Regis College: Printing to the UniFLOW Secure Printer(s)

From an application (Word, Excel, Acrobat, Firefox, etc.) on a Regis PC select “File – Print”

There are TWO UniFLOW secure Input Printers

**UniFLOW_BW_SecurePrinter** (for B&W Printing)

**UniFLOW_Color_SecurePrinter** (for Color Printing)

Color prints \ copies cost more than B&W

Only choose the UniFLOW_Color_SecurePrinter when you want to print color.
Click on “Properties” if you want Double Sided or Stapled Prints

Then walk to the nearest Canon Multi Functional Copier on campus.
(If you have not yet registered your Regis Card you will need to do that before you release your print jobs)

Tap your Regis Card on the Card Reader Attached to the Canon to log into the Copier.
The Canon Screen will unlock allowing you access to Copy, Scan, or UniFLOW Secure Print

Press the UniFLOW Secure Print Button
Pick Your Secure Print jobs to Print or delete (if you no longer want to print them)

You can highlight a job and select the “Options” button

The Options button allows you to make late stage changes to the Print Settings before you release the job
You can use the “Select All” button to select all Print Jobs to print or delete at the same time.

When you are DONE printing from your UniFLOW Secure Print Queue you can either “Logout” or press the Main Menu button to the left of the touch screen to go to the Copy or Scan functions.