Canon

uniFLOW User Guide

*Instruction user guide for using
Canon multifunction device (MFD)*

Introduction
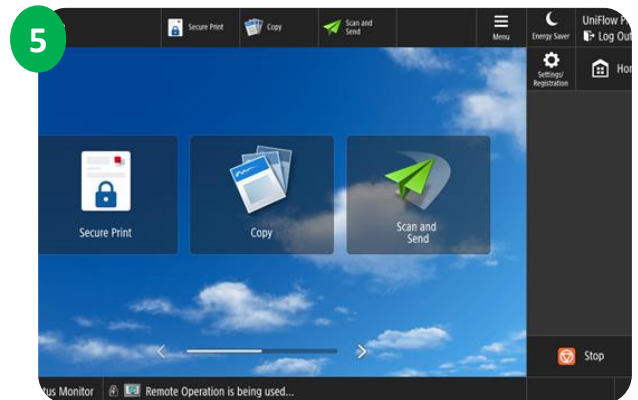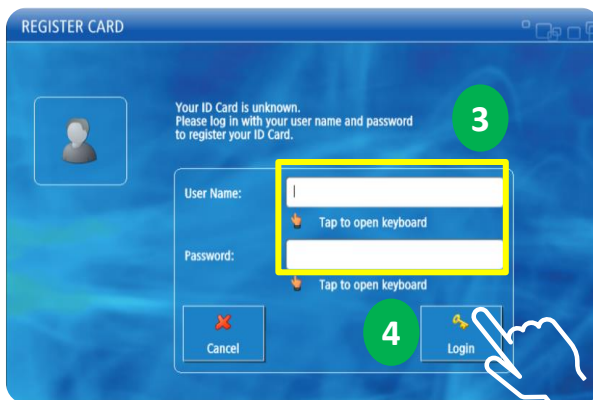
First Time Login (Card Registration)

- Register your employee ID card to use the Canon MFD

1. User walk to the nearest Canon MFD.
2. Tap user ID card at the card reader attached on Canon MFD.

3. User will require to enter User Windows Login username and password.
4. Press "Login" after key in windows login details.
5. Successfully register user ID Card.

Note:

- *Machine will automatically logout after 30 seconds, please tap your ID card if you intend to use the machine again.*
- *In the event without ID card, please perform login using Windows Login credentials.*
- *Tap user ID card at the card reader attached on MFD to **Login and Logout**.*

Login Method To Canon MFD

- Using User ID Card
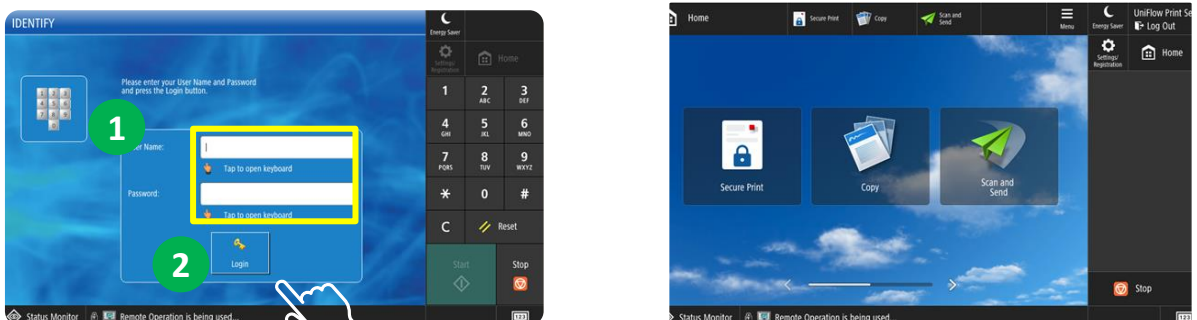

1. User walk to the nearest Canon MFD
2. Tap user ID card at the card reader attached on MFD.

Note:
- *Tap user ID card at the card reader attached on MFD to **Login and Logout**.*

- Using User Name & Password

1. Press <UserName> Enter your windows login name and password
2. Press <Login>.

Note:
- *Machine will automatically logout after 30 seconds, please tap your ID card if you intend to use the machine again.*
- *In the event without ID card, please perform login using Windows Login credentials.*
- *Tap user ID card at the card reader attached on MFD to **Login and Logout**.*

Copy Document With Canon MFD

■ Perform Copy operation
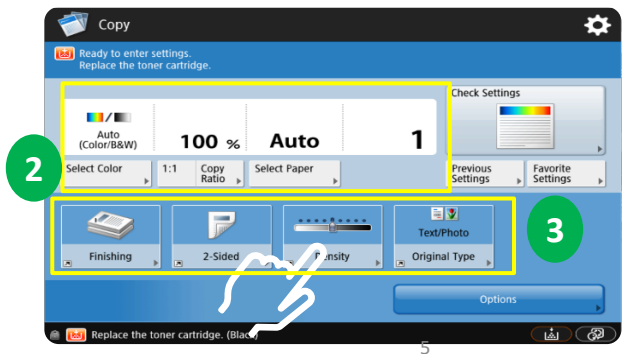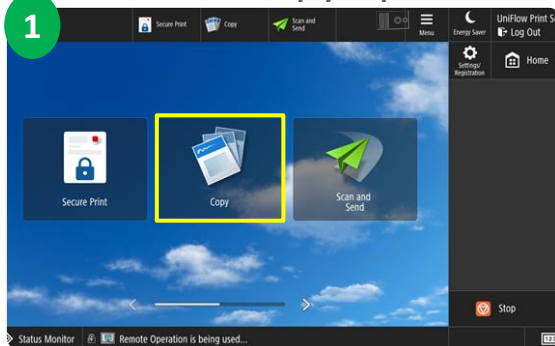
1. Pressing <Copy> displays the Copy Basic Features screen.
2. Select setting buttons such as copy ratio, paper size, and number of copies. Make sure to confirm the settings in order to copy properly. To change the settings, press the button under the display section.
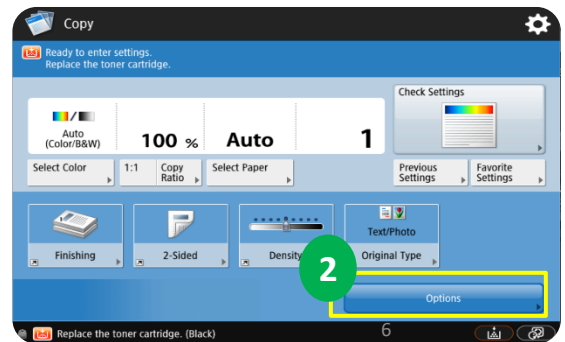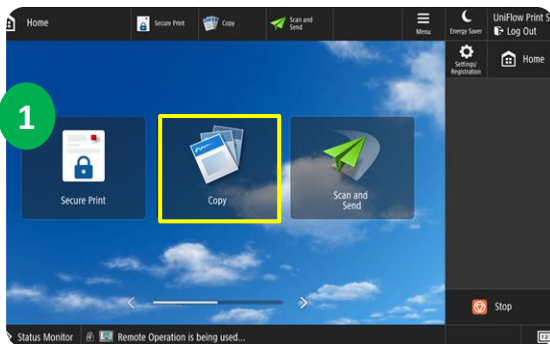3. Press <Options> to displays all the function setting buttons.

■ Copy ID Card
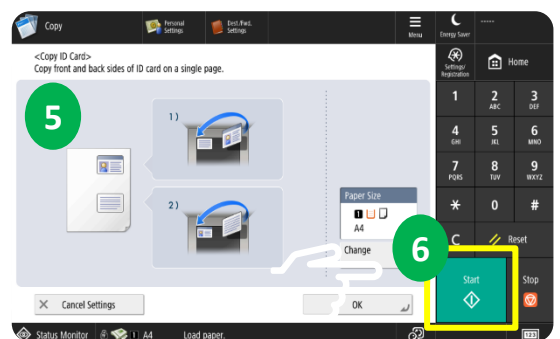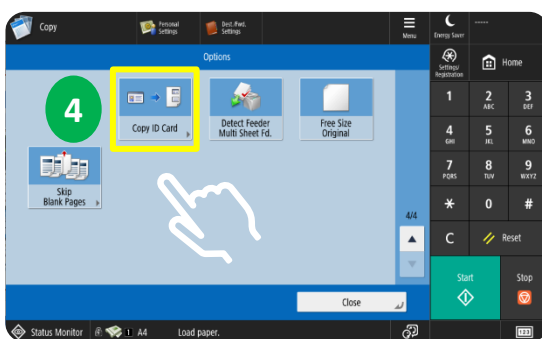
4. Press <Copy ID Card> to copy both the front and back of an ID card onto a single sheet of paper.
5. Follow steps shown in control panel on how to place an ID card on the platen glass.
6. Press <Start> to start the scan front side then later continue with the back side.

Perform Job Build

■   Perform Job Build

1. Pressing <Copy> displays the Copy Basic Features screen.
2. Press <Options> to displays all the function setting buttons.
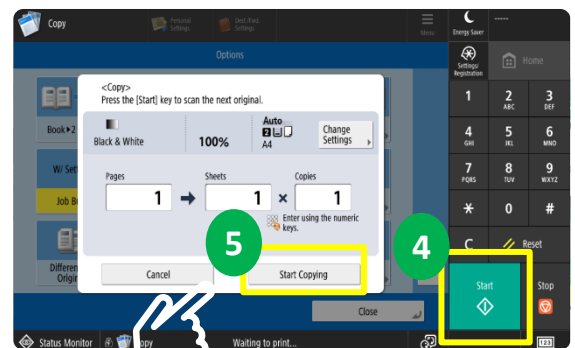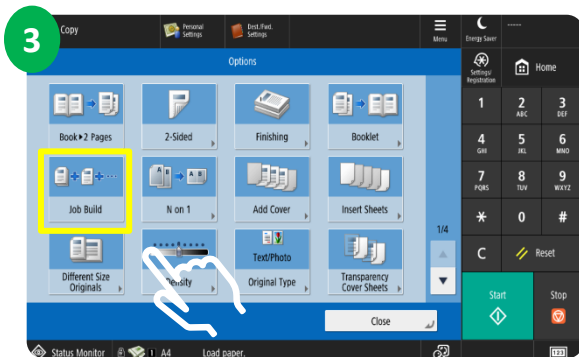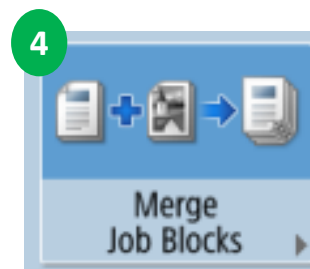

3. Press <Job Build> to scan multiple pages separately and copy together.
4. Press <Start> to start the scan documents.
5. Once all page finish scanning, press <Start Copying> to complete the job.

Other Copy Features

- Other features

1. Pressing <Skip Blank Page> help to detects blank pages when copying. This will reduce printing unnecessary blank pages.
2. Press <Area Designation> to frame areas or black out areas in the scanned image.

3. <Secure Watermark> can be use on output to enforce document security.
4. Press <Merge Job Blocks> to scan multiple batches of originals with different copy settings and print them as one document.

Print via Secure Printing Input Print Driver
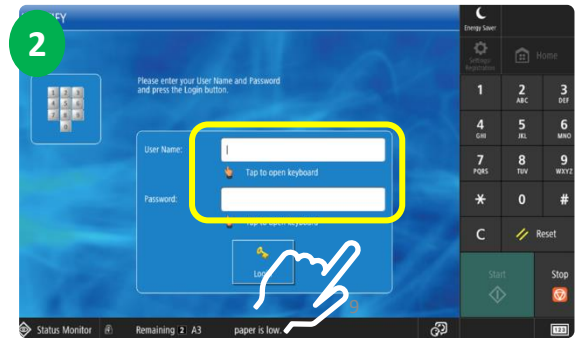
- Send Print Job via Secure Printing Input Print Driver
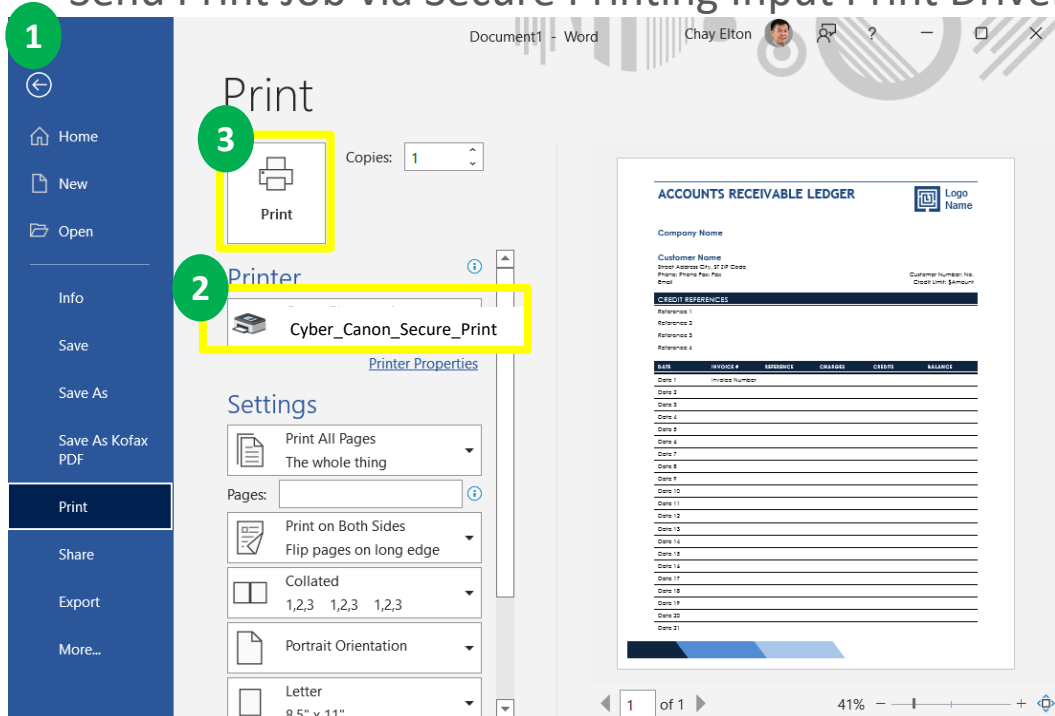
1. At Workstation. Open a document and select <File> and then press <Print>.
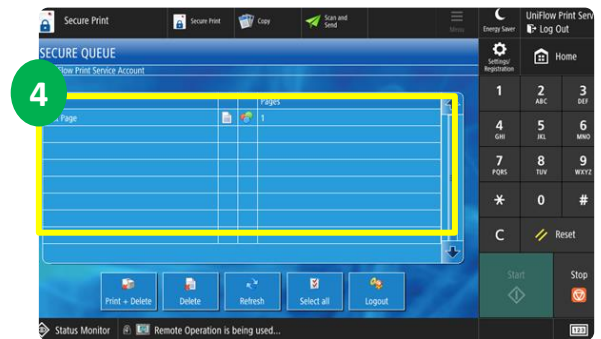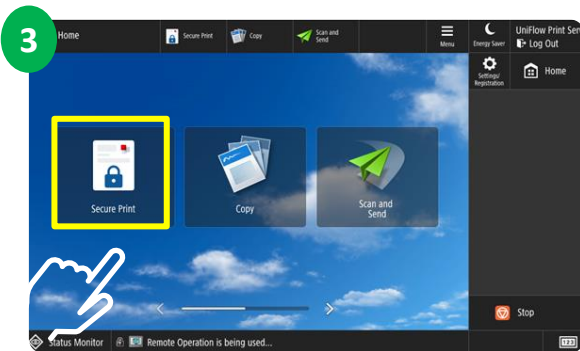2. Select <Cyber_Canon_Secure_Print> from printer list.
3. Press <Print>.

Note:
- CBJ Driver : Cyber_Canon_Secure_Print
- MLK Driver : MLK_Canon_Secure_Print
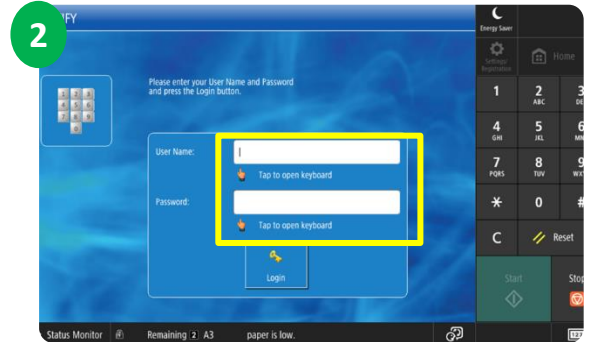
Release Print Job via Secure Print Driver

1. User walk to the nearest Canon MFD and tap user ID card at the card reader attached on MFD.
2. User may also Login using User Windows Login username and password.
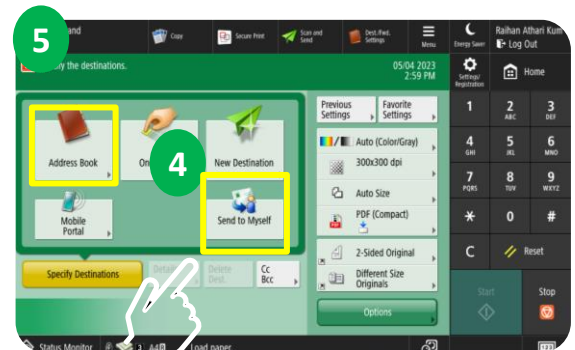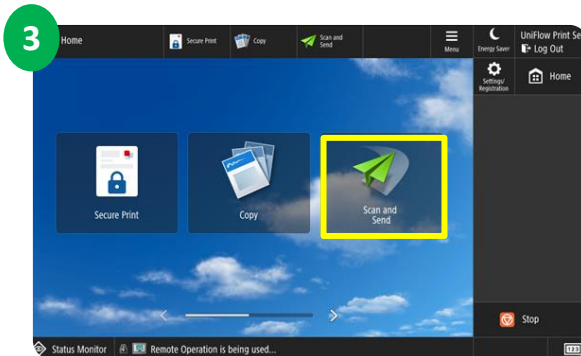

3. Select <Secure Print> to view print jobs
4. Select your document for printing.
   Then select <Print + Delete> to release your print job.
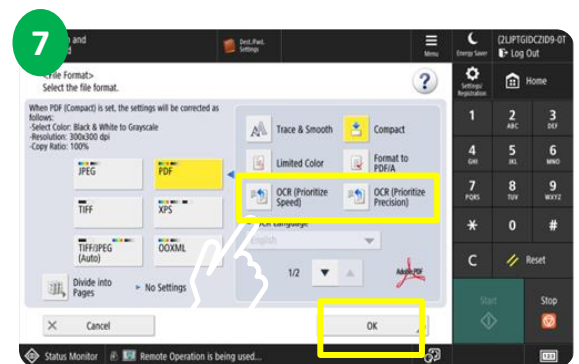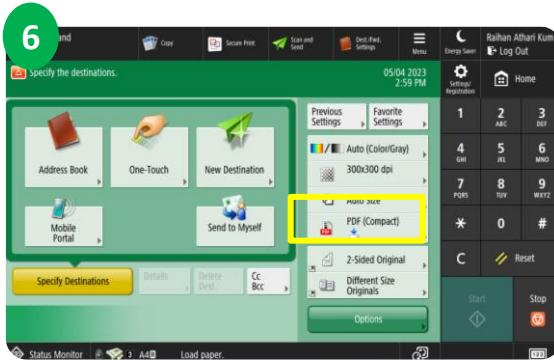
Scan to Myself

1. User walk to the nearest Canon MFD and log in with access card.
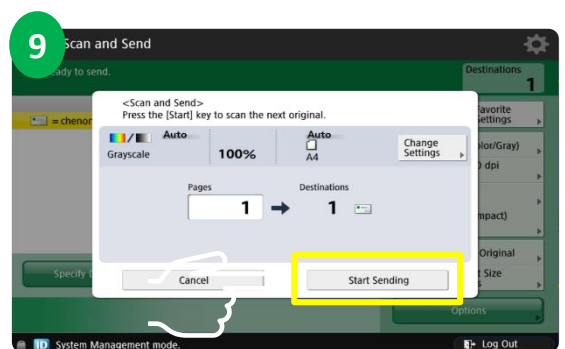2. User may also Login using User Windows Login username and password.

3. Select <Scan & Send> at the main menu.
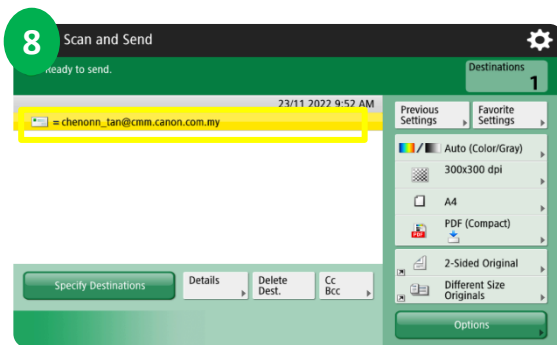4. Select <Send to Myself>.
5. Select <Address Book> to select other destinations.

Scan to Myself

6. Select <PDF (Compact)>.
7. Press **<OCR (Prioritize Speed) / (Prioritize Precision>**
   to scan   words from a document and convert them
   into searchable text in a PDF file. Press <OK>.


8. Select your email and place document on feeder
   and press   <Start> button to start scanning
9. Press <Start Sending> button to complete the job.

Other Scan Features

- Other features

1

Skip Blank
Originals ▶

2

Job Build

1. Pressing **<Skip Blank Page>** help to detects blank pages when scanning. This will reduce scanning unnecessary blank pages.
2. Press **<Job Build>** to scan the originals separately and send them as a batch of documents. Documents scanned with both the feeder and the platen glass can also be sent at the same time.

3

Preview

4
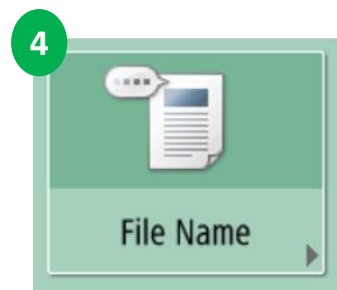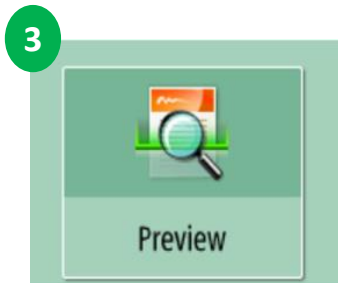
File Name ▶

3. Press **<Preview>** to check scan originals before sending. You can also delete, move or switch pages on the preview screen.
4. Press **<File Name>** to change the file name of the documents.

Help Desk Management

Toll free number
1800-18-2000

Canon website
Canon.my

Device Break-Fix
Management

Consumables
Management