uniFLOW™ Secure Print

Send sensitive documents to network printers and print the job only when you are physically standing in front of the device.

**LOG IN (AUTHENTICATE)**

1. At the device, log in using one of the following methods:
   - ID Card
   - PIN code
   - User Name & Password (Active Directory®)

**ID Card:**
1. Place your card on the card reader to log in

**PIN Code:**
1. From the authentication screen, press PIN code
2. Enter your unique PIN code
3. Press OK

**User Name & Password:**
1. From the authentication screen, press AD Login
2. Tap to select the User Name field
3. Use the on-screen keyboard to enter your Active Directory® user name
4. Press OK
5. Tap to select the Password field
6. Use the on-screen keyboard to enter your Active Directory® password
7. Press OK
8. Press OK

**SELECT THE JOB(S) TO PRINT**

1. Access the uniFLOW secure print queue
2. Tap to select individual print job(s)
   — or —
   Choose Select All to select all of the jobs in your secure print queue
IF DESIRED, ADJUST THE OUTPUT SETTINGS

The output settings options may vary by device.
1. With the desired print job(s) selected, press Options
2. Make the desired changes to the output settings
3. Select Set Options

PRINT THE SELECTED JOB(S)

The available secure queue buttons may vary by device.
1. With the desired print job(s) selected, choose:
   • Print + Delete: Print the selected job(s) with the new output settings and then delete it from the secure print queue
   • Print + Keep: Print the selected job(s) with the new output settings and keep it in the secure print queue where it will be available for a short period of time

To delete a job from the secure queue:
1. Tap to select the job(s) to delete
2. Press Delete
   — A confirmation screen will appear —
3. Press OK

LOG OUT

• From the uniFLOW secure print queue, press Logout
  — or —
• In the bottom-right corner of the touch screen display, press Log Out
  — or —
• From the numeric keypad, press ID
  — You will be logged out of the device —