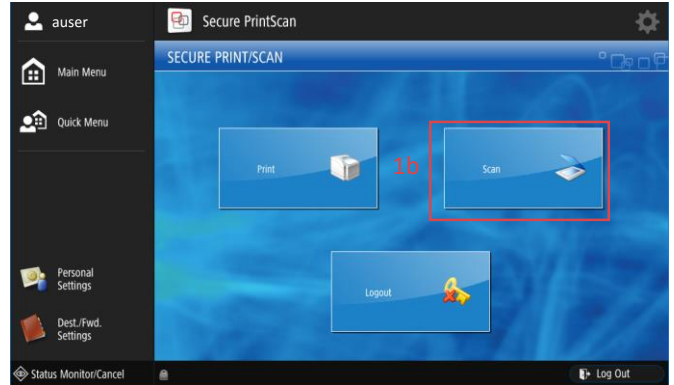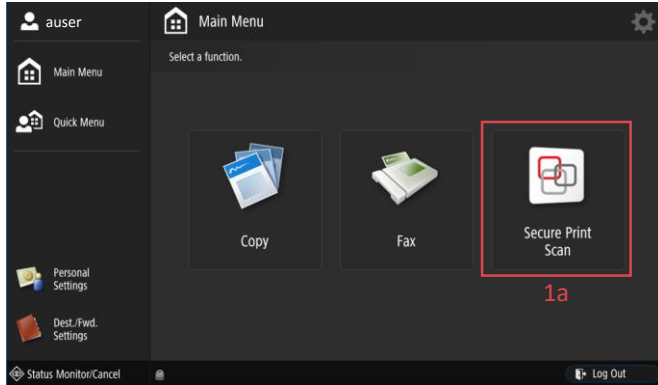Please insert the document to the scanner by placing the document face up in the ADF(Automatic Document Feeder) or face down on the scanner glass and log into UniFlow by swiping your ID Card or logging in with your credentials.

1 Select Secure Print Scan(1a) then select Scan(1b).

2 All scans will be sent as an email. If you would like to scan it to your NYIT email address, select Send to MySelf(2a); if you would like to send it to another address select Scan to Others(2b). You will be prompted to enter the email address after the next step.
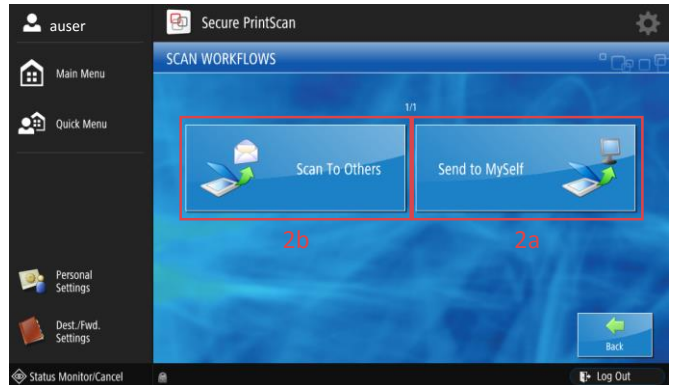
3 Press Start(3a) to scan your document. After the scan is complete, the document preview will appear. If you wish to make any orientation changes or remove scanned pages, use the edit buttons(3b). Press Next(3c) to complete your scan.
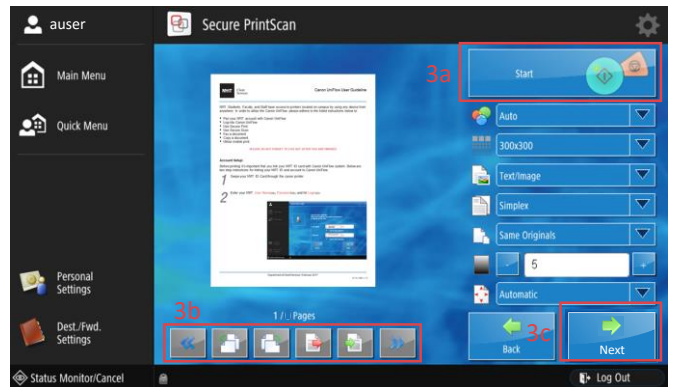
PLEASE DO NOT FORGET TO LOG OUT AFTER YOU ARE FINISHED.