



The
Frederick
Gunn
School

STEP 9: PRINTING USING THE CANON COPIER SYSTEM

SCHOOL YEAR 2023-24

THE CHROME EXTENSION

If you are logged in to Chrome with your FGS account, you should see the Chrome extension installed.

Click on the extension icon and sign in (using your FGS credentials).

Once you have signed in, when select the Print menu in Chrome, you should see a printer called **FGS_CloudPrint**.

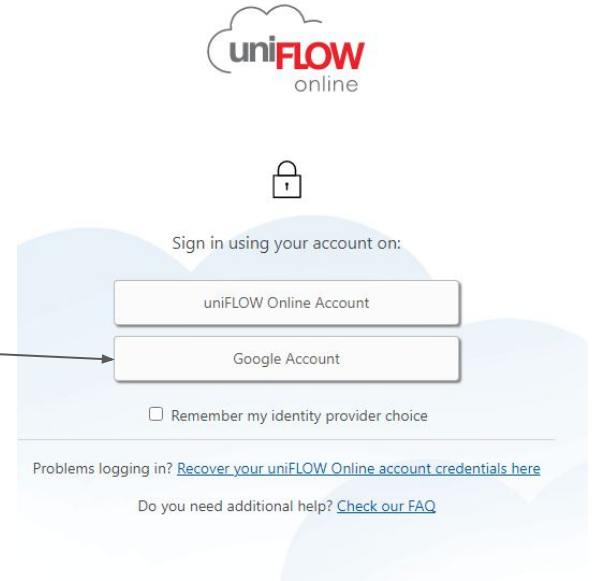
You can retrieve your print job from any Canon copier on campus. See the slide **[Retrieving Your Print job](#)** for details.

The Uniflow Online extension once installed



INSTALL THE PRINTER DRIVER ON YOUR COMPUTER

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



CHOOSING THE PRINTER DRIVER

Now you should 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 also can choose to download and install a printer 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 complete, you will see a new printer on your system that will send print jobs to our Canon copier system.

Select Chrome extension, Mac or Windows.

The screenshot shows a web interface for selecting a printer driver. It is divided into three main sections: 'Send file via drag and drop', 'Install printer driver', and 'Install mobile app'. The 'Install printer driver' section has three options: 'Download macOS printer driver uniFLOW SmartClient for Mac', 'Download Windows printer driver uniFLOW SmartClient for Windows 64-bit', and 'Download Windows printer driver uniFLOW SmartClient for Windows 32-bit'. The 'Install mobile app' section has buttons for 'Download on the App Store' and 'GET IT ON Google Play'. Below these is a section for 'Install Chrome ext.' with a 'Available in the Chrome Web Store' badge. At the bottom, there is a 'Send file via email' section with an email address and a 'Send an email now' button. Annotations with arrows point from the text 'Select Chrome extension, Mac or Windows.' to the 'Install printer driver' and 'Install Chrome ext.' sections.

Send file via drag and drop

Install printer driver

Install mobile app

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-bit

Download on the App Store

GET IT ON Google Play

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.

Install Chrome ext.

Available in the Chrome Web Store

Install the Chrome extension via the Chrome Web Store. After that, you can start printing files to your **FGS_CloudPrint** input queue.

mobileprint@frederickgunn.us.uniflowonline.com Copy

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.

[What is my input queue?](#)

[Show list of supported file types](#)

Send an email now

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

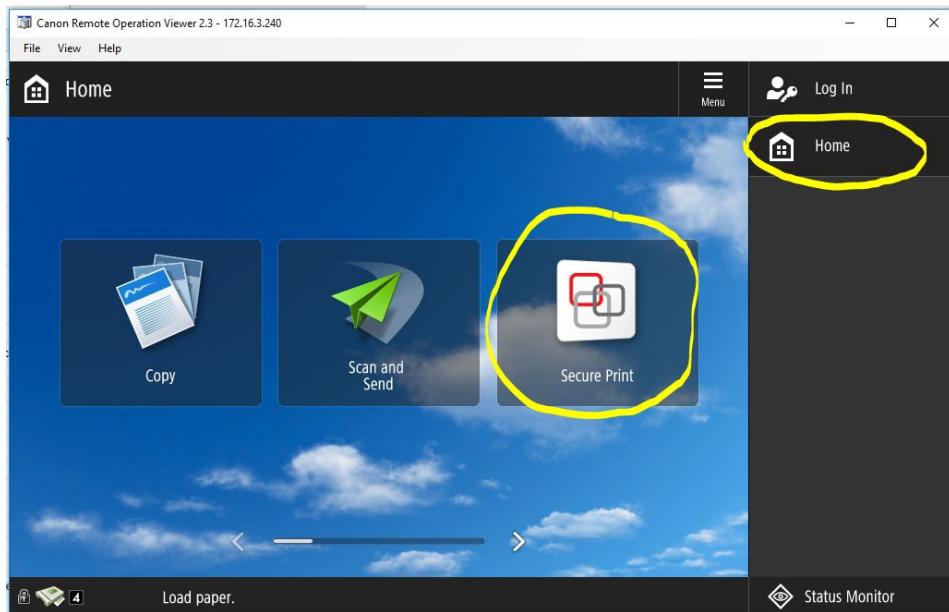
3. You can retrieve your print job from any Canon copier on campus. See the slide **[Retrieving Your Print job](#)** for details.

RETRIEVING YOUR PRINT JOB

From the home screen, click the **SECURE PRINT** button. (If you do not see the home screen, click the **Home** button at right).

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, follow the prompt to enter your PIN. Once your PIN has been entered, the Canon copier system will recognize your FOB, and you will not have to enter your PIN again.

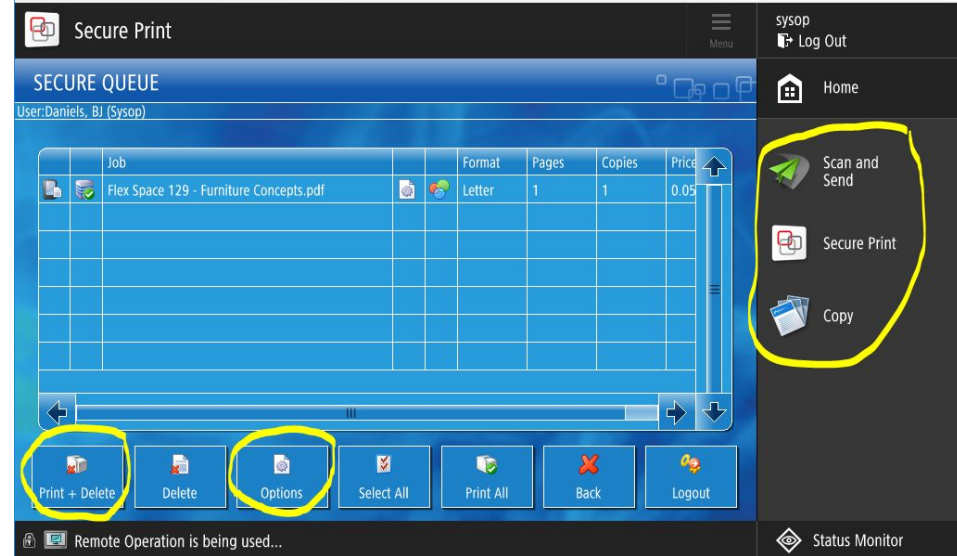


If you need to set your PIN — click [here](#).

RETRIEVING YOUR PRINT JOB (CONTINUED)

Once logged in, you will see a Secure Queue with a list of your print jobs. Tap on the item you want to print. Tap the **Print and Delete** button at the bottom of the screen. Tap the **Options** to choose to staple or collate your copies, and enter the number of copies to print.

On the right side of the screen, you will see options for **Scan, Secure Print, and Copy**. See the next page for instructions on Scanning to email. Tap **Secure Print** to return to the Secure Queue. Tap **Copy** for standard copying.



SCANNING TO EMAIL

From the Home Screen:

1. Use the touch screen to tap **Scan and Send**.
2. Tap **New Destination | Email** --> enter the email address.
3. Choose options — for example, tap **2-sided Originals**. (Your selection will highlight once you tap it.)

If you are using the feeder tray, place the pages you want to scan in the feeder facing up and press **Start**.

If you are manually scanning, place one page at a time face down on the glass, close the cover, and press **Start**. Follow the prompts to add additional pages to scan.

When scanning is complete, press **SEND**.