Printing to a Canon Machine for the First Time:

1. From your computer, open the document to print and Select Secure Print Queue on uniFLOW. You will notice many jobs are waiting as Ready in the Queue. Please disregard those; those jobs are an accumulation of the entire district. Before clicking Print, you need to choose your preferences. So, if you would like to print to color, you need to change it in the Printer Properties first. Please be aware that black and white copies are $0.013 and color are $0.062.

2. Go to any printer/copier with a card reader and swipe your card or fob.

3. The display should look like this.

4. You MUST swipe the first time with your card or fob, after that you can use the pin number assigned to you. After swiping, you should see this screen. (Please see directions at the end for pin info.)
5. Enter your credentials exactly as you do to login to your computer. You do not need @antioch34.com
   Example:  **Username:**  cduffy  
   **Password:**  abc1234

6. Tap Login on the Screen

7. Select Secure Print

8. Now you will see all of your sent jobs. Select the one you want, and then select an action at the bottom. 
   Please keep in mind **ALL jobs will be DELETED out of your queue after 12 hours.**
9. Tap logout to exit. If you forget to log out, after 2 minutes you will automatically be logged out. If you come up to a machine and someone is logged in, you can simply swipe and it will log them out. You can see your balance shown here.
PIN INFORMATION:

- If you have a fob or card with HID on it (see below), your pin will be located on the back. You can ignore any 0 listed first. Only refer to the first 5 digits.

- If you have a card that is shown below, TECH will need to send you your pin once you swipe for the first time. These cards generate new numbers and are not found on the back. Please feel free to write your assigned pin from TECH on the back of your card with a permanent marker.

These numbers will not work, but your card or fob will until you receive your new pin from TECH.