



The
Frederick
Gunn
School

How to Print

Using the Canon Copier System

The Chrome extension...

If you are logged into Chrome with your frederickgunn.org account, you should see the Chrome extension installed.

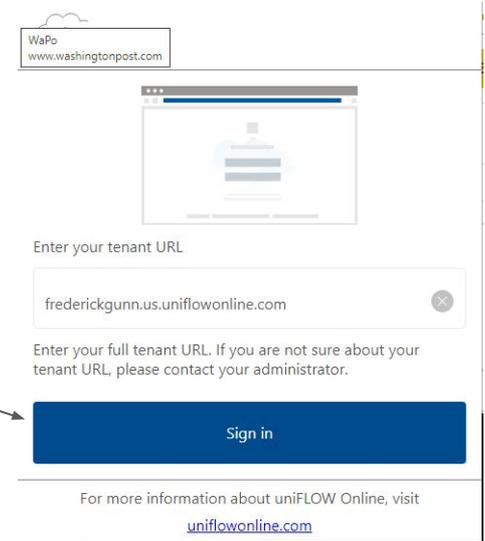
Click the extension and sign in (using your Google credentials).

Once that is done, when you try to print from Chrome, you should see a printer called FGS_CloudPrint.

You can get your print job from any Canon copier on campus. See the slide [Getting Your Print job](#) for details.

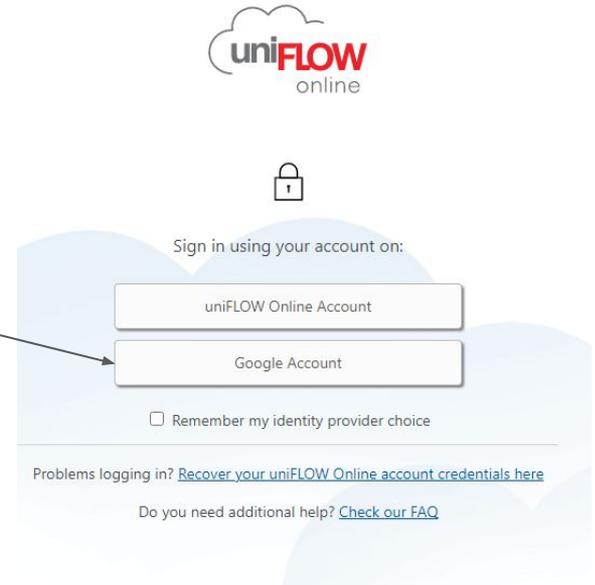


The Uniflow Online extension
once installed



Installing the print driver to your computer

1. Go to <https://frederickgunn.us.uniflowonline.com/Login?ReturnUrl=%2F&#StartPrinting/>.
2. Click the Google Account button to login.



Choosing the Print Driver

You should now see the screen below. From here you can install the Chrome extension, which will allow you to print from any web page in Chrome (like Google Docs). You can also choose to download and install a print driver for Mac or Windows.

Note: on Mac/Windows you can install BOTH the Chrome extension and the system printer driver.

For Mac and Windows:

You will be asked to install the driver and sign-in (using Google).

Once done, there will be a new printer on your system that will send print jobs to our copier system.

Select Chrome extension, Mac or Windows.

The screenshot displays the uniFLOW online interface with three main sections:

- Send file via drag and drop:** A dashed box containing a printer icon with an upward arrow and the text "Drag files to print, or [Browse](#) [Show list of supported file types](#)".
- Send file via email:** A section with the email address `mobileprint@frederickgunn.us.uniflowonline.com`, a "Copy" button, and instructions: "Use the above email address to send your print jobs. Just attach to your email any file of the supported file types, and it will instantly be printed out." Below this is a link to "[Show list of supported file types](#)" and a blue button labeled "Send an email now".
- Install printer driver:** A section with three download options:
 - Download macOS printer driver uniFLOW SmartClient for Mac
 - Download Windows printer driver uniFLOW SmartClient for Windows 64-bit
 - Download Windows printer driver uniFLOW SmartClient for Windows 32-bitBelow these is the instruction: "Install the downloaded printer driver on your computer. After that, you can start printing files to your input queue." and a link "[What is my input queue?](#)".
- Install mobile app:** A section with "Download on the App Store" and "GET IT ON Google Play" buttons. Below is the text: "To connect your phone to uniFLOW Online, download the app 'uniFLOW Online Print & Scan' from the app store for your phone. Once installed, open the app and enter the displayed secret code." Below this is a link "Available in the Chrome Web Store" and the instruction: "Install the Chrome extension via the Chrome Web Store. After that, you can start printing files to your **FGS_CloudPrint** input queue."
- Install Chrome extn.:** A section with a link "Available in the Chrome Web Store" and the instruction: "Install the Chrome extension via the Chrome Web Store. After that, you can start printing files to your **FGS_CloudPrint** input queue."

Emailing a print job

1. Save the file you want to print as a PDF (or JPG for images).
2. Attach the file to an email addressed to:

mobileprint@frederickgunn.us.uniflowonline.com

3. You can get your print job from any Canon copier on campus. See the slide [Getting Your Print job](#) for details.

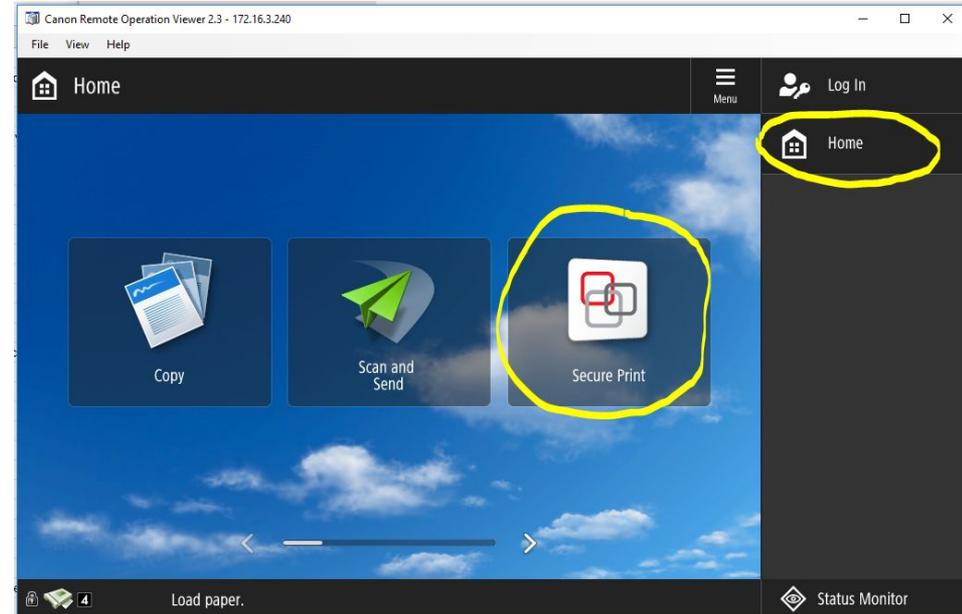
Getting Your Print job

From the home screen click the SECURE PRINT button (if you are not on the home screen, click the home button).

You will now be on the SECURE PRINT page, where you can authenticate by scanning your fob.

If you have never scanned your fob before, it will ask you for your PIN. Once entered, the system will remember this is your fob and you will not have to enter that information again.

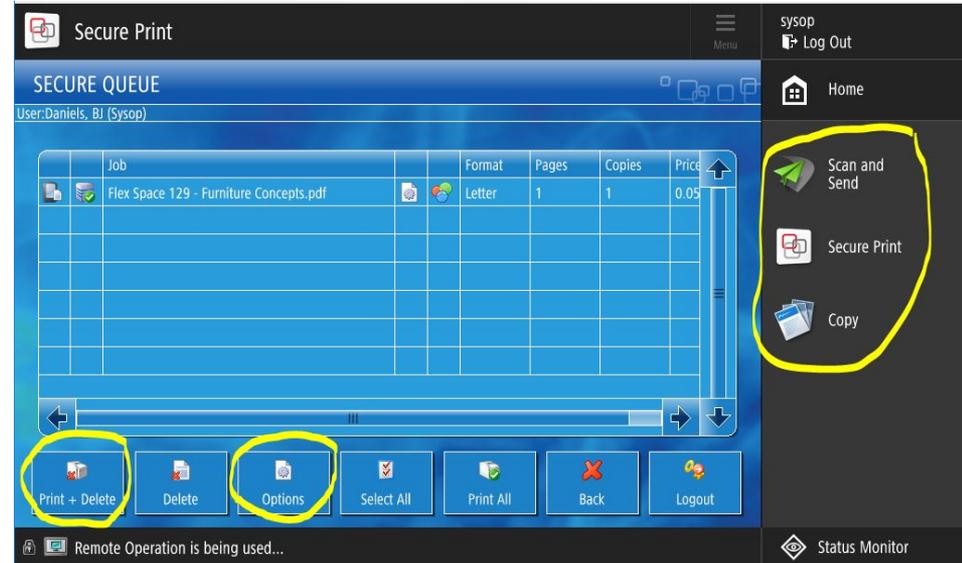
If you need to set your PIN - click [here](#).



Getting your print job

Once logged in, you will see a list of your print jobs in queue. Tap the item you want to print and then tap the 'Print and Delete' button. Use the 'Options' button to set options like staple or # of copies.

On the side, you will see options for Scan, Secure Print, and Copy. Scanning is described below, Secure print brings you back to the queue, and Copy lets you do standard copying.



Scanning to email

From the Home Screen

1. Click **Scan and Send**.
2. Click New Destination | Email --> enter your email address.
3. Choose your options - for example, 2-sided Originals (it will highlight once you tap it).

If you are using the feeder, place your pages in the feeder and hit Start.

if you are using the glass, put a page on the glass and hit Start - you will be presented with the option to add additional pages to the scan, or to SEND the scan (once you have scanned all the pages).