



## INITIAL SETUP OVERVIEW

### **REGISTER YOUR UCARD WITH UNIFLOW: (REQUIRED)**

You can register your UCard by simply touching the UCard to one of the UPrint Anywhere copier card-readers. If prompted, enter in your CIS user name and password. See UCard Setup - Authenticate.

### **LOAD FUNDS TO YOUR UCARD: (REQUIRED)**

Visit [www.ucard.utah.edu](http://www.ucard.utah.edu) and select "My UCard Account" to load funds onto your UCard account. Funds can be utilized for UPrint Anywhere and campus services. See UCard Setup - Funds.

## PRINTING INSTRUCTIONS OVERVIEW

### **OPTION 1: MOBILE PRINTING**

#### **REGISTER/ADD A PERSONAL EMAIL:**

Visit <https://uniflow1.ad.utah.edu/pwclient> and login using your CIS username and password. From there, you can add email accounts to use for printing. See **Mobile Printing - Add Email**.

#### **PRINT VIA E-MAIL PRINTING:**

Regardless of location, you can submit print jobs to the UPrint Anywhere cloud. This method of printing is beneficial for those who are always on the go. See **E-Mail Printing - E-Mail**.

#### **PRINT VIA GOOGLE CLOUD PRINTING:**

Regardless of location, you can submit print jobs using your Google Cloud Account. This method of printing is beneficial for those who use Google. Visit [copiers.utah.edu/google](http://copiers.utah.edu/google).

### **OPTION 2: COMPUTER PRINTING**

#### **LOAD WINDOWS PC DRIVER OR USE APPLE AIRPRINT:**

Print directly from your personal computer to any UPrint Anywhere copier. This print method is beneficial to those who print frequently from one location. See **Computer Printing - PC/Mac**.

# UCARD SETUP

REGISTER YOUR UCARD WITH UNIFLOW | AUTHENTICATE

1. TOUCH THE CARD READER LOCATED ON THE COPIER WITH YOUR UCARD.

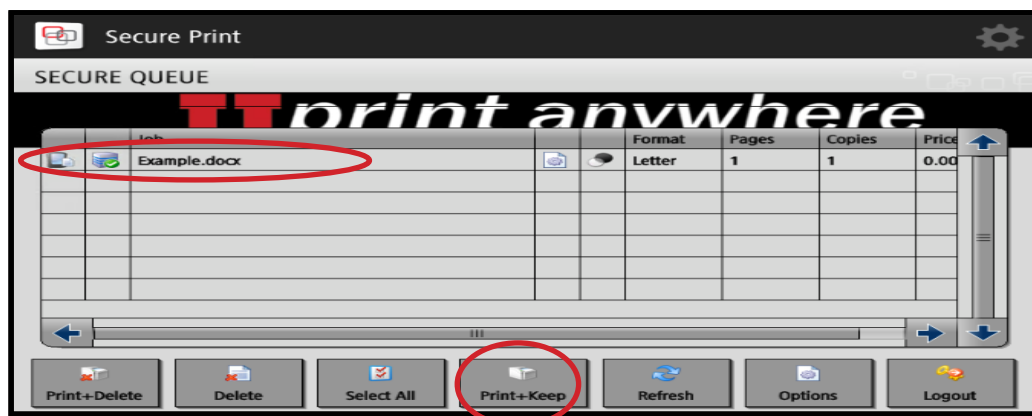
\* THE COPIER NEEDS TO BE A UPRINT ANYWHERE COPIER.



2. IF THE MAIN MENU APPEARS, YOU ARE ALREADY REGISTERED AND READY TO PRINT.



3. IF THE CARD REGISTER MENU APPEARS, LOGIN AS PROMPTED WITH YOUR CIS LOGIN.



4. LOGOUT THEN LOGIN TO VERIFY YOUR REGISTRATION AND THEN PROCEED WITH PRINTING.

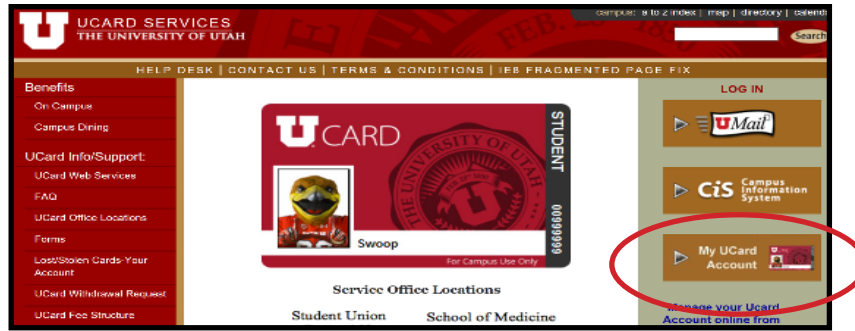
5. LOGOUT OF THE COPIER ONCE FINISHED.

6. WAIT FIVE MINUTES FOR YOUR NEW ACCOUNT TO SYNC WITH OUR SERVER BEFORE SUBMITTING A PRINT JOB.

# UCARD SETUP

## LOAD FUNDS TO YOUR UCARD

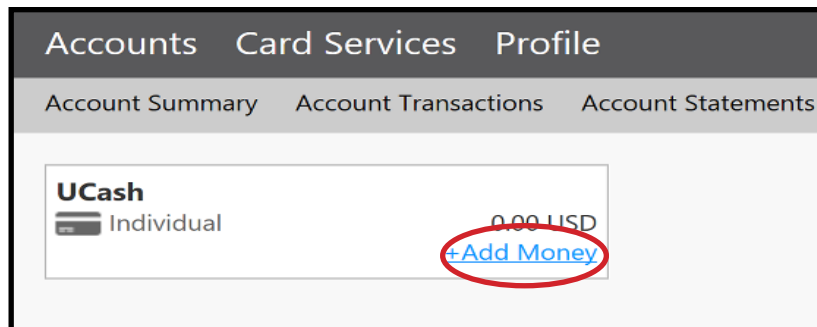
1. VISIT [WWW.UCARD.UTAH.EDU](http://WWW.UCARD.UTAH.EDU) AND SELECT "MY UCARD ACCOUNT".



2. SIGN IN USING YOUR CIS LOGIN INFORMATION.

A screenshot of the 'Welcome to UCard Online' login page. It prompts the user to enter their Campus (CIS) ID and Password. The 'Username' field contains 'u1234567' and the 'Password' field is filled with dots. Both fields are circled in red. A 'Sign In' button is located at the bottom right.

3. SELECT "ADD MONEY".



4. SELECT "UCASH" AND ENTER IN THE DESIRED AMOUNT.

A screenshot of the UCard deposit form. It shows a dropdown menu for 'Account' set to 'UCash'. There are radio buttons for 'Specific Amount' (selected) and 'Balance Top-Off'. The 'Deposit Amount' field contains '0.01 USD', which is circled in red. The 'Payment Method' is set to 'Credit Card'.

5. ENTER YOUR BILLING INFORMATION.

A screenshot of the UCard billing information form. It is divided into 'Payment Information' and 'Billing Information' sections. The 'Payment Information' section includes fields for 'Card Number', 'Expiration' (01/16), and 'CVV' (123). The 'Billing Information' section includes fields for 'First Name' (Jon), 'Last Name' (Doe), 'Address 1' (1234 W 1234 S), 'Address 2' (Apt. 1), 'City' (Salt Lake City), 'State / Province' (Utah), 'Postal Code' (84115), 'Country' (United States), and 'Phone' ((801) 123-4567). A checkbox at the bottom indicates agreement to terms and conditions.

6. NOW YOUR UCARD ACCOUNT WILL CONTAIN THE DESIGNATED FUNDS. YOU CAN USE YOUR UCARD TO ACCESS THESE FUNDS TO PAY FOR PRINTING AND OTHER EXPENSES WITHIN THE UNIVERSITY.

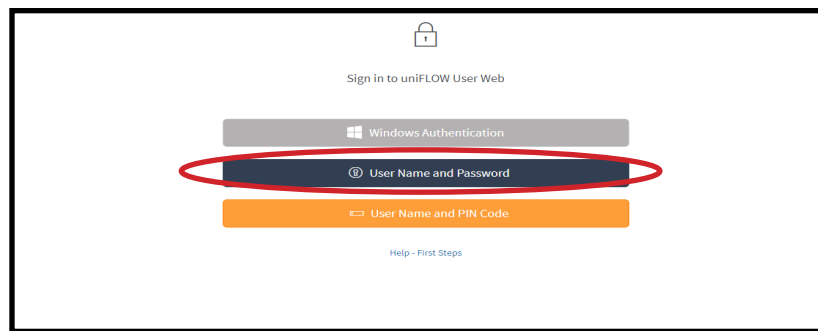
**\*PLEASE NOTE\* ANY REPLACEMENT UCARD MUST BE UPDATED THROUGH COPIER FLEET SERVICES (NOT UCARD) IN ORDER TO PRINT. CONTACT US (COPIER FLEET SERVICES) IF YOU HAVE PURCHASED A NEW UCARD OR ARE EXPERIENCING TROUBLE WITH YOUR PRINTING BALANCE. THANK YOU.**

# MOBILE PRINTING

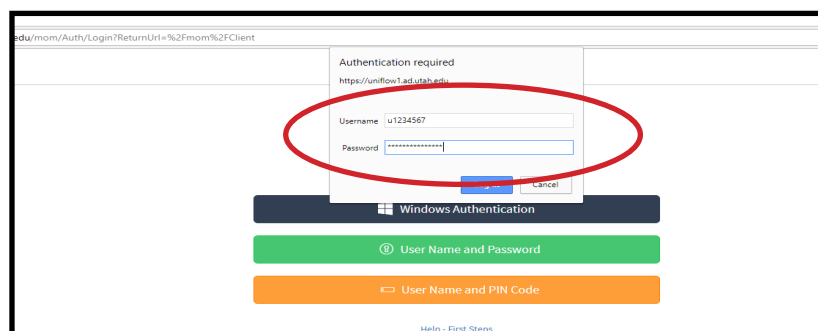
## REGISTER/ADD A PERSONAL EMAIL

1. VISIT [HTTPS://UNIFLOW1.AD.UTAH.EDU/PWCLIENT](https://uniflow1.ad.utah.edu/pwclient) TO DISPLAY THE WEBPAGE BELOW:

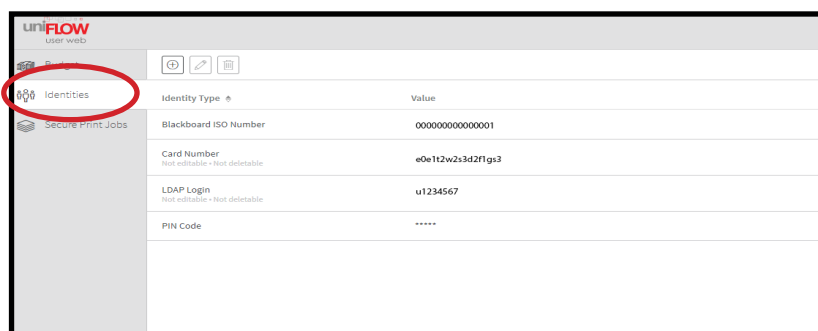
\* CONNECT TO UCONNECT WIFI OR HARD-WIRED TO THE NETWORK.



2. LOGON USING YOUR CIS CREDENTIALS.



3. SELECT "IDENTITIES" FROM THE COLUMN TO THE LEFT.



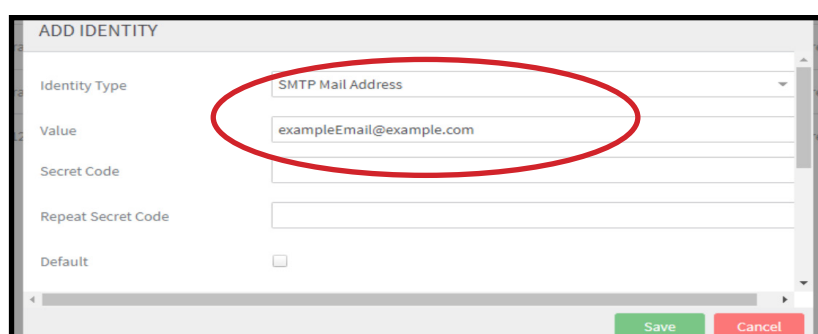
4. SELECT THE "+" SIGN LOCATED AT THE TOP LEFT.

\* YOU CAN ADD MULTIPLE EMAIL ACCOUNTS.

5. MAKE SURE THE FOLLOWING FIELDS ARE CORRECT:

A. IDENTITIY TYPE: **SMTP MAIL ADDRESS**

B. VALUE: **\*YOUR PERSONAL EMAIL ADDRESS THAT YOU WISH TO REGISTER\***



6. SELECT "ADD IDENTITY".

7. A CONFIRMATION MESSAGE HAS BEEN SENT TO YOUR NEWLY REGISTERED EMAIL ACCOUNT.

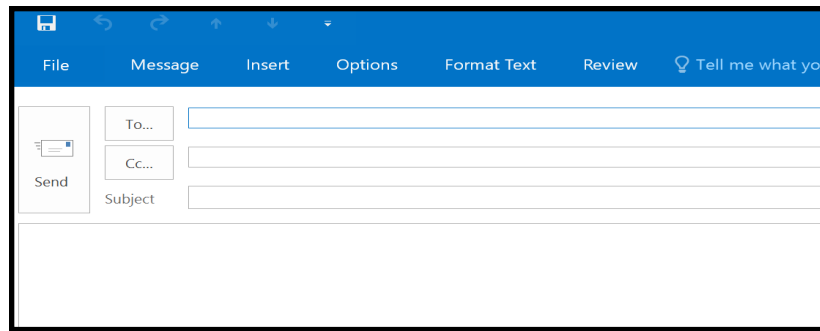
8. SELECT THE LINK INSIDE OF THE CONFIRAMTION EMAIL. YOUR EMAIL WILL BE REGISTERED AFTER VALIDATION.

# MOBILE PRINTING

## PRINT VIA E-MAIL PRINTING

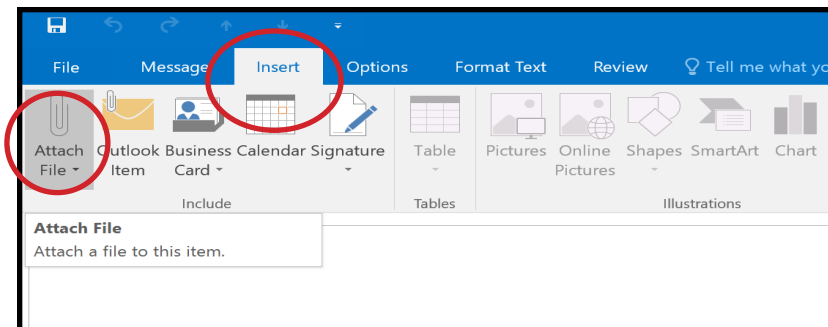
**1. OPEN YOUR PREFERRED EMAIL ACCOUNT AFTER REGISTERING IT WITH UPRINT ANYWHERE.**

\* YOUR UMAIL ACCOUNT IS ALREADY REGISTERED.



**2. COMPOSE A NEW EMAIL.**

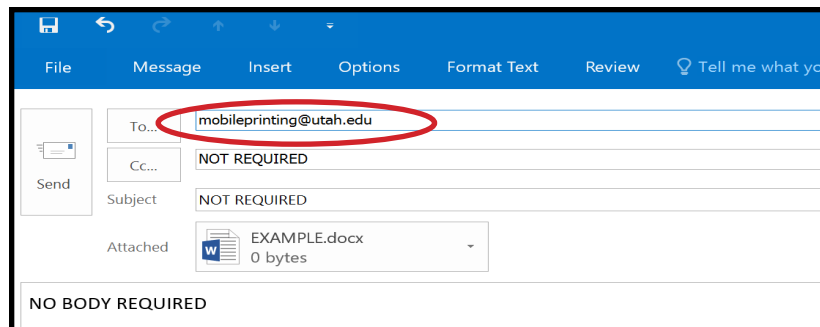
**3. ATTACH THE FILE YOU WISH TO PRINT TO THE NEW EMAIL.**



**4. USE **MOBILEPRINTING@UTAH.EDU** AS THE RECIPIENT AND SEND THE EMAIL.**

\* THERE IS NO NEED FOR A SUBJECT OR BODY.

\* YOU MAY NEED TO WAIT 30 SECONDS FOR THE FILE TO REACH THE CLOUD.



**5. TAP YOUR UCARD ON THE CARD READER LOCATED ON ANY OF THE UPRINT ANYWHERE CARD READERS.**

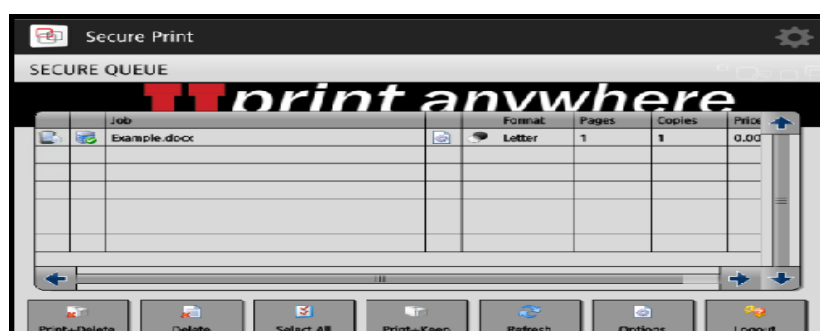
**6. SELECT THE "SECURE PRINT" ICON ON THE MAIN COPIER MENU.**

**7. SELECT THE FILE THAT YOU WISH TO PRINT.**

\* IF IT SHOWS UP, DO NOT PRINT THE ".HTM" FILE.

**8. SELECT "PRINT AND KEEP" OR "PRINT AND DELETE".**

\* IF YOU KEEP THE FILE, IT WILL DELETE ITSELF AFTER 36 HOURS.



# COMPUTER PRINTING

## LOAD WINDOWS PC DRIVER

1. LOGIN TO UCONNECT WIFI OR HARD-WIRE YOUR CONNECTION TO THE UNIVERSITY'S NETWORK.

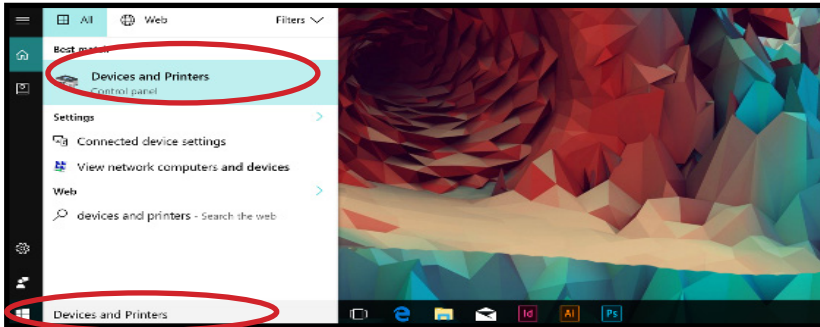
\* YOU MUST BE CONNECTED TO THIS NETWORK TO SEND PRINT JOBS USING THIS DRIVER.

A. VISIT **COPIERS.UTAH.EDU/WINDOWS** TO RUN THE DRIVER INSTALLER OR CONTINUE WITH STEPS 2-11.

\* IF YOU DOWNLOAD AND RUN THE INSTALLER, YOU CAN SKIP STEPS 1-11.

2. CLICK ON THE WINDOWS ICON TO PULL UP A SEARCH MENU.

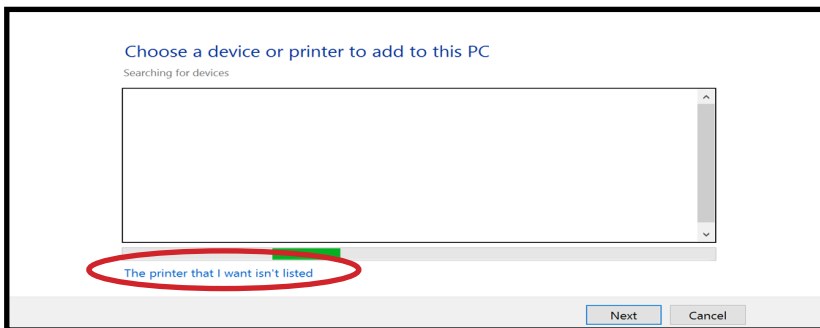
3. TYPE IN "DEVICES AND PRINTERS" AND HIT ENTER.



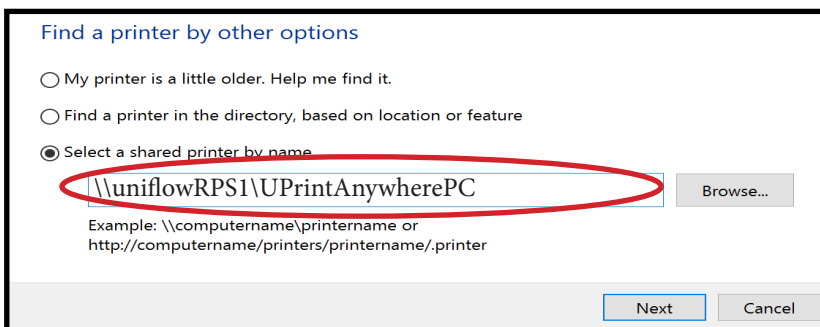
4. SELECT "ADD A PRINTER" AT THE TOP OF YOUR SCREEN.

5. SELECT "THE PRINTER THAT I WANT ISN'T LISTED".

\* YOU MAY NEED TO SELECT "SHARED/NETWORK PRINTER".



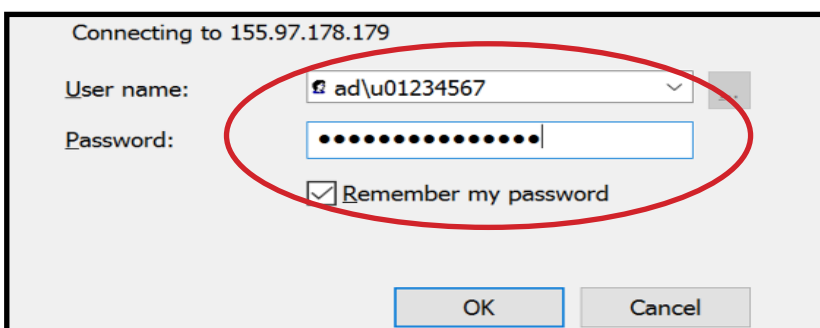
6. INPUT "**\\UNIFLOW1\UPRINTANYWHEREPC**" IN THE FOLLOWING FIELD:



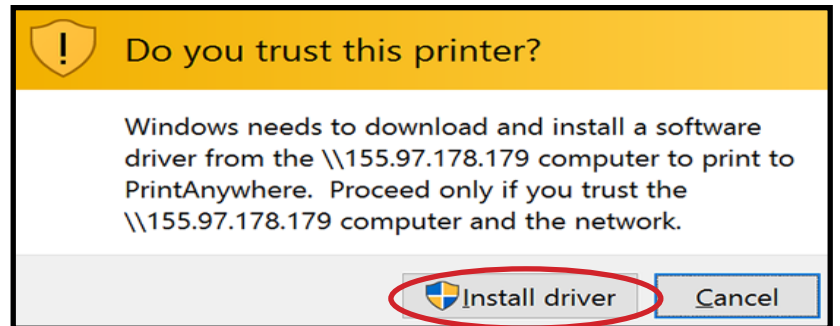
7. IF PROMPTED, ENTER YOUR CIS LOGIN INFORMATION USING THE FOLLOWING FORMAT:

USER NAME: **AD\U1234567**

PASSWORD: "**YOUR CIS PASSWORD**"

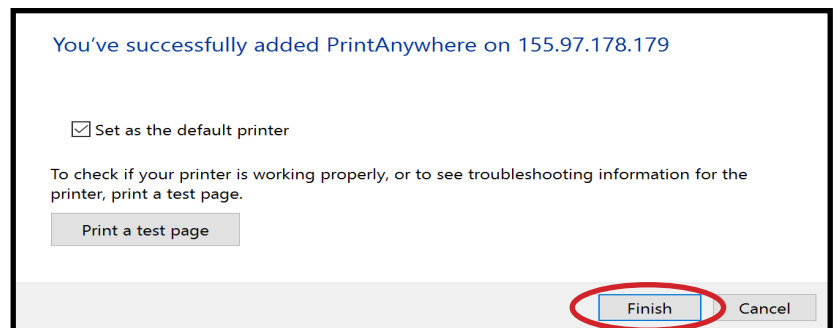


8. SELECT "INSTALL DRIVER" WHEN PROMPTED THEN WAIT A MOMENT.



9. SELECT "NEXT" WHEN PROMPTED.

10. SELECT "FINISH" WHEN PROMPTED.



11. AFTER SUBMITTING A PRINT JOB USING THIS DRIVER, JUST TOUCH YOUR UCARD TO ANY UPRINT ANYWHERE COPIER AND SELECT "SECURE PRINT" TO PRINT OFF YOUR FILE FROM THE CLOUD.

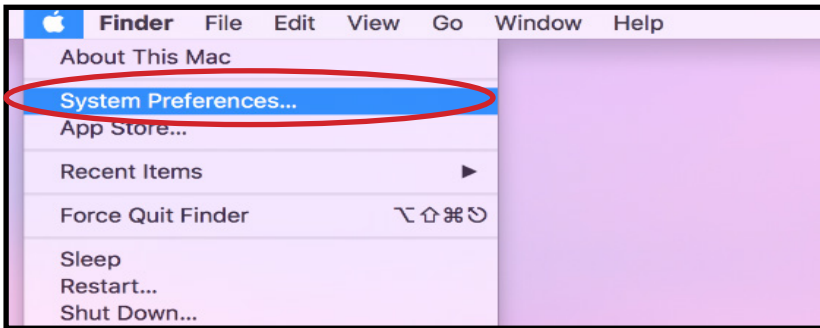
# COMPUTER PRINTING

## PRINT VIA APPLE AIRPRINT

1. LOGIN TO UCONNECT WIFI OR HARD-WIRE YOUR CONNECTION TO THE UNIVERSITY'S NETWORK.

\* YOU MUST BE CONNECTED TO THIS NETWORK TO SEND PRINT JOBS USING THIS DRIVER.

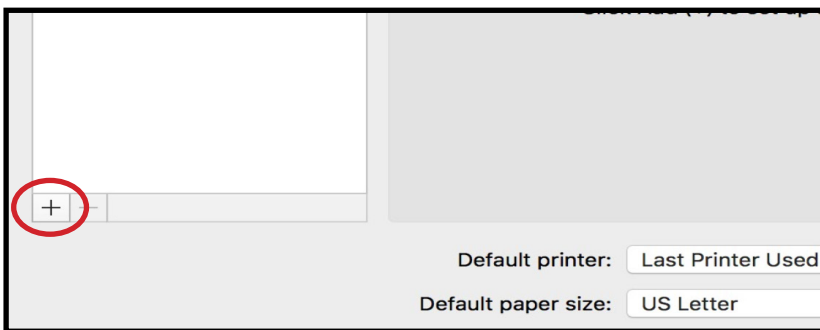
2. IN THE APPLE MENU, SELECT "SYSTEM PREFERENCES".



3. SELECT "PRINTERS AND SCANNERS".



4. SELECT THE "+" SIGN TO ADD A PRINTER.

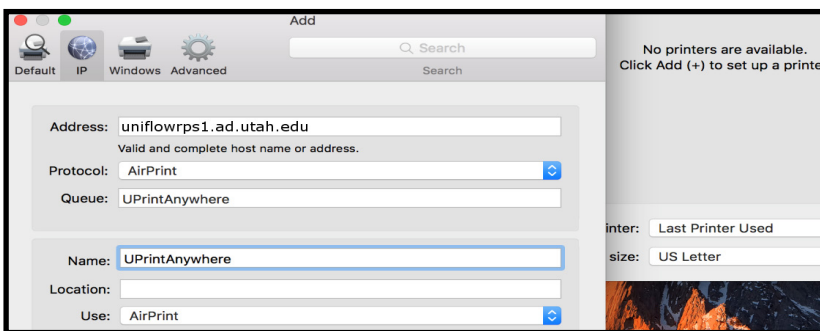


5. SELECT THE "IP" TAB AND FILL IN THE FIELDS BELOW.

ADDRESS: **UNIFLOWRPS1.AD.UTAH.EDU**  
PROTOCOL: **AIRPRINT**

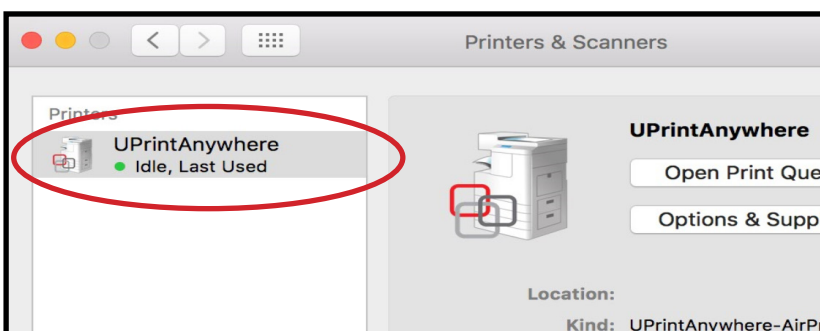
\*REQUIRES OSX 10.6. VISIT [COPIERS.UTAH.EDU/APPLEPRINT](http://COPIERS.UTAH.EDU/APPLEPRINT) FOR OTHER PRINT METHODS.

QUEUE: **UPRINTANYWHERE**  
NAME: **UPRINTANYWHERE**  
USE: **AIRPRINT**

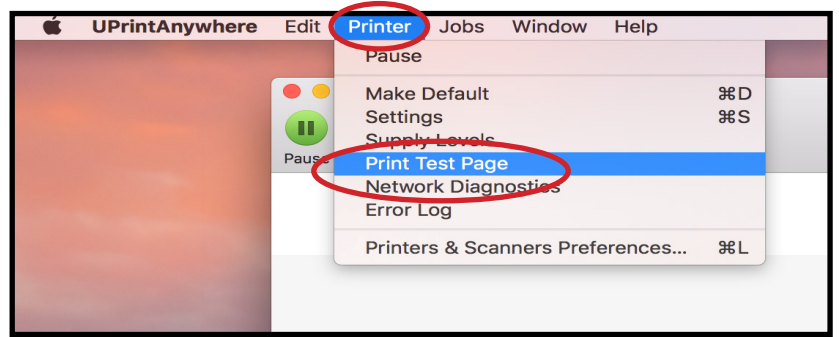


6. SELECT "ADD".

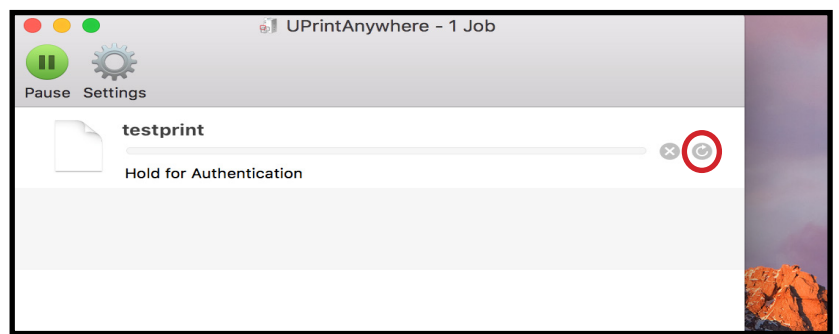
7. DOUBLE-CLICK THE NEWLY INSTALLED PRINTER.



8. SELECT "PRINTER" THEN "PRINT TEST PAGE".

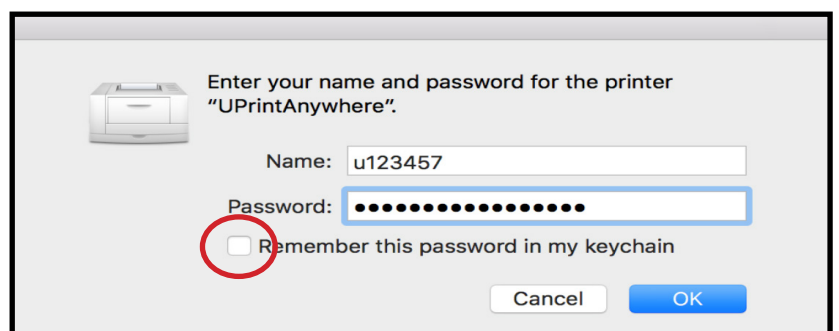


9. IF "TESTPRINT" PROMPTS "HOLD FOR AUTHENTICATION", SELECT THE REFRESH BUTTON TO BRING UP THE AUTHENTICATION BOX.



10. ENTER IN YOUR UNID AND CIS PASSWORD, THEN SELECT "OK".

\* CHECK "REMEMBER THIS PASSWORD IN MY KEYCHAIN".



11. TAP YOUR UCARD ON ANY UPRINT ANYWHERE COPIER CARD READER.

12. SELECT "SECURE PRINT", THEN PRINT!

\* "PRINT AND KEEP" WILL STORE YOUR FILE IN THE CLOUD UP TO 36 HOURS.