Slide 1

The uniFLOW solution incorporates a Secure Print output function that prevents others from walking off with your prints before you get to the device to pick them up. With Secure Print, jobs are first submitted to a secure queue and held until you retrieve them at the printing device. This way, documents are printed only when you're right there at the device AND logged in.
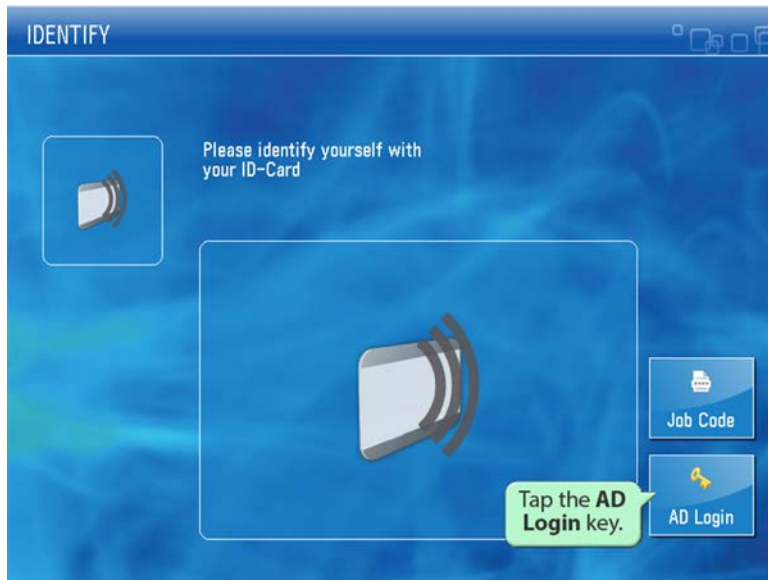
Slide 2

To retrieve a print, go to any Canon multi-functional device on the network and swipe your ID card over the card reader to the left of the device's control panel.

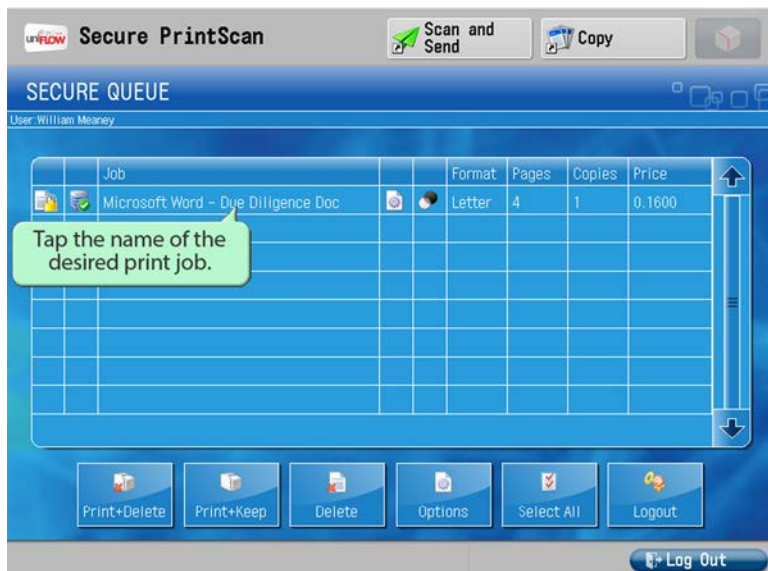Note: Your ID card must be registered with the uniFLOW system to use this authentication method.

Slide 3

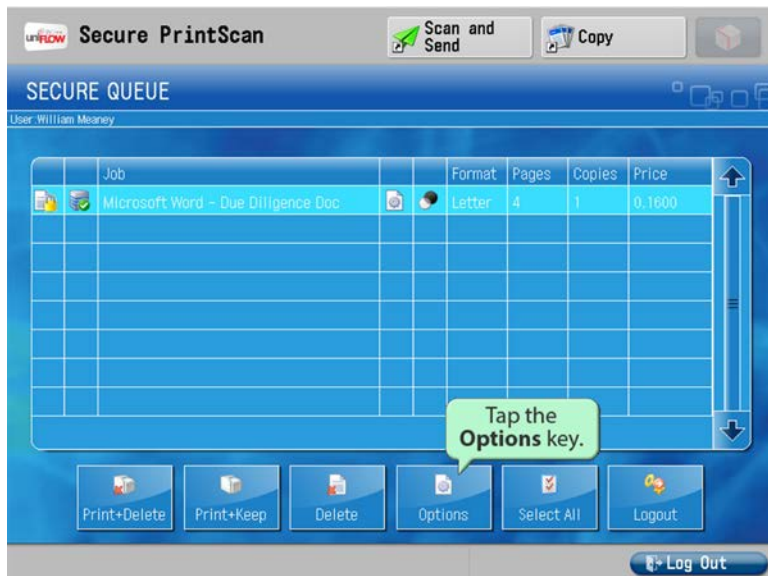Alternately, you can tap the **AD Login** key and manually enter your user ID and PIN.

Slide 4

The Secure Print screen will be displayed, with only your print jobs listed in the Secure Queue. Tap the name of the document you want printed so that it's highlighted.

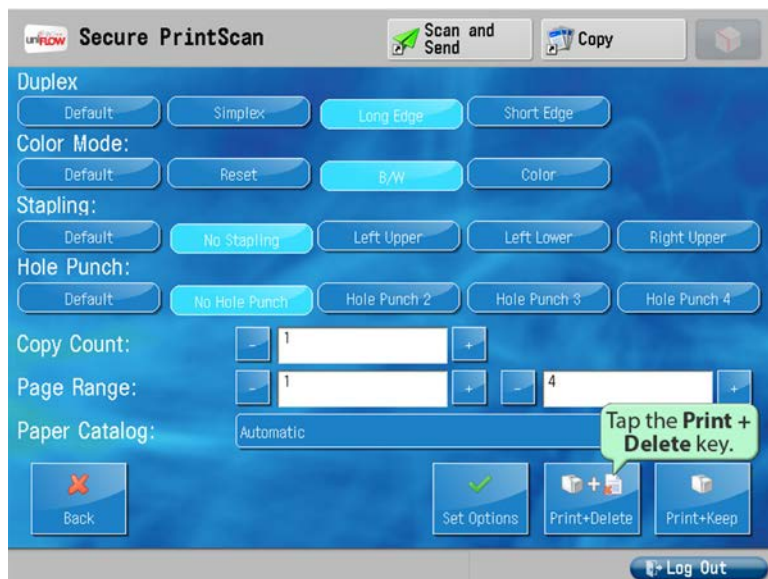Note: You can print all documents in the queue by touching the **Select All** key.

Slide 5

Tapping the **Options** key will let you change some of the print settings originally made when you submitted the job.

Slide 6

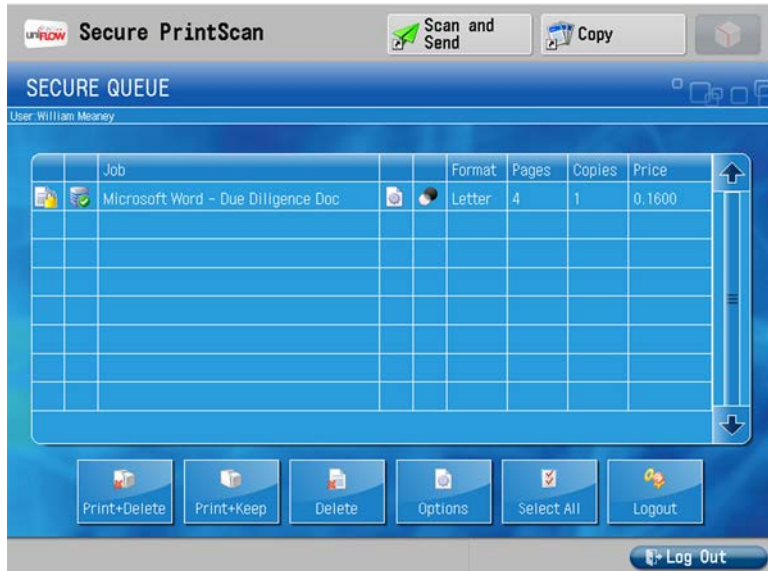
After making your changes, tap the **Print + Delete** key,…

Note: When printing multiple documents at the same time, the print settings for each document can be modified separately and saved, using the **Set Options** key.
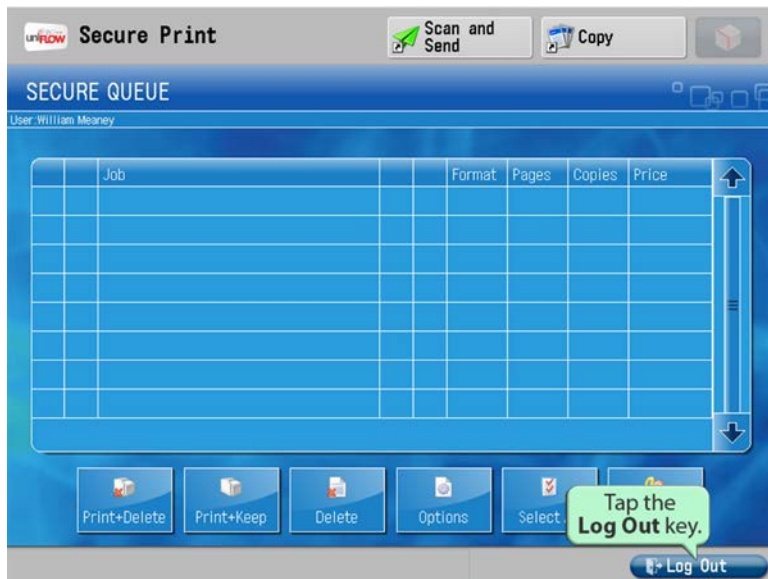
Slide 7

…and the document is released for printing.

Slide 8

Once delivered, the document is cleared from the queue, and you can now log off from the device by tapping the **Log Out** key.

Note: An optional **Print + Keep** key allows jobs to remain in the queue for reprinting later.