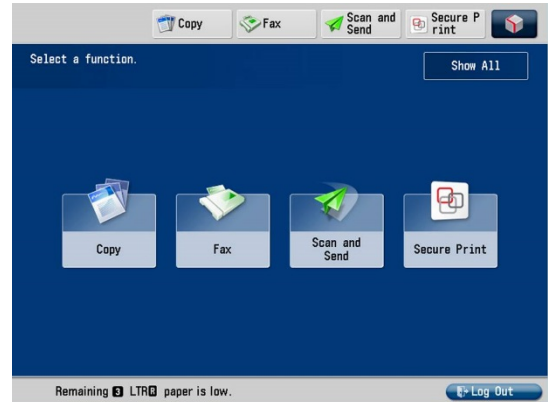# uniFLOW Processes

Additional options such as Copy, Fax or Scan are available using the shortcut buttons at the top of the screen.
To Copy simply select the COPY icon.
To use the installed fax board, select the FAX icon.
If using the Canon Universal Send option, you will see the SCAN AND SEND button.
To release your print jobs, select the SECURE PRINT icon.

At any time, from any screen, selecting will take you 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 two minutes.

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COPYING

For copying, select the COPY button and choose desired copy features.
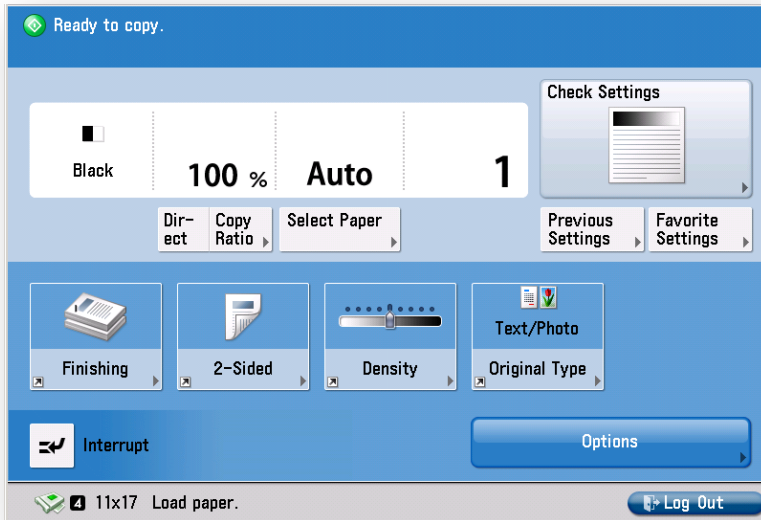
Select FINISHING for Staple/collate/group.
Select 2-SIDED to do 1 side to 2 sides OR 2 sides to 2 sides.
SELECT COLOR to choose from B & W to Auto Color Select.
Select OPTIONS to go to the Advanced Features for making booklets/adding covers/frame erase/page numbering/job build etc.

Use FAVORITE SETTINGS to register commonly used copy features for future ease of use.

Select to start copying.

Selecting will get you back to the main screen display to change to a different function.
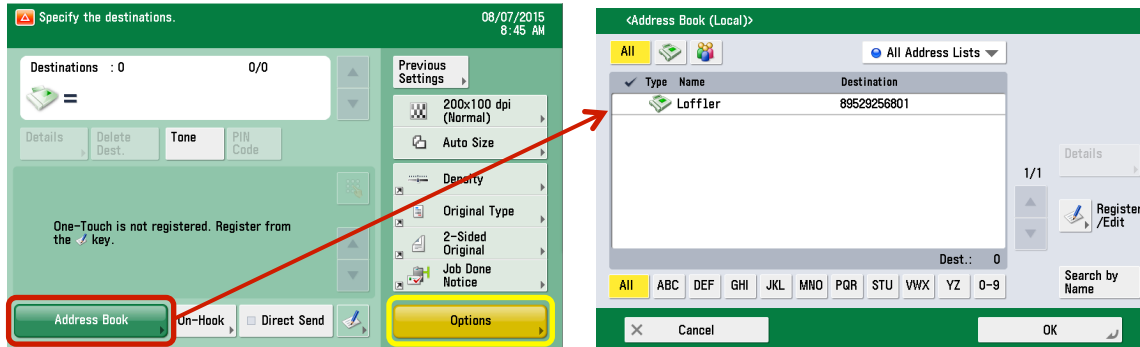
LOGOUT when you are done.

FAX

To fax, select the FAX button. Note that not all machines have fax; if you do not see the fax icon, the device does not have fax capability.

Place your documents in the scanner and program your fax number and details to send.

Enter destination using the number keys

OR Select Address book and choose registered fax numbers.

Select OPTIONS to find additional fax settings such as Job Build, Book mode and Different Size Originals.

Select [Start] to start scanning.
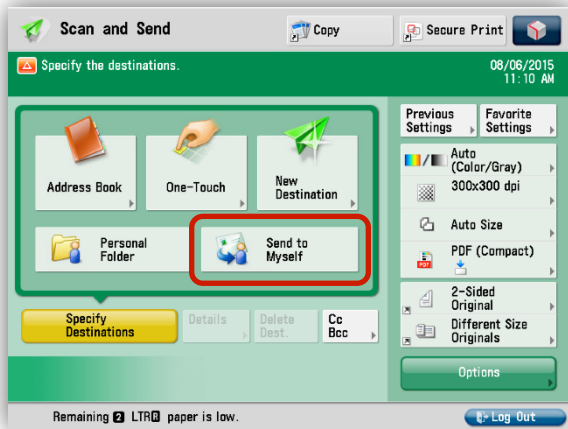
LOGOUT when you are done.
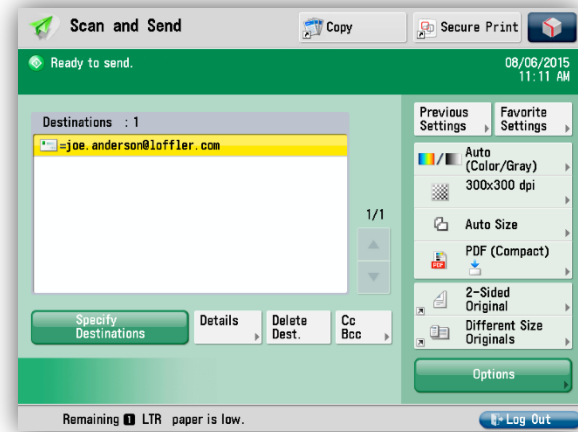
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SCANNING (using Canon Universal Send)

Select the SCAN AND SEND button.
Place your pages in the Automatic Document Feeder (ADF), and select Scan to Myself.

Select

to

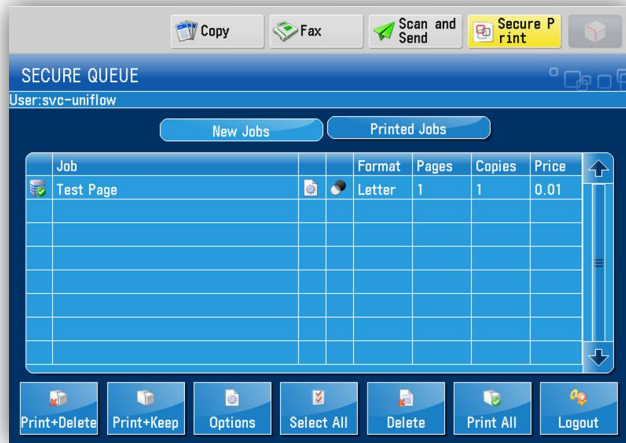start copying.

LOGOUT when you are done.

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SECURE PRINT QUEUE

When you log in to the Secure Print queue 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.

Basic job changes can be accessed using the OPTIONS button.

The OPTIONS button will allow you to change the number of copies to print, whether or not you need to print two-sided or add a staple.
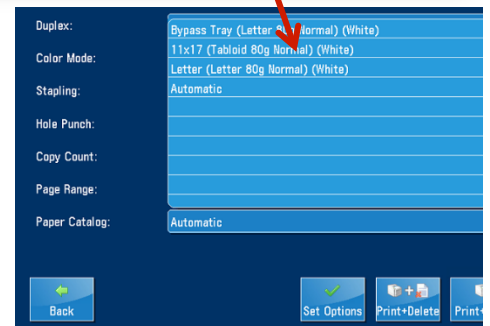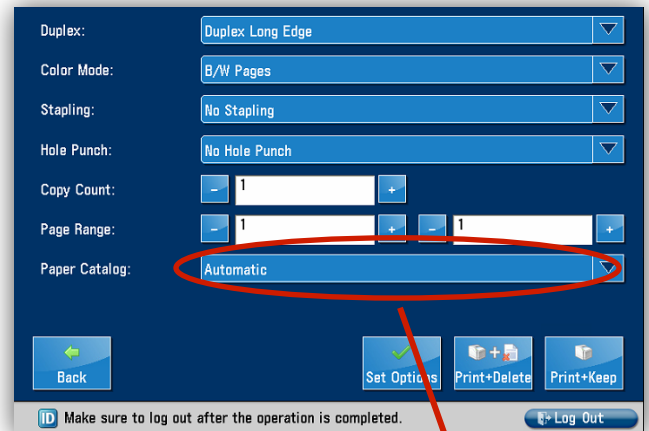

Change media options or tray calls at the device (Paper Catalog). Select the Paper Catalog to change paper size or type. Use the Bypass Tray for labels!

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

SPECIAL BUTTONS

Main Menu

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.

Note that not all devices will show the Fax option, only those connected to an analog fax line.
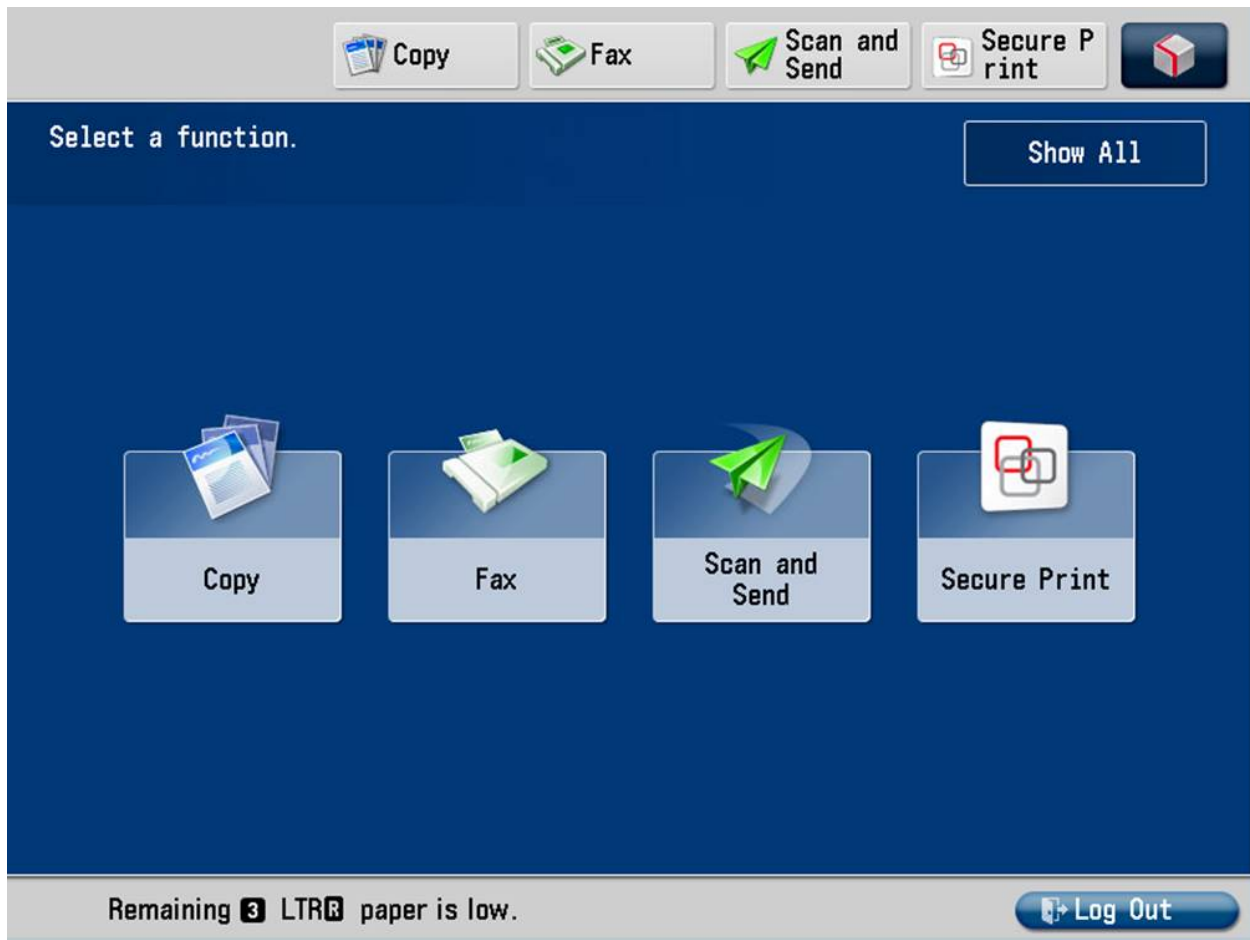
At any time, from any screen, selecting Status Monitor/Cancel will bring you to a list of jobs that are actively running.

You can cancel jobs from here if needed. Pressing the STOP button will stop the job that is currently running.

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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 . . .

v USE SPECIAL PAPER: I need to print labels or special stock . . .
- o 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
- o 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.