



University of
Pittsburgh



UNIVERSITY
MANAGED
PRINT
SERVICES



uniFLOW Print Solution User Guide and Tips





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What's New in the DX Model



Scanning Up to 69% Faster! Market-Leading Speed



- Scanning improvements
- Embedded Card Reader Box
- Easy output tray visibility and access

New Control Panel



Soft keys during specific functions (e.g., copy, fax, scan).

Up to 30% Quieter

than previous Third Generation imageRUNNER ADVANCE models!



New Automatic Document Feeder
200 sheet paper capacity

Feeder Media Support



Checks



Receipts



Business Cards

GETTING STARTED

In this guide, you will find information that will help you realize the full potential of your new uniFLOW Online solution:

GET STARTED IN FOUR EASY STEPS

1

Installing the Printer

The software package will be available for download in the Software Center. If you're having issues installing it, please reach out to your local University IT representative for support.

2

Print Securely

Print something to **Pitt Secure Printing**. Your print job will go to your uniFLOW secure queue.

3

Register Your Badge

You must register your badge at the device using the 6-digit PIN code found in the uniFLOW tenant. For more information, see [Registering Your Badge](#).

4

Authorize Various Scan Destinations

Open a web browser and navigate to the University of Pittsburgh uniFLOW website (<http://secureprint.pitt.edu>). From there, authorize the scan destinations of your choice. For more information, see [Scan to Cloud Registration](#).

5

Retrieve Your Document(s)

- a. To access your print jobs, tap your badge on the device. A menu will appear, and from there, select **Secure Print** to view a list of your pending print jobs.
- b. Select the document and touch **Print** to print your selected document(s).

For more information, see [Retrieving Your Document\(s\)](#).

There are numerous enhancements and improvements to how you print and handle digital documents. Please continue reading!

For questions about this Program or support with any multifunction devices (MFDs), please contact your IT Department.

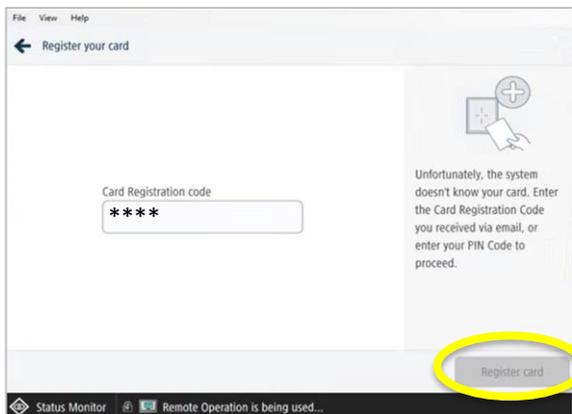
Registering Your Badge

1 Please ensure uniFLOW SmartClient is installed. Contact the departmental IT administrator if you need any assistance with this.

3 Go to the nearest Canon Multifunction Device (MFD) to complete the registration process.



5 Type in your six-digit Card Registration Code from the email and touch **Register card** to complete the registration process.



2 Check your email for your six-digit uniFLOW Online PIN. The email will be from: noreply@us.uniflowonline.com

4 Tap your badge over the card reader.



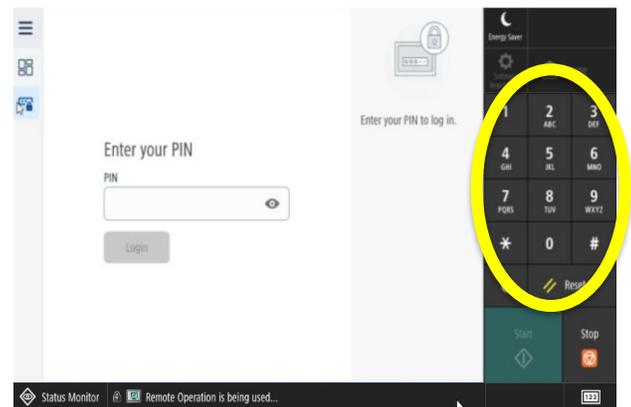
For the best results, we recommend removing your badge from any wallet or holder and placing it directly on the reader. This will guarantee a seamless and effective badge-reading experience.

Logging Into the Device

- 1 Tap your card over the card reader to the right of the LCD panel.

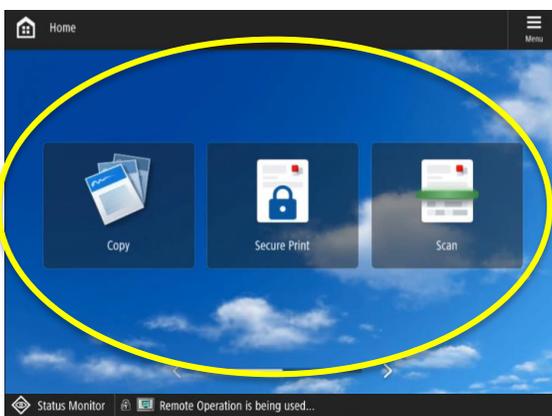


- or
- Using the numeric keypad, enter the four-digit PIN code you retrieved from your email.



For the best results, we recommend removing your badge from its wallet or holder and placing it directly on the reader. This will guarantee a seamless and effective badge-reading experience.

- 2
 - a. Place documents in the feeder or on the glass.
 - b. Select the desired function from the main menu.



- 3 Once complete, tap your badge over the card reader to log out.

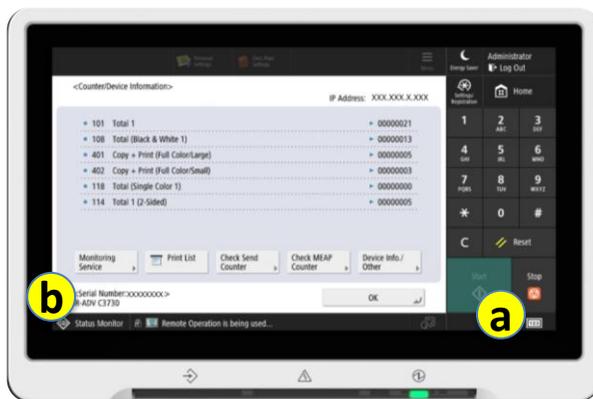


Registering for Canon's eLearning Platform

To use Canon's eLearning platform, first retrieve the serial number from the multifunction device (MFD) located in your area:

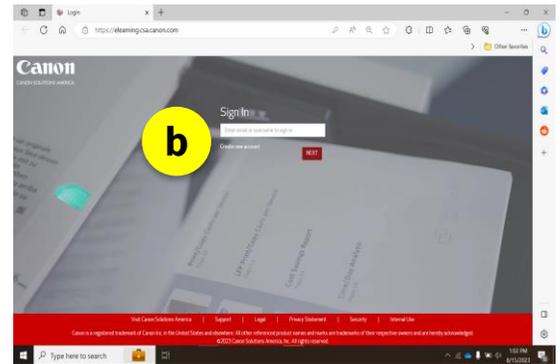
1

- At the MFD, touch the **123** button.
- The serial will display on the lower left-hand corner of the LCD screen.



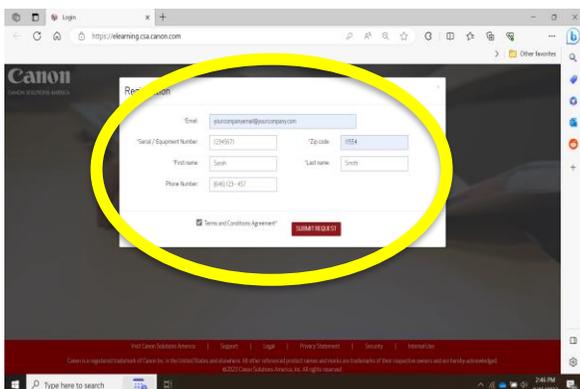
2

- Open a web browser and navigate to <https://elearning.csa.canon.com>
- Click on the **Create new account**.



3

- Enter your company email and press the **tab** key to display more fields.
- Enter the **serial number** you retrieved from the device and your office **zip code**.
- Once you've entered all the required fields, click on **Terms and Conditions**, click agree when prompted, and click **Submit Request**.

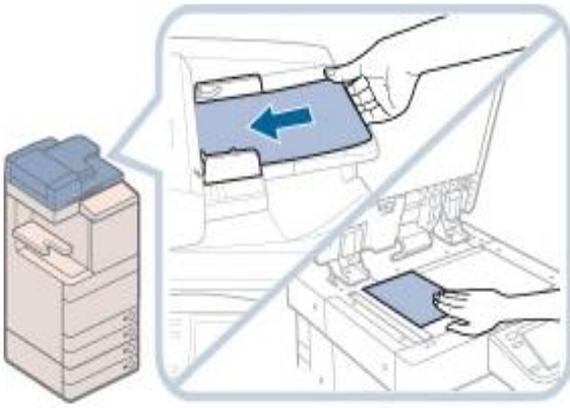


4

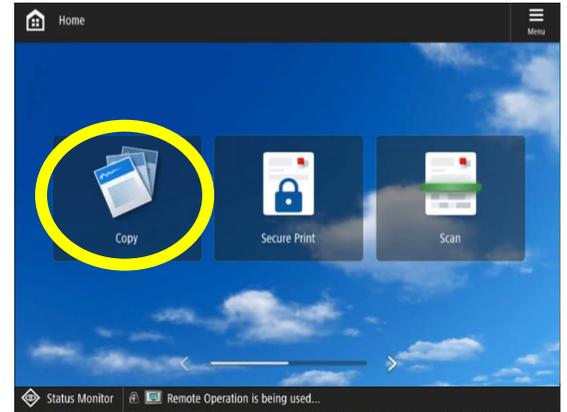
- You will receive a confirmation email with a link to complete the registration process.
- Create a password to complete the registration process.
- You are now registered to use Canon's eLearning platform! Please sign in.

Making Copies

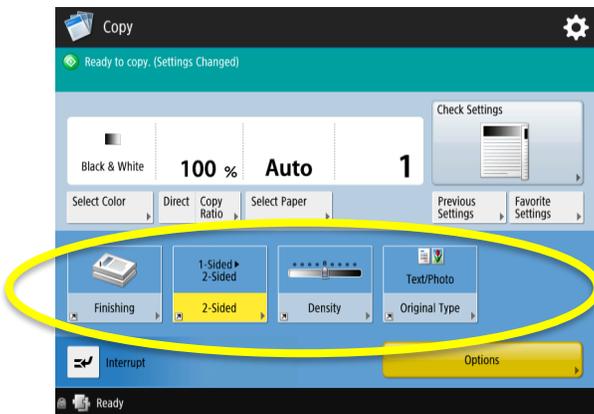
- 1 Place documents face-up in the feeder or face down on the platen glass.



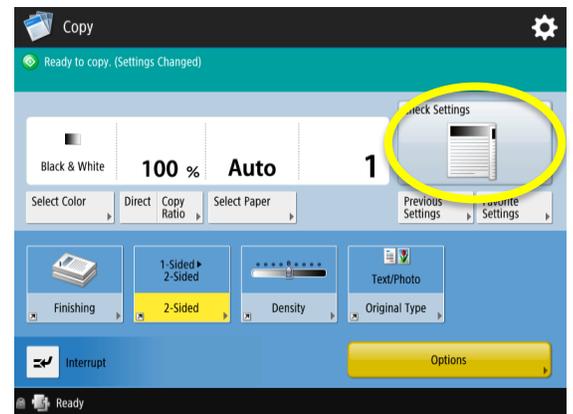
- 2 Tap your badge over the card reader. From the main menu, touch **Copy**.



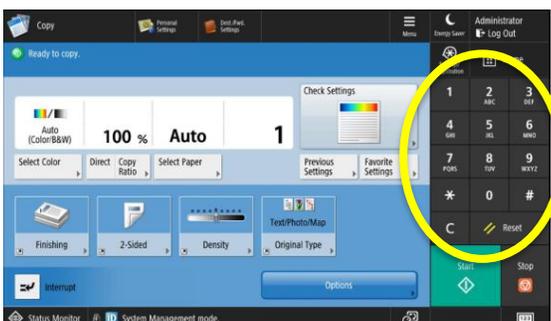
- 3 Change your document(s) settings.



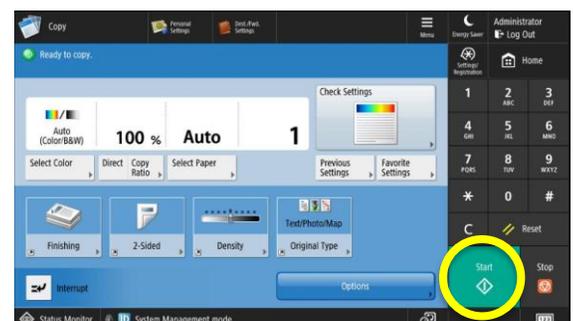
- 4 To confirm you've applied the correct settings to your document, touch **Check Settings**.



- 5 Enter the desired number of copies using the LCD panel keyboard.

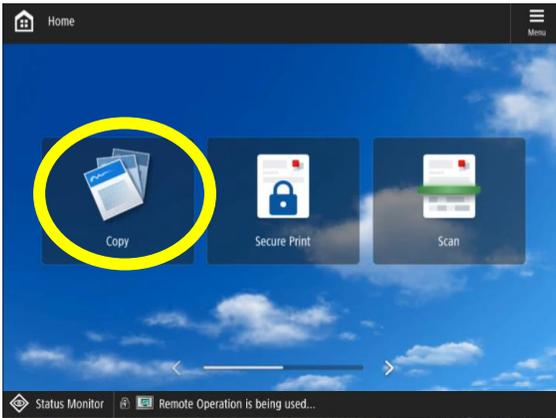


- 6 Touch **Start** to complete the process.

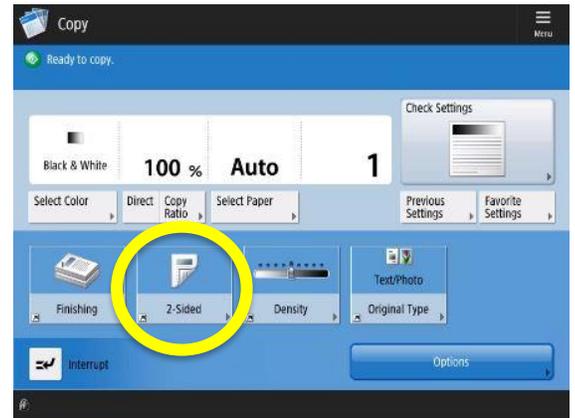


Copy Single-Sided

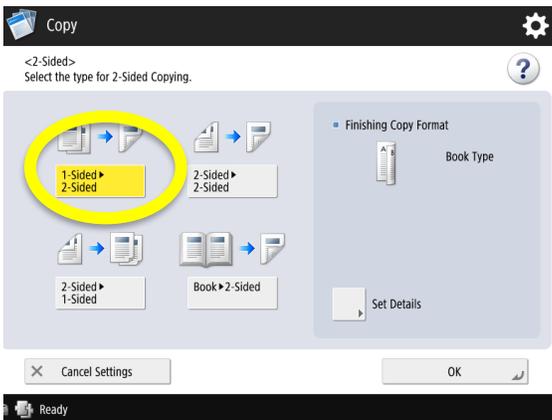
1 Tap your badge over the card reader. From the main menu, touch **Copy**.



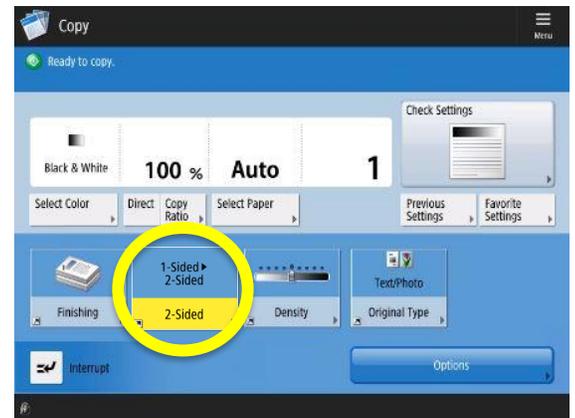
2 Place documents face-up in the feeder or facedown on the glass. Touch **2-Sided**.



3a Choose the desired setting (1-Sided → 2-Sided, 2-Sided → 2-Sided, 2-Sided → 1-Sided, or Book to 2-Sided). Touch **OK** to confirm the setting.



3b The 2-Sided button will display as shown below.



4 If advanced settings are needed (e.g., blank page removal), touch **Options**. Otherwise, touch **Start**.

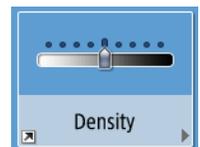


Before copying your document, you can change different document settings.

Finishing: Change the sort order or add staples to your document.



Density: Change the image saturation. This option only applies to images. Text will not be affected.

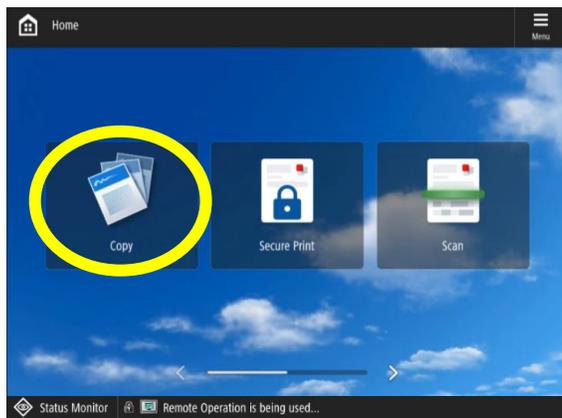


Options: Add advanced settings such as: Job Build, Copy Ratio, and Erase Frame.

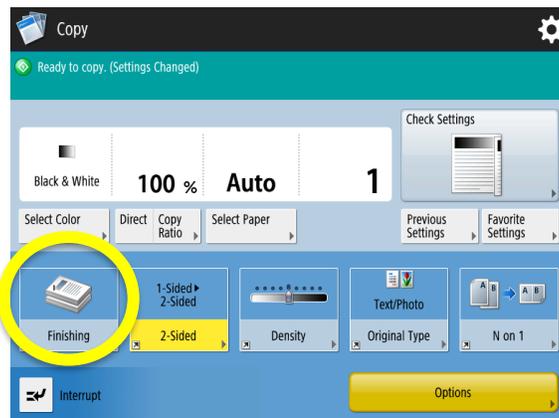


Stapling Your Document(s)

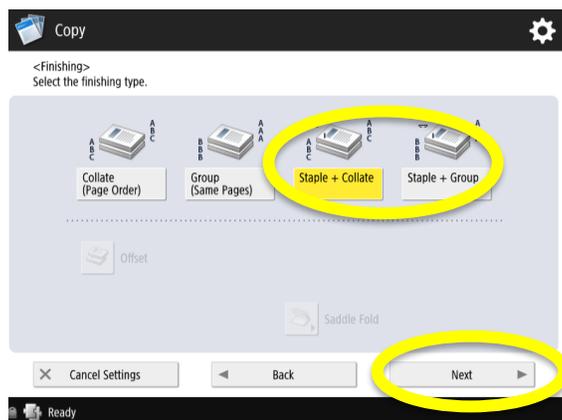
- 1 Tap your badge over the card reader. From the main menu, touch **Copy**.



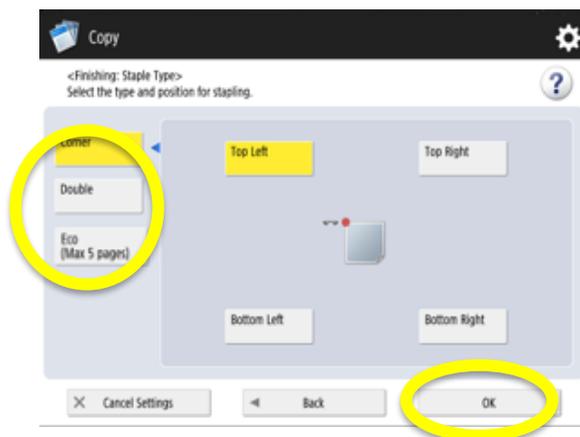
- 2 Place documents face-up in the feeder or face down on the glass. Touch **Finishing**.



- 3 a. Choose the desired staple type and position.
b. Touch **Next**.



- 4 a. Touch the desired staple type and position. Choose **Staple, Double** (2 staples), or **Eco** (staple free: crimps pages together).
b. Touch **OK**.



- 5 If advanced settings are needed (e.g., blank page removal), touch **Options**. Otherwise, touch **Start**.



Before copying your document, you can change different document settings:

2-Sided: Change the setting to copy double-sided. *It will display as highlighted if selected.*



Original Type: Change the document type setting. The default is set to Text/Photo.

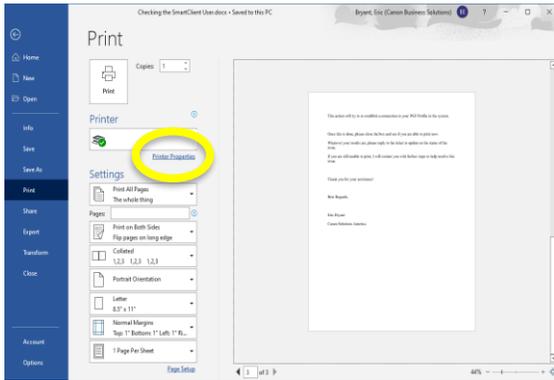


Options: Add advanced settings such as: Job Build, Copy Ratio, and Erase Frame.

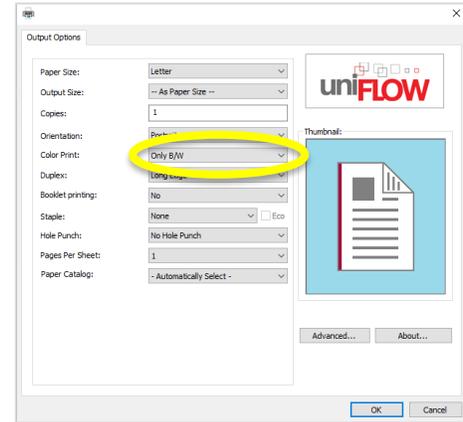


Printing: Changing Defaults – Color

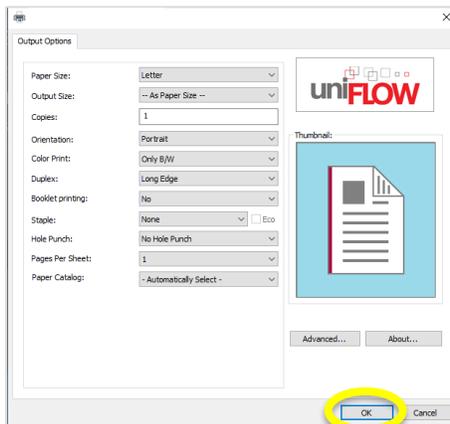
- 1 a. In your document, click on **File → Print**.
b. Make sure the **Pitt Secure Printing** is selected.
c. Click on **Printer Properties**.



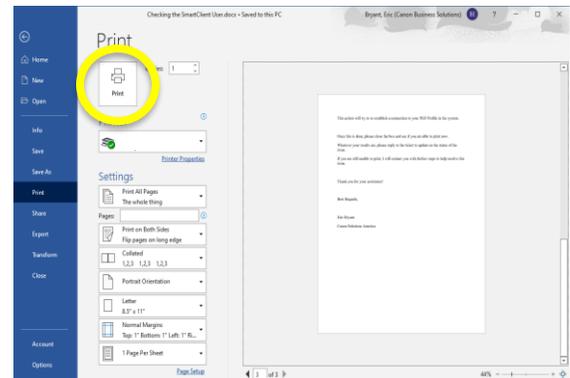
- 2 a. Click on the **Color Print** drop-down.
b. Select the color setting desired for your document(s).



- 3 Click on **OK**.



- 4 Your main print screen will display. Click **Print** to send your document to the MFD.

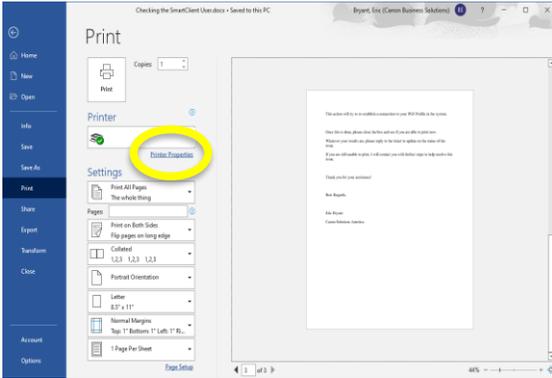


- 5 Go to the nearest Canon MFD to print your document(s).

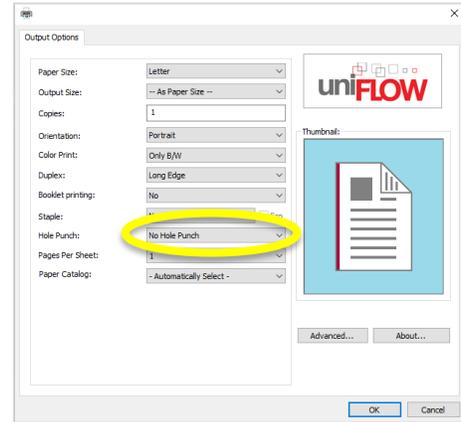


Printing: Changing Defaults – Hole Punch

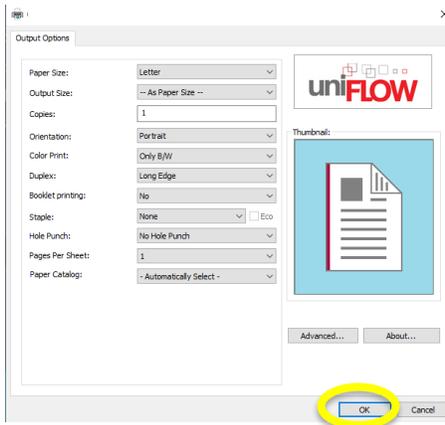
- 1 a. In your document, click on **File → Print**.
b. Make sure the **Pitt Secure Printing** is selected.
c. Click on **Printer Properties**.



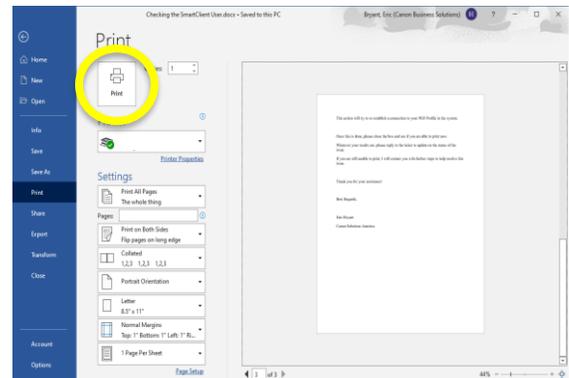
- 2 a. Click on the **Hole Punch** drop-down.
b. Select the desired punch setting for your document(s).



- 3 Click on **OK**.



- 4 Your main print screen will display. Click **Print** to send your document to the MFD.

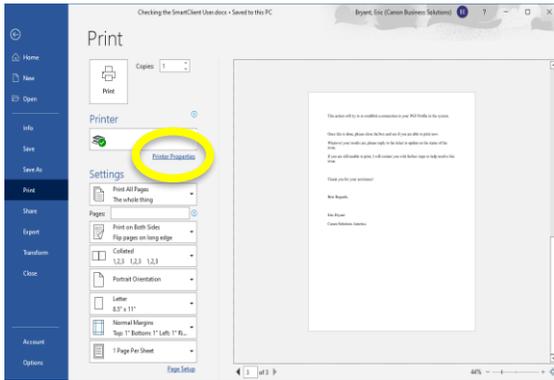


- 5 Go to the nearest Canon MFD to print your document(s).

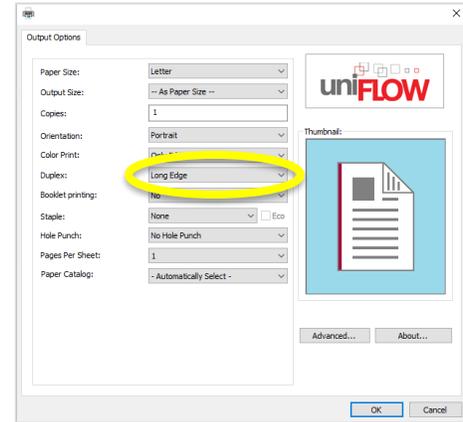


Printing: Changing Defaults – Single Side Printing

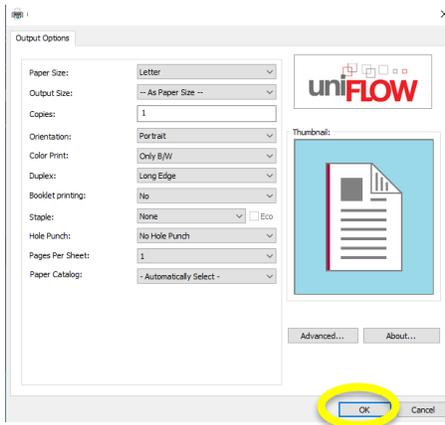
- 1 a. In your document, click on **File → Print**.
b. Make sure the **Pitt Secure Printing** is selected.
c. Click on **Printer Properties**.



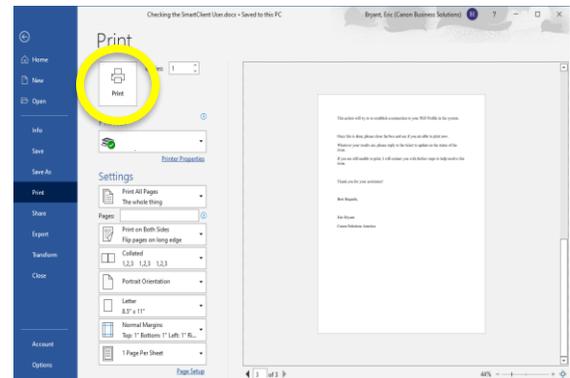
- 2 a. Click on the **Duplex** drop-down.
b. Select **Off** to print your document single-sided.



- 3 Click on **OK**.



- 4 Your main print screen will display. Click **Print** to send your document to the MFD.

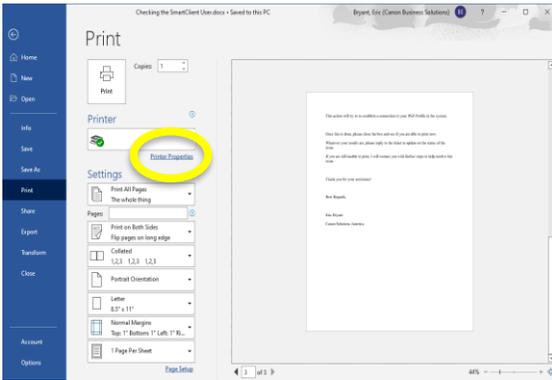


- 5 Go to the nearest Canon MFD to print your document(s).

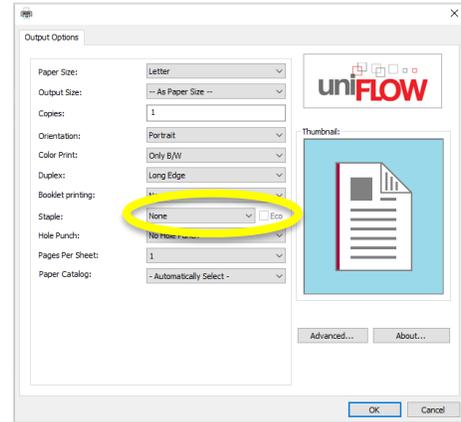


Printing: Changing Defaults – Staple

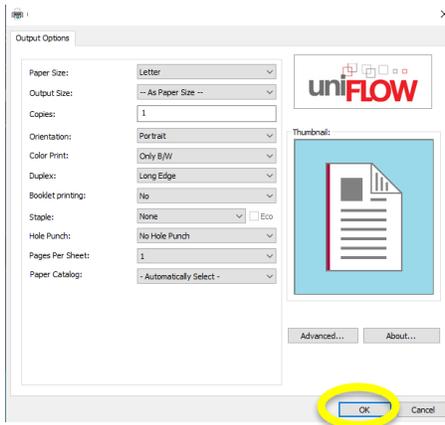
- 1 a. In your document, click on **File → Print**.
b. Make sure the **Pitt Secure Printing** is selected.
c. Click on **Printer Properties**.



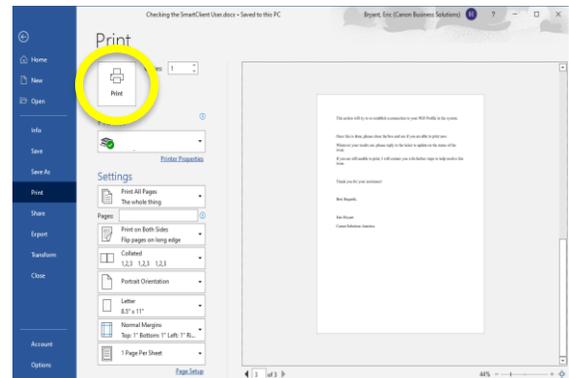
- 2 a. Click on the **Staple** drop-down.
b. Select the desired staple setting for your document(s).



- 3 Click on **OK**.



- 4 Your main print screen will display. Click **Print** to send your document to the MFD.

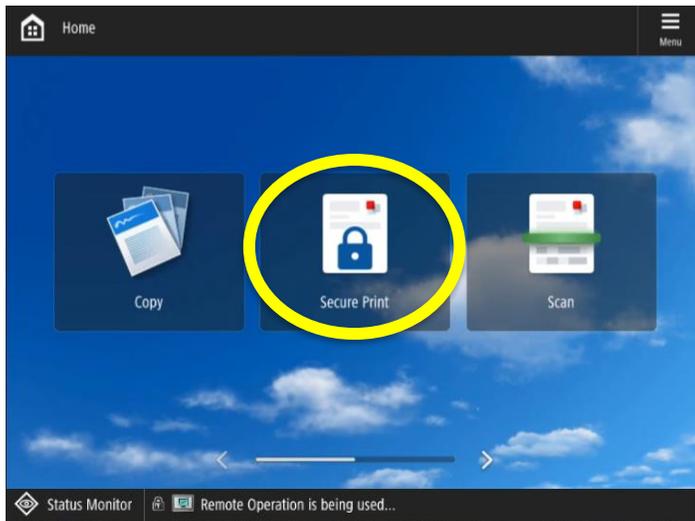


- 5 Go to the nearest Canon MFD to print your document(s).

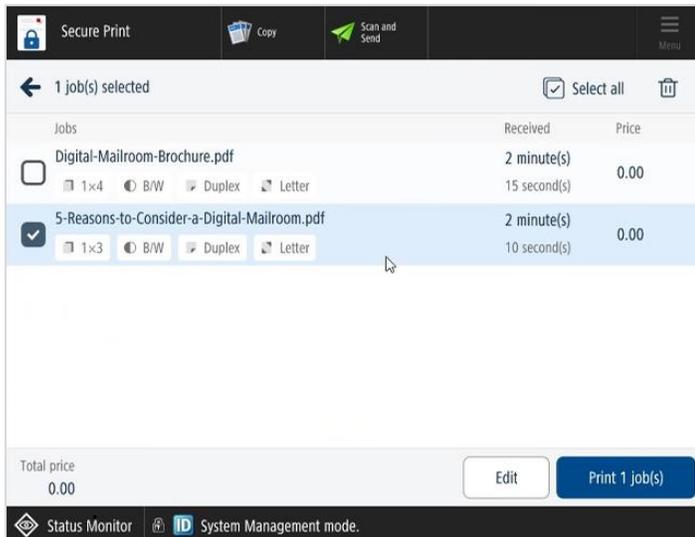


Retrieving Your Document(s)

Only certain settings can be changed.



- 1 a. Tap your badge over the card reader.
b. From the main menu, touch **Secure Print**.

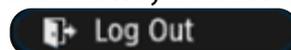


- 2 From the **Secure Queue** menu, you can select any document(s) to be printed. Your documents are held for **24 hours**.

You can choose various job tasks located onscreen. However, some may only be accessible after selecting a document.

	Select all: Highlights all the documents in your queue and print them.
	Print job(s): Permanently delete the selected document(s) from your queue.
	Edit: Change specific document settings before printing the document.
	Trash: Immediately delete the selected documents from your queue.

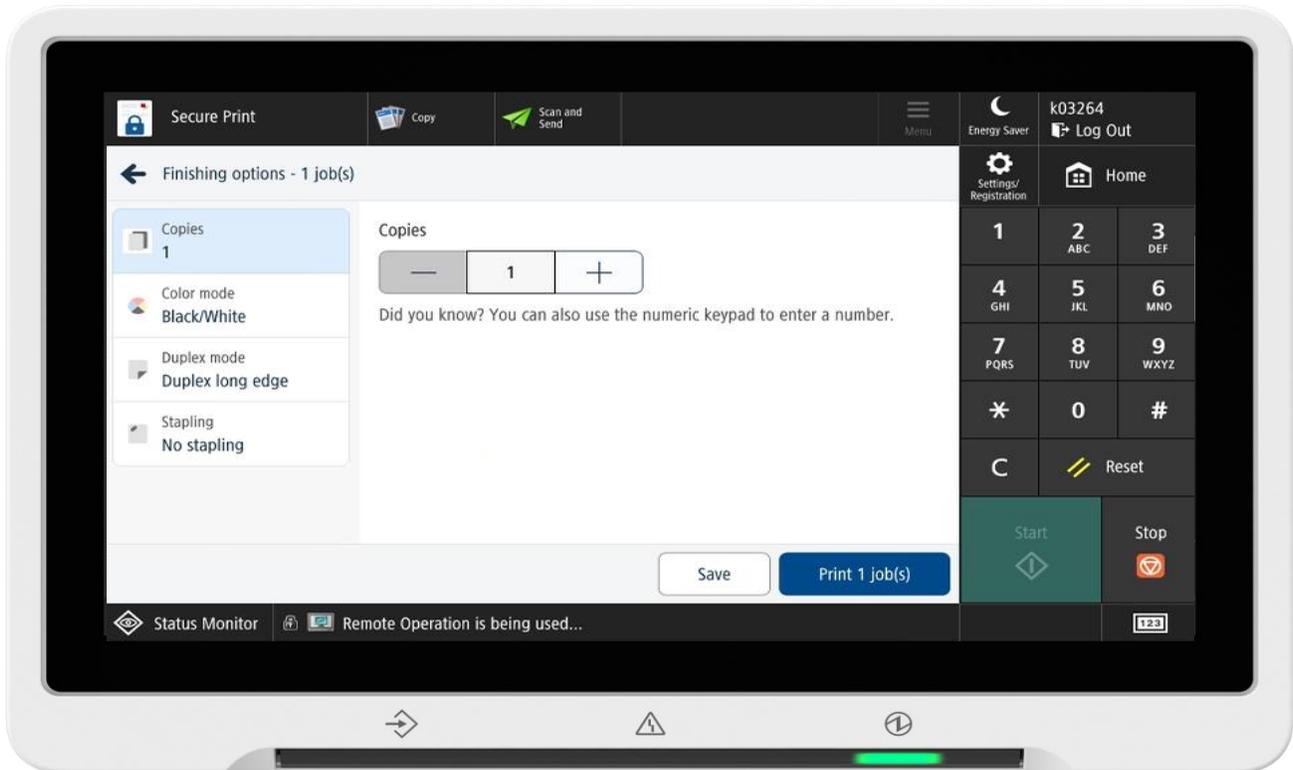
Always remember to log out of your session. To do this, touch the **Log Out** button or tap your badge over the card reader.



Secure Print: Document Options

****Only certain settings can be changed.****

By touching the **Edit** button on the main secure print screen, you can change specific document settings before printing your document. Below is an overview of the options available to you.



Copies: Change the quantity printed at the device.

Color Mode: Change the color setting on your document at the device.

Duplex mode: Change the duplex option at the device before printing. **Note:** Duplex Long Edge = portrait orientation, Duplex Short Edge = landscape orientation.

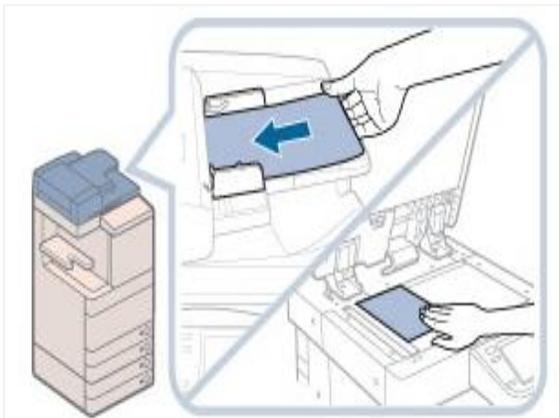
Staples: Change the staple position on your document at the device.

Save

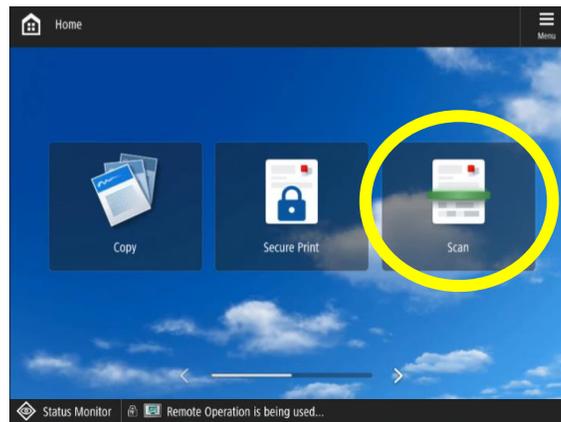
Save: Apply the selected changes to your document and return to the secure print main page.

Scanning to Your Pitt Email

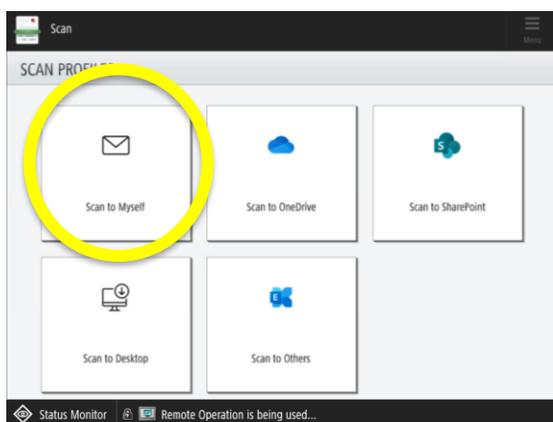
- 1** Place documents face-up in the feeder or facedown on the glass.



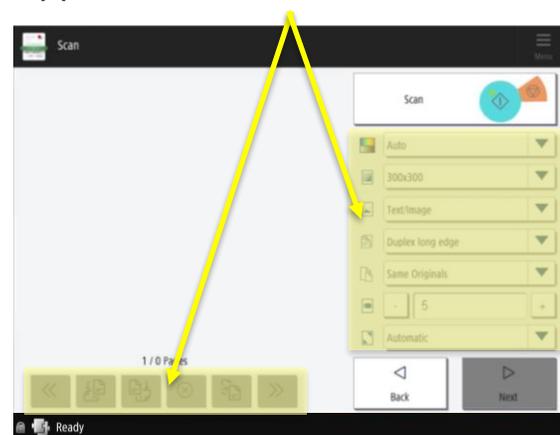
- 2** Tap your badge over the card reader. From the main menu, touch **Scan**.



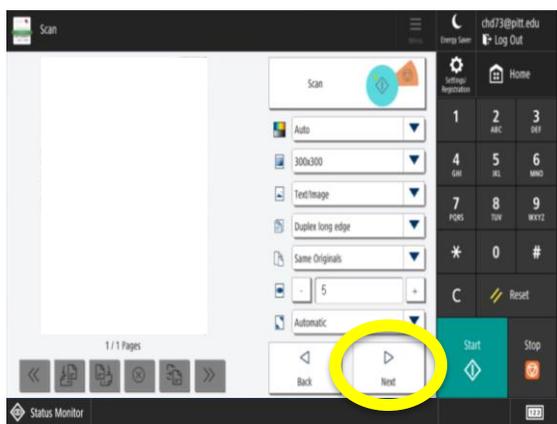
- 3** From the main scan screen, touch **Scan to Myself**.



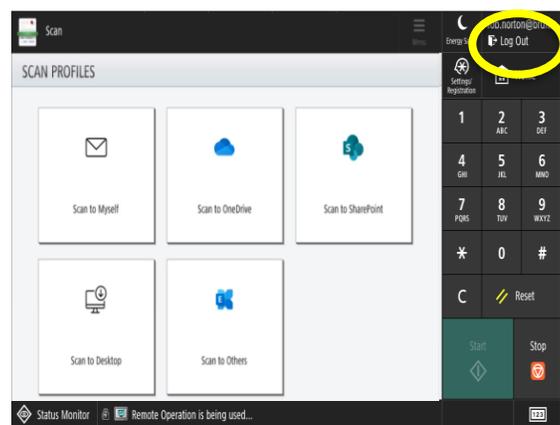
- 4** Adjust your document settings (if applicable) and touch **Scan**.



- 5** Your document(s) will display on the screen. Touch **Next** to start the "Send" process.



- 6** You have the option to select a different scanning function or to log out of the device.

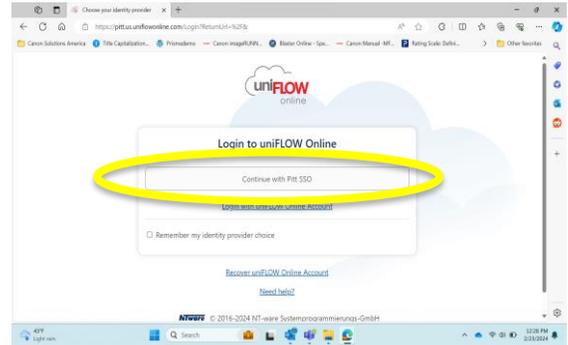


Warning! Touching **Log Out** before **step 5** will stop your document(s) from sending. 15

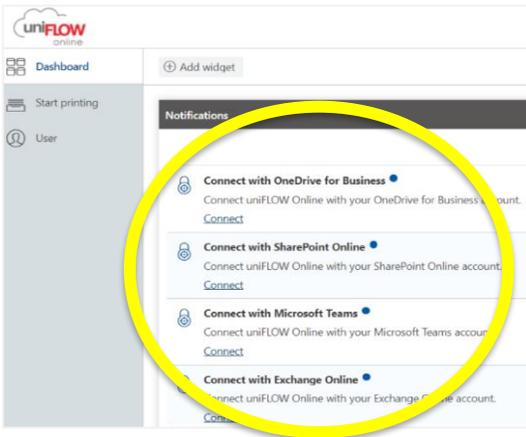
Scan to Cloud Registration

- 1 Open a webpage and navigate to <http://secureprint.pitt.edu>. Click on **Continue with Pitt SSO**.

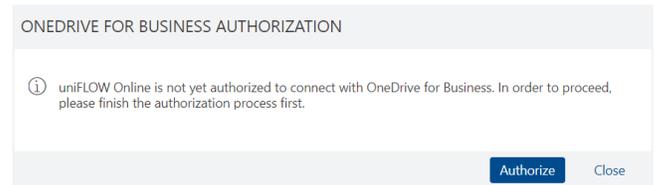
- 2 Click on **Continue with Pitt SSO**.



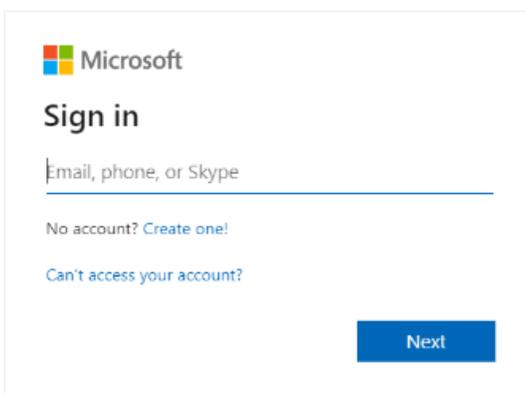
- 3 In Dashboard, locate the **Notifications** window and **Connect** to each available scan destination (e.g., OneDrive).



- 4 Click **Authorize** on the pop-up screen.

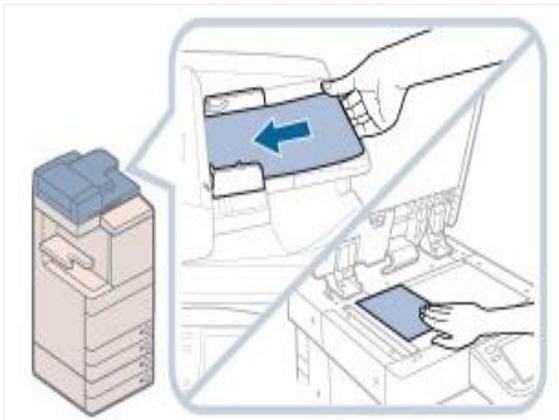


- 5 Log in with your username and password for each authorized application.

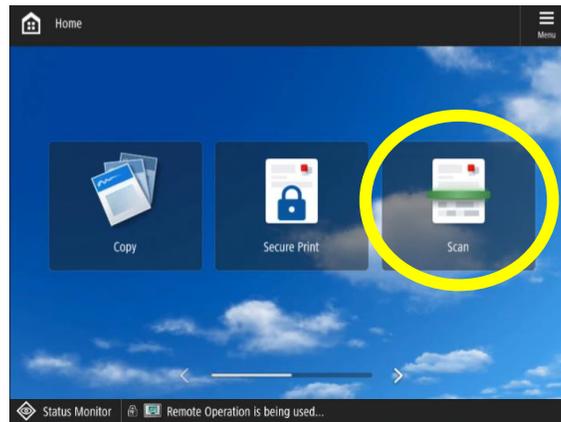


Scanning to OneDrive

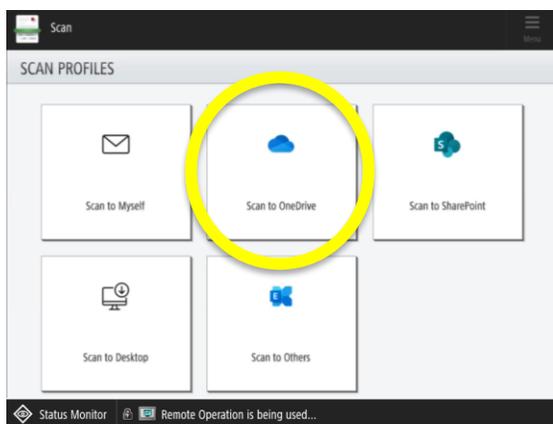
- 1** Place documents face-up in the feeder or facedown on the glass.



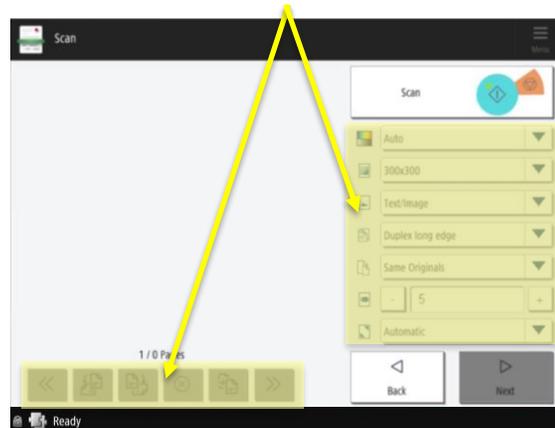
- 2** Tap your badge over the card reader. From the main menu, touch **Scan**.



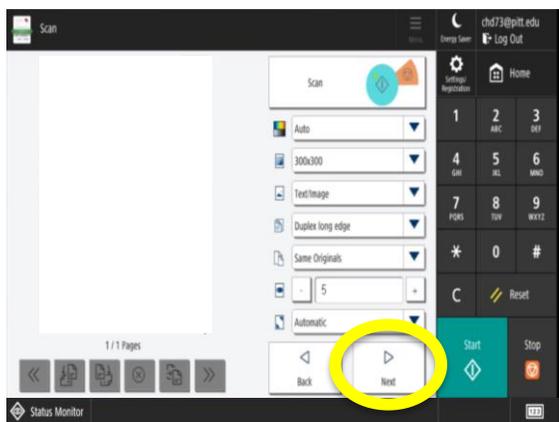
- 3** From the main scan screen, touch **Scan to OneDrive**.



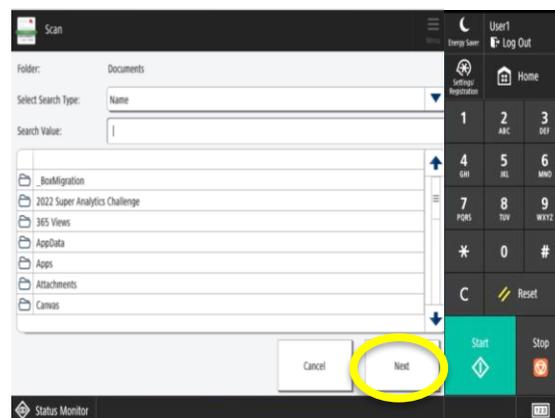
- 4** Adjust your document settings (if applicable) and touch **Scan**.



- 5** Your document(s) will display on the screen. Touch **Next**.

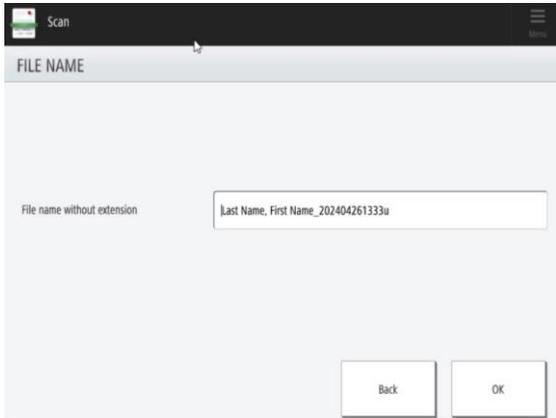


- 6** To select the destination folder, touch the name of the folder displayed on screen. Touch **Next**.

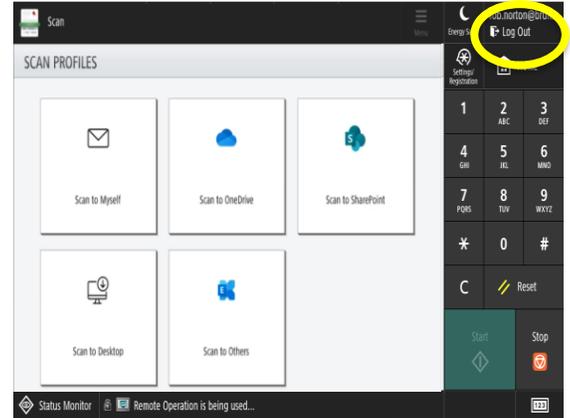


Scanning to OneDrive (cont.)

- 7** You have the option to assign your document a unique file name by changing it here or touch **Next** to continue.



- 8** You have the option to select a different scanning function or to log out of the device.



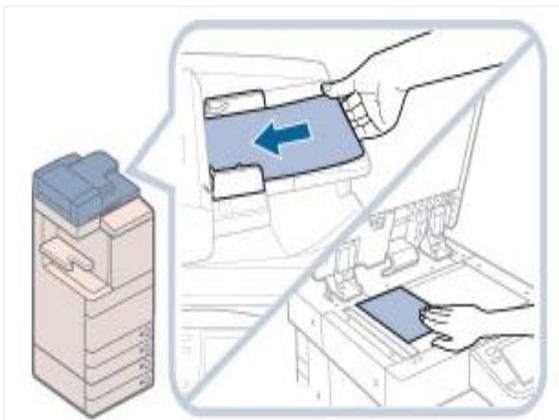
Warning! Touching **Log Out** before [step 8](#) will stop your document(s) from sending.

Finding your Scanned Documents

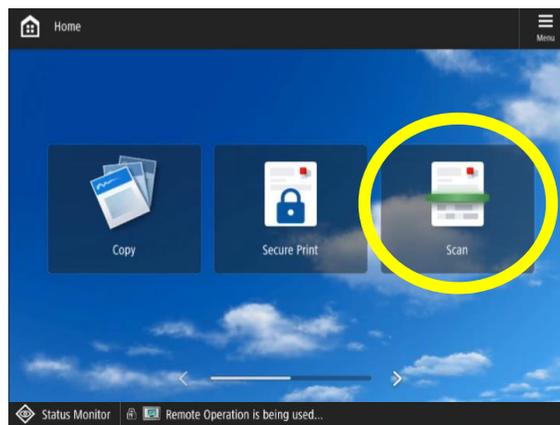
1. To access your scanned document, open **File Explorer** and navigate to your **OneDrive** Folder.
2. If you did not change the document name, it will be stored as '**Last Name, First Name_yyyymmddhhmmu**' (e.g., **Smith, Jane_202405031500u**).
3. After you have accessed your scanned document, you can move or copy it to any location on your computer.

Scanning to SharePoint

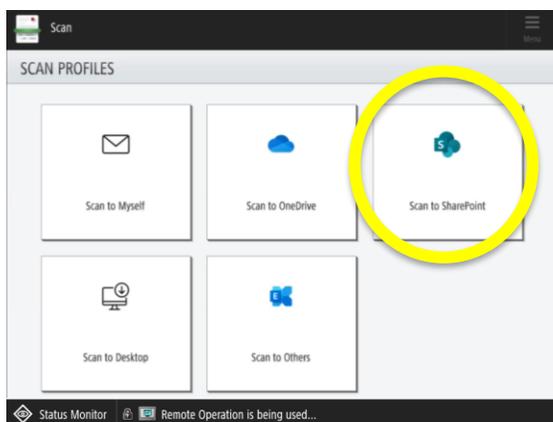
- 1** Place documents face-up in the feeder or facedown on the glass.



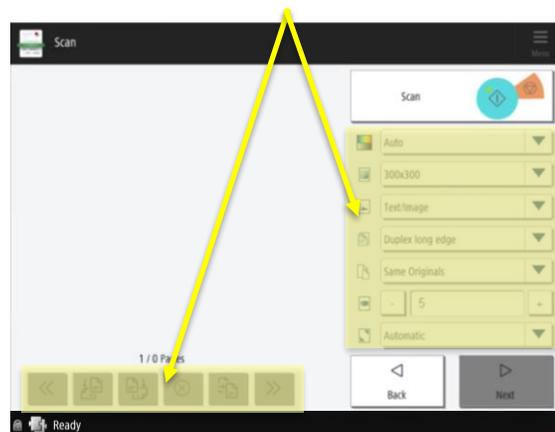
- 2** Tap your badge over the card reader. From the main menu, touch **Scan**.



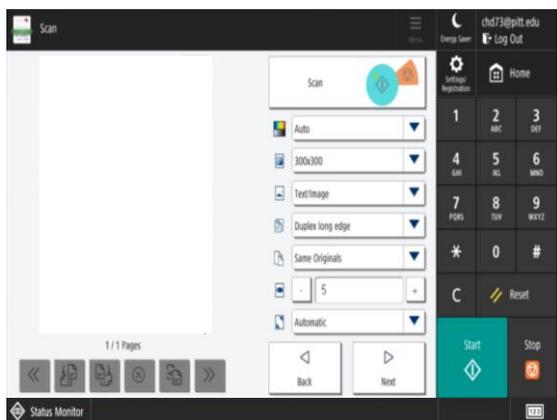
- 3** From the main scan screen, touch **Scan to SharePoint**.



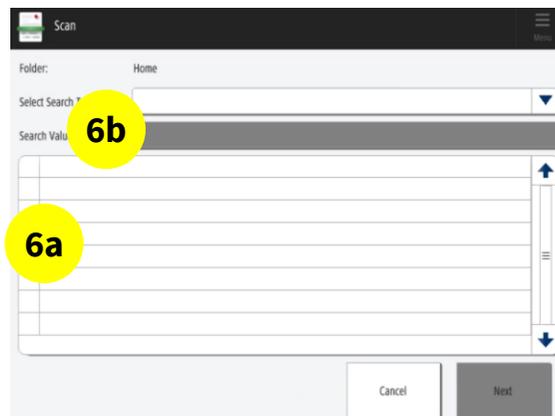
- 4** Adjust your document settings (if applicable) and touch **Scan**.



- 5** Your document(s) will display on the screen. Touch **Next**.

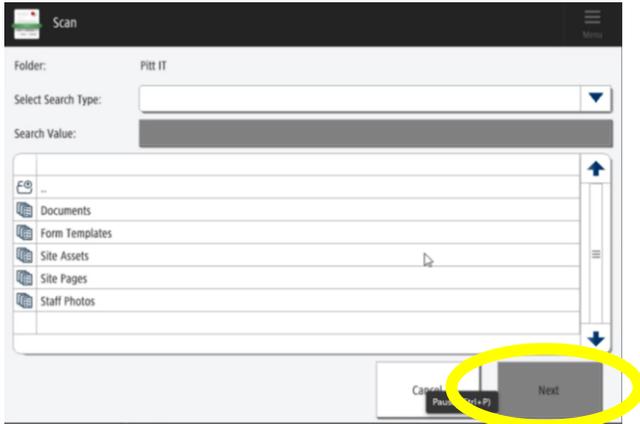


- 6** To locate a folder for scanning, either **a**) scroll through the folder list or **b**) search for it by selecting a search type and entering the folder name in the **Search Value** field.

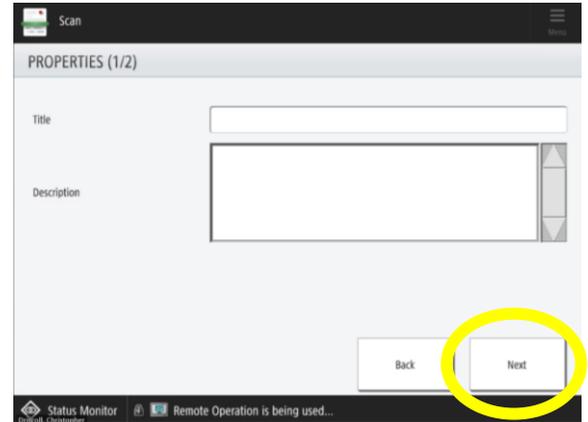


Scanning to SharePoint (cont.)

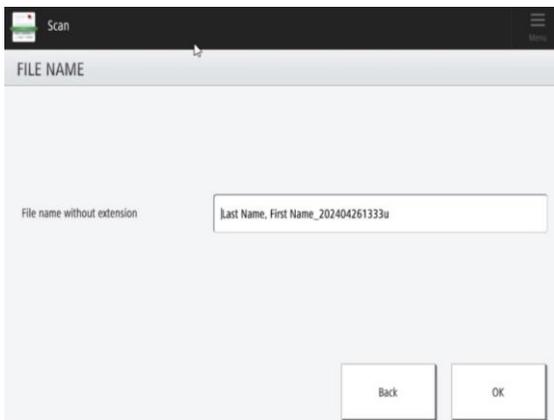
- 7 Touch **Next** after selecting the folder to scan documents.



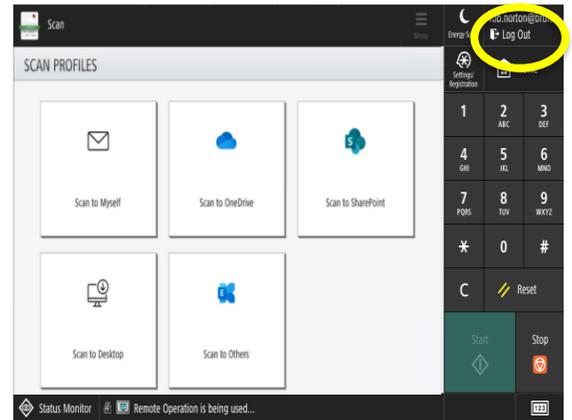
- 8 There are two screens for **Properties** that display metadata. Add relevant metadata and touch **Next**. Leave fields empty if not required.



- 9 You have the option to assign your document a unique file name by changing it here or touch **Next** to continue.



- 10 You have the option to select a different scanning function or to log out of the device.



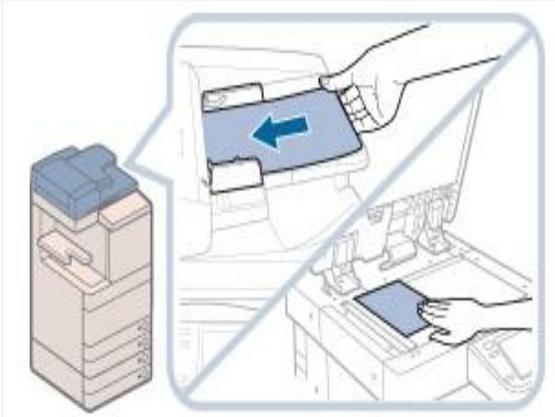
Warning! Touching **Log Out** before [step 10](#) will stop your document(s) from sending.

Finding your Scanned Documents

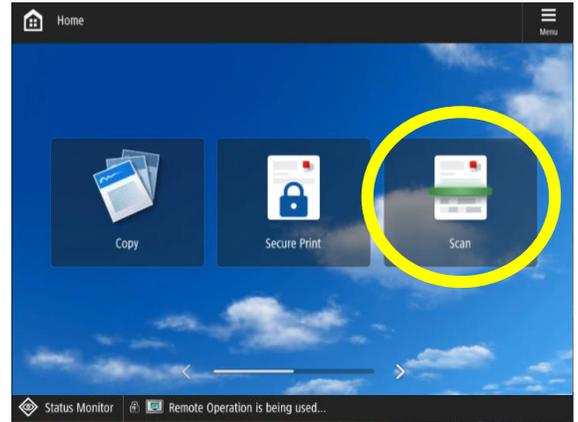
1. To access your scanned document, open **File Explorer** and navigate to SharePoint.
2. If you did not change the document name, it will be stored as '**Last Name, First Name_yyyymmddhhmmu**' (e.g., **Smith, Jane_202405031500u**).
3. After you have accessed your scanned document, you can move or copy it to any location on your computer.

Scanning to Desktop

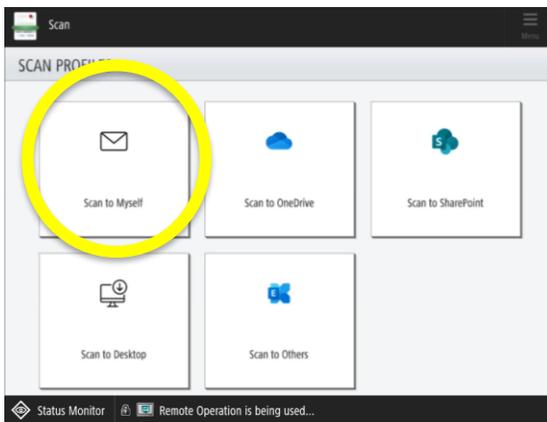
- 1 Place documents face-up in the feeder or facedown on the glass.



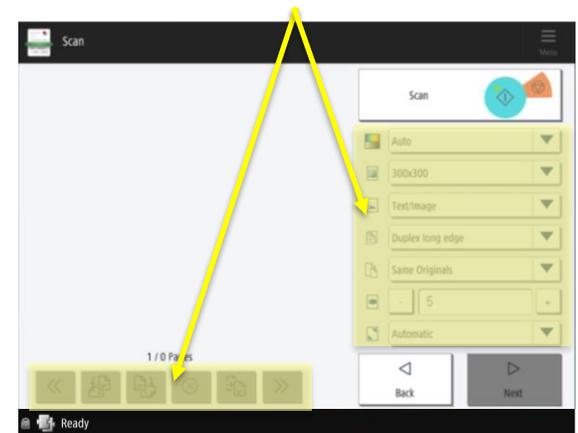
- 2 Tap your badge over the card reader. From the main menu, touch **Scan**.



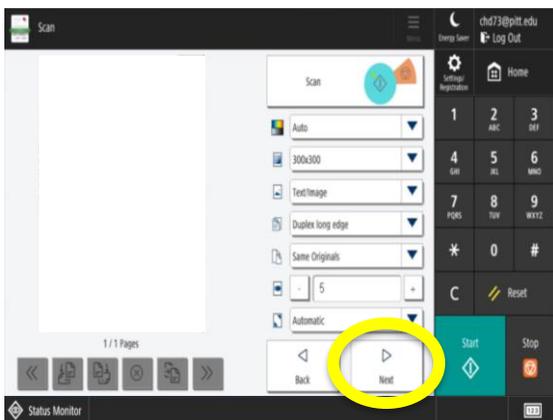
- 3 From the main scan screen, touch **Scan to Myself**.



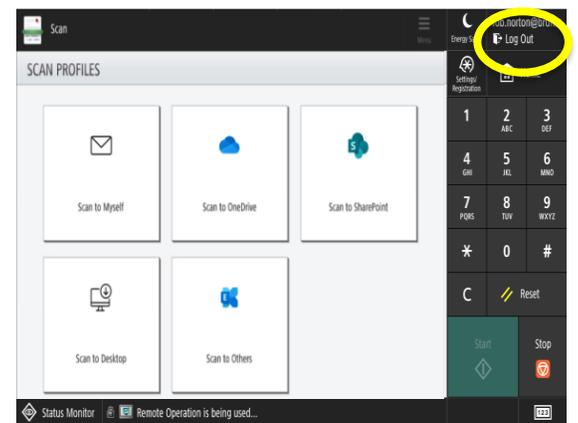
- 4 Adjust your document settings (if applicable) and touch **Scan**.



- 5 Your document(s) will display on the screen. Touch **Next** to start the "Send" process.



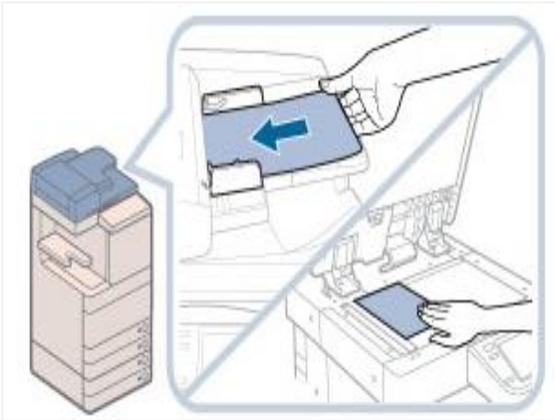
- 6 You have the option to select a different scanning function or to log out of the device.



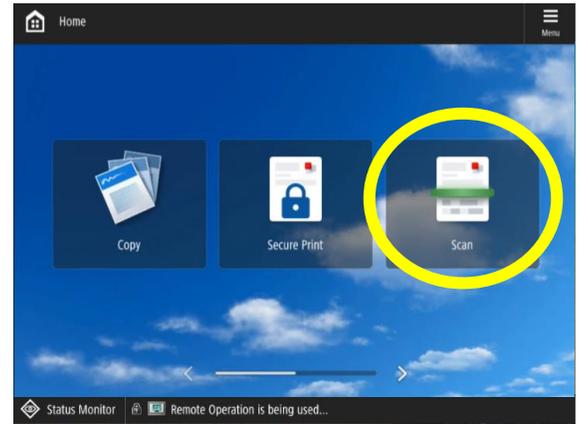
Warning! Touching **Log Out** before **step 6** will stop your document(s) from sending. 21

Scanning to Others

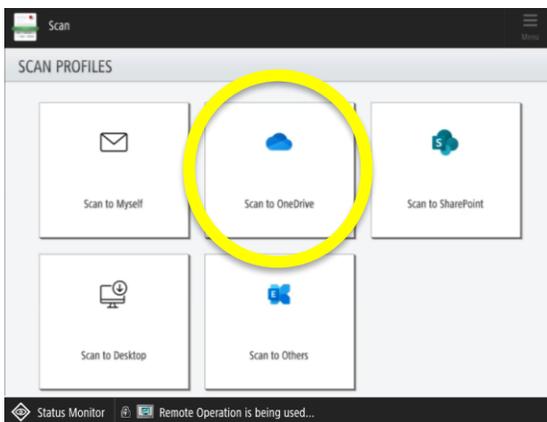
- 1 Place documents face-up in the feeder or facedown on the glass.



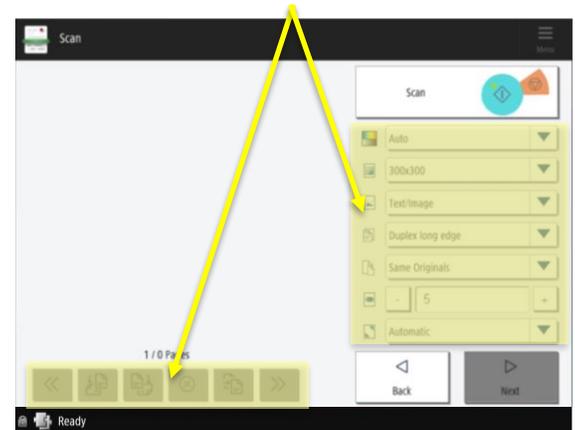
- 2 Tap your badge over the card reader. From the main menu, touch **Scan**.



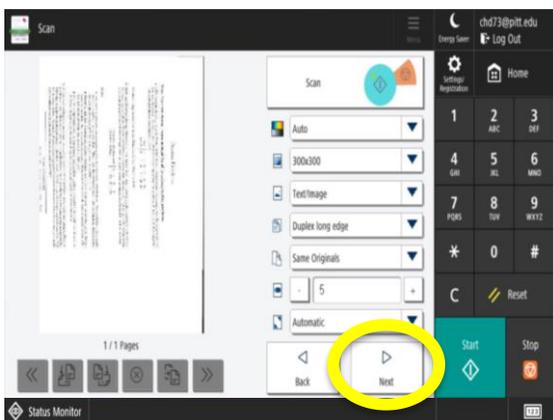
- 3 From the main scan screen, touch **Scan to Others**.



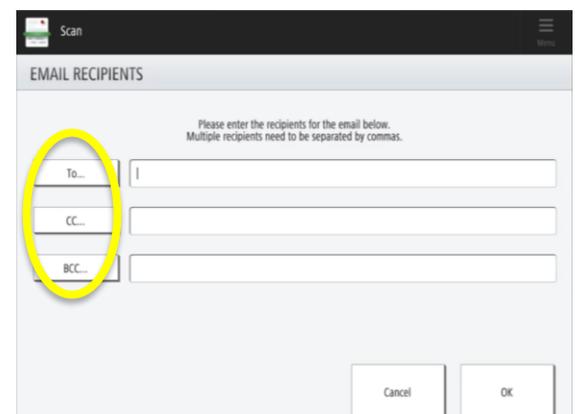
- 4 Adjust your document settings (if applicable) and touch **Scan**.



- 5 Your document(s) will display on the screen. Touch **Next**.

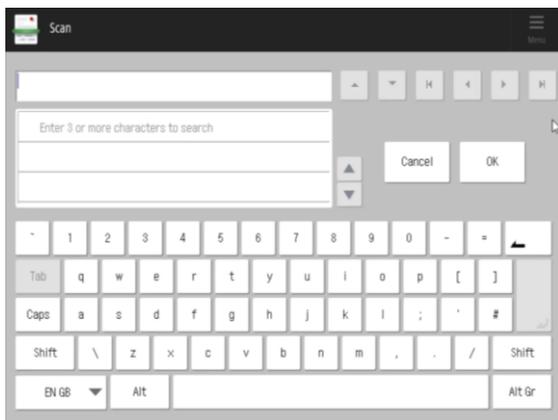


- 6 Touch **To**, **CC**, or **Bcc** fields to search for and select recipients, or type in the email address manually.

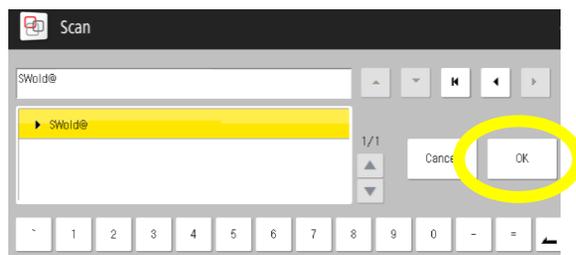


Scanning to Others (cont.)

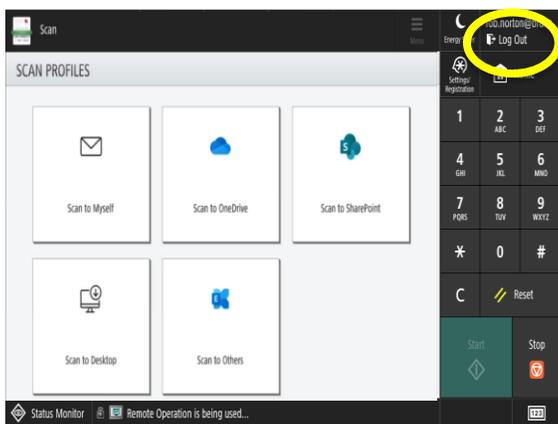
- 7** In the **Search** field, type in the first three letters of the recipient's email address to populate a list matching your entry.



- 8** Select the desired email address from the list and touch **OK**.



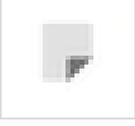
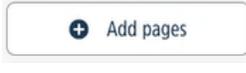
- 9** You have the option to select a different scanning function or to log out of the device.



Warning! Touching **Log Out** before **step 9** will stop your document(s) from sending.

Scan Settings

You can modify any of the following scan settings before sending the document to your Pitt email or cloud application:

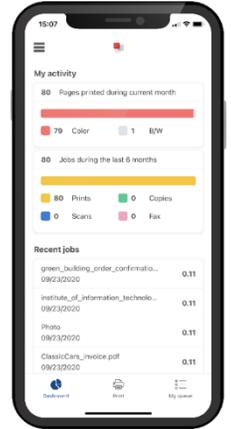
	<p>Color: Change the color settings of your document. When to use this option: If you are scanning a color document and you would like your recipient to receive it in color, change this setting from black to color.</p>
	<p>Resolution: Change the resolution of your document. The default is set to 300x300 dpi. When to use this option: If you want to increase the clarity of your document, increase the resolution in this setting. NOTE: The higher the resolution, the longer the document will take to process.</p>
	<p>Image: Choose the type of document you are scanning (e.g., text, map, photo). When to use this option: If you want to improve the quality of your scanned image, specify the document type.</p>
	<p>Simplex: Choose whether to scan both sides of your document(s). When to use this option: If your document is 2-sided.</p>
	<p>Density: Change the saturation of an image. When to use this option: If you are scanning a document with pictures, this option will adjust the darkness of the image without affecting the text clarity.</p>
	<p>Same Originals: Change the document size setting. When to use this option: If you are scanning pages that are not the same size, please choose Mixed Originals. The device will review each page size before sending.</p>
	<p>Advanced settings: Apply additional settings to your document (i.e.</p>
	<p>Add Pages: Scan additional pages and add them to your current scanned document. When to use this option: If you have extra pages, you can add them to your current document.</p>

Installing uniFLOW Online on your Mobile Device

The uniFLOW Online Print & Scan app improves the mobile print experience for Apple® and Android™ devices. It allows users to authenticate and log in quickly via QR code, and each user can register one mobile device to their uniFLOW Online account.

The Print & Scan app provides the following functions:

- **Personal Dashboard** View your activity for Prints/ Scans/ Copies/ Fax in the last 6 months.
- **Print via File upload** allows users to browse and find the file they want to print and upload it to the cloud.
- **Print via Picture** allows the use of the camera to photograph a document and submit it for print. The correct distortion function detects the edges of a document, flattening out any trapezoid effect to ensure it is perfectly cropped.

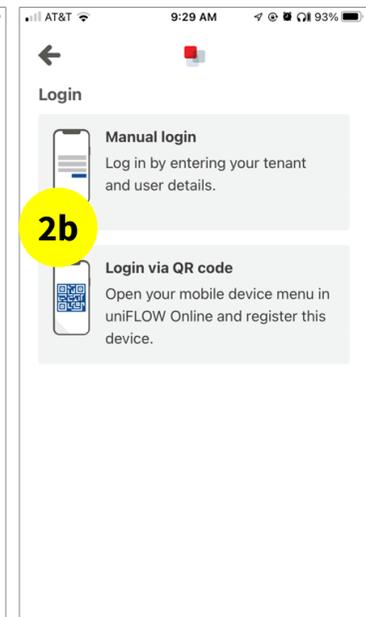
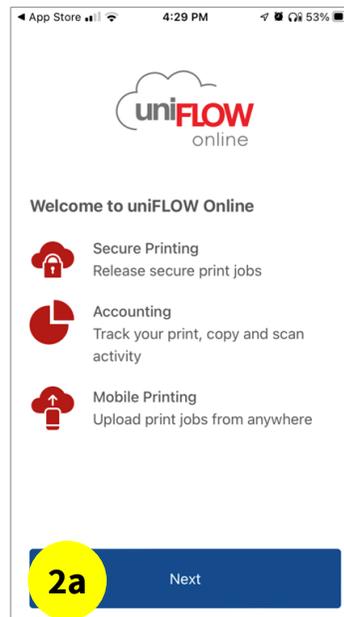


How to install the app

The **uniFLOW Online Print & Scan app** can be downloaded from the Apple App Store and Google Play. Please follow the steps below to install and configure:

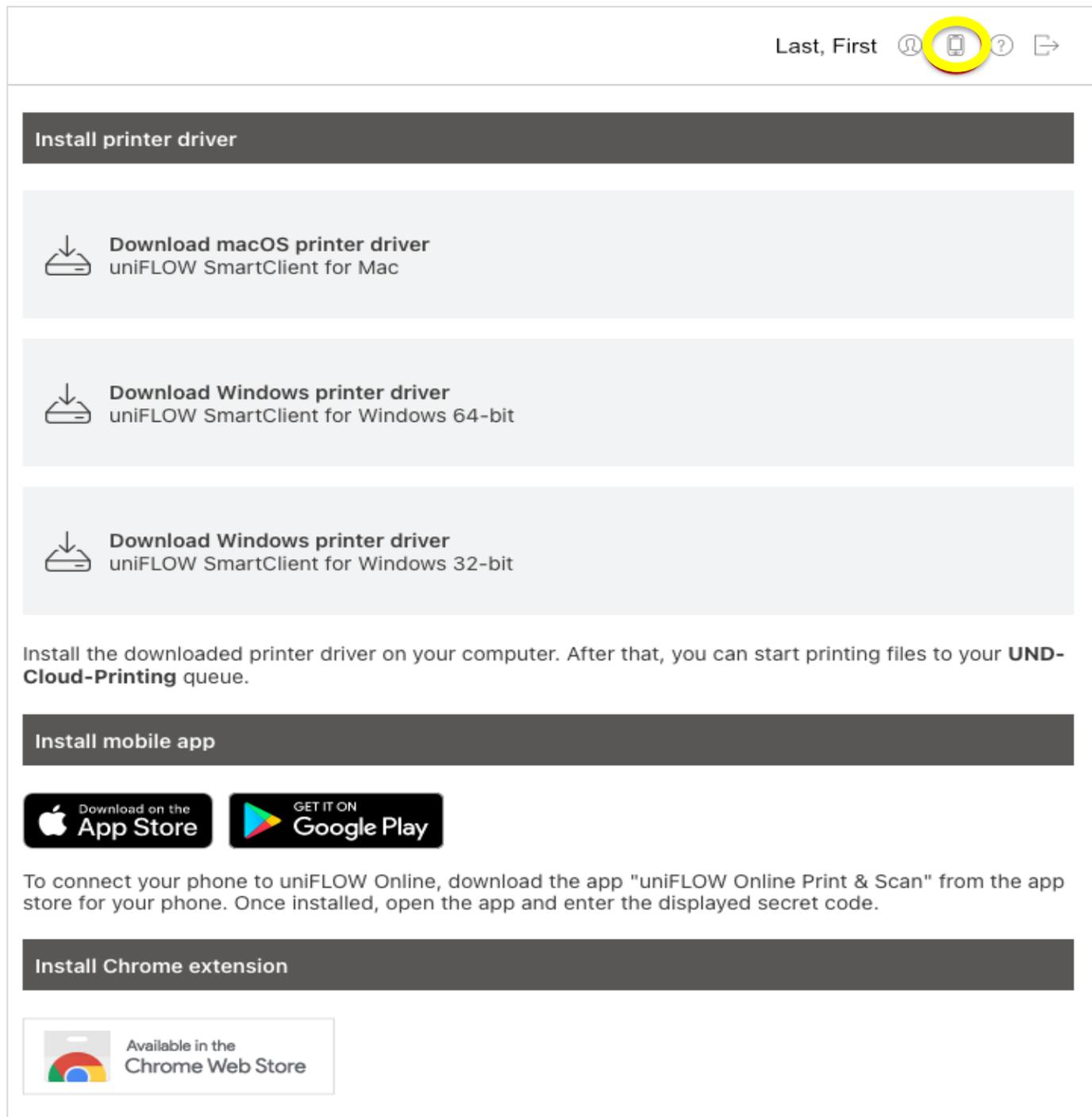


- 1 Install the **uniFLOW Online Print & Scan** app from the respective mobile device app store.
- 2
 - a. Once the installation is complete, launch the app and touch **Next**.
 - b. Choose the desired authentication method to complete the installation.
 - **Manual Login:** Authenticate using your Pitt SSO.
 - **Login via QR Code:** You can link your phone via QR Code and the web portal.



Installing uniFLOW Online on your Mobile Device – QR Code

- 3 a. From your Pitt computer, navigate to the uniFLOW online website.
<http://secureprint.pitt.edu>.
- b. Login using your Pitt SSO.
- c. Click the smartphone icon near your name at the top right of the page.



The screenshot shows the uniFLOW online website interface. At the top right, the user's name "Last, First" is displayed next to a profile icon, a smartphone icon (highlighted with a yellow circle), a help icon, and a share icon. Below this, there are three sections for installing printer drivers:

- Install printer driver**
 - Download macOS printer driver
uniFLOW SmartClient for Mac
 - Download Windows printer driver
uniFLOW SmartClient for Windows 64-bit
 - Download Windows printer driver
uniFLOW SmartClient for Windows 32-bit

Install the downloaded printer driver on your computer. After that, you can start printing files to your **UND-Cloud-Printing** queue.

Install mobile app

Download on the **App Store** | GET IT ON **Google Play**

To connect your phone to uniFLOW Online, download the app "uniFLOW Online Print & Scan" from the app store for your phone. Once installed, open the app and enter the displayed secret code.

Install Chrome extension

Available in the **Chrome Web Store**

Installing uniFLOW Online on your Mobile Device – QR Code (cont.)

- 4** Please note. This step will need the mobile app, please make sure the app is open. On the uniFLOW online website, type in the code from your phone screen, then click **Next**.

CONNECT DEVICE

To connect your phone to uniFLOW Online, download the app "uniFLOW Online Print & Scan" from the app store for your phone. Once installed, open the app and enter the displayed secret code.

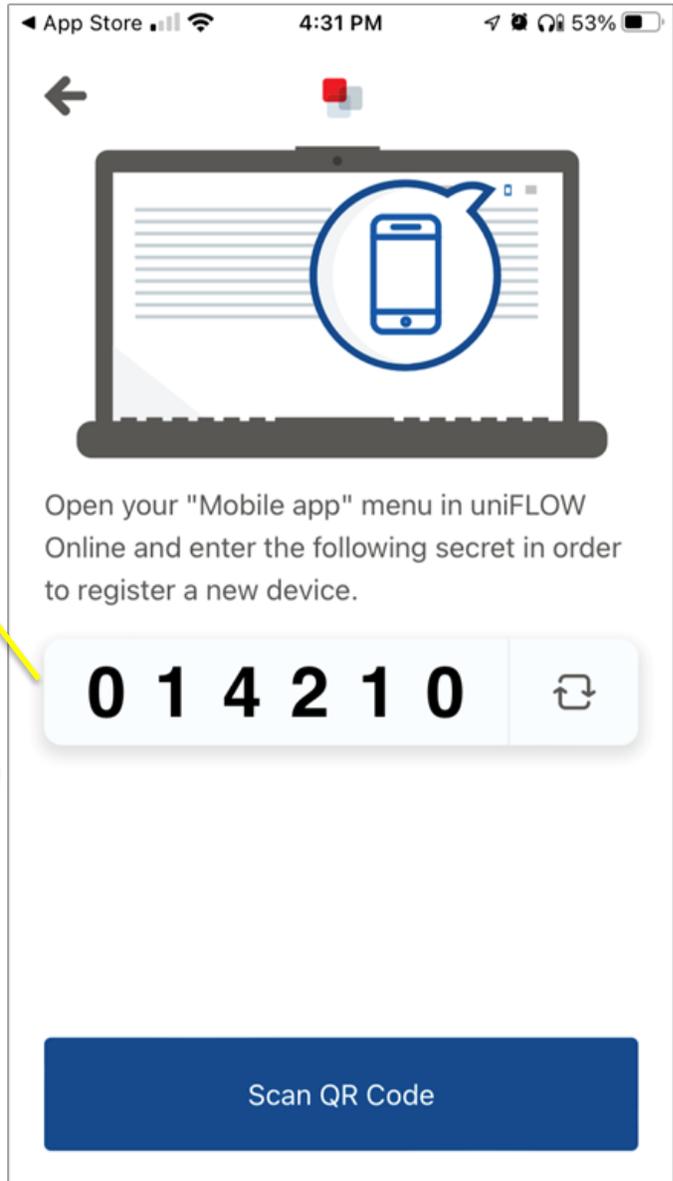
 

Secret *

6 digit secret code as shown on the mobile app login screen.

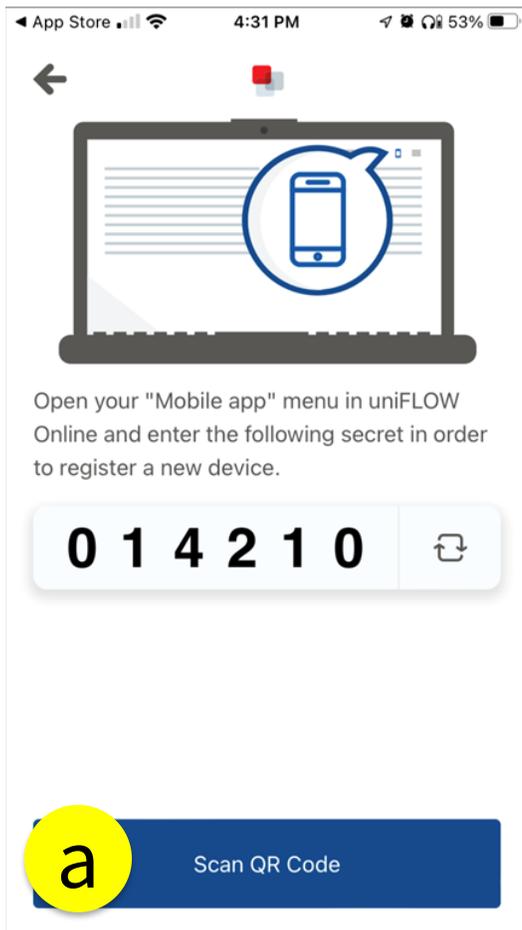
* Required fields

Cancel Next



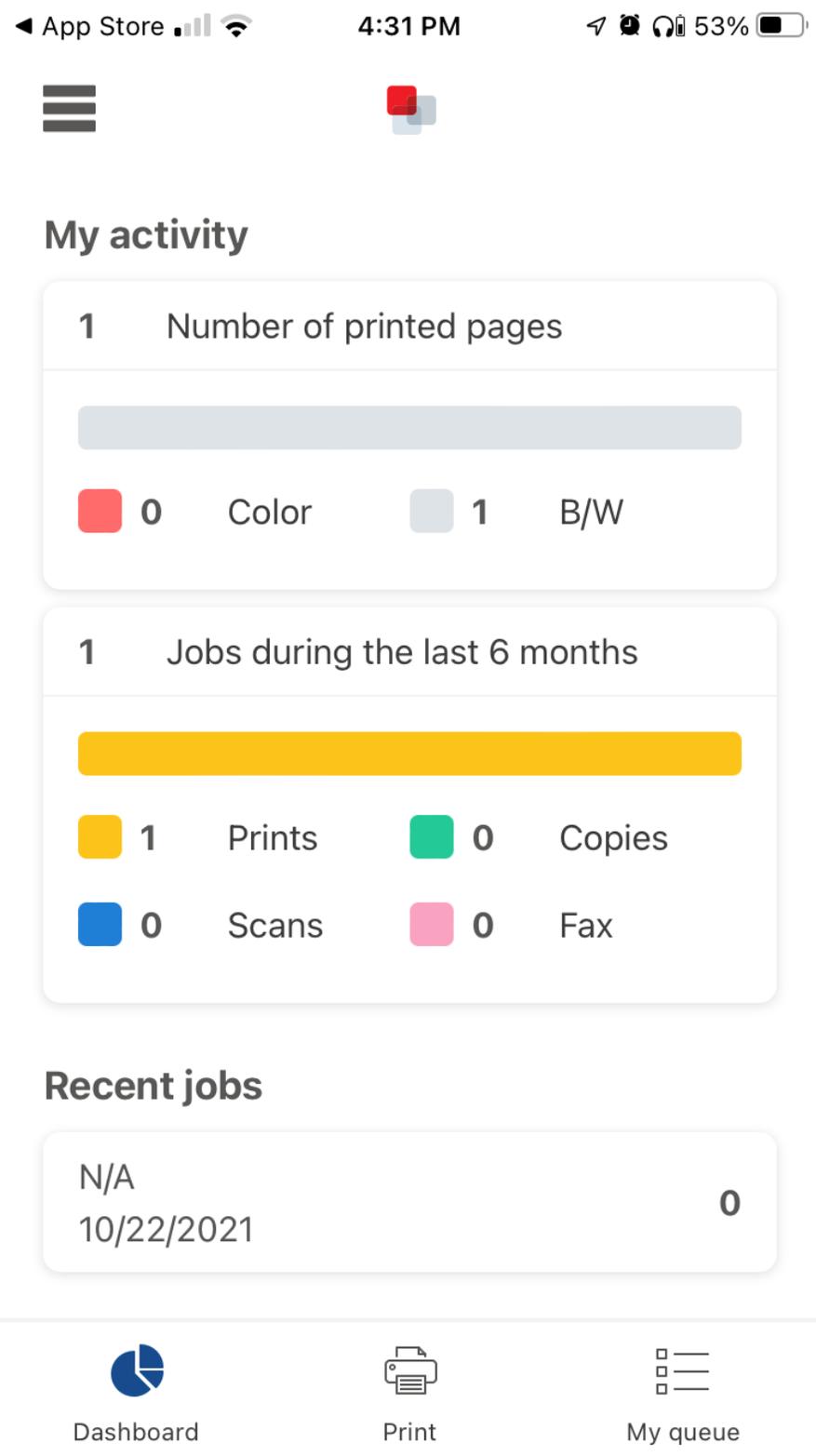
Installing uniFLOW Online on your Mobile Device – QR Code (cont.)

- 5 A dialogue box with a QR code will appear on your computer screen.
- On your mobile device, touch **Scan QR Code**. If prompted, allow the app to access your camera.
 - Scan the QR Code on your computer screen.
 - Click **Close**.



Installing uniFLOW Online on your Mobile Device – QR Code (cont.)

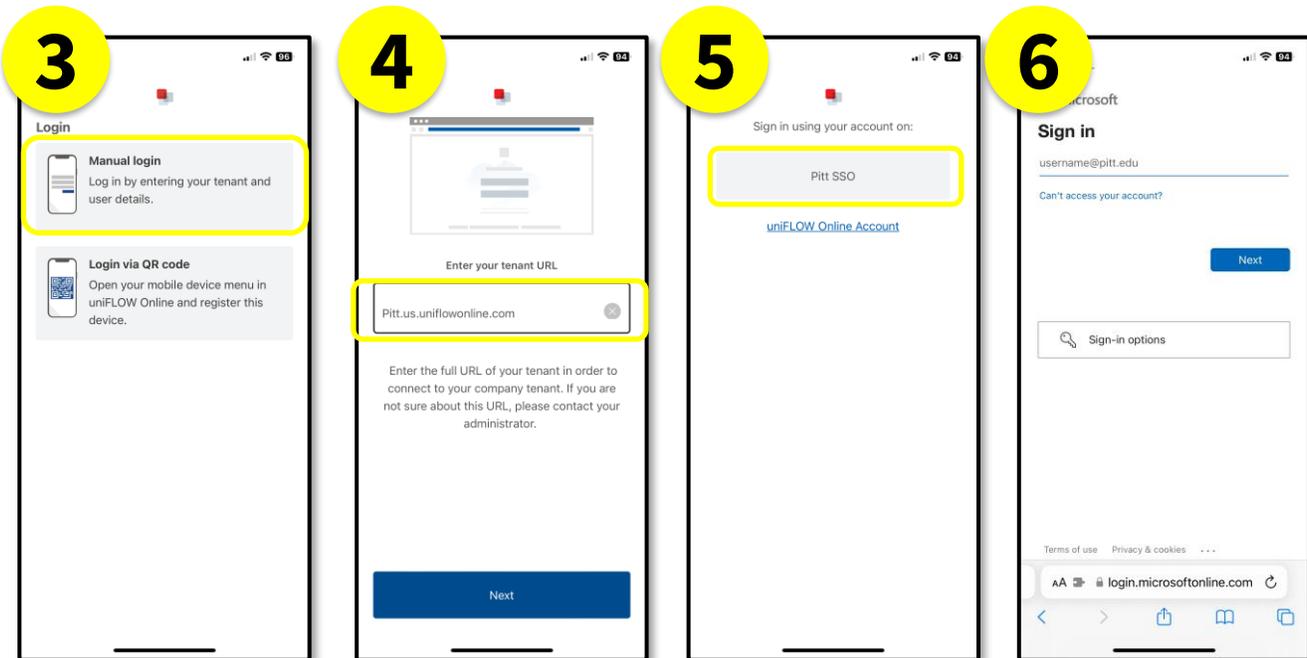
6 Once the loading process is complete, your account dashboard will display. Your mobile device is now configured to use the uniFLOW mobile app.



Installing uniFLOW Online on your Mobile Device – Manual

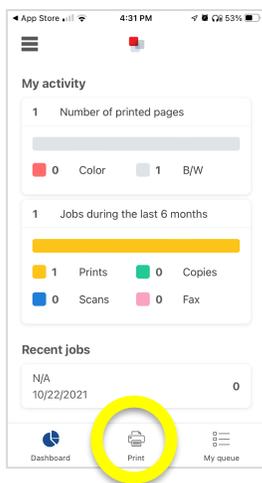
Manual Login

1. Install the **uniFLOW Online Print & Scan** app from the respective mobile device app store.
2. Touch **Next**.
3. Touch **Manual Login**
4. Enter pitt.us.uniflowonline.com regional URL listed below and select **Next**.
5. Touch the **Pitt SSO**. A login screen will open.
6. Enter your **Pitt MS credentials**.



Printing Using the App

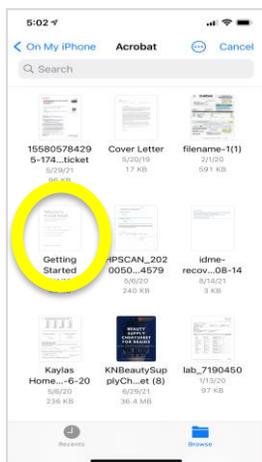
1 To print directly from the app, launch the uniFLOW Online Print & Scan app and touch **Print** on the dashboard.



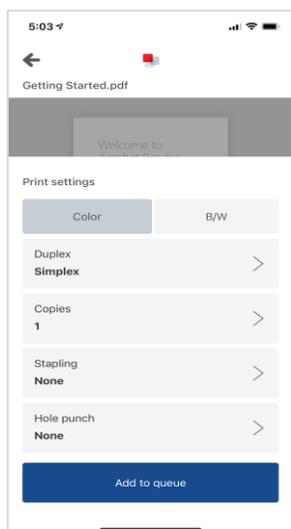
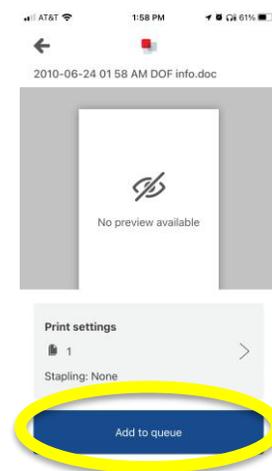
2 You can select a file, a photo, or take a new picture.



3 Find your document by choosing where it is and then click on it to print.



4 Tap **Add to queue**. The file will be added to your print queue, and you can print it by following [Retrieving Your Document\(s\)](#).

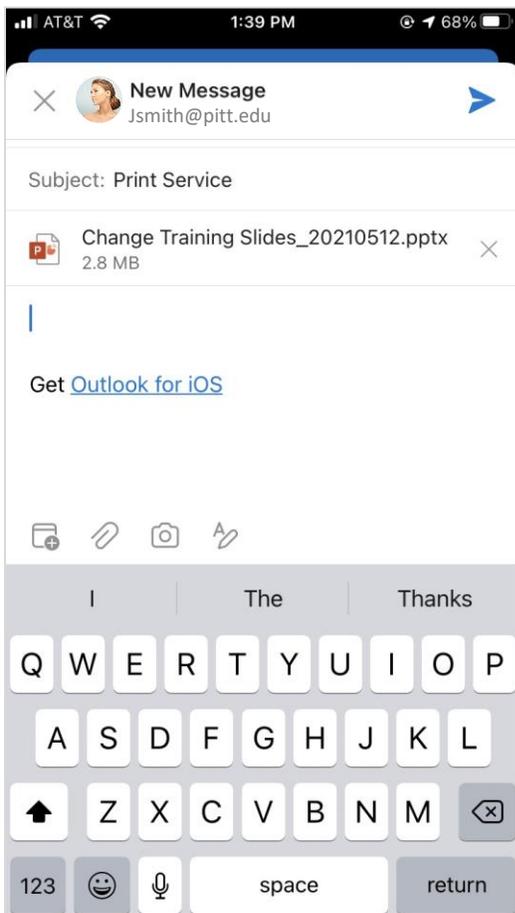


<input type="radio"/> Color <input type="radio"/> B/W	Color: Change the color settings of your document.	<input type="radio"/> Stapling <input type="radio"/> None	Staples: Change the staple position on your document.
<input type="radio"/> Duplex <input type="radio"/> Simplex	Duplex/Simplex: Change the duplex option before printing.	<input type="radio"/> Hole punch <input type="radio"/> None	Hole Punch: Change the hole punch position.
<input type="text"/> Copies 1	Copies: Change the quantity to be printed.	<div style="background-color: #0070C0; color: white; padding: 10px; font-weight: bold; font-size: 1.2em;">Print Settings</div>	

Mobile Printing

Included with the Print Program is mobile printing. This feature allows you to print using phones, tablets, laptops, and computers from anywhere on campus!

- 1** From a Pitt email address, create an email message, attach the files to be printed, and send it to secureprint@pitt.edu



- 2** Touch **Send**, go to the nearest Canon device, and use **Secure Print** to print your document.

Review [Retrieving Your Document\(s\)](#) in this guide for detailed instructions on printing at the device.

The supported file formats for mobile printing are:

- Portable Document Format (.pdf)
- Web Pages (.htm, .html)
- Text File (.txt, .text, .csv)
- XML Files (.xml)
- Rich Text Format (.rtf)
- Microsoft® Excel Files (.xlsx, .xlsm, .xlsb, .xltx, .xltm, .xls, .xlt, .xlm, .xlw)
- Microsoft® Word Documents (.docx, .doc, .docm, .dotx, .dotm, .dot)
- Microsoft® PowerPoint Presentations (.pptx, .ppt, .pptm, .ppsx, .pps, .ppsm, .potx, .potm)
- WordPerfect® Documents (.wpd)
- Bitmap Image File (.bmp)
- CompuServe Graphics Interchange Format (.gif)
- Icon Files (.ico)
- JPEG 2000 JP2 File Format Syntax (.jp2)
- Joint Photographic Experts Group Image Format (.jpeg, .jpg)
- Portable Network Graphics (.png)
- Tagged Image File Format (.tiff, .tif)

The file extensions mentioned above are the only ones available to print in your queue. All other formats will not print. You will be notified by email.

Getting Help

We have placed a device identification label on each multifunction device, and each tag has vital information to be used for service calls.

 University of Pittsburgh	
DEVICE IDENTIFICATION LABEL	
For assistance with this device, please contact the Canon Help Desk at 1.800.355.1385	
Location	
Serial #	
Turn this card over if a service call was placed for this device.	

Please turn the label over to display **Service Issue Reported** when a service issue is reported. Once the issue is resolved, turn the label around to show the identification information.

	DEVICE INFORMATION LABEL
SERVICE ISSUE REPORTED	
For assistance, please contact the Canon Help Desk at 1.800.355.1385.	
A service technician has been alerted about the problem. Please use another available printer.	
	