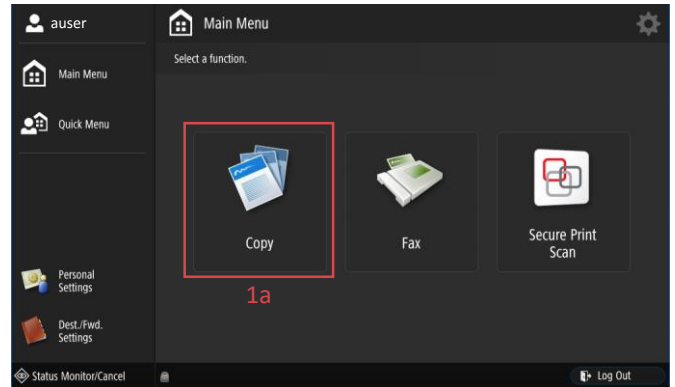Please insert the document to the scanner by placing the document face up in the ADF(Automatic Document Feeder) or face down on the scanner glass and log into UniFlow by swiping your ID Card or logging in with your credentials.

1 Select Copy(1a)

2 Enter the desired number of copies you want by using the key pad(2a). Use finishing(2b) to configure collate and staple settings. Use the adjacent settings box(2c) to switch between single/double sided printing.
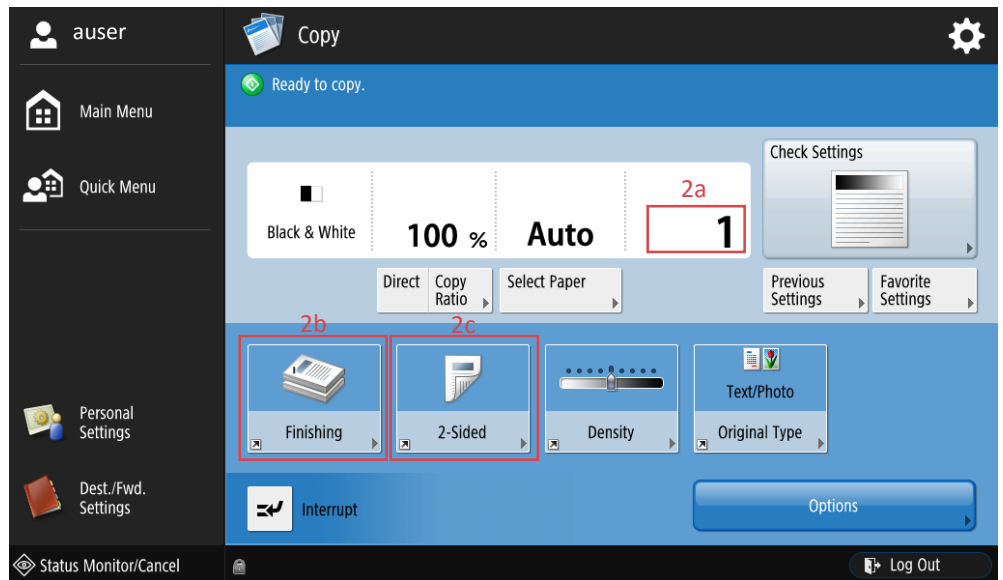
3 Press Start(3a) by using keypad to start your print job.

PLEASE DO NOT FORGET TO LOG OUT AFTER YOU ARE FINISHED.