



CANON SOLUTIONS AMERICA

New York Institute of Technology



Feature User Guide

Badge Registration

Device Login

Secure Print

Secure Scanning

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Preface

New York Institute of Technology, as part of the Canon device model refresh, has now implemented uniFLOW features. The features are designed to provide security and cost savings.

Secure Print:

This feature allows all users to print to a single printer, yet retrieve their print jobs from any Canon device anywhere in the district. The user will see only the jobs that they printed on the screen of the Canon device.

The Desktop Support group will assist with or provide instructions for the deployment of the Canon_Secure_Print printer for your computer.

Secure Scanning:

Users can scan to their own email quickly and easily. User can search directories to scan to other users' email addresses. All email sent comes from the logged in user's email address. Users can also scan to their mapped home folders.

Device Authentication:

Users will now be required to "login" to Canon devices with their employee badge or their username & password. This is necessary to allow the system to know whose print jobs to display at the device for the secure print release feature.

Self-Badge Registration:

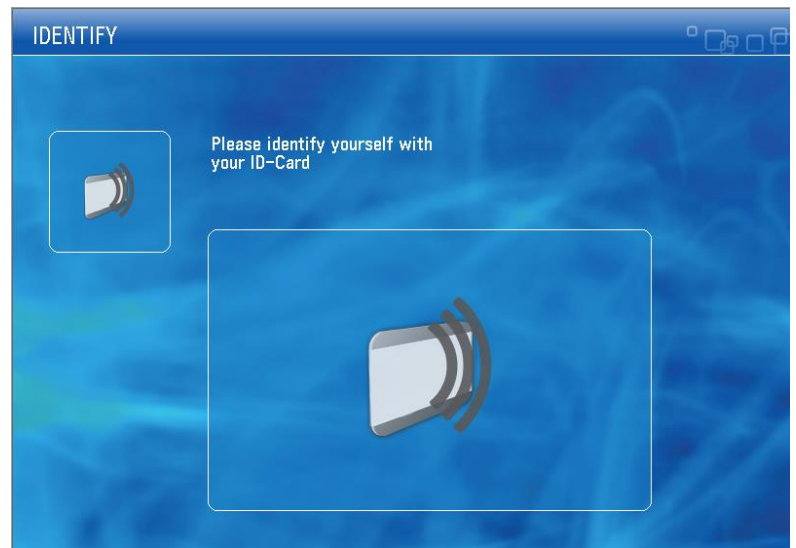
On first use, users will be required to register their employee ID badges into the system.

User ID Badge Registration

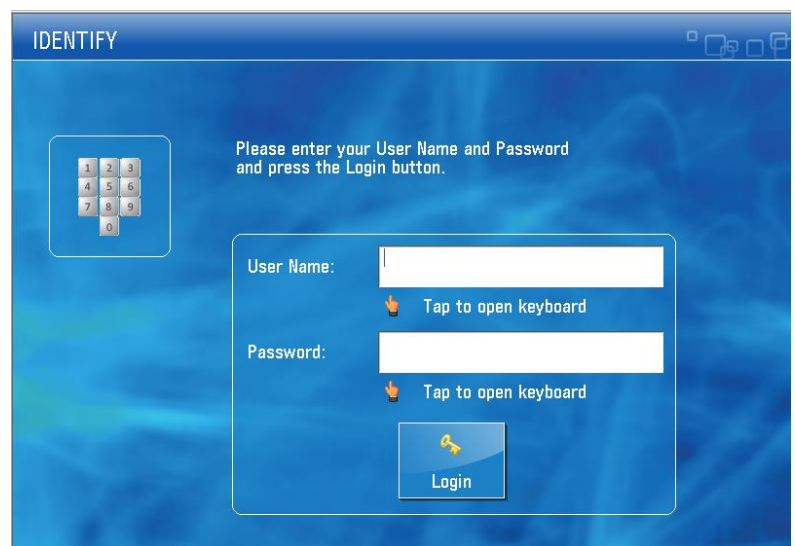
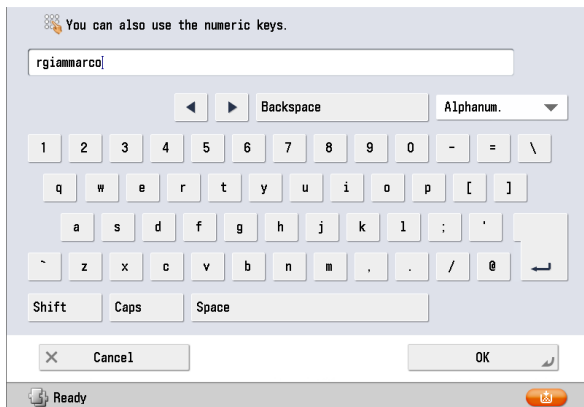
Swipe magnetic ID badge strip through reader.



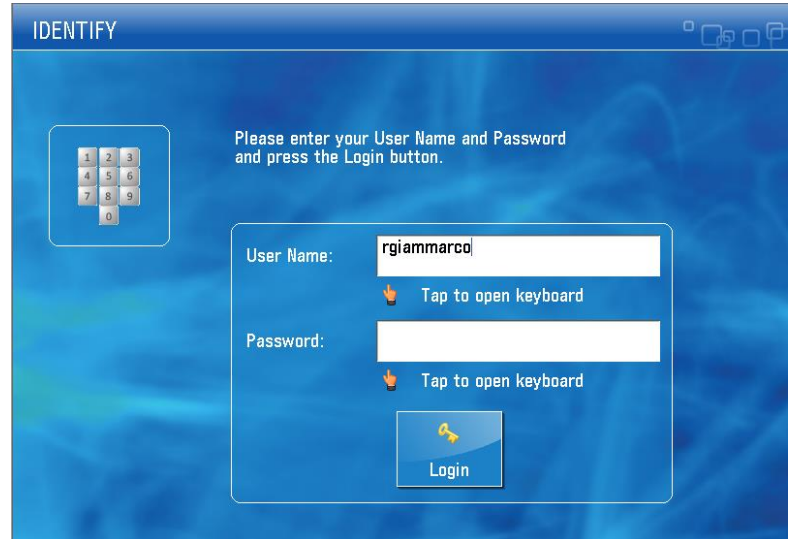
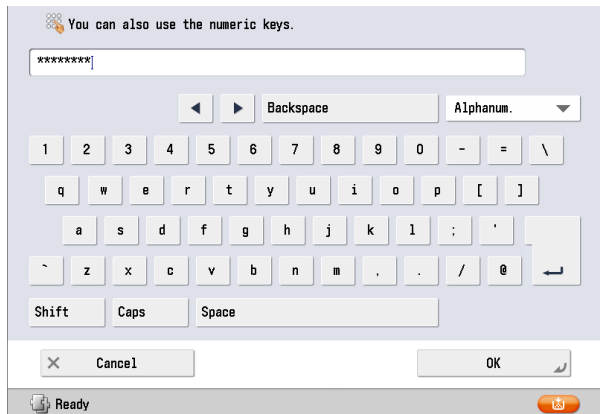
Since your badge is not known to the system, you will be prompted for username and password confirmation on the first login. If your badge is lost and replaced, you will be prompted again on its first use.



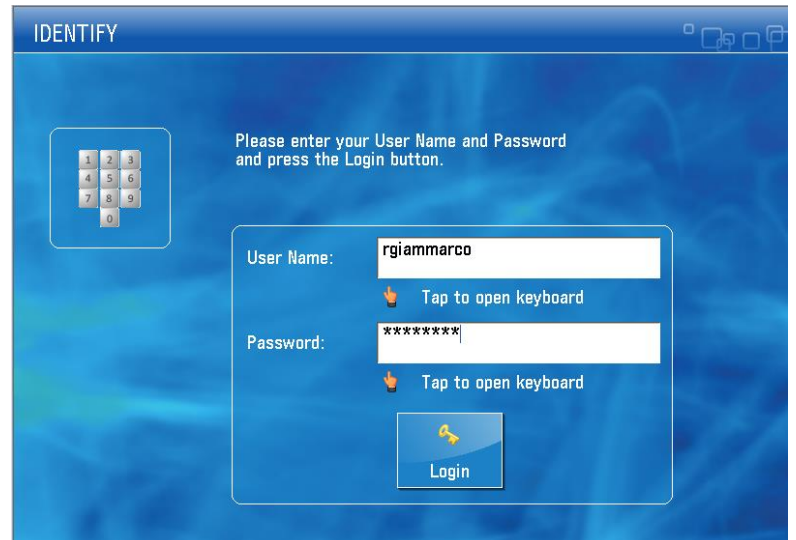
Enter Network Credentials:
Touch the User Name: field to open the soft keyboard. Enter your login name and touch OK.



Touch the Password: field to open the soft keyboard. Enter your password and touch OK.



Touch the Login icon.
If logged in to the device, you have successful registered your badge.



Login with ID Badge or Network Credentials

Swipe magnetic ID badge strip through reader.

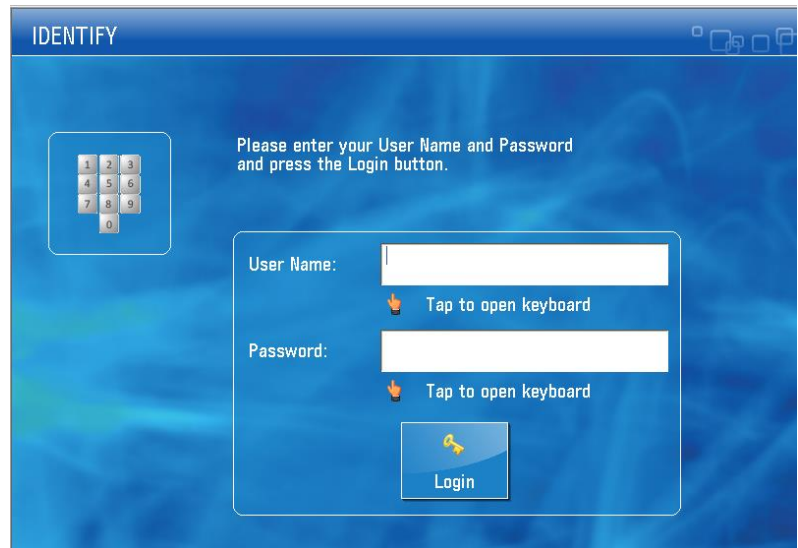
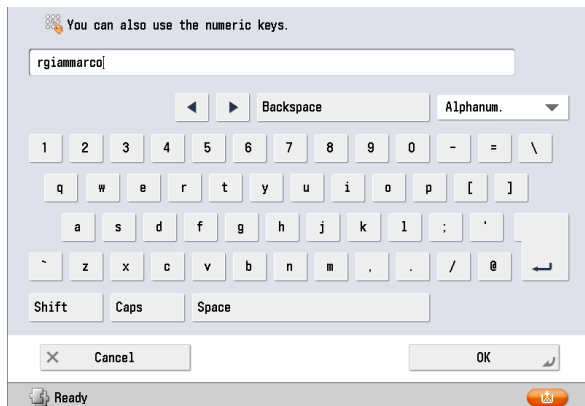


Alternatively, touch the AD Login icon to access the Username/Password login screen.

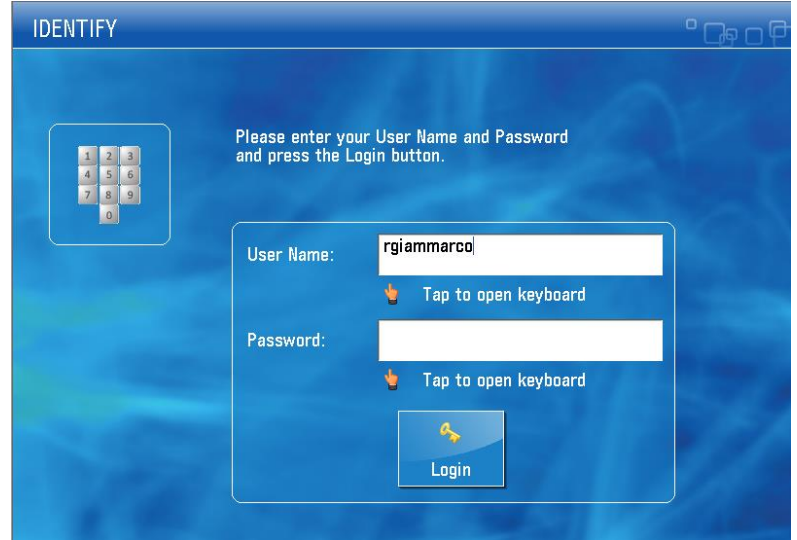
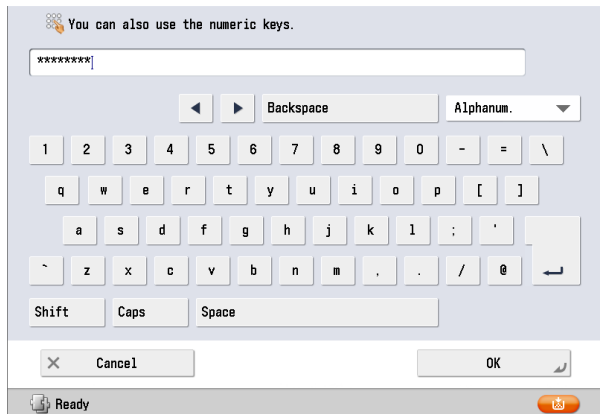


Login with Network Credentials:

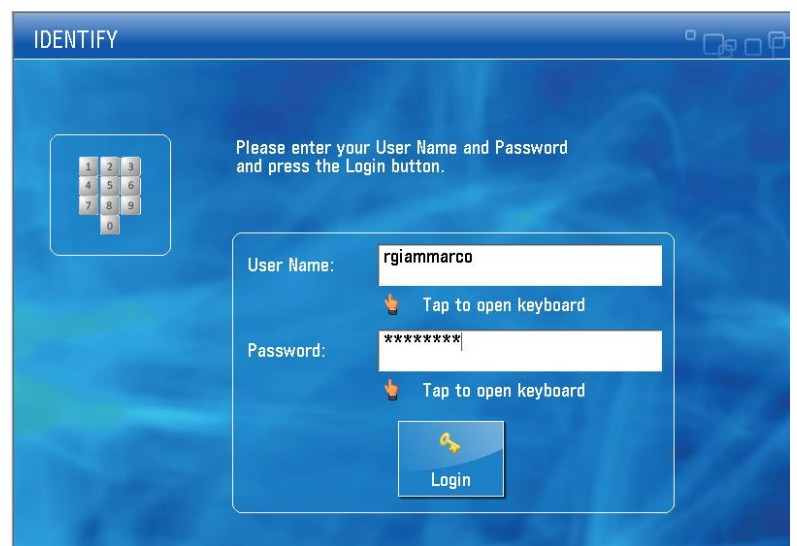
Touch the User Name: field to open the soft keyboard. Enter your login name and touch OK.



Touch the Password: field to open the soft keyboard. Enter your password and touch OK.



Touch the Login icon.

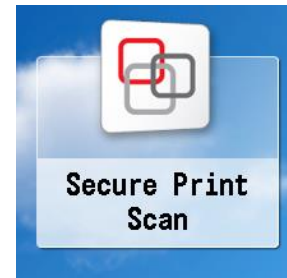


Secure Print Release

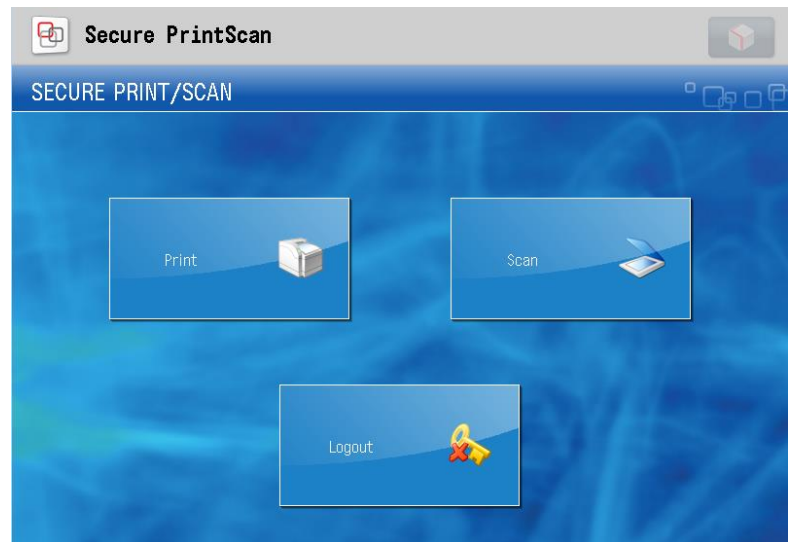
*Users must print to the **Canon_Secure_Print** printer that is configured on their workstation.*

If you do not have this printer, please contact the Desktop Support Group for assistance in installing this printer.

Touch the Secure Print / Scan icon.



Touch the Print button.



This screen shows the logged in user's secure print jobs. The icons displayed across the bottom of the screen depend on the specific system configurations and features being used.

The most commonly used are shown here.

Print+Delete: Prints job and removes from system

Delete: Remove job from system

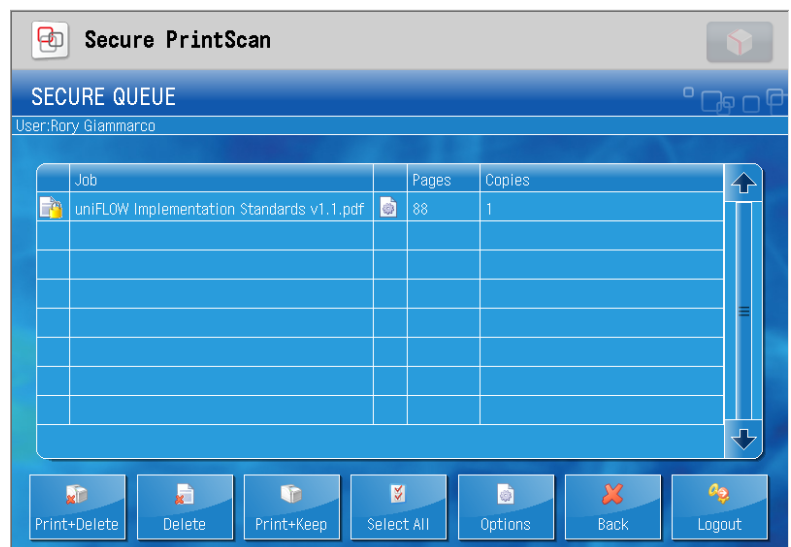
Print+Keep: Prints job and retains in system for future printing for a limited time

Select All: Selects all print jobs in list

Options: Change output settings of selected print job

Back: Returns to Print/Scan screen (if in use)

Logout: Logs out user from device



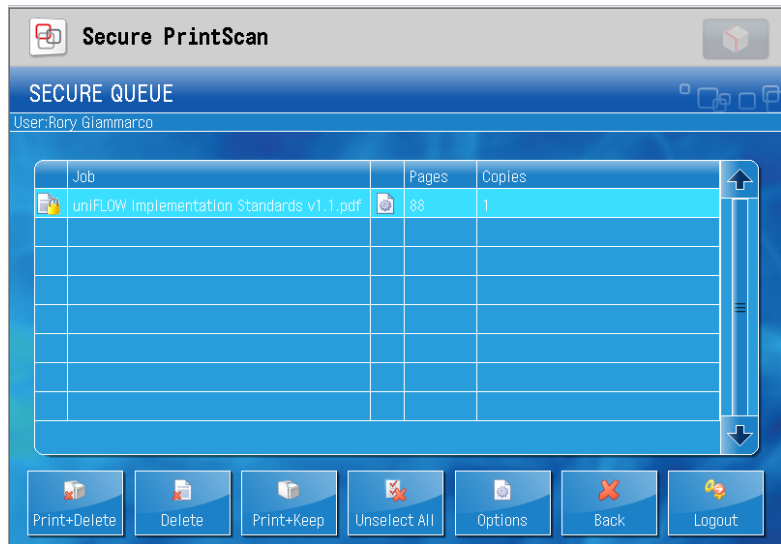
To release secure print job(s), touch the job(s) to select each one (or use select all icon if displayed), then use one of the print icons to release the job(s).

To return to the device's Main Menu, press the Main Menu hardware key (or software key depending on device model)



To go directly to scanning, touch the Back button then the Scan button.

If finished, touch the Logout button.

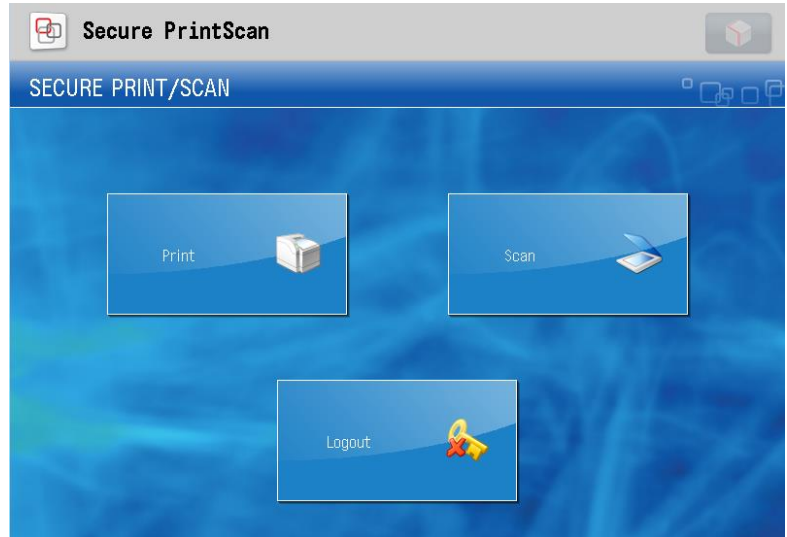


Secure Scanning

Touch the Secure Print / Scan icon.



Touch the Scan button.



The Scan Workflows screen is displayed. The user sees only the workflows they are permitted to use. Initially, for NYIT, the workflows shown here have been created.

Scan to Email:

Send scanned document to anyone's email address(es) via manual entry and/or user lookup.

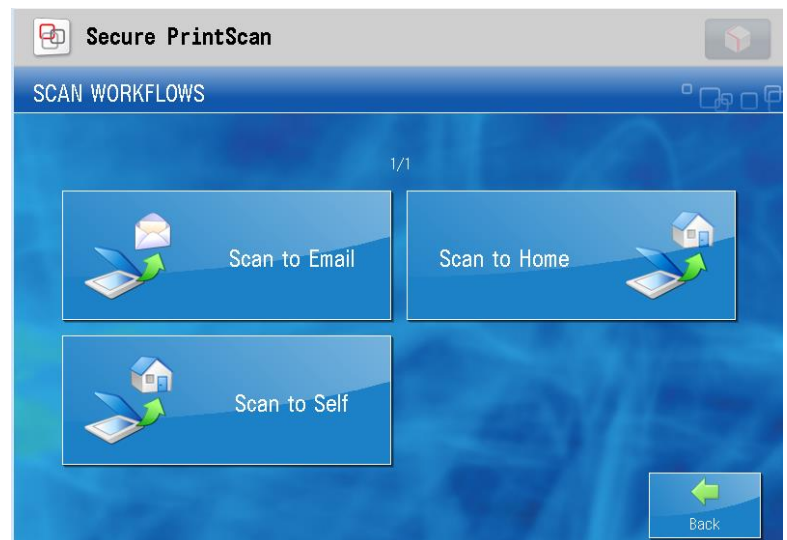
Scan to Home:

Send scanned document to the root of the logged in user's mapped homed folder with minimal steps.

Scan to Self:

Send scanned document to logged in user's email with minimal steps.

Touch the desired Scan Workflow icon.

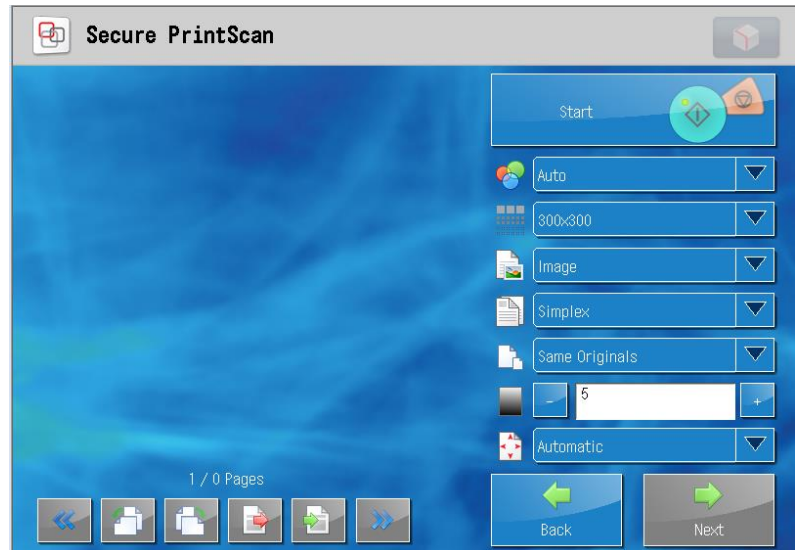


This is the main scanning screen.

On the right column there are specific settings that may be changed if necessary **prior to scanning** the document(s).

To change a setting, press the down arrow to open the list then choose a selection. The individual settings are detailed in the next 7 screens. Change settings if needed.

Place original documents face-up in the document feeder or place a single page face-down on the document glass. Press the green Start Button either on the LCD panel or on the hardware button panel to initiate the scan.



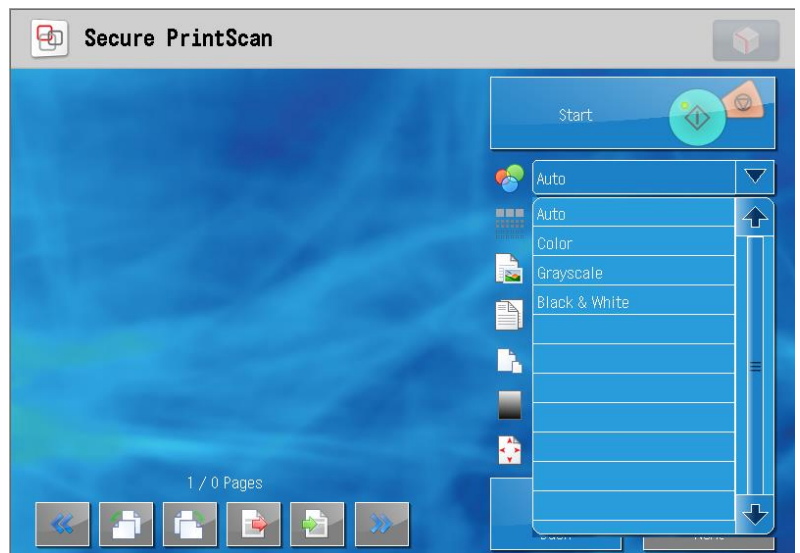
Color

Auto: automatically detects color, vs B&W pages in a document and scans as such

Color: Forces color scanning of entire document (blacks will be scanned as composite blacks)

Grayscale: All pages will be scanned in grayscale

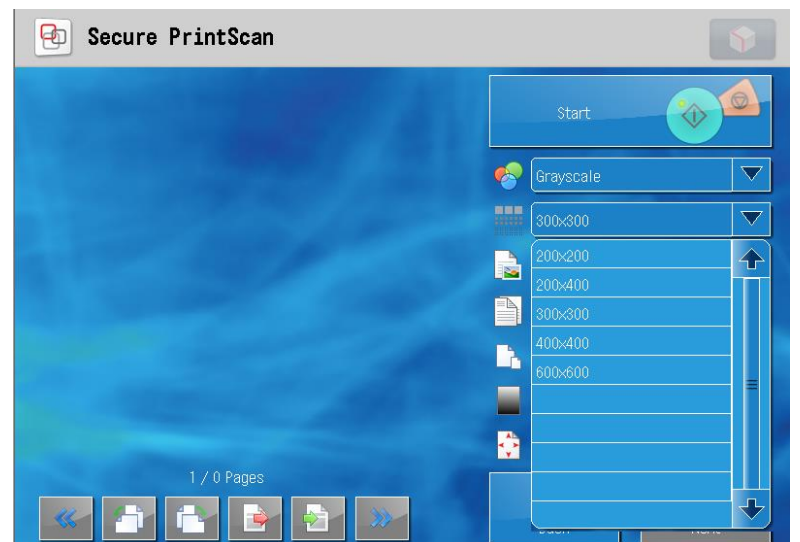
Black & White: All pages will be scanned in B&W



Resolution

Selectable from 200x200 dpi. to 600x600 dpi. (Dots per inch) depending on configuration 300x300 dpi. is the usual default.

Resolution affects scan quality and file size. 300x300 dpi is considered the minimum for Object Character Recognition (OCR). Text documents should be scanned at 300x300 dpi and B&W for clarity and proper OCR. Photos may be scanned at much higher resolution for best quality but file sizes will be large. Consider file size attachment limits when scanning to email.





Original Type

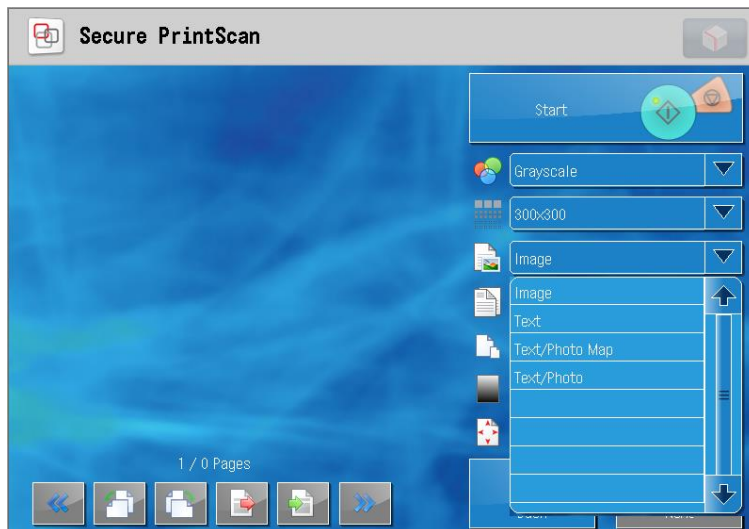
Image: Document is mostly images

Text: Document is all text

Text/Photo Map: Document is mostly text with line drawings, maps, etc.

Text/Photo: Document has both text and photos

Scanner makes adjustments to suit these different document types.

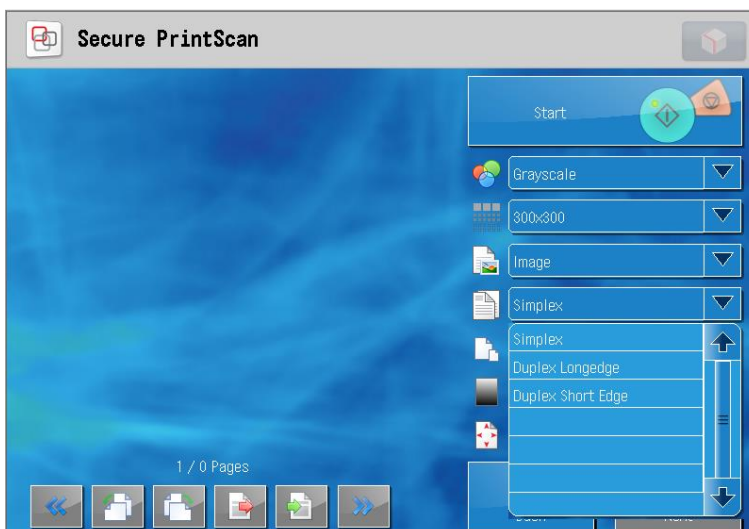


Document Sides

Simplex: Document is single-sided

Duplex / Long Edge: Document is 2-sided portrait orientation and turns like a book with the binding on the long edge of the paper.

Duplex / Short Edge: Document is landscape orientation and turns like a book with the binding on the short edge of the paper.

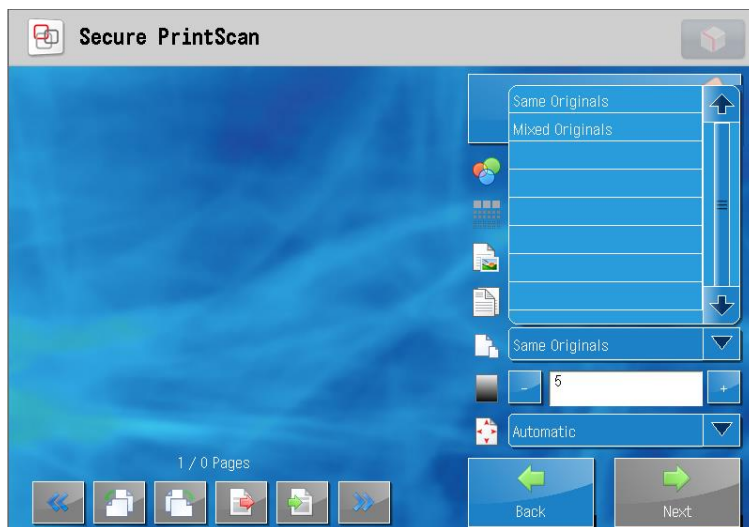


Same / Mixed Originals

Same Originals: All pages sizes in document are the same

Mixed Originals: Document contains mixed size originals

For letter/legal mixed documents, jog pages to the top edge and scan them in short edge feed orientation with the top edge first into the document feeder. Each page is detected and properly sized in the digital file.





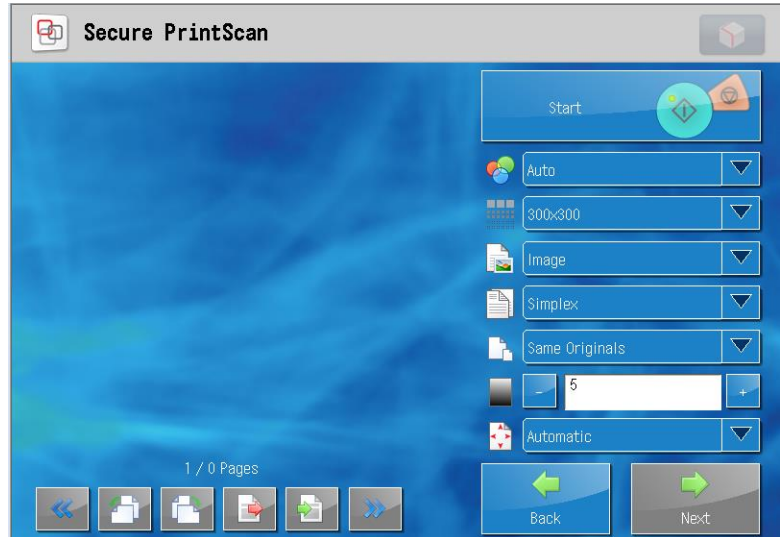
Brightness



Increases brightness



Decreases brightness

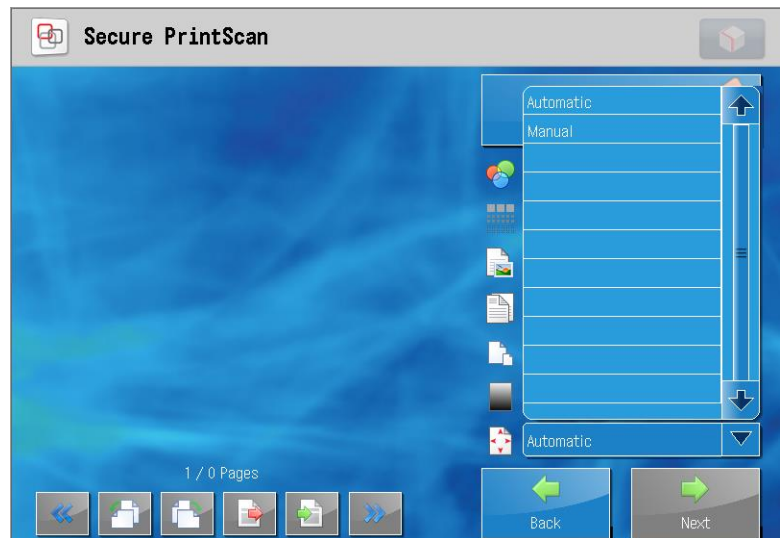


Scan size

Automatic: File page sizes will match detected document page sizes.

Manual: User will be prompted for output page size.

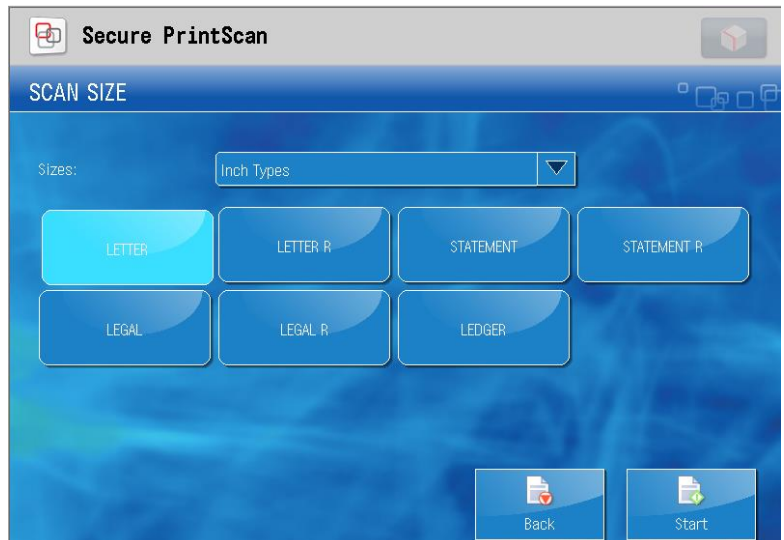
Manual is most useful for scanning small pieces of paper (such as receipts) from the platen glass. Be sure to position them within the indicated boundaries for the page size you select.



Scan size selection screen.

This screen is only displayed after starting a scan when the user had selected Manual Scan Size or if the device fails to detect the size of a document placed on the glass.

Select the size required and press Start.



Scan preview appears.
 You may scan more pages.
 You may manipulate the scanned pages.



Go back 1 page



Go forward 1 page



Rotate page 90° counter-clockwise



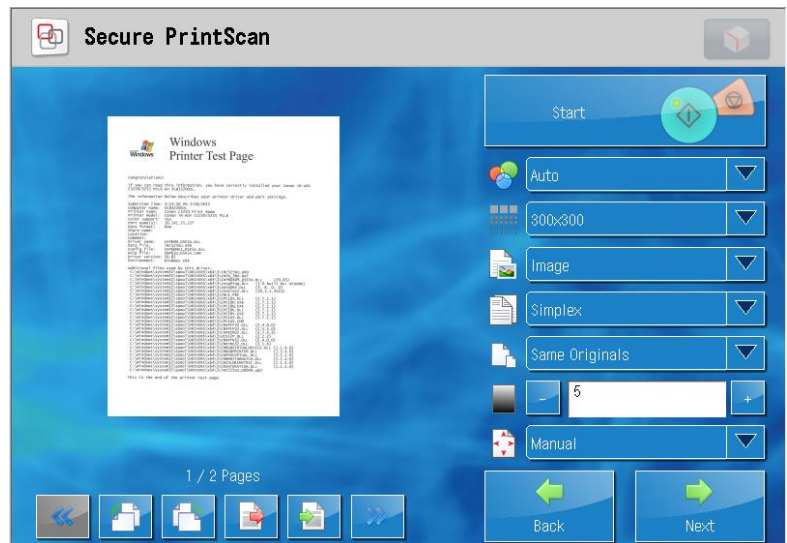
Rotate page 90° clockwise



Delete page



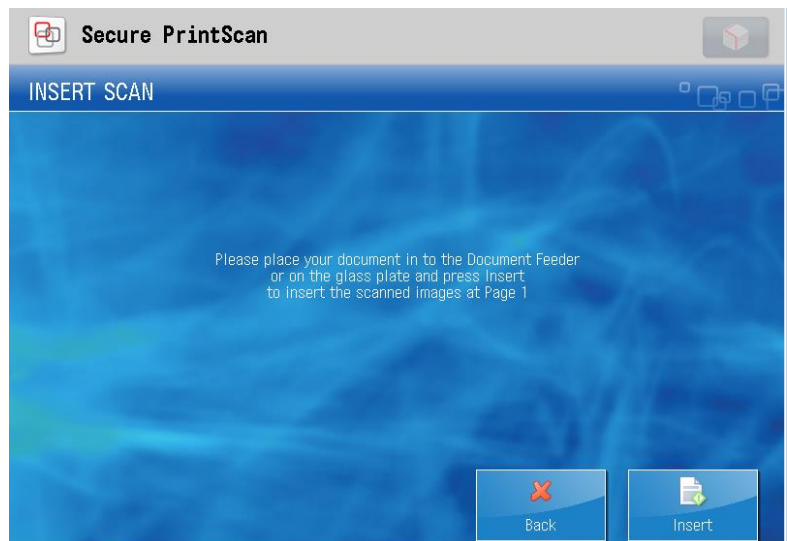
Insert scan (after current page displayed)



Insert Scan Screen.

This screen will be displayed only if the user presses
 Insert scan icon shown in previous step.

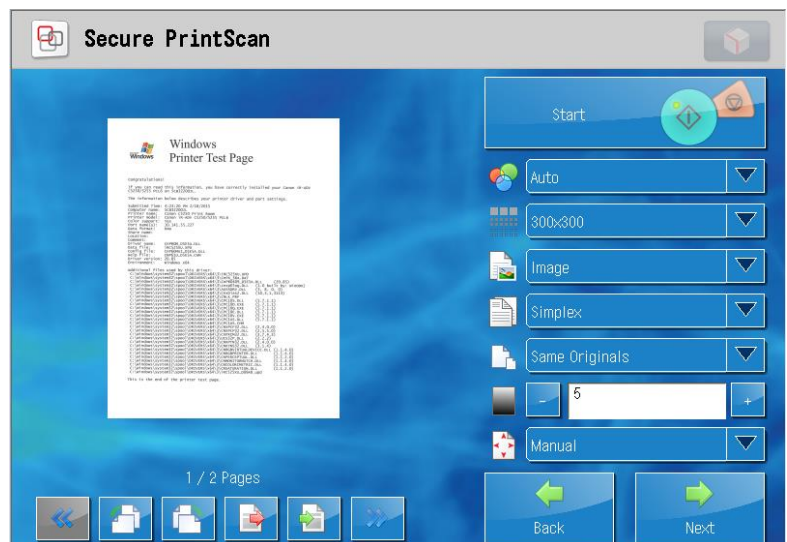
Follow instructions on screen.



Once all pages have been scanned, press the Next button.

For Scan to Self and Scan to Home, the operation is complete. The scanned document is delivered.

For Scan to Email, there are additional steps for choosing the recipient(s) that follow.



Email recipients screen.

To:, CC:, and BCC: recipients can be entered.

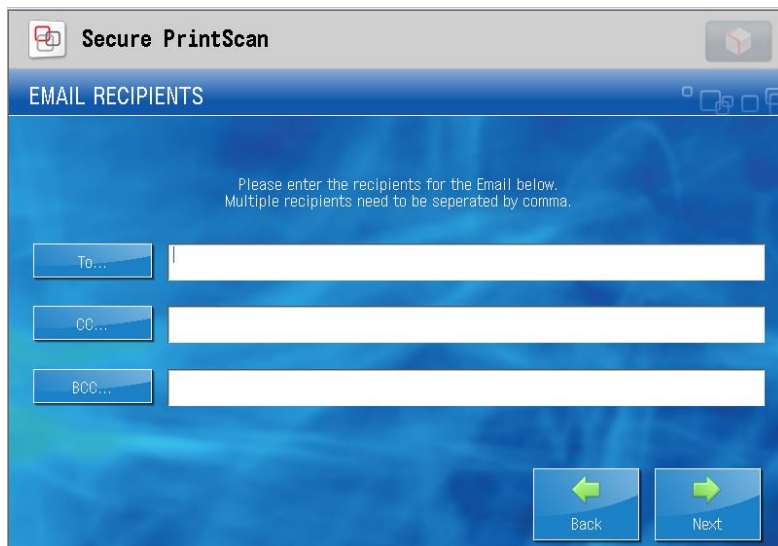
To search for internal email addresses:

Tap the To:, CC: or BCC: button.

Proceed with the instructions that follow this step.

To manually enter email address(es):

Tap the white space next to the TO:, CC:, or BCC:, buttons. Using the soft touch keyboard, enter the full email address(es) and press OK. Be sure to include a comma between email addresses.



The screen shows the 'EMAIL RECIPIENTS' section of the Secure PrintScan application. It has a blue header with the title and a small icon. Below the header, there is a message: 'Please enter the recipients for the Email below. Multiple recipients need to be separated by comma.' There are three input fields, each preceded by a button labeled 'To...', 'CC...', and 'BCC...'. At the bottom right, there are two buttons: 'Back' with a left arrow and 'Next' with a right arrow.

Searching for email addresses:

Tap the white space next to Search:



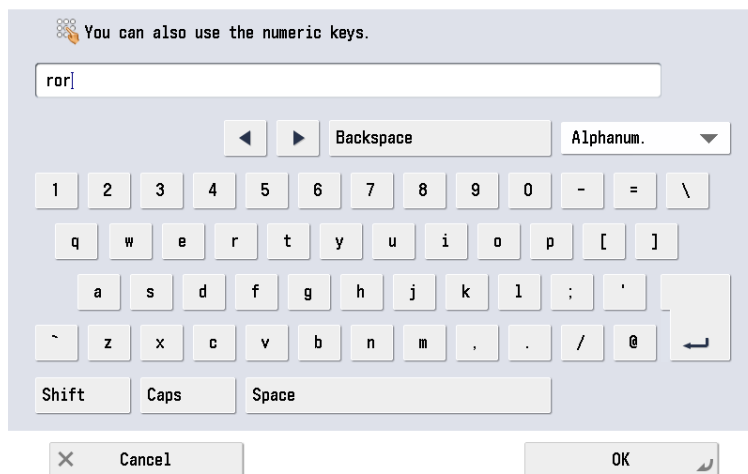
The screen shows the 'Addressbook' search interface. At the top, there is a dropdown menu labeled 'Addressbook:' with 'Internal' selected. Below it is a 'Search:' text box. A table of results is displayed below the search box. The table has two columns: 'Name' and 'Email'. The results are as follows:

Name	Email
Administrator	Administrator@ncslab.com
Allon Massil	amassil@ncslab.com
Andrew Liang	aliang@ncslab.com
Chris Parouse	cparouse@ncslab.com
Dmitry Radziuk	dradziuk@ncslab.com
Jerry Mangone	jmangone@ncslab.com
Kirk Adikes	kadikes@ncslab.com

At the bottom right, there are three buttons: 'Search' with a magnifying glass icon, 'Back' with a red X icon, and 'OK' with a green checkmark icon.

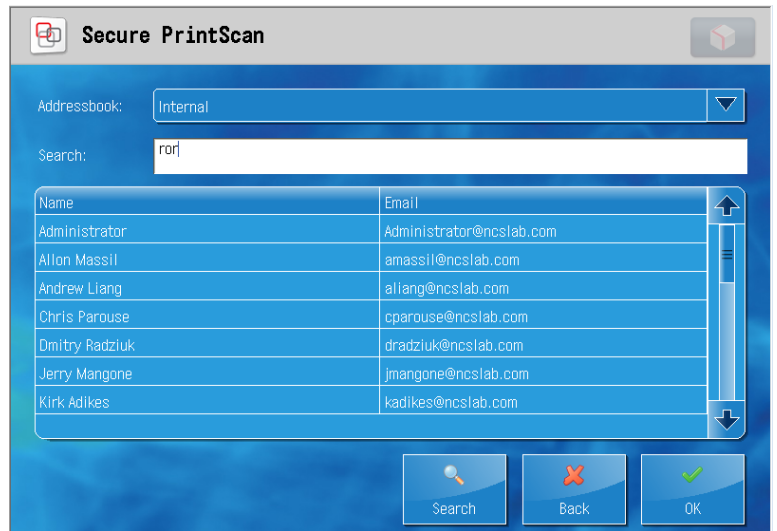
Enter a partial string of characters known to exist anywhere within the name or email address of the person you are searching for. The more refined the search, the less results there will be.

Press OK.



The screen shows a soft touch keyboard. At the top, there is a message: 'You can also use the numeric keys.' Below this is a text input field containing the text 'ror'. The keyboard has a standard QWERTY layout with additional keys for navigation (left and right arrows), 'Backspace', and 'Alphanum.' (a dropdown menu). The bottom row includes 'Shift', 'Caps', and 'Space' buttons. At the very bottom, there are 'Cancel' and 'OK' buttons.

Tap the Search Button



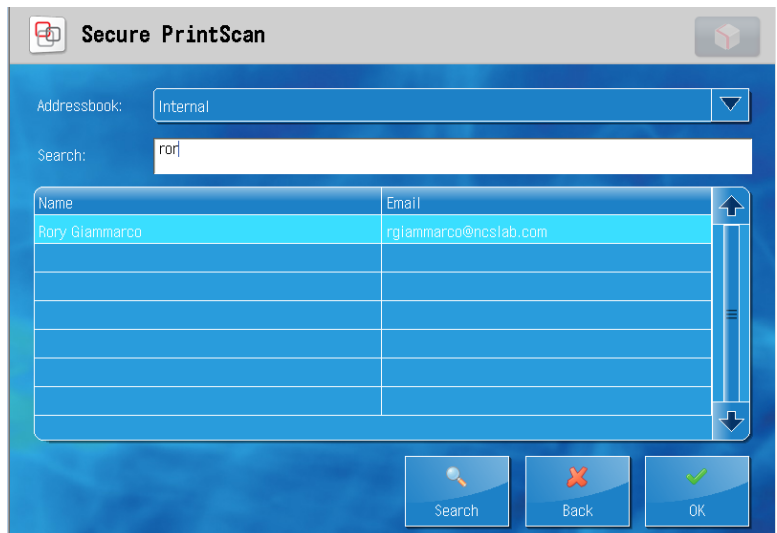
The screenshot shows the 'Secure PrintScan' application interface. At the top, there's a header with the app name and a logo. Below it, a dropdown menu is set to 'Internal'. A search bar contains the text 'ror'. A table lists search results with columns 'Name' and 'Email'. The results are:

Name	Email
Administrator	Administrator@ncslab.com
Allon Massil	amassil@ncslab.com
Andrew Liang	aliang@ncslab.com
Chris Parouse	cparouse@ncslab.com
Dmitry Radziuk	dradziuk@ncslab.com
Jerry Mangone	jmangone@ncslab.com
Kirk Adikes	kadikes@ncslab.com

At the bottom, there are three buttons: 'Search' (with a magnifying glass icon), 'Back' (with a red X icon), and 'OK' (with a green checkmark icon).

Select the desired user in the search results and press OK.

You can repeat the process of searching for and adding additional email addresses. The commas will automatically be placed between the addresses when added in this fashion.



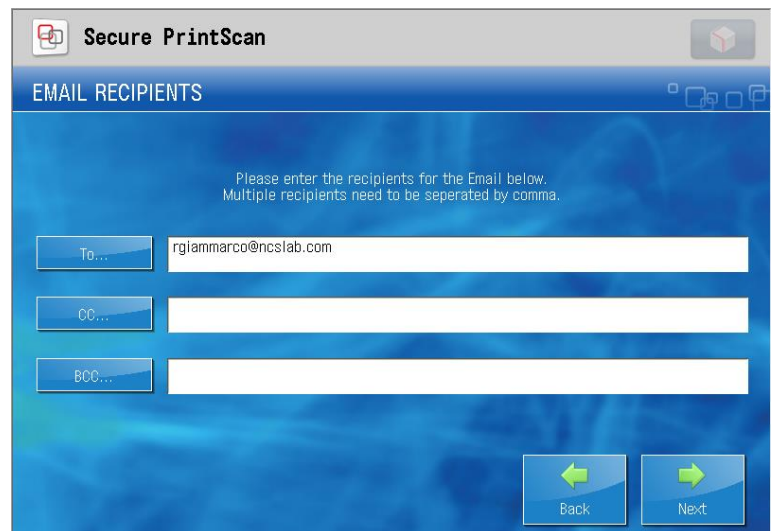
This screenshot is similar to the previous one, but the search results table now has only one entry selected, highlighted in blue:

Name	Email
Rory Giammarco	rgiammarco@ncslab.com

The 'Search' button is still present at the bottom.

When all desired email addresses are in the list, press Next.

The scanned document is now transmitted as an email attachment to all recipients and you are returned to the Print / Scan screen.



The screenshot shows the 'EMAIL RECIPIENTS' screen. It has a title bar with the app name and a logo. Below the title, there's a message: 'Please enter the recipients for the Email below. Multiple recipients need to be separated by comma.' There are three input fields labeled 'To...', 'CC...', and 'BCC...'. The 'To...' field contains the email address 'rgiammarco@ncslab.com'. At the bottom, there are two buttons: 'Back' (with a green left arrow) and 'Next' (with a green right arrow).

To return to the device's Main Menu, press the Main Menu hardware key (or software key depending on device model)



To go directly to secure print release, touch the Print button.

If finished, touch the Logout button.

