

Staff Printing, Scanning and Copying at Unitec and MIT

What you should know about printing at Unitec and MIT

Multi-Functional printers (MFDs) are located across all campuses for your printing, scanning and copying needs.

Staff and contractors can print from their laptop or desktop computer, and from mobile devices.

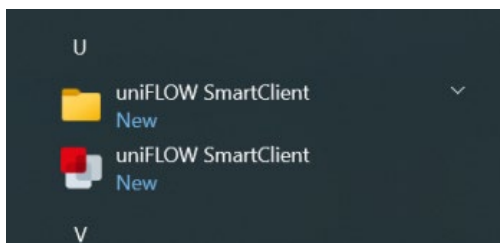
Commencing on the 1st of December through to the 17th we will be progressively replacing all existing MFD's with new devices supplied by Canon and deploying new print management software.

This page sets out how to use them and hopefully answers some other questions you may have.

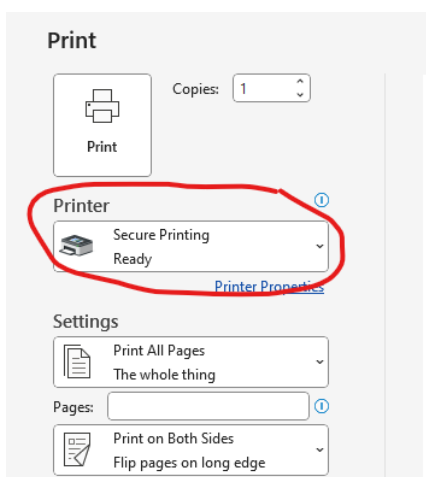
How to print

To print and to scan from the new Canon devices you will need a new printer driver, this will be deployed to your work computer automatically.

You can confirm that this has been installed by <left> clicking on the Windows start icon and scrolling down until you see the uniFLOW SmartClient, this indicates that the new print driver has been installed.



1. From within an application select **“Secure Print”** from the dropdown menu of your printer options to print from your device.



2. There are two other ways you can submit print jobs.
 1. You can print from your phone or other mobile device by Downloading the **uniFLOW Online** application from the AppStore or Google Play to your phone or tablet and follow the set-up instructions.
 2. You can submit print jobs from your work email address by attaching a document and sending to mobileprint@mitandunitec.au.uniflowonline.com
3. To collect your print job, tap your **staff id card** on the card reader at any CANON printer at MIT or Unitec. Posters are being put up next to the new printers showing you how to use printing, copying and scanning. Please note that print jobs will be retained in the queue for 10 hours only before being removed.

Your personal uniFLOW portal

4. Go to the MIT and Unitec uniFLOW portal by following the link [Printing Portal.](#) or type mitandunitec.au.uniflowonline.com into your browser
5. Click on “Continue with your MIT account” for MIT staff or “Continue with your Unitec account” for Unitec staff. This will automatically sign you in.



uniFLOW Online Login

[Continue with your MIT account](#)

[Continue with your UNITEC account](#)

Login with [uniFLOW Online](#) or [Privileged](#) account.

Remember my identity provider choice

[Recover uniFLOW Online Account](#)

[Need help?](#)

In the portal you can view your current and past print jobs, submit new print jobs and get contextual help by clicking on the question mark in the top right corner.

If you have any questions or for support,

For **MIT** you can email the Tech Services team ICTS Helpdesk icts.helpdesk@manukau.ac.nz or phone 0800 62 62 52 option 3 during normal business hours.

For **Unitec** you can email IT support itsupport@unitec.ac.nz or phone [0800 275 467](tel:0800275467) (0800 ASKIMS) during normal business hours.

Cost Centre recharge

Your cost centre will continue to be charged for printing and copying

What can you use them for?

Printing and scanning on our systems is subject to the [Acceptable Use Policy](#), this is currently being revised to be common across both MIT and Unitec.

You must not use our printers or scanners for anything that is illegal.

We understand that sometimes people use the institutes printers and scanners for minor personal use. That said, we recommend that you do not use these printers for any sensitive documents that could result in loss or harm. For example, scanning of credit cards or passports. If you do so, this is entirely at your own risk, and MIT and Unitec disclaim all responsibility.