



UNICAMILLUS

# **Student's Guide for Printers Use and Management**

Review: 2.0 of 8th of May, 2023

**Please note: colours and window sizes are purely indicative**

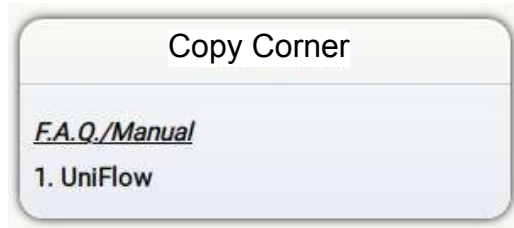
## Index

1 Introduction.....	3
2 Signing up to UniFlow.....	3
3. UniFlow web interface.....	4
4 Balance top-up.....	5
5 Canon Printers Interface.....	7
6 Services available.....	7
6.1 Secure Print.....	8
6.2 Scanning and storage.....	9
6.3 Copy.....	10
6.4 Scan.....	11
7 Assistance.....	11

## 1 Introduction

This guide shows the printing methods through accessing and using the printers provided by the University.

This guide is available on the WebApp in the box below together with the access to the UniFlow portal.



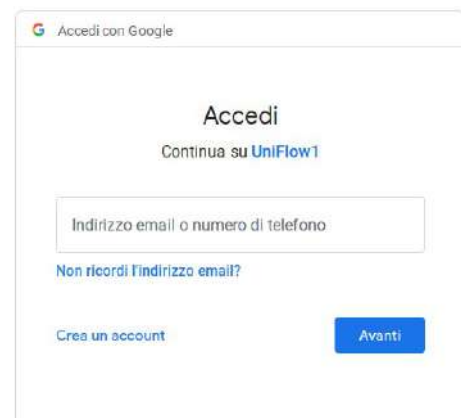
## 2 Signing up to UniFlow

In order to use the printers, you need to sign up to UniFlow at the following link:

<https://unicamillus.eu.uniflowonline.com/Login>

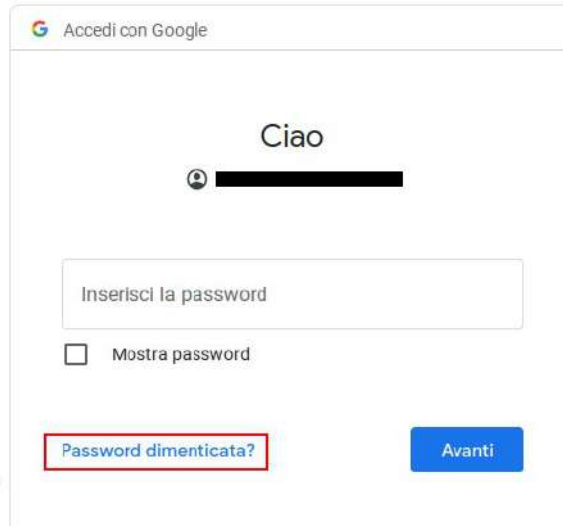


By clicking on “**Continua con Google Workspace**” you will be directed to the following page:



In order to start the service, you will need to log in with your institutional email/official UniCamillus email.  
**Please note: the service will send you a PIN code to the aforementioned email address in order to access UniFlow.**

If you can't remember your password, after entering your institutional email address, click on “**Password Dimenticata?**” and follow the instructions to reset your password.



Accedi con Google

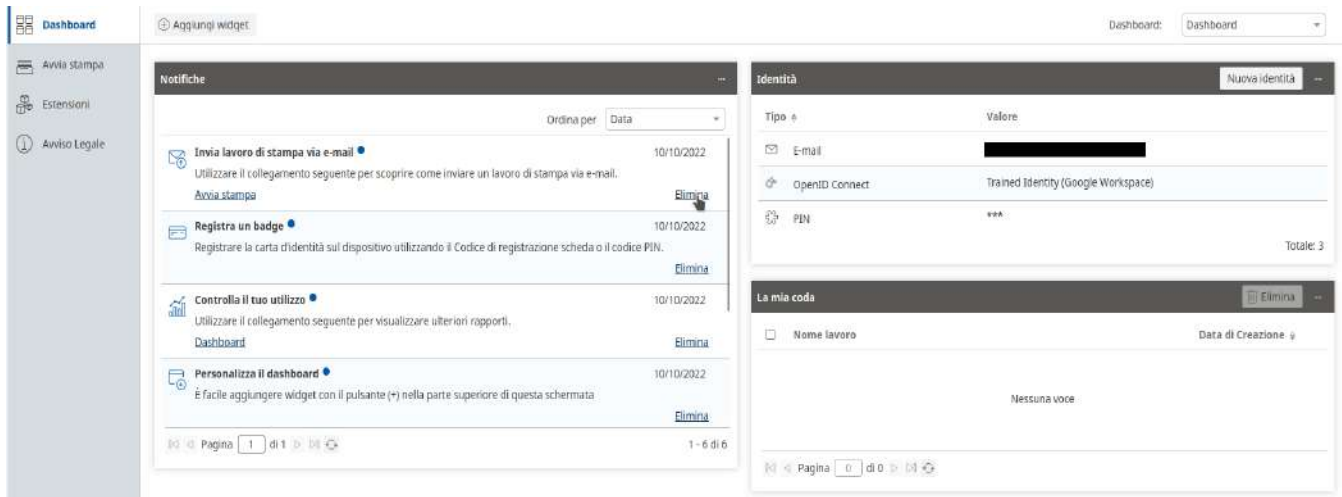
Ciao

Mostra password

[Password dimenticata?](#)

### 3. UniFlow web interface

Once logged in, the web interface of the printer will look like this:



Dashboard

Avvia stampa

Estensioni

Avviso Legale

Notifiche

Ordina per	Data
Invia lavoro di stampa via e-mail	10/10/2022
Registra un badge	10/10/2022
Controlla il tuo utilizzo	10/10/2022
Personalizza il dashboard	10/10/2022

Identità

Tipo	Valore
E-mail	[REDACTED]
OpenID Connect	Trained Identity (Google Workspace)
PIN	***

La mia coda

Nome lavoro	Data di Creazione
Nessuna voce	

By clicking on “Avvia Stampa” you will be able to upload the file you need to print by dragging it in to the designated area or by clicking on “Sfoggia”. You can also send it as an attachment by clicking on “send email now”, as shown in the picture.



The screenshot shows the 'Avvia stampa' (Start Printing) interface. On the left is a sidebar with navigation options: Dashboard, Avvia stampa (highlighted with a red box), Estensioni, and Avviso Legale. The main content area is divided into two sections:

- Invia file mediante trascinamento**: A large dashed box contains a red-bordered rectangle with an upload icon and the text: "Trascinare i file da stampare (max 100 MB), oppure [Sfoggia](#) [Mostra elenco tipi di file supportati](#)".
- Invia file via e-mail**: Shows the email address `mobileprint@unicamillus.eu.uniflowonline.com` with a 'Copia' button. Below it, text explains: "Inviare i lavori di stampa all'indirizzo e-mail riportato sopra. È sufficiente allegare qualsiasi file di un tipo supportato all'e-mail e inviare l'e-mail alla propria coda di stampa protetta. La dimensione file massima è di 100 MB." A link [Mostra elenco tipi di file supportati](#) and a button **Invia e-mail ora** (highlighted with a red box) are also present.

**Please note: the file uploaded will be shown in the history for 10 hours.**

## 4 Balance top-up

Before using the printer, you must top up your balance by using your PayPal account following the instructions provided below.

The cost of each copy is shown on the price list that you will find in the printing area and on the WebApp. By going to the section “Estensioni”, you will be able to manage your balance.



The screenshot shows the 'Estensioni' (Extensions) interface. The sidebar on the left has 'Estensioni' highlighted with a red box. The main content area is titled 'Estensioni' and includes the following sections:

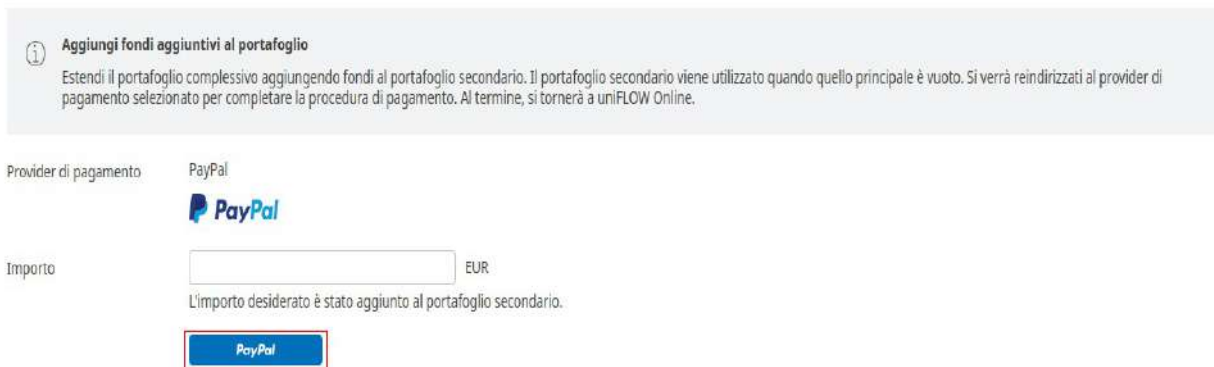
- Estensioni**: "Le estensioni consentono di espandere le funzionalità disponibili per il locatario." (The extensions allow you to expand the available functionalities for the tenant.)
- Contabilità**: A red-bordered box highlights the 'Budget' option: "Configura l'imposizione del budget per controllare le attività di stampa e co..." (Configure the budget imposition to control printing activities and co...).
- Scansione**: A section for 'Cronologia lavori di scansione' (Scanning work history) with the text: "Mostra tutte le attività di scansione" (Show all scanning activities).

In the “Budget” subsection you will be able to top up your personal wallet and check your previous transactions.



The screenshot shows a web interface with two main sections. The first section is titled "Ricarica budget" and contains a button labeled "Aggiungi fondi". The second section is titled "Cronologia transazioni" and contains a button labeled "Le mie transazioni".

By clicking on “Aggiungi fondi” you can enter the amount to top up, and by clicking on “PayPal” you will be redirected to the payment provider for confirmation.



The screenshot shows a form titled "Aggiungi fondi aggiuntivi al portafoglio". It includes an information icon and a paragraph of text: "Estendi il portafoglio complessivo aggiungendo fondi al portafoglio secondario. Il portafoglio secondario viene utilizzato quando quello principale è vuoto. Si verrà reindirizzati al provider di pagamento selezionato per completare la procedura di pagamento. Al termine, si tornerà a uniFLOW Online." Below this, there is a "Provider di pagamento" field set to "PayPal" with the PayPal logo. An "Importo" field is present with a text input box and "EUR" next to it. Below the input box, it says "L'importo desiderato è stato aggiunto al portafoglio secondario." At the bottom, there is a blue button labeled "PayPal".

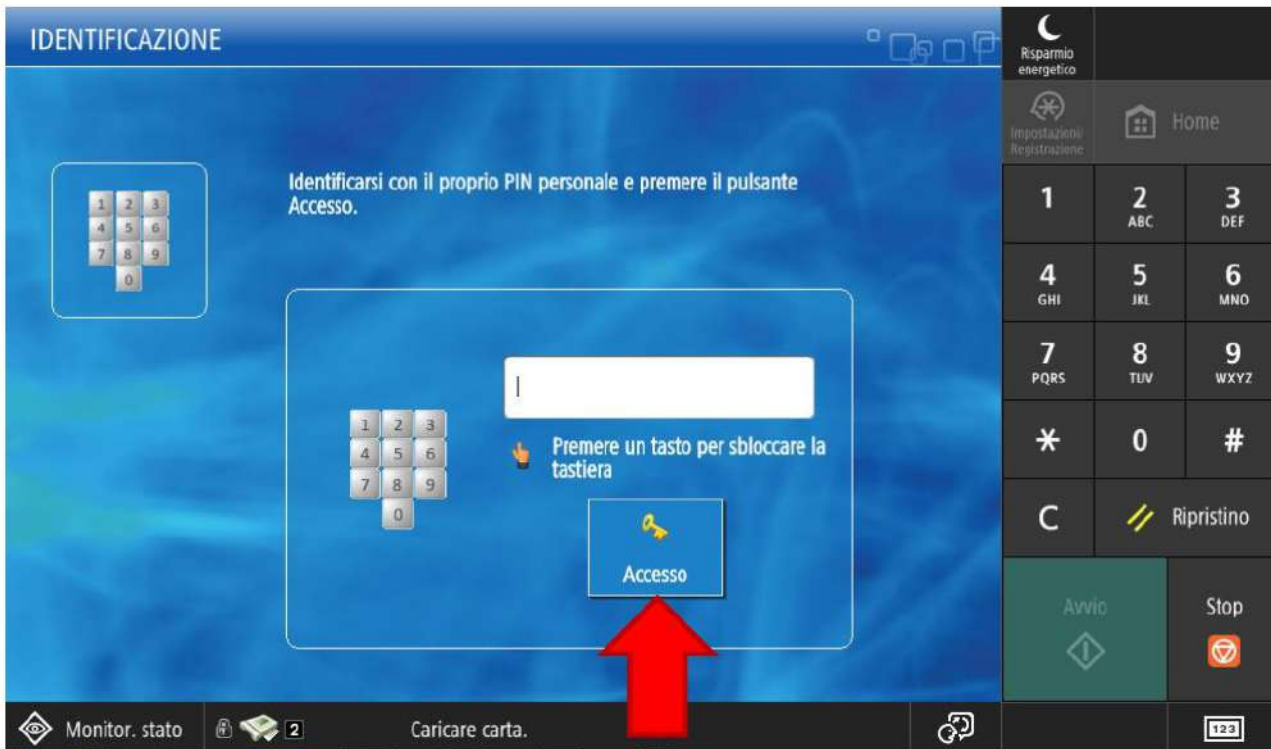
**The payment must be sent to the following PayPal account:**

**[universita@unicamillus.org](mailto:universita@unicamillus.org)**

**Please note: there are no restrictions on the amount of money for top-ups.**

## 5 Canon Printers Interface

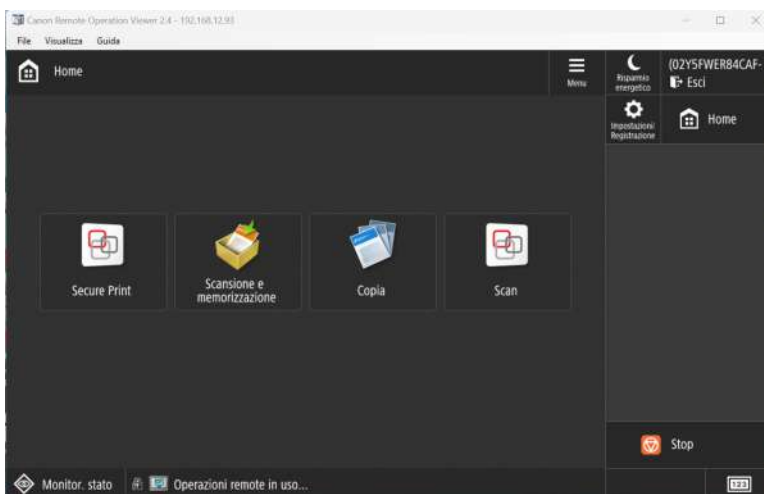
When using the printer, you will encounter the following interface:



Here you can enter your PIN code and gain access to the panel of services available on the Canon printer.

## 6 Services available

Among the services available you will find:



- Secure Print – to print files already uploaded
- Scanning and storage – to save previously uploaded files to an external drive
- Copy – to make photocopies
- Scan – to scan a document and automatically send it to the email address associated to the user

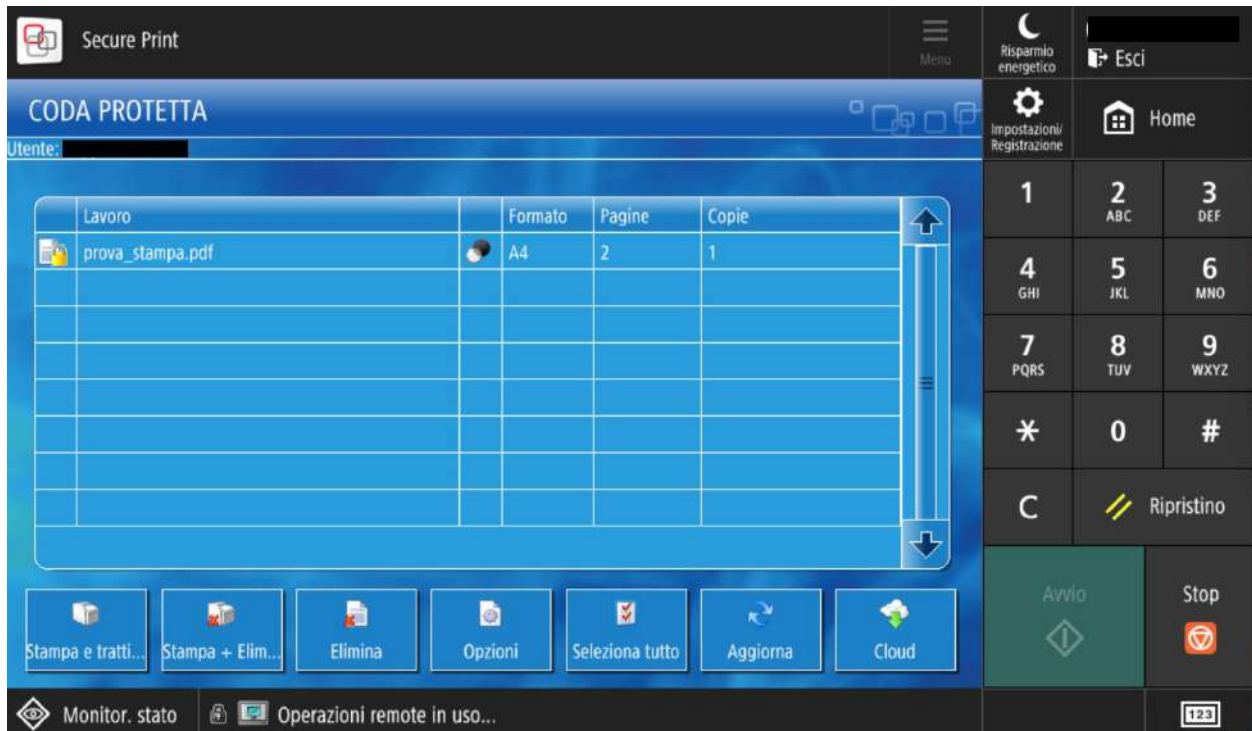
Let's have a look in detail at how each service works.

## 6.1 Secure Print

You can find a table with all the files uploaded from the UniFlow web platform that are ready to be printed.

There are two different types of print:

- Print and keep – Print the document and keep the file in the internal memory, in case you need to print it again
- Print and delete – print the document and delete the file from the memory of your profile.



The screenshot shows the 'Secure Print' interface. At the top, it says 'CODA PROTETTA' and 'Utente: [redacted]'. Below this is a table with the following data:

Lavoro	Formato	Pagine	Copie
prova_stampa.pdf	A4	2	1

Below the table are several buttons: 'Stampa e tratti...', 'Stampa + Elim...', 'Elimina', 'Opzioni', 'Seleziona tutto', 'Aggiorna', and 'Cloud'. On the right side, there is a control panel with a numeric keypad (1-9, \*, 0, #), 'C', 'Ripristino', 'Avvio', and 'Stop' buttons. At the bottom, there are status indicators: 'Monitor. stato' and 'Operazioni remote in uso...'. The top right corner shows 'Risparmio energetico' and 'Esci'.



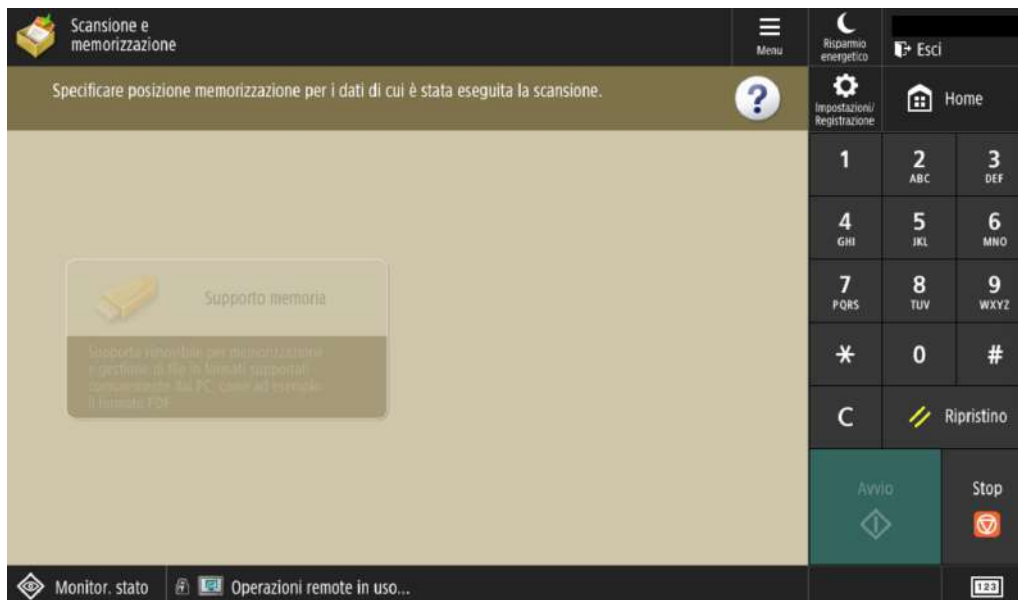
## 6.2 Scanning and storage

You can find a button that will work only when a flash drive is plugged in to the printer. (The flash drive input is located on the right side of the printer.)



This function should be used if you have a physical paper document and you want to save a scanned copy to an external drive (such as a USB flash drive)

**Please note: the file will be saved as a PDF file.**



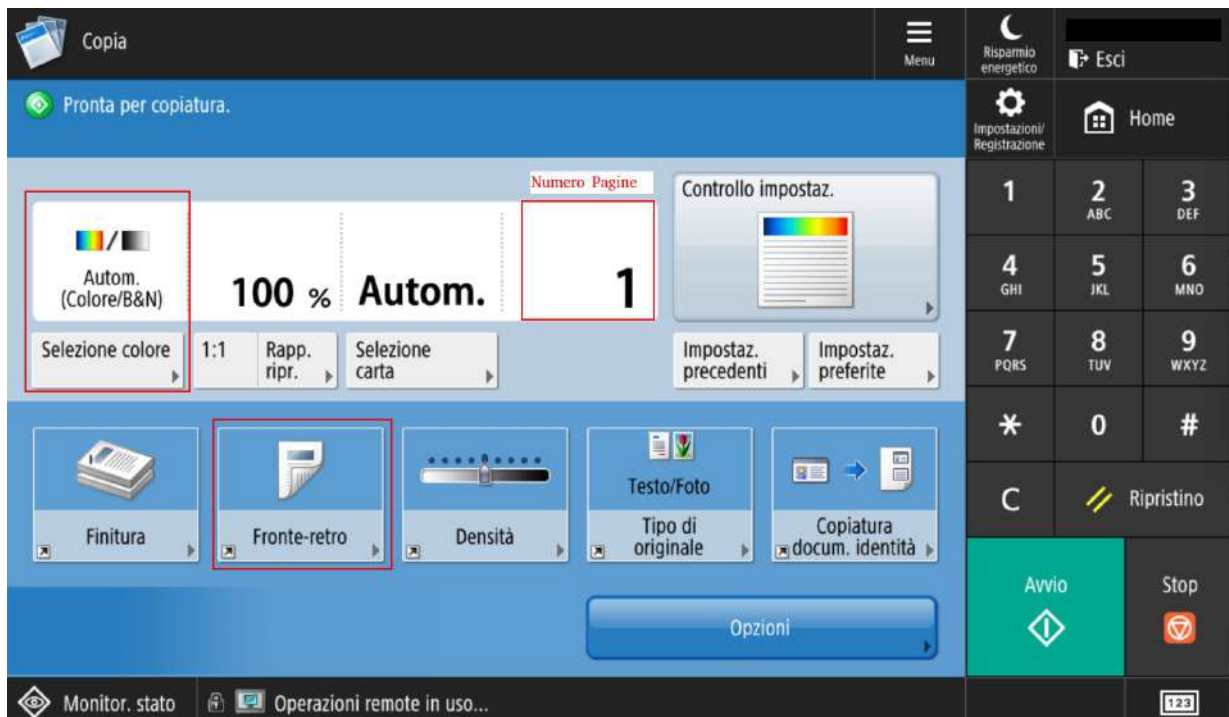
### 6.3 Copy

With this function you can make photocopies.

The paper you wish to scan must be inserted face-up in the designated area.



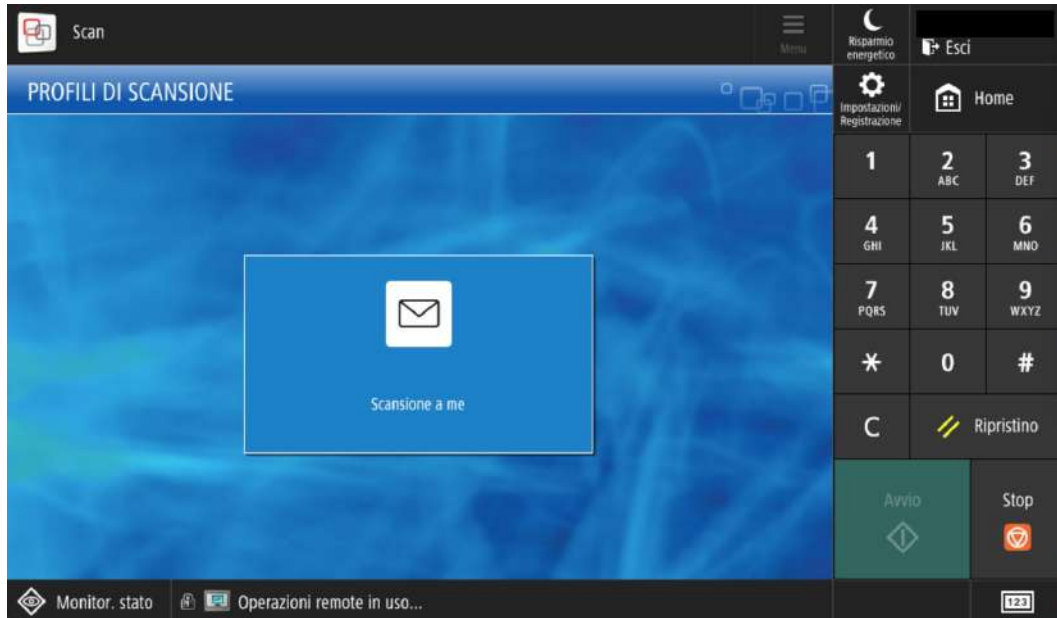
In the main customizable settings, we can change the number of copies, if the photocopy needs to be double-sided or if the photocopy needs to be in colour or black and white.



## 6.4 Scan

Here you can find only one function, through which you can scan documents already present in the printer or make a scanned copy of them and then send it automatically to your email address.

**Please note: the attachment will be sent to the email address you used when you signed up to UniFlow.**



## 7 Assistance

For issues concerning the printer, please ask the staff at reception