

Before using the photocopiers you will be required to obtain a Personal Identification Number - PIN.

**To obtain a pin code you will be required to take the following steps.**

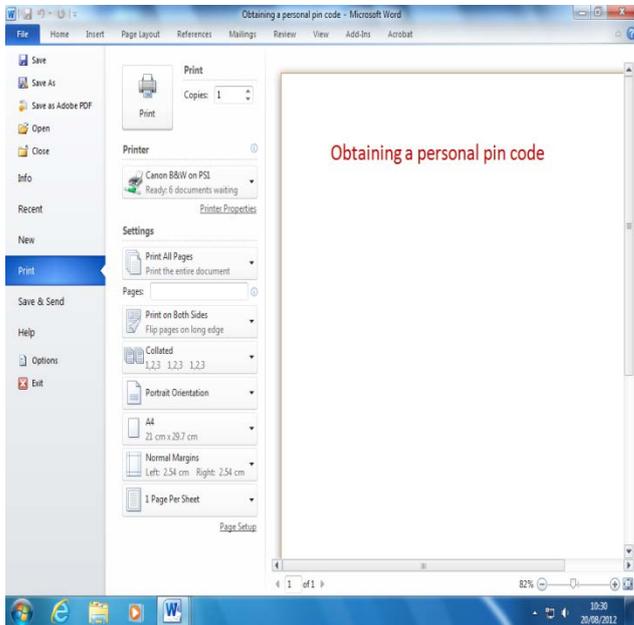


Figure1

- 1) Choose a document you would like to print. For e.g. a word document.
- 2) Click on Print option and then Select the photocopier queue, from the drop down list. You will either see **Canon B&W** or **Canon Colour** in addition to local printer. Choose the appropriate queue and press **Print.** *figure 1*
- 3) You will immediately receive an email from [uniflow@leyton.ac.uk](mailto:uniflow@leyton.ac.uk) with your personal PIN code.
- 4) PIN code will be sent automatically to your **college based Hotmail account**, with user email account name in the format shown: [StudentID@leyton.ac.uk](mailto:StudentID@leyton.ac.uk). E.g. [S12345678@leyton.ac.uk](mailto:S12345678@leyton.ac.uk) **password** will be **student@123** unless you have logged on before and changed it to your personal one.
- 5) In the Hotmail Inbox you will see there will be an automatic email from 'uniFlow' with PIN allocated to you. Please keep it safe and do not let others to see it as they may copy from your account.
- 6) Once you have this PIN code from now on you can print to photocopiers instead of your class printers. Cost per copy will be cheaper!!

**Sending your copy job to Photocopier direct from your PC**

- You can send any photocopying job to the copiers (any copier in college) via selecting Print, the Canon copier from dropdown list instead of class printer.
- The print job will then be sent automatically to all photocopiers in college such as those in MH, HH, AH.
- You will then need to walk to any of these available copiers and release the job as shown below.
- Note that the default setting on all copiers should be back to back copying.

## Login & Print

Now that you have your personal PIN code you are able to login to any photocopier to copy, scan and print.



Figure2

- 1) Every photocopier will have the logon screen shown in Figure 2. You will be required to enter the PIN that was sent to you. Please enter the PIN and press Login.
- 2) Once you have logged in you will be presented with the following screen. *figure 3*
- 3) Select the document you would like to print.

## Print Direct from PC

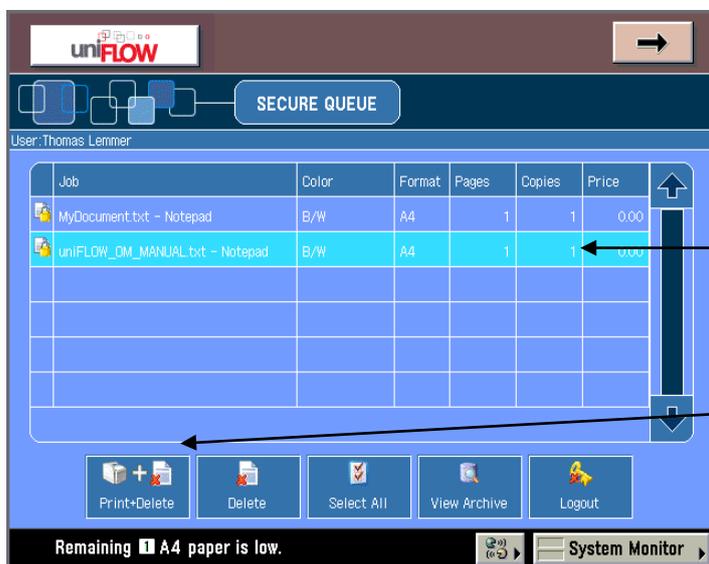


Figure3

### **Special Function Button** *(For direct photocopying and scanning functions)*

- 1) Select the document you would like to print using the touch sensitive screen.
- 2) Touch on the options buttons on the screen to select the document and then touch on Print button to carry out Print or any of the other option you want
- 3) Once completed please remember to logout

## Direct Photocopying



Figure 4

**Special Function Button**  
*(For direct photocopying and scanning functions)*

## Scanning direct to your email



**To use the photocopier directly** simply press the **special function button** to get the screen shown in figure 4.

Place your copy page(s) in the appropriate tray, select number of pages and then Press the Green button on the copier to photocopy your document.

**To scan directly to your email** simply press the **send** button from the special menu. Press the **Send to Myself** button which will automatically scan and send the document to your email.

**Scan to Myself**

## Topping up your Print & Copy credit

Once you are nearing to run out of free print credit you have been given, you will receive a warning when it drops to £1.00.

You need to go the Library's Hub Reception to pay them the top up amount. Please keep your top up to a minimum of 50 pence at a time and preferably 1.00.