Sirva team,

We are pleased to introduce a new print and scan solution with the new **Canon** devices called **uniFLOW Online**. Below are some of the functions available with uniFLOW Online:

**Secure My Print Anywhere**

Submit print jobs to a single queue. All print jobs stay in a secure print queue until a user authenticates at the Canon device with a PIN code. Print jobs follow users from device to device, allowing the release of print jobs on any Canon device. Users can also alter finishing options directly at the device before printing.

**Scan to Cloud**

Scan directly to the following destinations from the Canon MFP:

* Scan to Myself (email)
* Scan to Exchange Online (email to others)

**Guest Printing**

Guest print jobs can be submitted as follows:

* Submit email to mobileprint@sirva.us.uniflowonline.com
* If the email comes from an account that is **not** in uniFLOW Online, uniFLOW Online will send back a job code that the user than enters at the Canon MFP to release their job:

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**Mobile Printing**

Mobile print jobs can be submitted multiple ways:

* uniFLOW Online Print and Scan app
* Submit email to mobileprint@sirva.us.uniflowonline.com
* Upload job via the uniFLOW Online tenant – <https://sirva.us.uniflowonline.com>

 **Let’s get started!**

Please see the following guides for instructions on the one-time registration steps. The checklist below can be used as an aid to ensure all necessary steps are completed.

⬜ Register SmartClient\*

⬜ Confirm you have received PIN code from canon\_notifications@sirva.com

(PIN code is emailed after a user registers the SmartClient)

⬜ Register your badge at the Canon MFP\*

⬜ Register to Scan to Exchange Online\* (if you intend to use this function at the Canon MFP)

⬜ How to - Submit & Release Secure Print job

⬜ How to – Verify and/or Reset Pin Code

\**one-time actions for initial onboarding*

**Step 1: Register SmartClient**

The SmartClient deploys the print driver.

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| 1 |  On your computer desktop, click the uniFLOW Online SmartClient icon in bottom-right tool tray. uniFLOW Online webpage will launch.If it does not appear in the tool tray or launch, please reboot your machine. |  |
| 2 | Log into the uniFLOW Online tenant by selecting the Continue with Sirva Login**Sign-in with your SSO login.** |   |
| 3 | A confirmation message will appear in your web browser once setup is complete. Please close this window or tab and minimize your browser.  |  |
| 4 | Click on the uniFLOW Online icon on your taskbar and select **Start** to close this window. | A screenshot of a phone  Description automatically generated |

**Step 2: Register your badge at the Canon MFP**

*Make note of the PIN code sent during Step 1 in email from canon\_notifications@sirva.com before approaching the* Canon *multi-function printer.
Note: this is a one-time step. Once your badge is registered, it will be recognized at all the Canon devices connected to uniFLOW Online..*

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| 1 | At the Canon MFP, swipe your building badge over the embedded card reader. | https://www.intuity.ie/wp-content/uploads/2020/06/contactless.png |
| 2 | When prompted for Card Registration Code, enter the PIN code sent from canon\_notifications@sirva.com  | A screenshot of a computer  Description automatically generated |
| 3 | Select **Register card** | A screenshot of a computer  Description automatically generated |
| 4 | *Card registration succeeded* will display on the device panel once badge is registered. You may now login to the Canon via badge or PIN code and are now able to secure badge print.  The remaining steps are optional and can be done at any time. | A screenshot of a computer  Description automatically generated |

**How-to | Submit Print Job to the Secure Queue**



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| 1 | **Open a file at your computer.** Select File >> Print.Select Canon Secure PrintChoose print options and print your file. | A screen shot of a printer  Description automatically generated |
| 2 | At the Canon MFP, swipe your badge to print or enter PIN code to authenticate. | A screenshot of a computer  Description automatically generated  |
| 3 | Select the Secure Print from the Home screen | A screenshot of a computer  Description automatically generated |
| 4 | To release print jobs, either:* Swipe right on selected print job
* Highlight print job(s) and select Print

OPTIONAL: Select Edit to modify print settings such as # of copies, color, staple, etc. | A screenshot of a computer  Description automatically generated |
| 5 | IMPORTANTPlease remember to select Log Out before walking away from the Canon device.**NOTE** - The below step is optional and can be done at any time. | A screenshot of a computer  Description automatically generated |

**Step 3: Register to Scan to Exchange Online *(optional)***

This step is only required if you intend to utilize the Scan to Exchange Online feature which allows you to scan direct from the Canon MFP to other email addresses. Note: the Scan to Myself workflow can be utilized when scanning to self.

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| 1 | Log into the uniFLOW Online tenant <https://sirva.us.uniflowonline.com> by selecting Continue with Sirva Login .**Sign-in with your SSO login.** |   |
| 2 | Locate the Notifications window within the Dashboard screen. | A screenshot of a computer  Description automatically generated |
| 3 | Select Connect for each destination you intend to scan to from the Canon multi-function printers.  |
| 4 | Select Authorize on pop-up screen. | A screenshot of a computer  Description automatically generated |
| 5 | Log in with your SSO to authorize.  | A screenshot of a computer  Description automatically generated |

**How-to | Verify or Reset PIN code**

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| 1 | Log into the uniFLOW Online tenant[**https://sirva.us.uniflowonline.com/**](https://sirva.us.uniflowonline.com/)by selecting Continue with Sirva Login**Sign-in with your SSO login.** |  |
| 2 | Select the **Dashboard tab**  | A screenshot of a computer  Description automatically generated |
| 3 | Highlight the **PIN row under *Identities***Place cursor to the end of row to select the 3 dots to select either: **Show PIN code or Delete identity\****\*If you delete identity, move forward to Step 4* | A screenshot of a computer  Description automatically generated |
| 4 | To re-issue a new PIN code, select **+Add Identity** | A screenshot of a computer  Description automatically generated |
| 5 | Select **PIN from the *Identity type* drop-down**Select  **Save** | A screenshot of a computer  Description automatically generated |
| 6 | uniFLOW Online sends end user an email with new PIN code. |  |