

HOW TO REGISTER PRINTER.

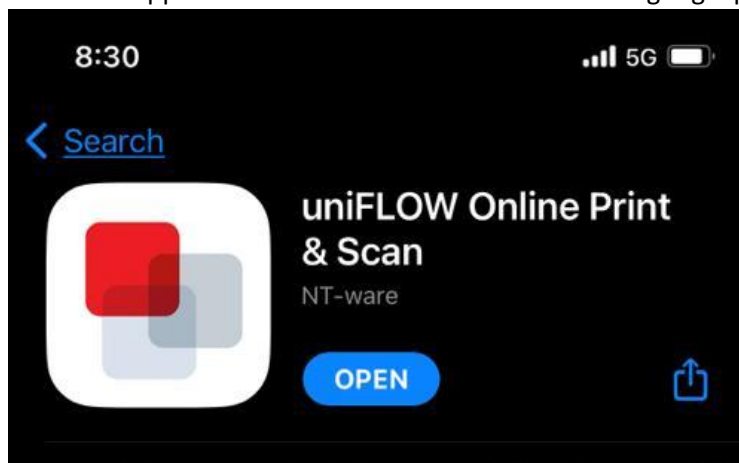
1. Scan this QR Code.



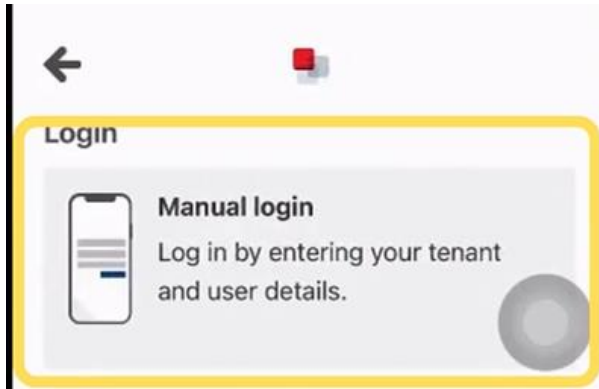
2. Fill in the “Printer Registration” form.

The image shows two parts of the registration process. On the left is a screenshot of the uniFLOW app's main menu, which lists several options: 'uniFLOW Online Print & Scan (IOS)', 'uniFLOW Online Print & Scan (ANDROID)', 'PRINTER REGISTRATION' (highlighted with a red rectangle), 'TUTORIAL UNIFLOW ONLINE PRINTING', 'IT EQUIPMENT REQUEST', and 'IT SERVICE REQUEST'. On the right is a screenshot of the 'PRINTER REGISTRATION' form itself. The form has a title 'PRINTER REGISTRATION' and a note: 'Please fill this form. AFTER FILL THIS FORM PLEASE COME TO IT OFFICE.' It shows a user profile for 'haslindahassan1107@gmail.com'. Below this are three input fields: 'FULL NAME (CAPITAL LETTER) *', 'STUDENT ID *', and 'EMAIL *', each with a 'Your answer' label and a text input area. At the bottom of the form are 'Submit' and 'Clear form' buttons, and a footer note: 'Never submit passwords through Google Forms.'

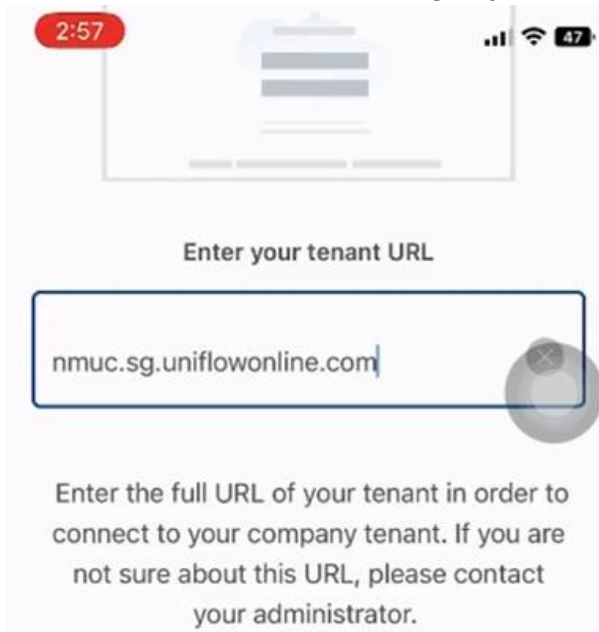
3. Once the form is submitted, please let the IT staff know.
4. Install the app “uniFLOW Online Print & Scan” in the google play store or apps store.



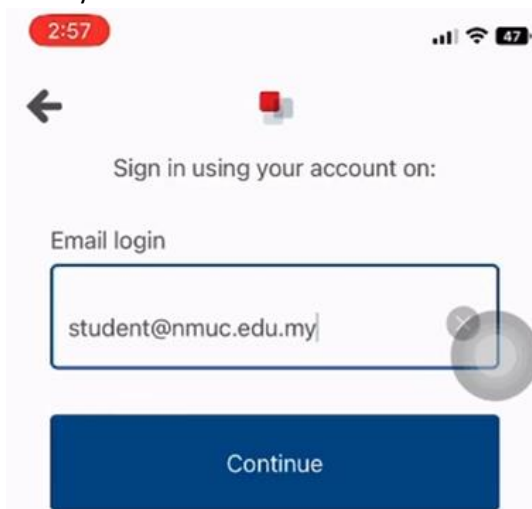
5. Press Next, then choose Manual Login.



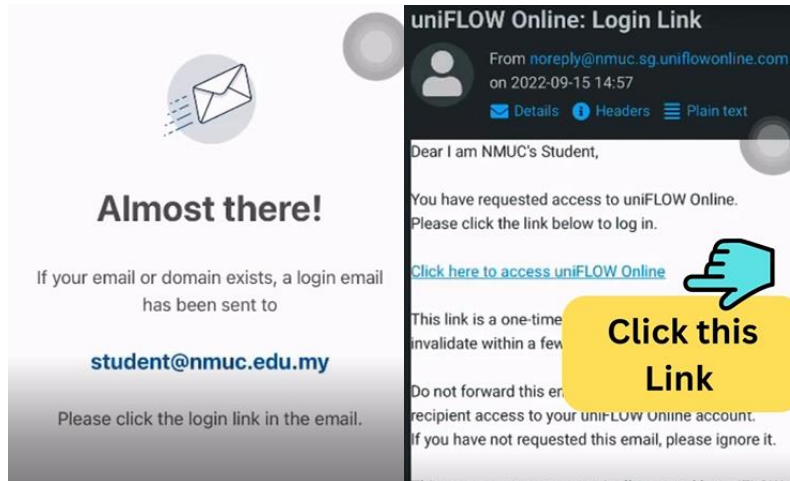
6. Enter the full URL of NMUC: ***nmuc.sg.uniflowonline.com***



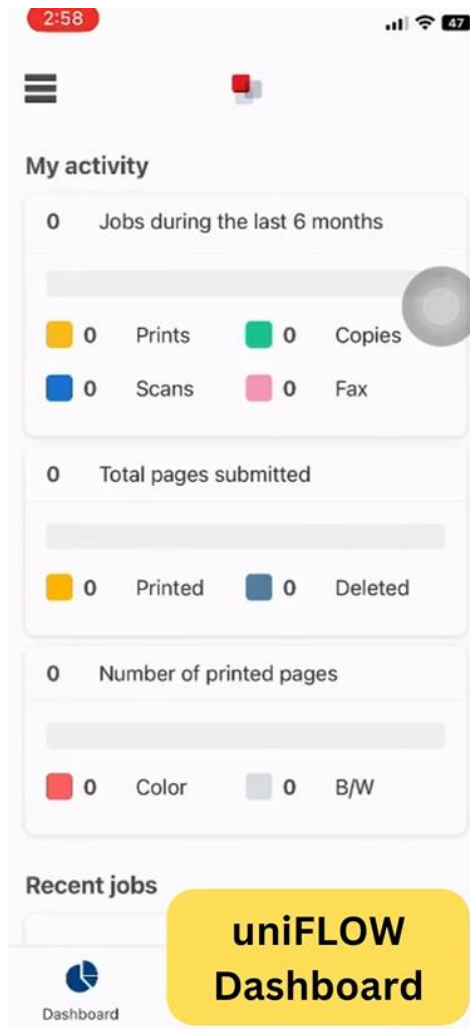
7. Enter your email.



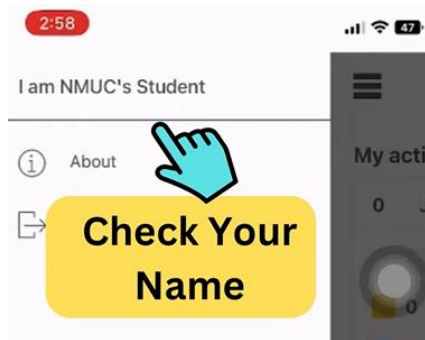
8. Check your email and click “Access uniFLOW Online.”



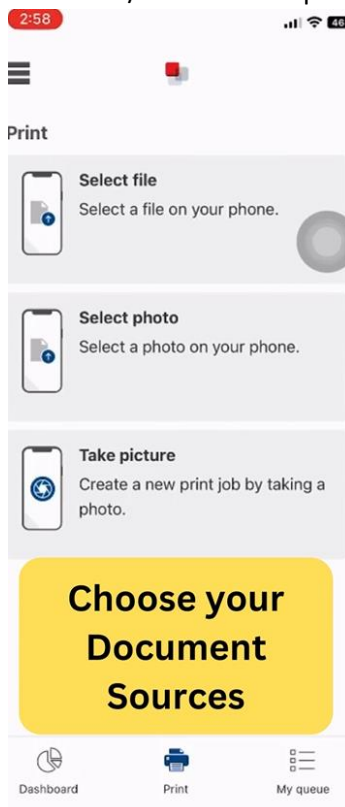
9. Go back to the “uniFLOW Online Print & Scan” apps.



10. Check the student's name.



11. Select File/Document to print and click **"Add to Queue"**.

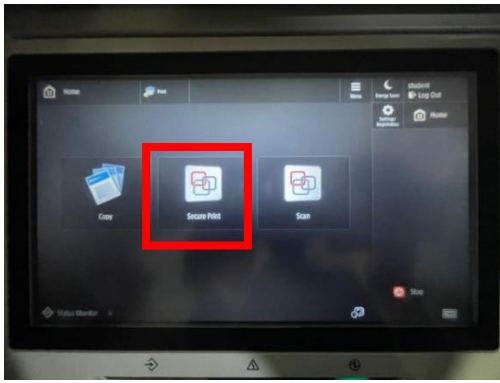


HOW TO PRINT.

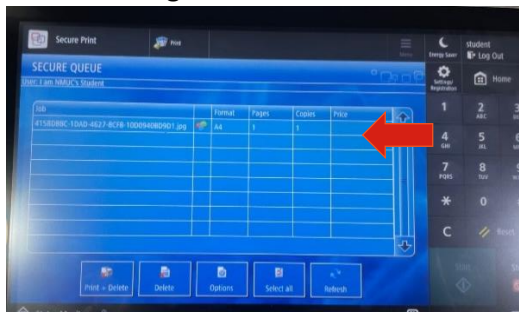
1. Tap the student's card or enter the student's pin (last 6 digits of student ID Number: XXXX**123456**).



2. Choose **"Secure Print"**.



3. Select **Printing Job**.



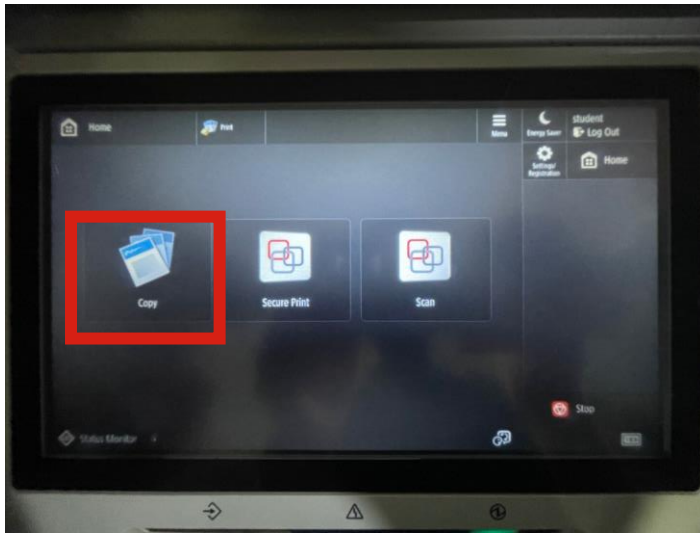
4. Choose **"Print+Delete"** to Print and delete from the printing job list.



5. The document will be printed.

HOW TO COPY

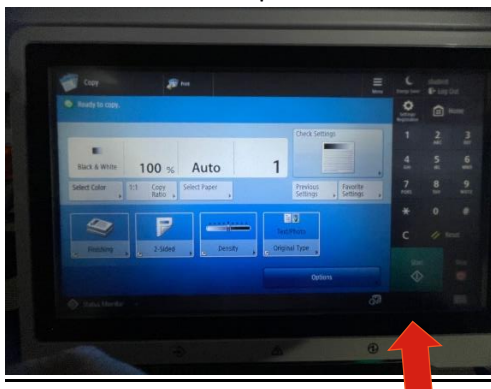
1. Choose **“Copy”**.



2. Place the document/paper onto the platen glass.

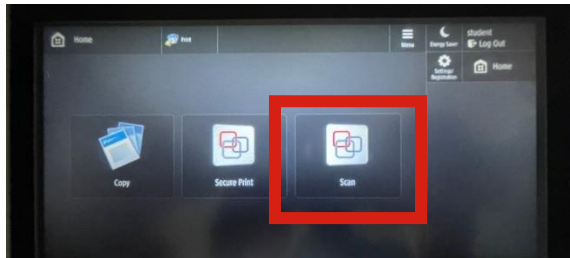


3. Close the feeder and press **“Start”**.



HOW TO SCAN.

1. Choose **"Scan"**.



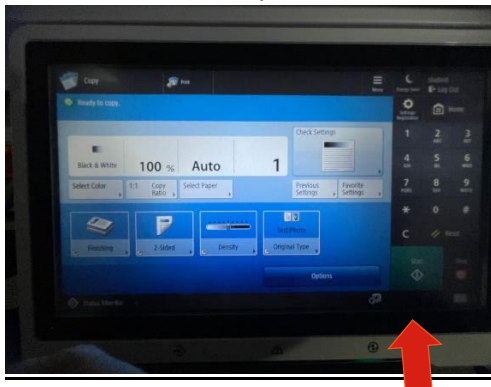
2. Click to **"Scan to Myself"**. It will be sent to your registered email.



4. Place the document/paper onto the platen glass.

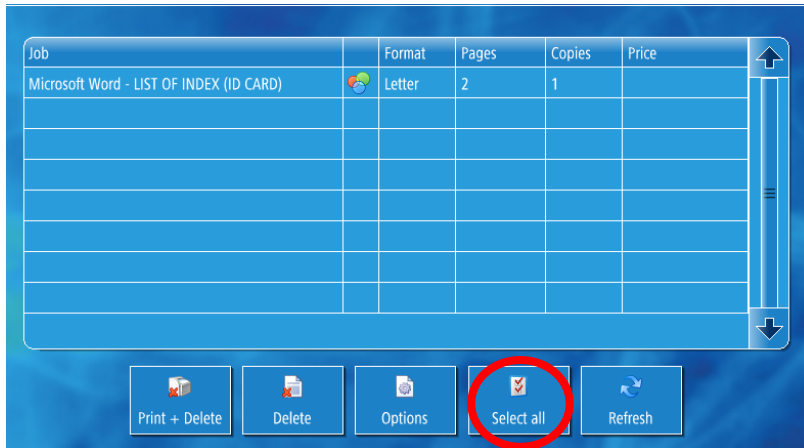


5. Close the feeder and press start.

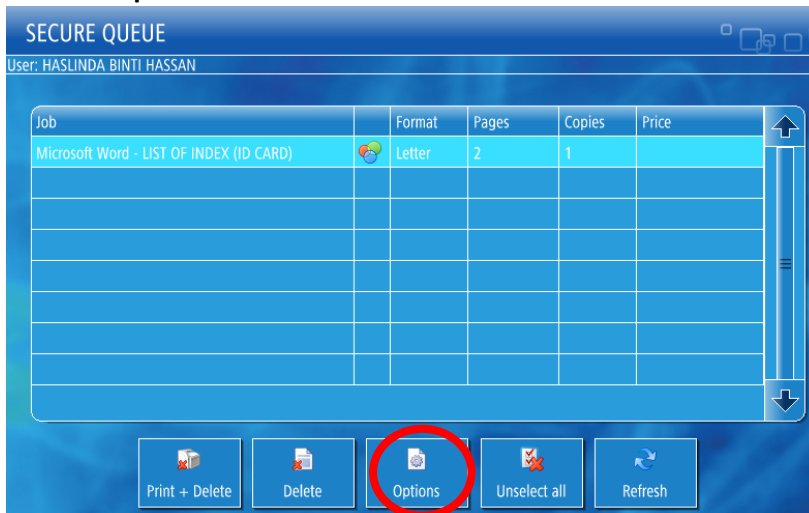


SET YOUR PRINTER FOR BLACK AND WHITE PRINTING.

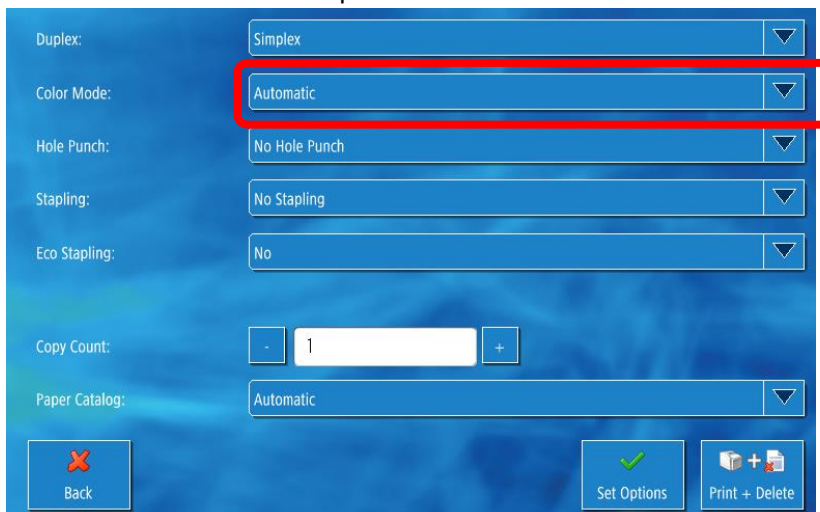
1. From the printing job list, click **“Select all”**.



2. Choose **“Options”**.



3. Choose the **“Color Mode”** option.



4. Choose **"B/W Pages"**.

Duplex: Simplex

Color Mode: Automatic

Hole Punch: Automatic

Stapling: B/W Pages

Eco Stapling:

Copy Count:

Paper Catalog:

Back

5. Choose **"Set Options"**.

Duplex: Simplex

Color Mode: B/W Pages

Hole Punch: No Hole Punch

Stapling: No Stapling

Eco Stapling: No

Copy Count: 1

Paper Catalog: Automatic

Back

Set Options

Print + Delete

6. Select Printing Job and select **"Print+Delete"**.

Job	Format	Pages	Copies	Price
Microsoft Word - LIST OF INDEX (ID CARD)	Letter	2	1	

Print + Delete

Delete

Options

Select all

Refresh

7. The document will be printed.