

# Staff Printing, Scanning and Copying at Unitec and MIT

## What you should know about printing at Unitec and MIT

Canon multi-functional printers (MFDs) are located across all campuses for your printing, scanning and copying needs.

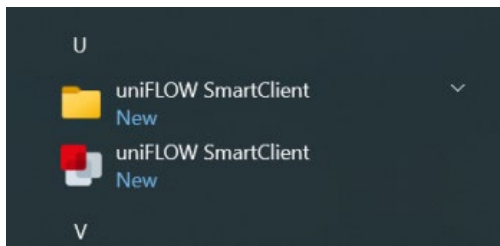
Staff and contractors can print from their laptop or desktop computer, and from mobile devices.

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

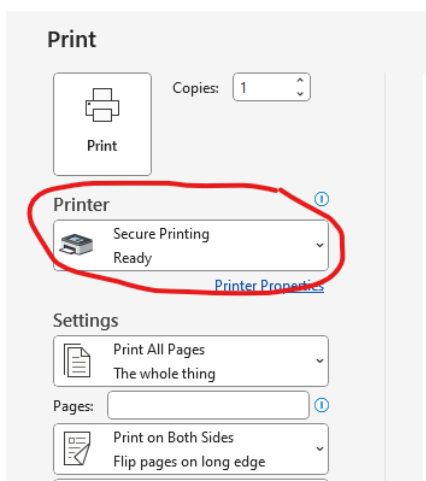
## How to print

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](mailto: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](http://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.

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Remember my identity provider choice

[Recover uniFLOW Online Account](#)

[Need help?](#)

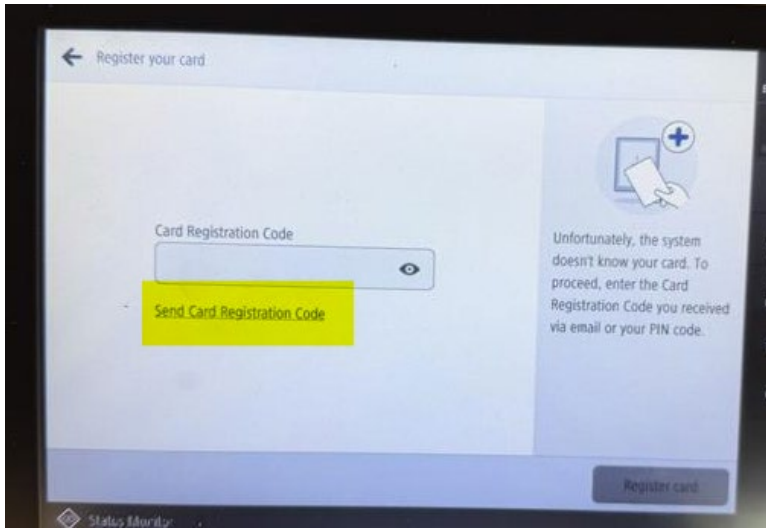
In the portal you can view your current and past print jobs, submit new print jobs and get contextual help by clicking on the question mark in the top right corner.

## Register your card or replacement card guide

If you receive a new ID Card this may need to be 'registered' against your account, you can do this yourself.

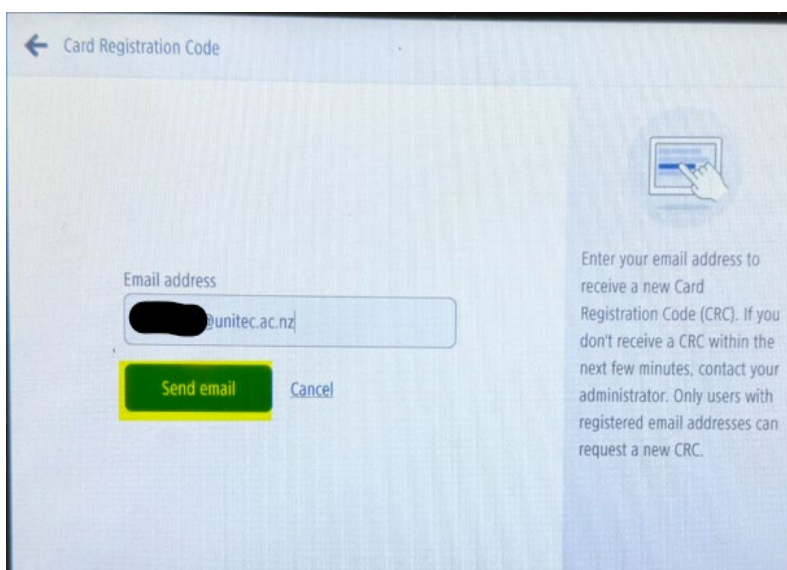
### Step 1: Scan Your Card

Scan your new or replacement card at any printer. The screen will prompt you to register the card. You will need to have access to your email address.



### Step 2: Send Registration Code

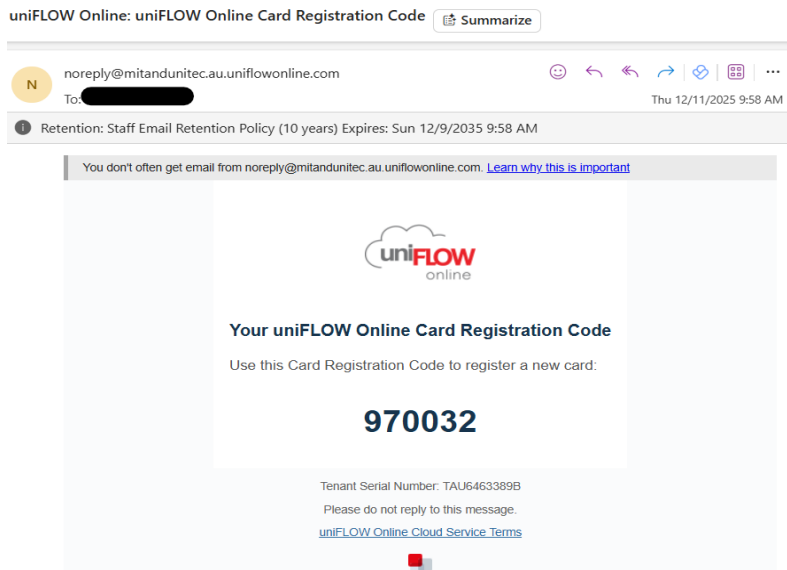
Select Send Card Registration Code and enter your Unitec/MIT email address. Click Send Email.





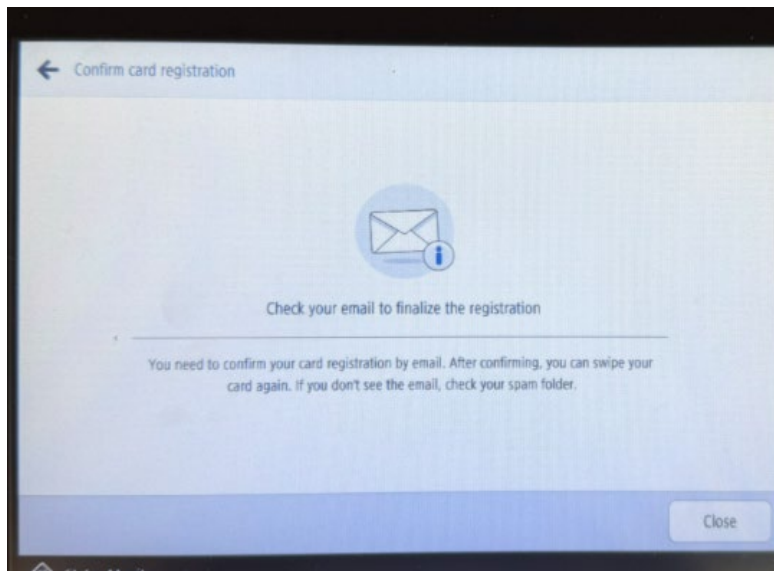
## Step 3: Retrieve Registration Code

Check your email for a message containing your card registration code.



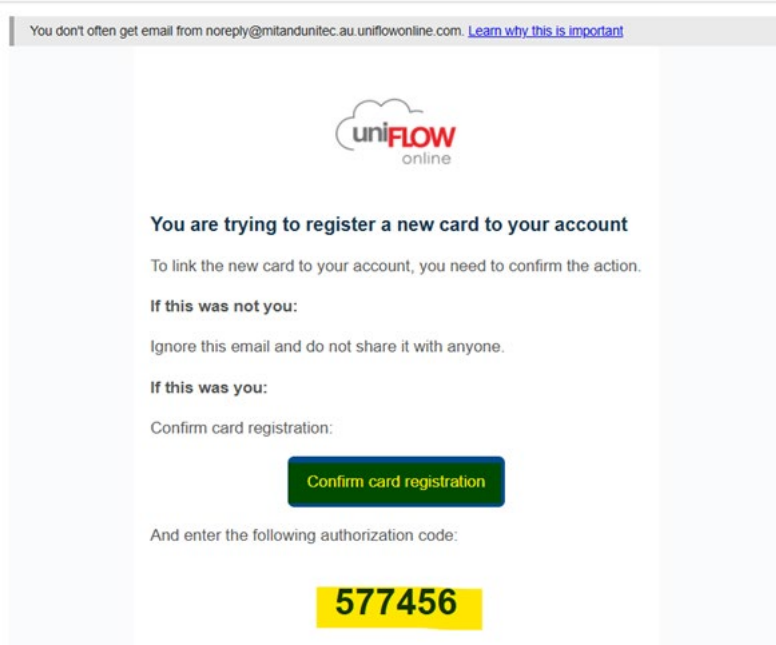
## Step 4: Enter Registration Code

Swipe your card again and enter the registration code when prompted. You will be sent a confirmation email to finalize the registration.



## ✓ Step 5: Confirm Registration

You will receive a confirmation email. Click the highlighted link to open a new tab and enter the authorization code provided.



## 📄 Lost Card?

Delete your old card in your portal by clicking the three dots next to “Card Number” and selecting **Delete** or raise an IT ticket for assistance.

**Dashboard** ⊕ Add widget Dashboard

Type	Date/Time	Value	Count
Scan Job	11/17/2025 14:49	0.00	2
Scan Job	11/17/2025 14:48	0.00	2
Scan Job	11/17/2025 14:47	0.00	2
N/A	11/17/2025 14:47	0.00	2
N/A	11/17/2025 13:47	0.00	2
N/A	11/17/2025 11:33	0.00	2

Total: 16 result(s)

**Identities** New identity

Type	Value
Active Directory Federation Services	Trained identity
Card number	1129707956
Email	gt2649@manukau.ac.nz
Email	chris.bromley@manukau.ac.nz (Provisioned)
OneDrive for Business	MIT OneDrive for Business
PIN	***
User name	gt2649
User name	gt2649@manukau.ac.nz (Provisioned)

Total: 8 result(s)

**Notifications**

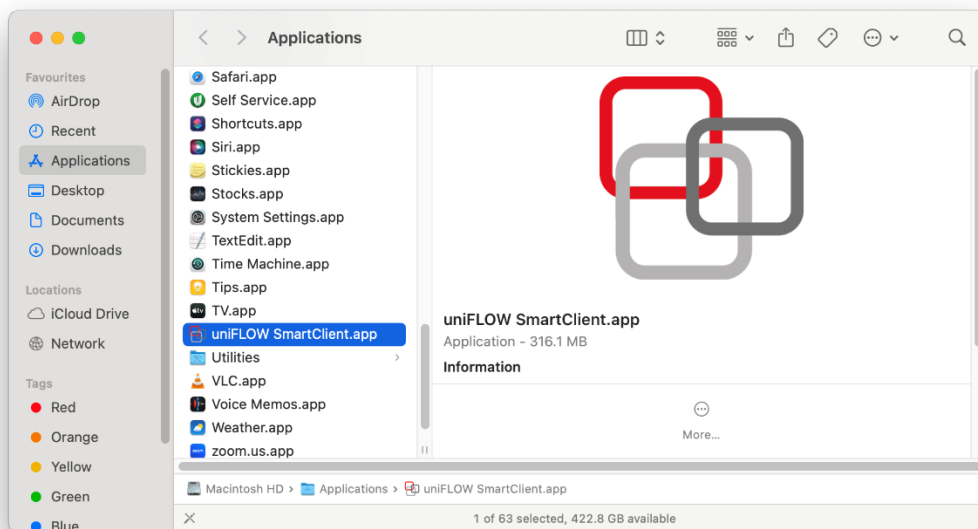
- Device application update**  
Device application version 5.11.0 has been released. Please consider updating.
- Connect with OneDrive for Business**  
Connect uniFLOW Online with your OneDrive for Business account.  
[Connect](#)
- Customize how to log in to the device**  
Select your login methods using the following link.  
[Device login](#)
- The Remote UI login password was changed.**  
Check your Remote UI login password using the following link.  
[Security](#)
- Add price profile**

## If you are you are using a Mac device as your work computer

What you need to know: New Uniflow printer driver:

From Monday, 1 December, the required Uniflow print driver for the Canon printers, will be automatically installed on your work computer.

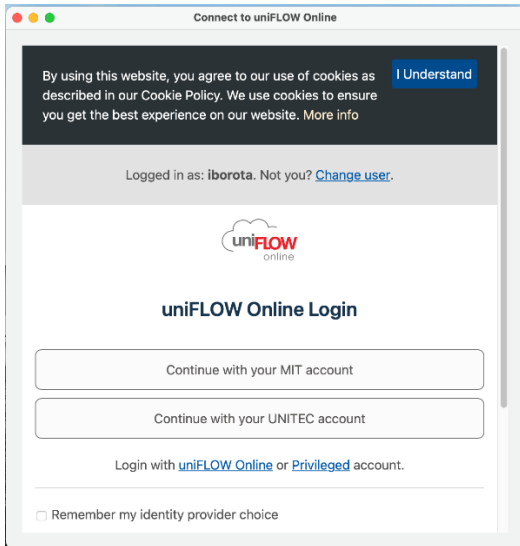
To confirm installation, on a macOS device open Applications folder, scroll down, and look for uniFLOW SmartClient.app.



- Once installed you will need to reboot your computer.

After the reboot and login, you will be required to sign in with your MIT or Unitec account

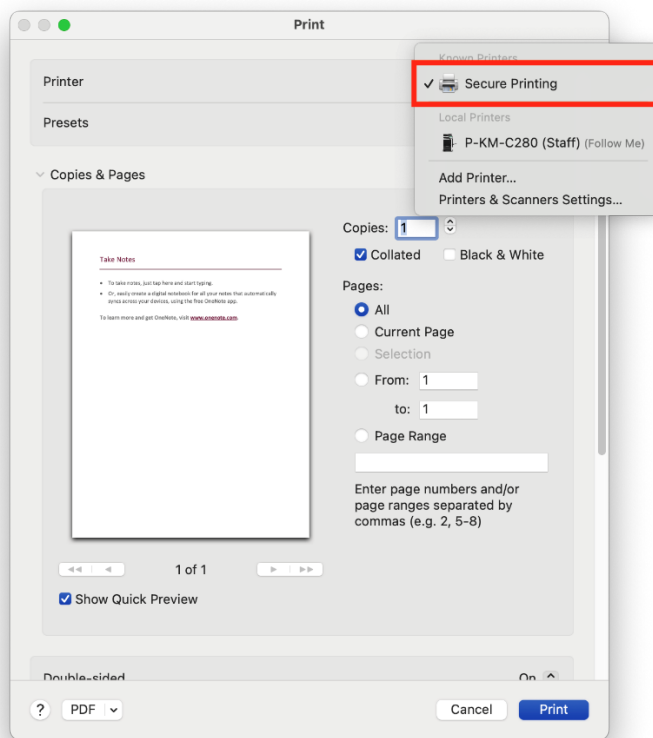
- Go to the MIT and Unitec uniFLOW portal by following the link [Printing Portal](#), or type [mitandunitec.au.uniflowonline.com](http://mitandunitec.au.uniflowonline.com) into your browser
- Click on “Continue with your MIT account” for MIT staff or “Continue with your Unitec account” for Unitec staff.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



All users will receive a “Welcome to uniFLOW online” email confirming that their account has been enabled on the printing system.

## How to Print:

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



Please Note that these instructions will only work for Unitec-managed Macs.

## 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.

If you need any further support, please contact our IT Helpdesk:

Unitec: [0800 275 467](tel:0800275467) (0800 ASKIMS) or [itsupport@unitec.ac.nz](mailto:itsupport@unitec.ac.nz)

MIT: [0800 626 652](tel:0800626652) option 3 or [icts.helpdesk@manukau.ac.nz](mailto:icts.helpdesk@manukau.ac.nz)