

# User Guide for Canon Printer ↘



# Introduction

**We're excited to bring you a convenient way to handle all your printing, scanning, and copying needs right here in the building!**

This guide will walk you through setting up your account, using key fobs to access the printer, adding funds to your account, and managing your print, scan, and copy jobs. We're thrilled to offer this convenience, and we know you'll love it as much as we do! Let's get started!

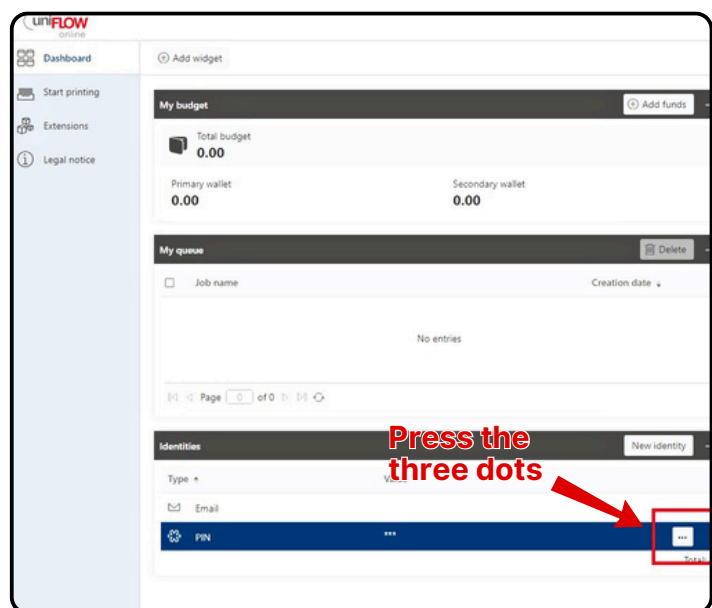
## Setting Up Your Account

### Getting started is easy!

We'll register your account using the email we have on file for you, and you'll receive a PIN for logging into the printer as well as a registration link to authorize your account.

If you forget your PIN, don't worry! Simply log in at <https://parkside.us.uniflowonline.com/Login>, scroll to the "Identities" section of the screen, and press the three dots on the right side to show your PIN.

When you arrive at the printer, press the pin icon on the left side of the screen to log in to your account using your PIN.



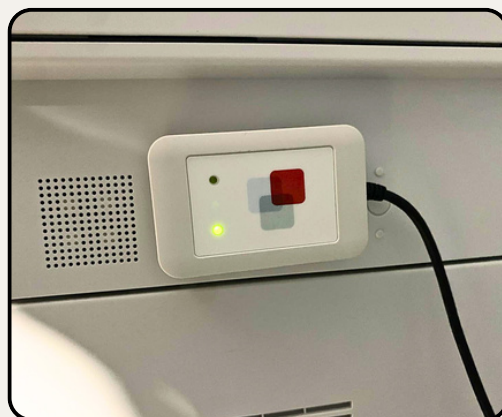
# Using Key Fobs

**Accessing the printer is secure and simple with your key fob.**

Just scan it at the reader located on the right side of the printer, enter your PIN, and you're registered and ready to go! Next time, just scan the key fob!



← Keyfob Location

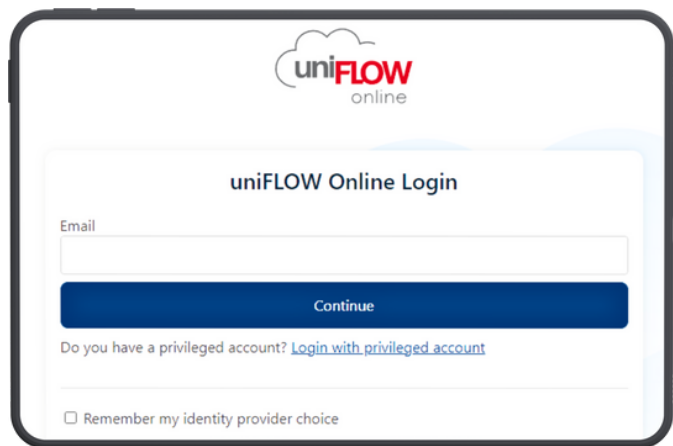


# Adding Funds for Printing

**Top up your printing balance using PayPal.**

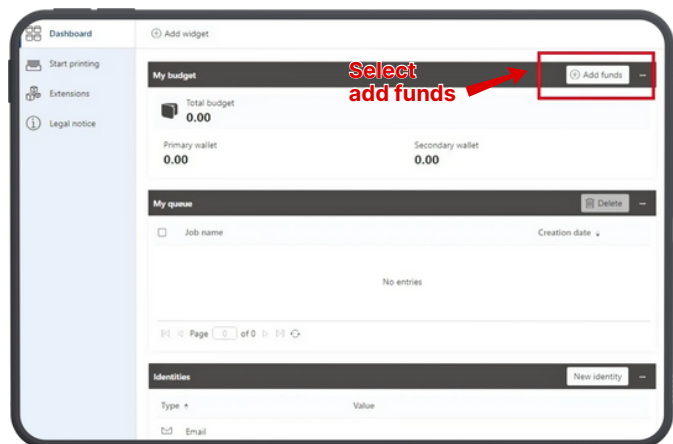
1

Log in to your account at <https://parkside.us.uniflowonline.com/Login>

The image shows the uniFLOW Online Login page. At the top is the uniFLOW online logo. Below it is the title "uniFLOW Online Login". There is an "Email" input field, followed by a blue "Continue" button. Below the button is a link: "Do you have a privileged account? [Login with privileged account](#)". At the bottom is a checkbox labeled "Remember my identity provider choice".

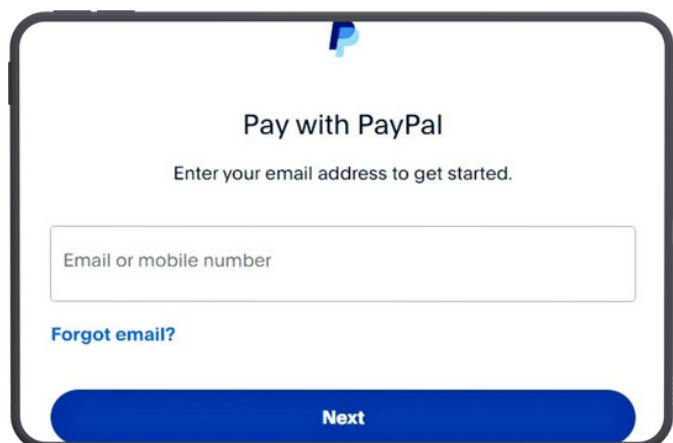
2

Select "Add Funds" on the "My Budget" section, choose the amount you want to add.

The image shows the "My Budget" section of the uniFLOW online interface. On the left is a sidebar with "Dashboard", "Start printing", "Extensions", and "Legal notice". The main content area shows "My budget" with "Total budget 0.00", "Primary wallet 0.00", and "Secondary wallet 0.00". Below this is a "My queue" section with a "Delete" button and a table with columns "Job name" and "Creation date". At the bottom is an "Identities" section with a "New identity" button. A red box highlights the "Add funds" button in the top right corner of the "My budget" section, with a red arrow pointing to it and the text "Select add funds" written in red.

3

Follow the instructions to complete the transaction using PayPal or using a credit/ debit card and you're set for printing!

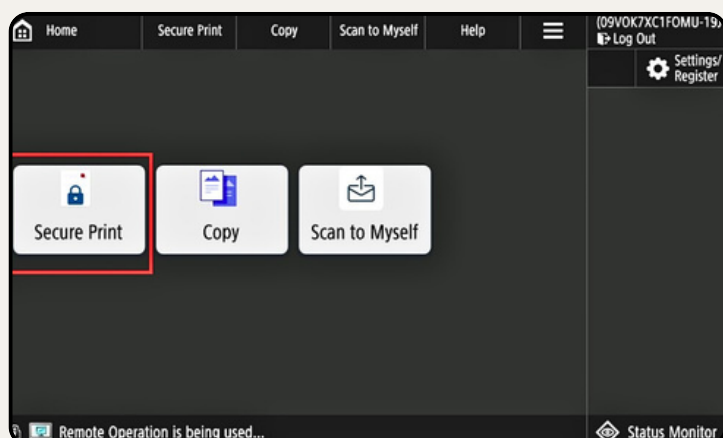
The image shows the "Pay with PayPal" screen. At the top is the PayPal logo. Below it is the title "Pay with PayPal" and the instruction "Enter your email address to get started.". There is an "Email or mobile number" input field. Below the field is a link: "Forgot email?". At the bottom is a blue "Next" button.

# Printing

**Send your documents to print by emailing them to [mobileprint@parkside.us.uniflowonline.com](mailto:mobileprint@parkside.us.uniflowonline.com).**

Your print jobs will be ready in 1-2 minutes and stored for 1 day. Log in with your key fob or PIN, navigate to “Secure Print”, choose your print job, select your settings (color, B/W, number of copies) and press “Print” to print your documents.

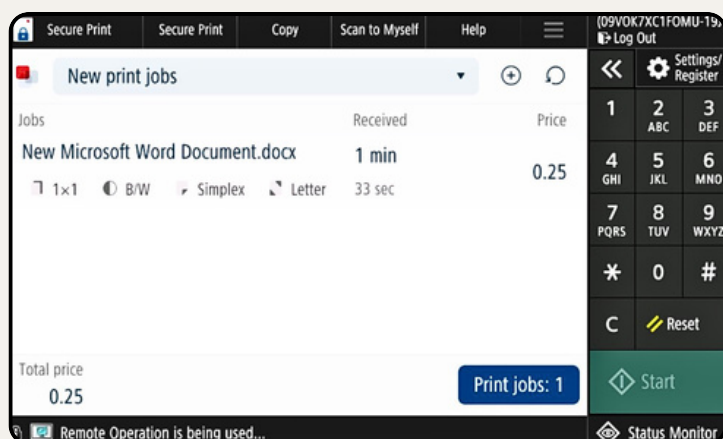
## 1 Navigate Secure Print



### Printing Costs

- **Black & White:**  
\$0.25 per page
- **Color:**  
\$0.75 per page

## 2 Press Print

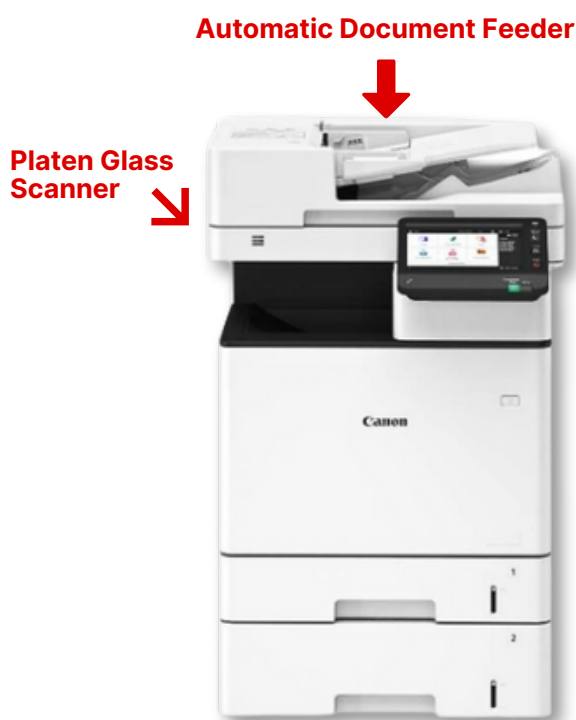


*Note that you must have an outstanding budget to be able to print documents. Please refer to the “Adding Funds for Printing” section to add funds to your account.*

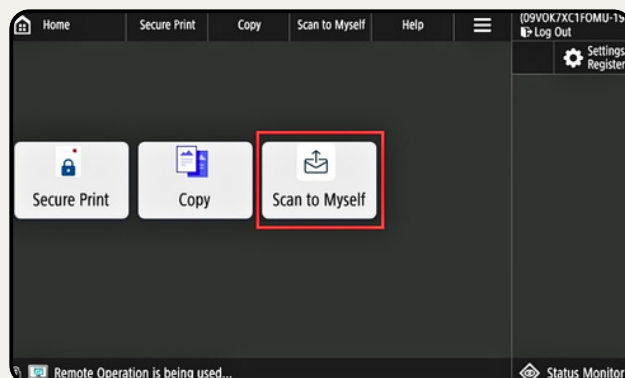
# Scanning

**Start scanning with just a few taps on the control panel!**

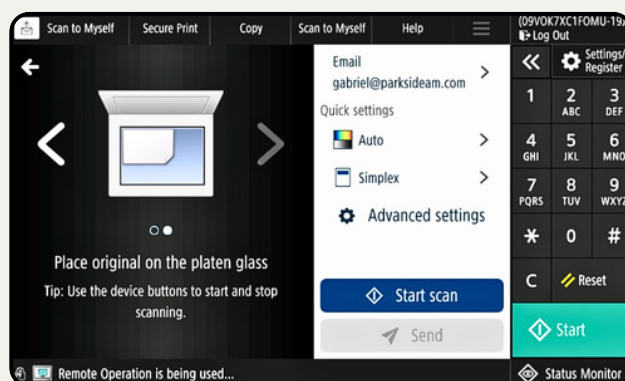
Log in with your key fob or PIN, place your document on the glass scanner or feeder, select “Scan to Myself”, press “Start Scan” to start scanning and “Send” to send the scanned documents to the email your account is registered on.



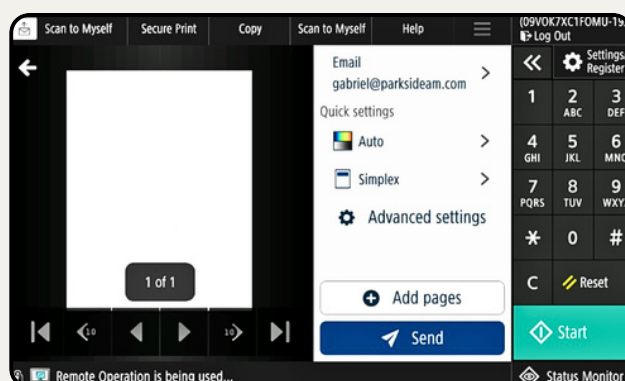
## 1 Select Scan to Myself



## 2 Press Start Scan



## 3 Click Send

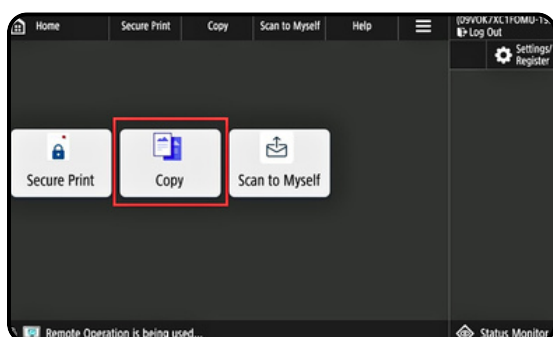


# Copying

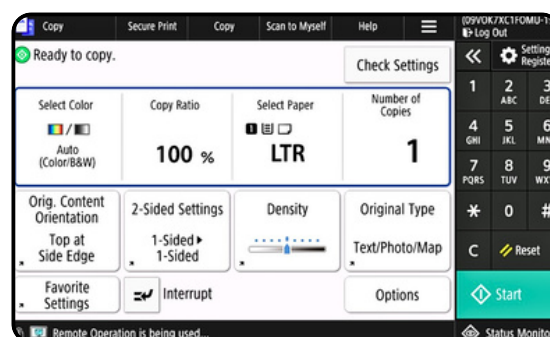
## Need a copy?

Log in with your key fob or PIN, place your document in the scanner or feeder, press “Copy”, select your settings (color, number of copies, etc.), and hit “Start”. It's that easy!

### 1 Press Copy



### 2 Hit Start



## Printing Costs

- Black & White: \$0.25 per page
- Color: \$0.75 per page

# Troubleshooting and Help

## Having issues?

Whether it's a paper jam or a low toner, follow the on-screen instructions or contact us at [pam@parksideam.com](mailto:pam@parksideam.com) or at (619) 374-8490 or assistance.