The Student Computing Center (SCC) is excited to introduce **PantherPrint** using uniFLOW by Canon as PVAMU's new Student Printing Solution. Students now have access to multi-function devices (MFD) that will allow you to print, copy and scan documents (B&W/Color). Using uniFLOW, all PVAMU students can print to PantherPrint, then login at any Canon printer in any SCC lab to collect your print job.

Each student will have $120.00 on their printing account per semester. (Print jobs are $.15 for B/W and $.50 for color) Students will access the PantherPrint system using his/her student ID card (*or you can manually login using Active Directory login credentials*) at any of the PantherPrint devices and the device will retrieve your prints and automatically input your email address for the scanning service.
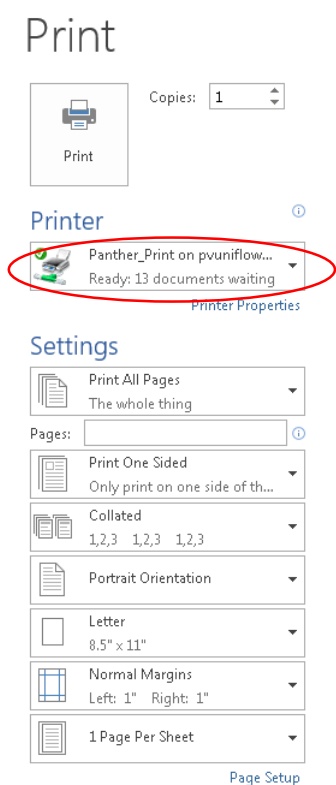
For More Information about PantherPrint------CLICK HERE

# Printing to PantherPrint from SCC Lab PC

When ready to print:

1. Go to file then print or Ctrl+p.
2. Select "**PANTHER_PRINT ON PVUNIFLOW**."

Print

Copies: 1

Print

Printer

Panther_Print on pvuniflow...
Ready: 13 documents waiting

Printer Properties

Settings

Print All Pages
The whole thing

Pages:

Print One Sided
Only print on one side of th...

Collated
1,2,3   1,2,3   1,2,3

Portrait Orientation

Letter
8.5" x 11"

Normal Margins
Left: 1"   Right: 1"

1 Page Per Sheet

Page Setup

3. From this screen you can choose how many copies you would like or whether you would like single sided or double sided prints. You can also choose whether or not you want staples.
   In order to add staples to your print job select printer properties
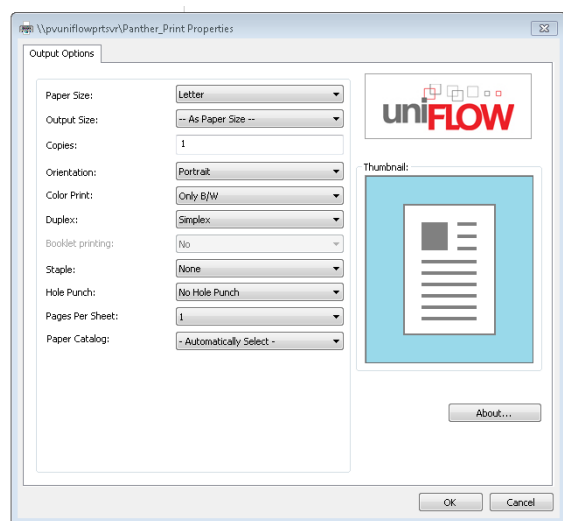
Printer
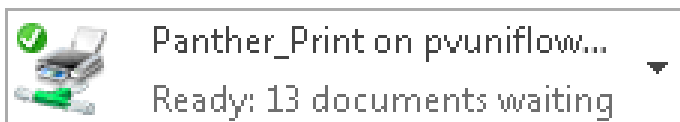
Panther_Print on pvuniflow...
Ready: 13 documents waiting

Printer Properties

After clicking printer properties, a window marked by uniflow in the right corner will appear.

On this screen is where you can further edit your print job

For stapling select staples and on the right hand side it will display the option you have chosen. After finalizing your options select OK and print.


note: it is better to send all prints that need to be printed at the same time.

The printer will not print your job(s) or charge your account until you physically go to the printer and release your prints. To release your prints, go to the printer and sign in using your Prairie View **MAIN CAMPUS** ID (with the black stripe on the back)

If having trouble using your main campus ID manually type in your prairie view log in by pressing AD Login on the printer screen.
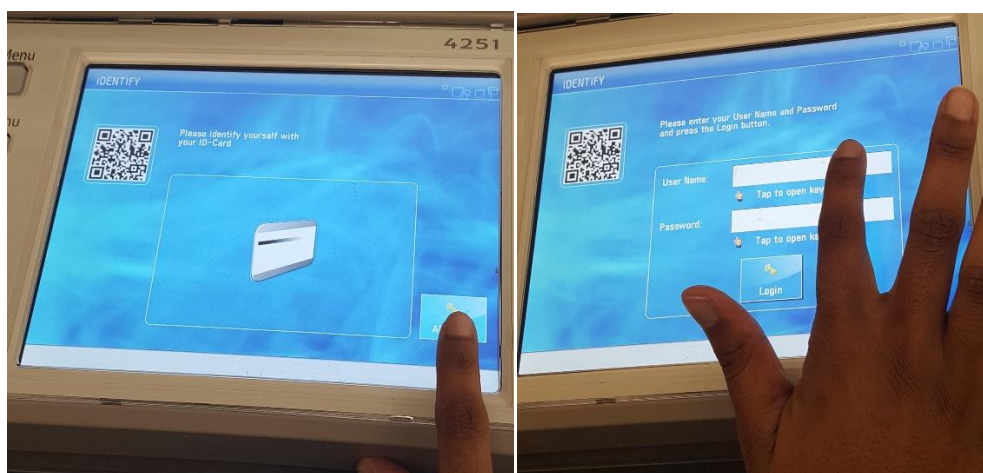

The PVAMU Panther Card is the official Identification Card for PVAMU Students,


Faculty and Staff.

It is an important part of campus life here at Prairie View A&M University. If you do not have a Panther Card please contact Auxiliary services.

https://www.pvamu.edu/auxiliaryservices/auxiliaryenterprises/panther-card/

After successfully logging into the printer you will see important account information such as your Account Name and Printing Balance.
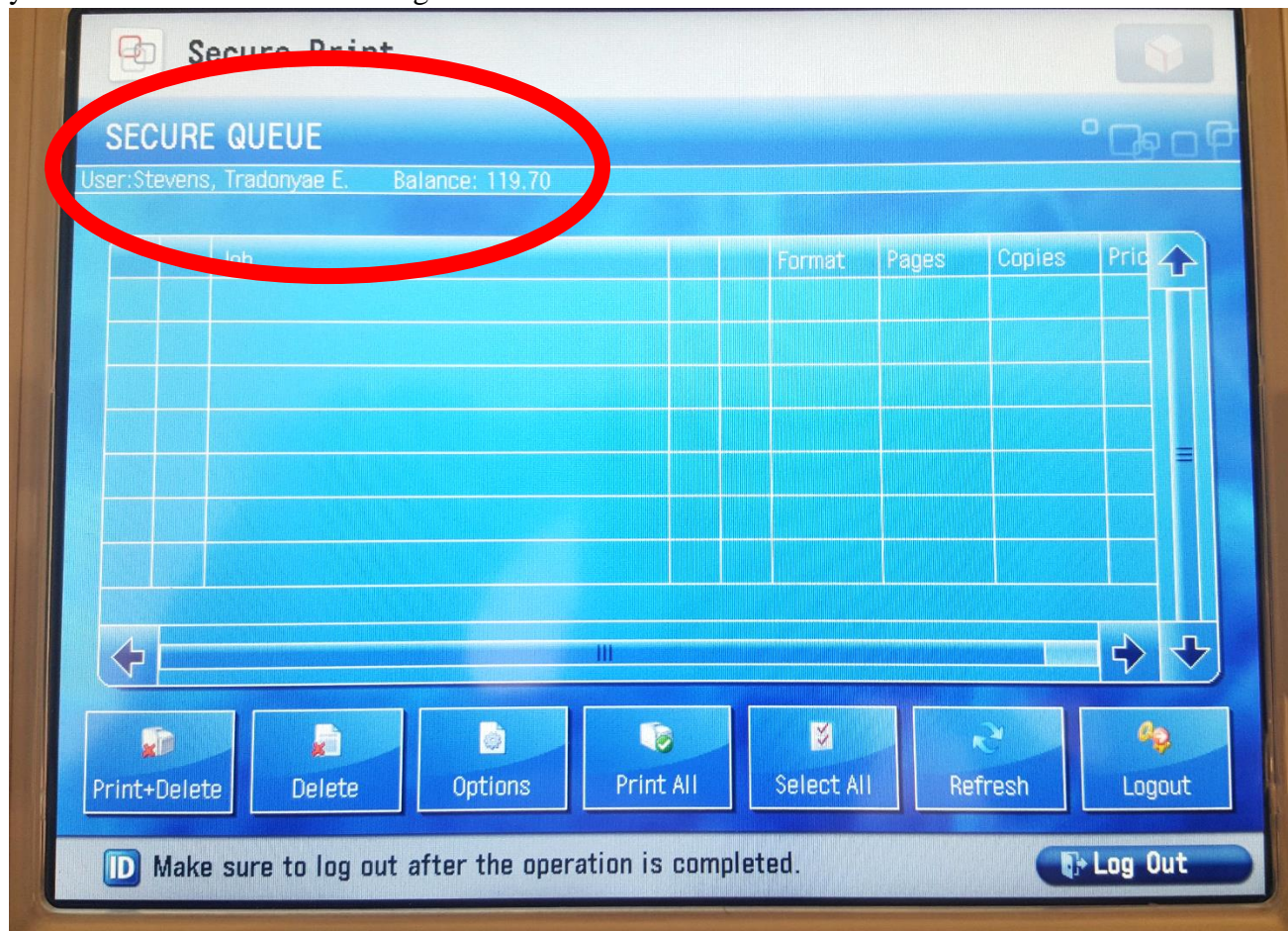

This Screen will show you how many prints you have left. It will only display in the dollar amount. Each student is allotted $120.00 to print/copy per semester, Black and White prints/copies are worth $0.15 each and color prints/copies are worth $0.50 each. Use at your own discretion.
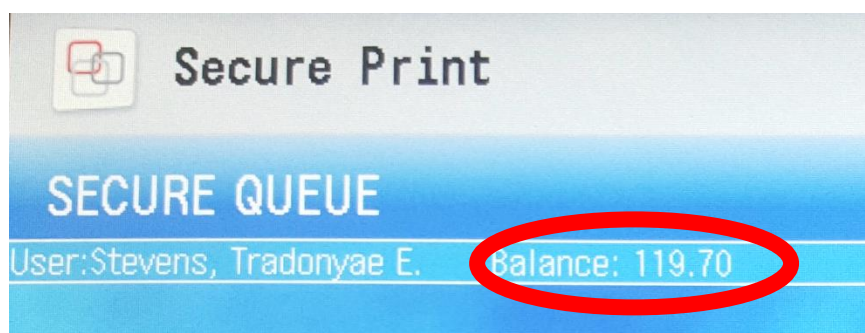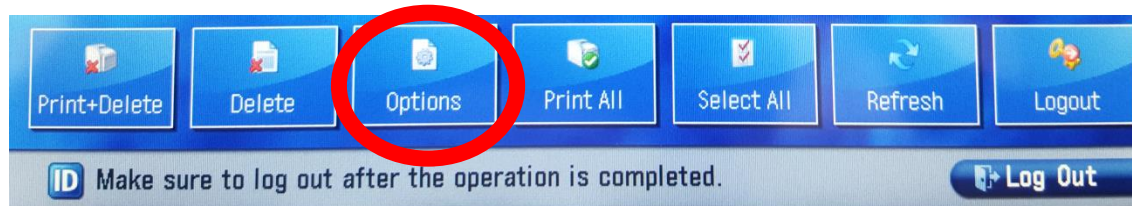
This screen shows you the print job(s) you have sent to the printer. If you have multiple jobs simply click the button that says **SELECT ALL.**
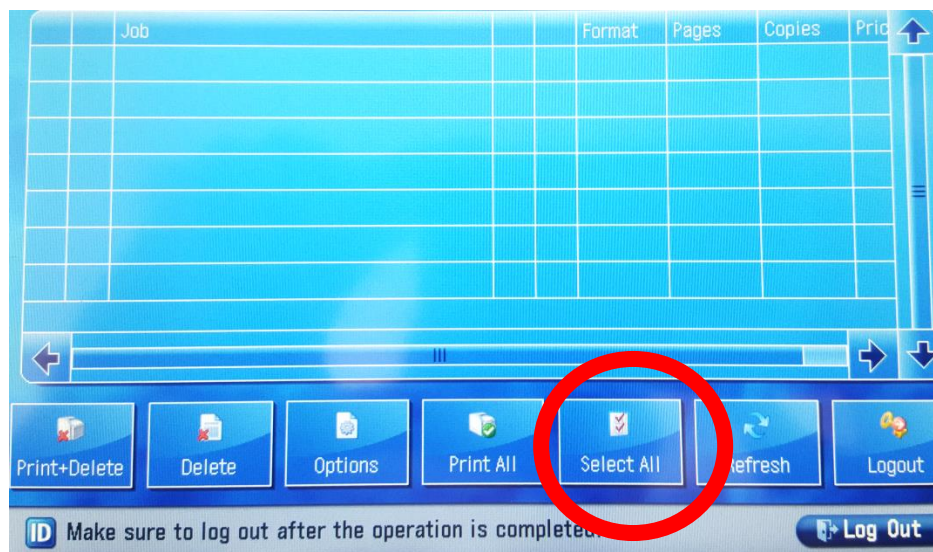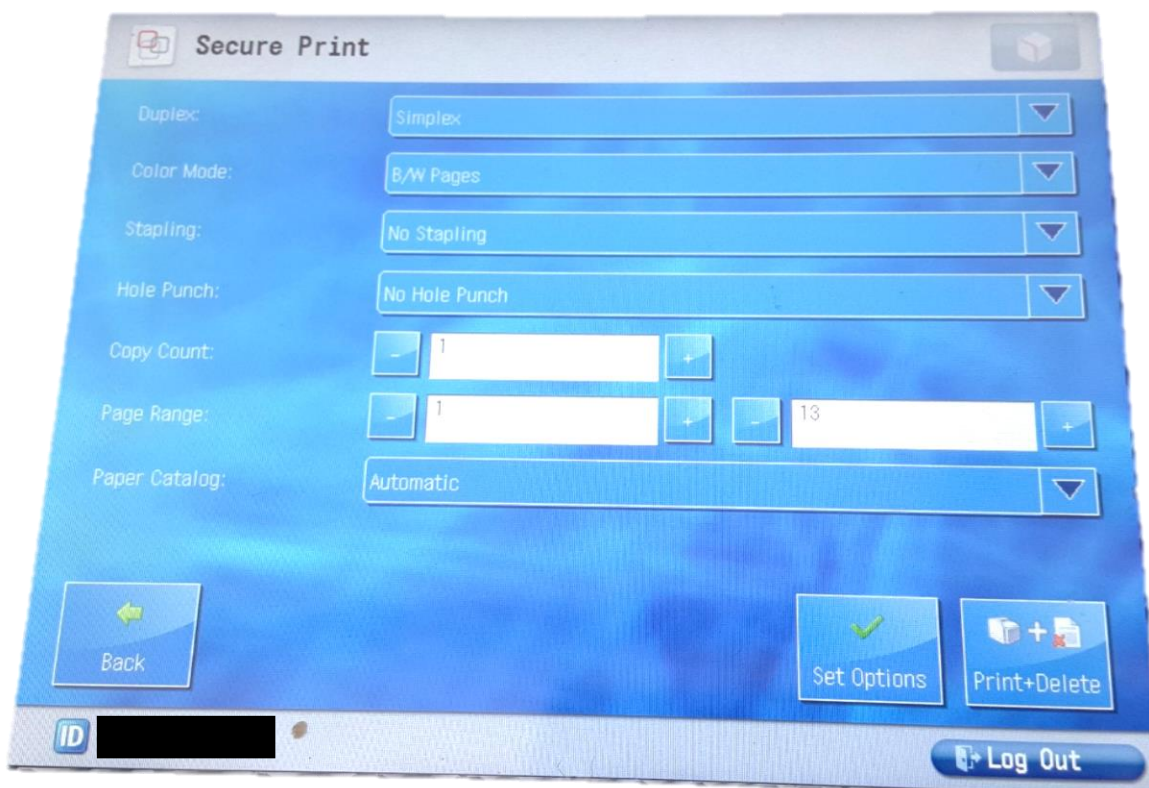

Then press **PRINT+DELETE**
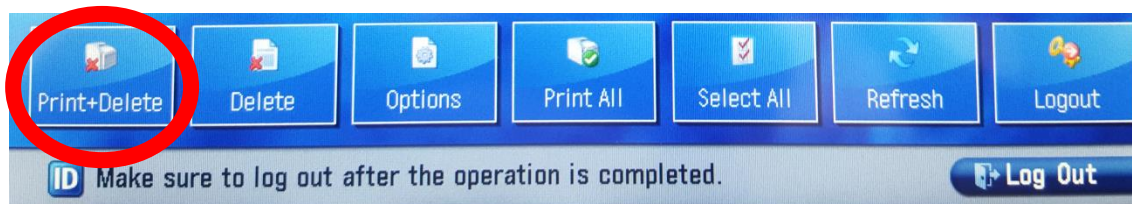
When selecting your print jobs if you haven't already you may add staples from the printer

Select the **OPTIONS** key

This screen allows you to select whether or not you want your prints to be double sided (**DUPLEX** option), black and white or in color (**COLOR MODE** Option), insert staples (**STAPLING** option), as well as selecting **COPY COUNT**, and **PAGE RANGE**.

Note: The option to print in color is only available on specifically labeled printers.

When you have finished with the **OPTIONS** Screen and are ready to print, select the **PRINT+DELETE** button in the lower right-hand corner and **LOG OUT.**
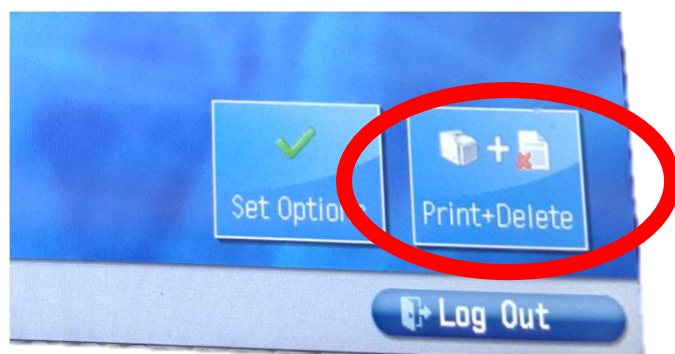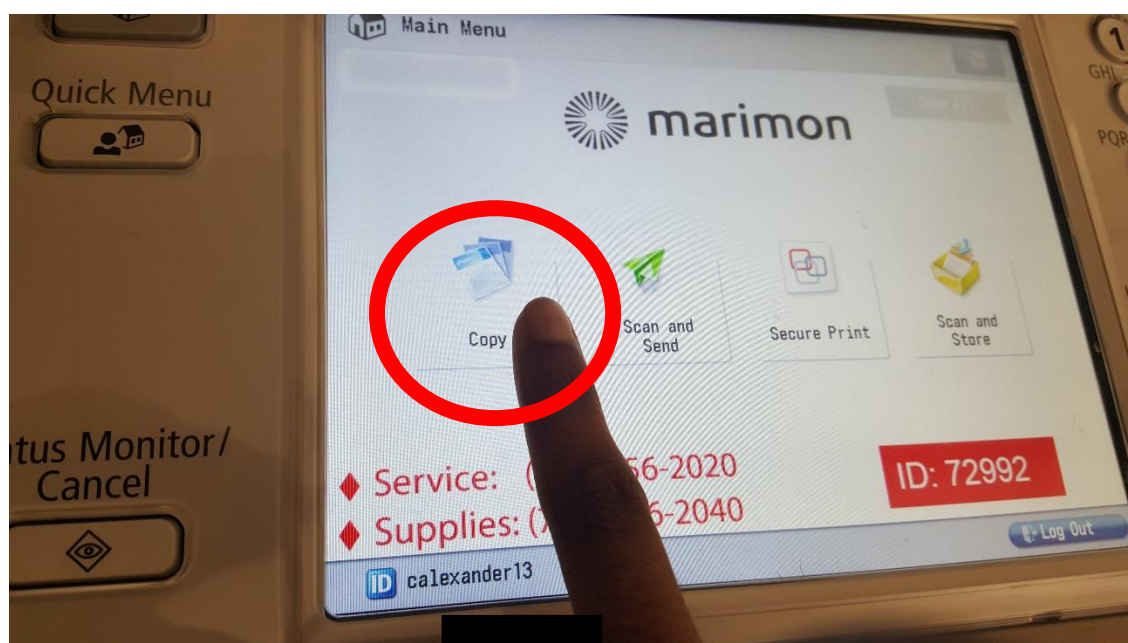
Copying on PantherPrint Devices

After logging into the Canon Printer, either using your student ID or with the virtual login pad, push the button on the upper left corner labeled **MAIN MENU**.
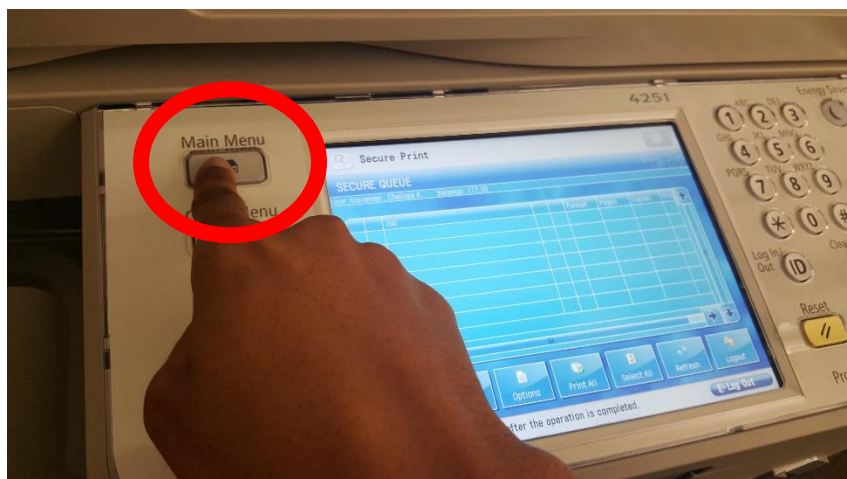

Once selected you will come to a screen labeled Marimon featuring options such as **COPY**, **SCAN AND SEND**, **SECURE PRINT**, and **SCAN AND STORE**. Select the option labeled **COPY**.
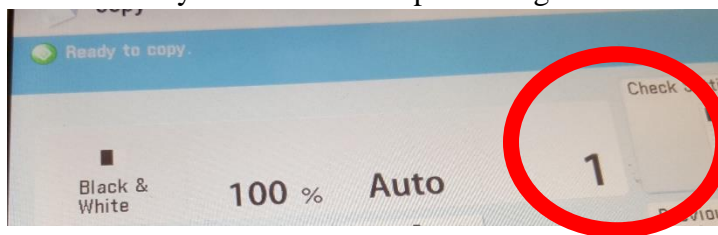
Once you have selected the COPY button you will come to the COPY screen. With this screen you can clarify whether the page you are copying will print one sided or 2 sided, book or calendar, and the number of copies you wish to make.
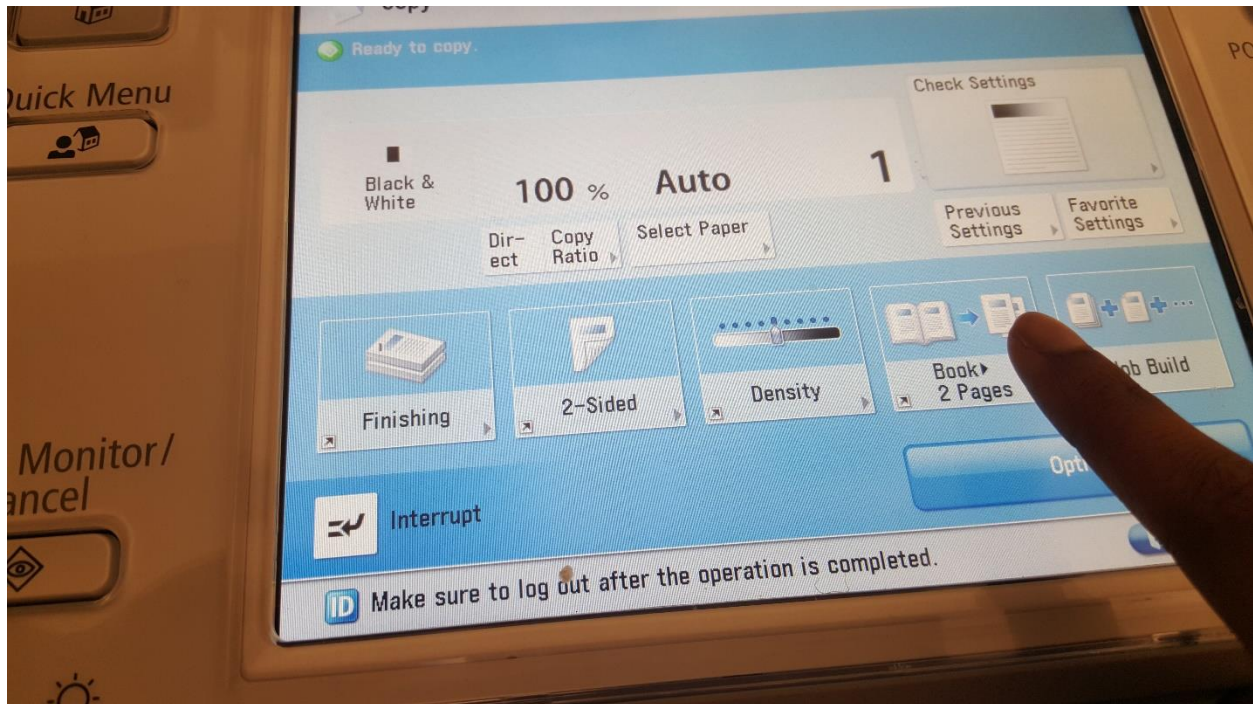
In order to select the number of copies, use the number pad to the right of the screen.
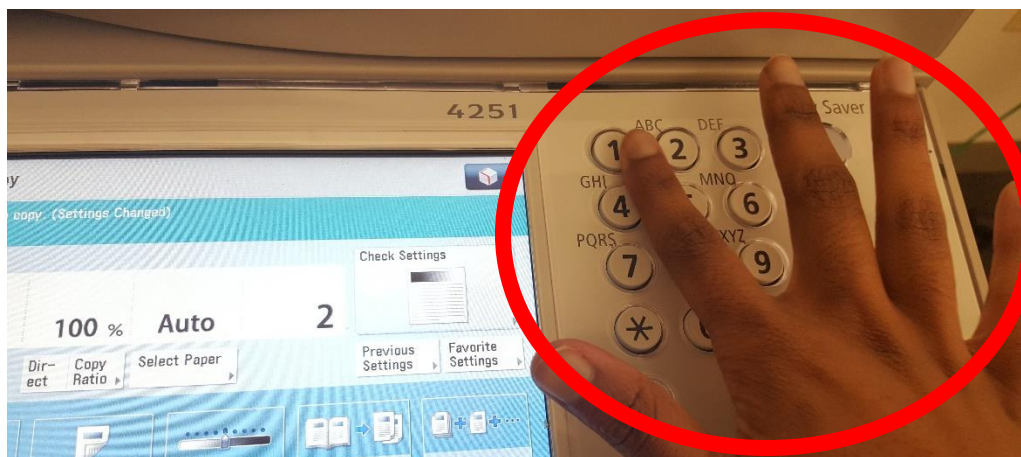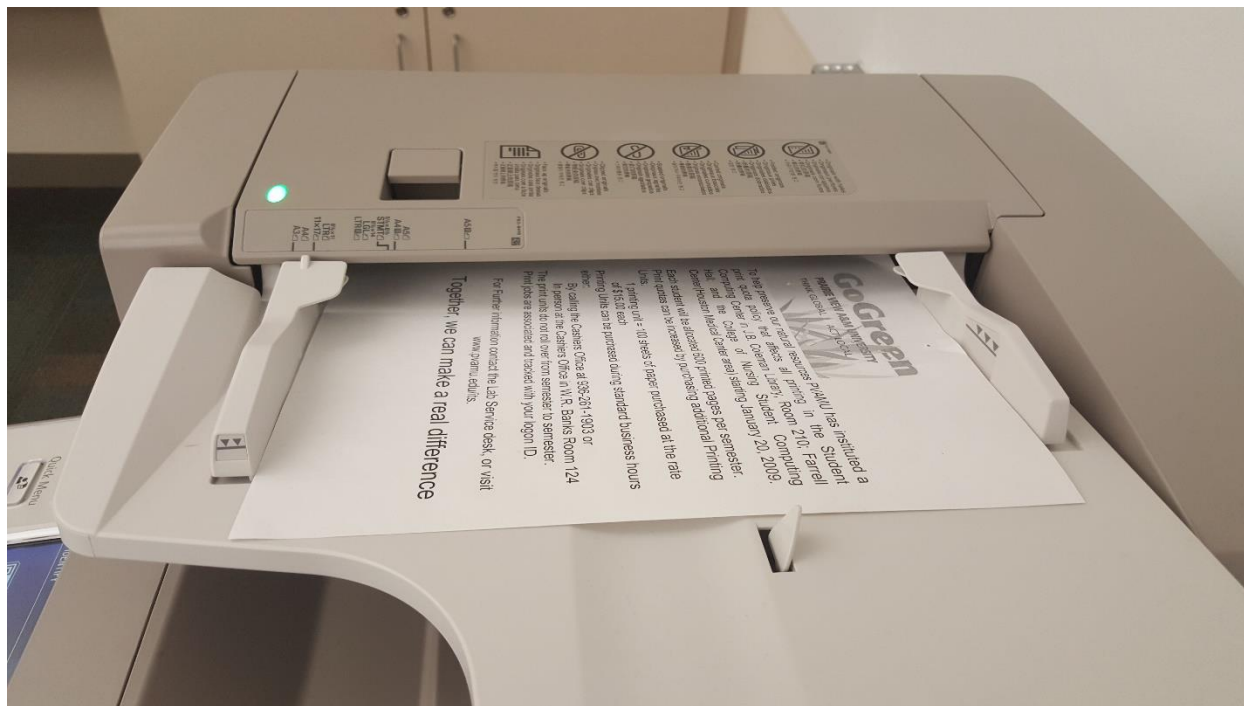

You will see your number of copies change here:

When you are ready to copy press the start button located to the right of the screen underneath the number pad.

Before you press the start button make sure the paper(s) you wish to copy is in the feeder, located on top of the printer.
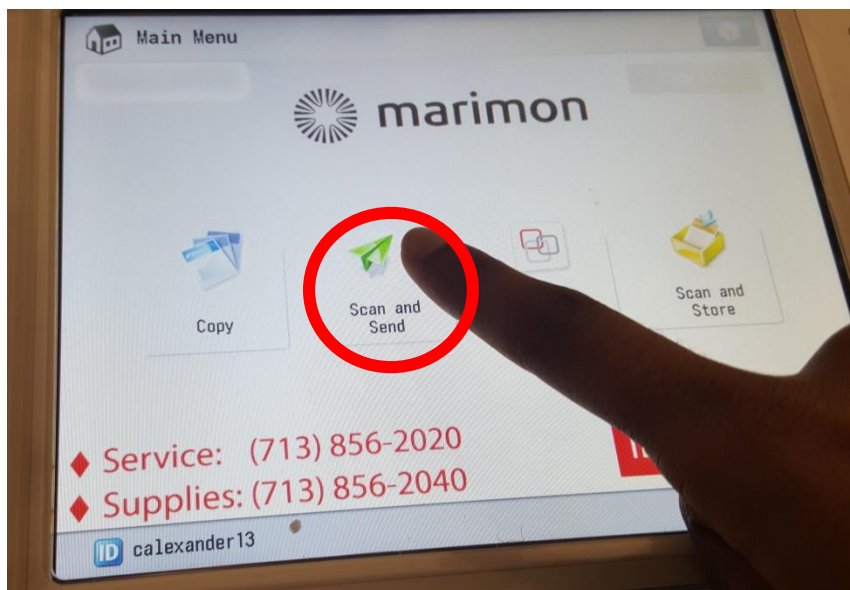

If your paper is in the feeder, push the START button.

Once the Printer has completed the copy job you may remove your copies.
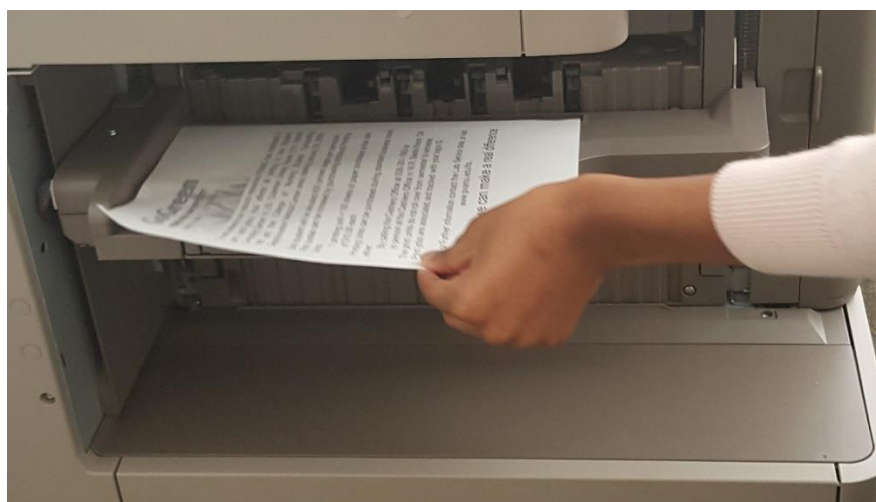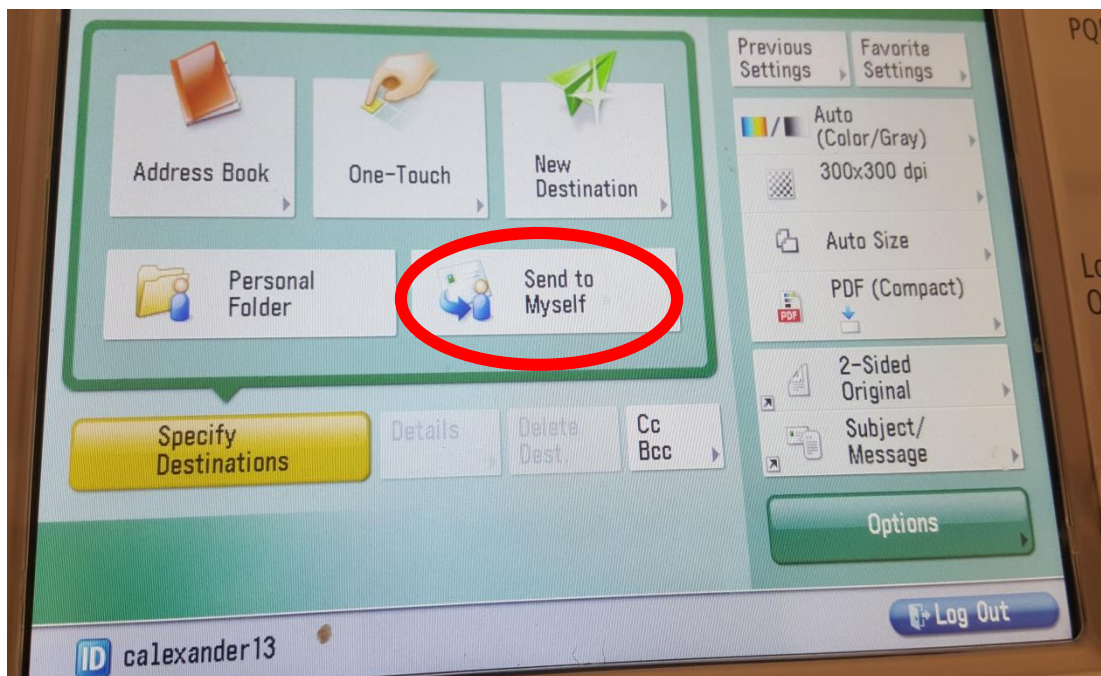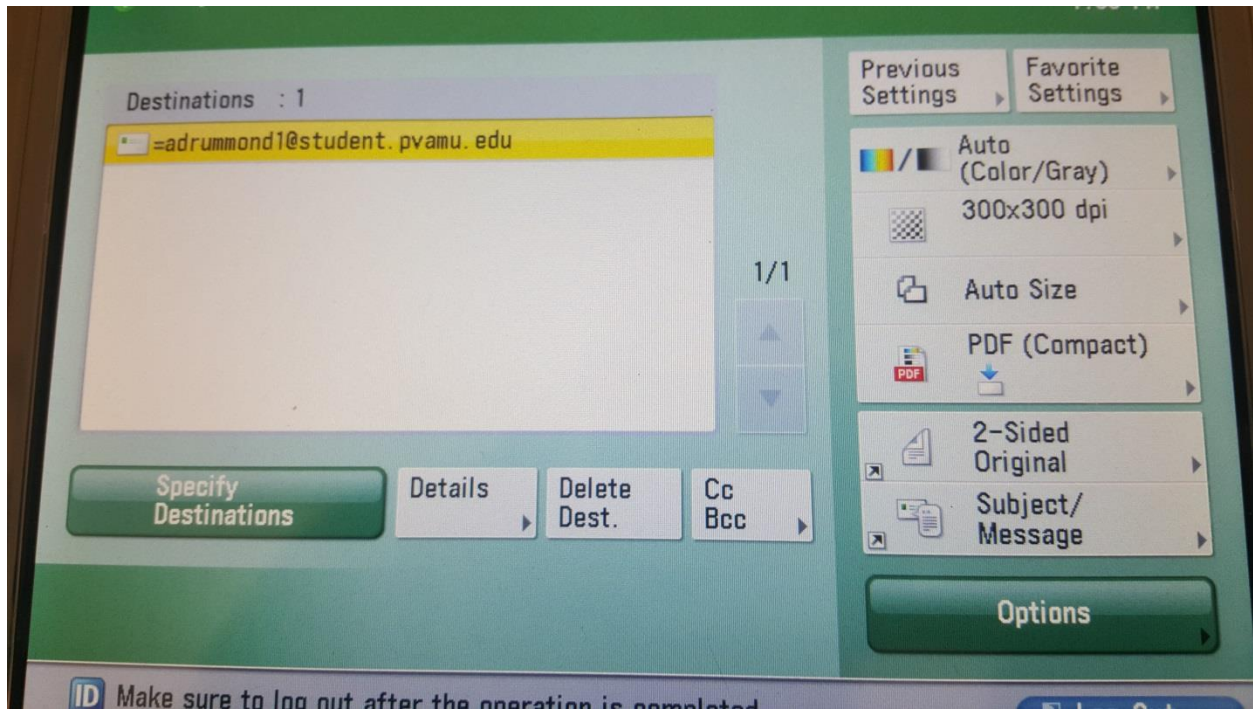
PantherPrint Scan & Send to Email

In order to scan a file and send it to yourself or to another Prairie View recipient whether it be a Faculty, Staff, or fellow student. Click SCAN AND SEND
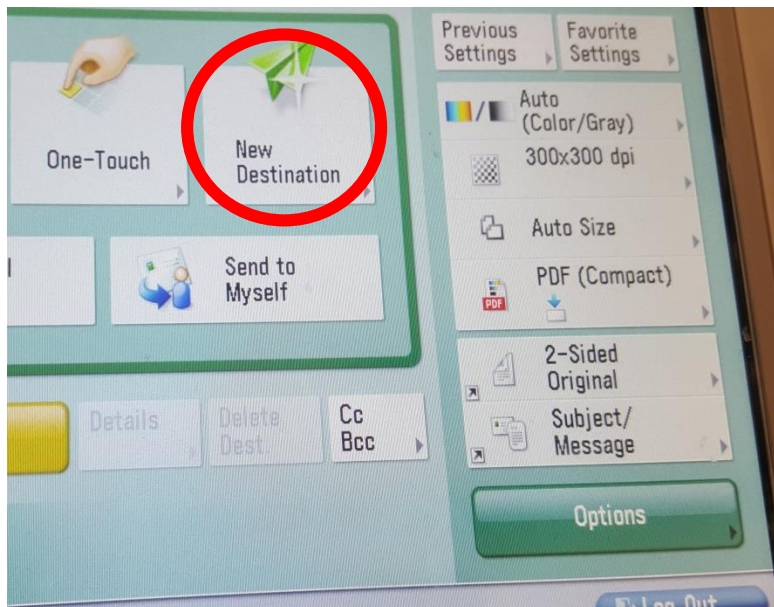

The scan and send window will appear

The following window will display your email. To complete the process simply press the GREEN START BUTTON ON THE OUTTER PANEL.


To send to a different Prairie View recipient SELECT new destination

There next window that will appear will be where you specify the recipient. Click the first option that states email, and enter the email of the user you would like to send to.
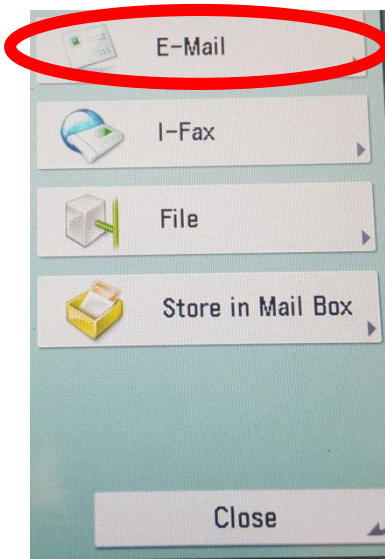

To confirm that you email was sent on the main panel of the printer on the bottom left hand side that be a button that will say "**Status Monitor/ Cancel**"
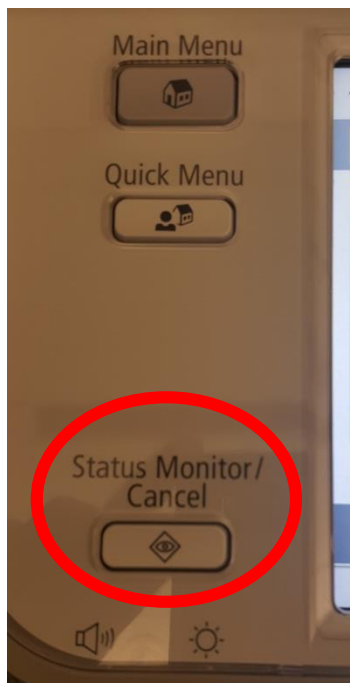
Once open there will be tabs at the top, however the one you need for your sent job will be the second tab to the right that states "send"
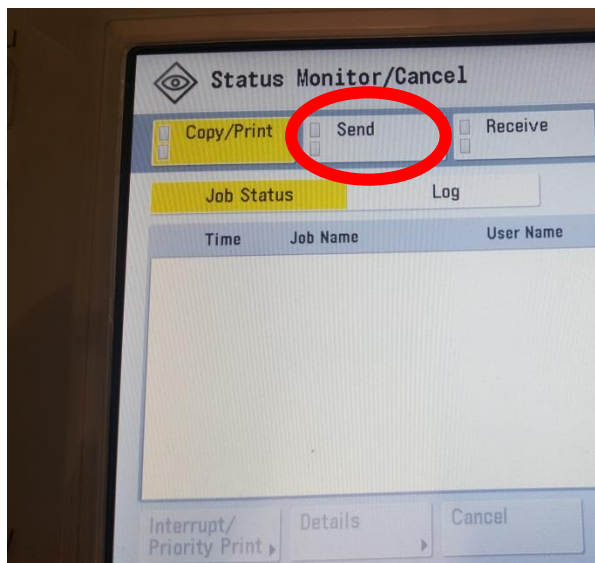
Below it you will see two tabs labeled job Status and log. Select LOG and in that list you will be able to determine if your job has been sent. If the word "NG" is next to your job, your job was unsuccessful.
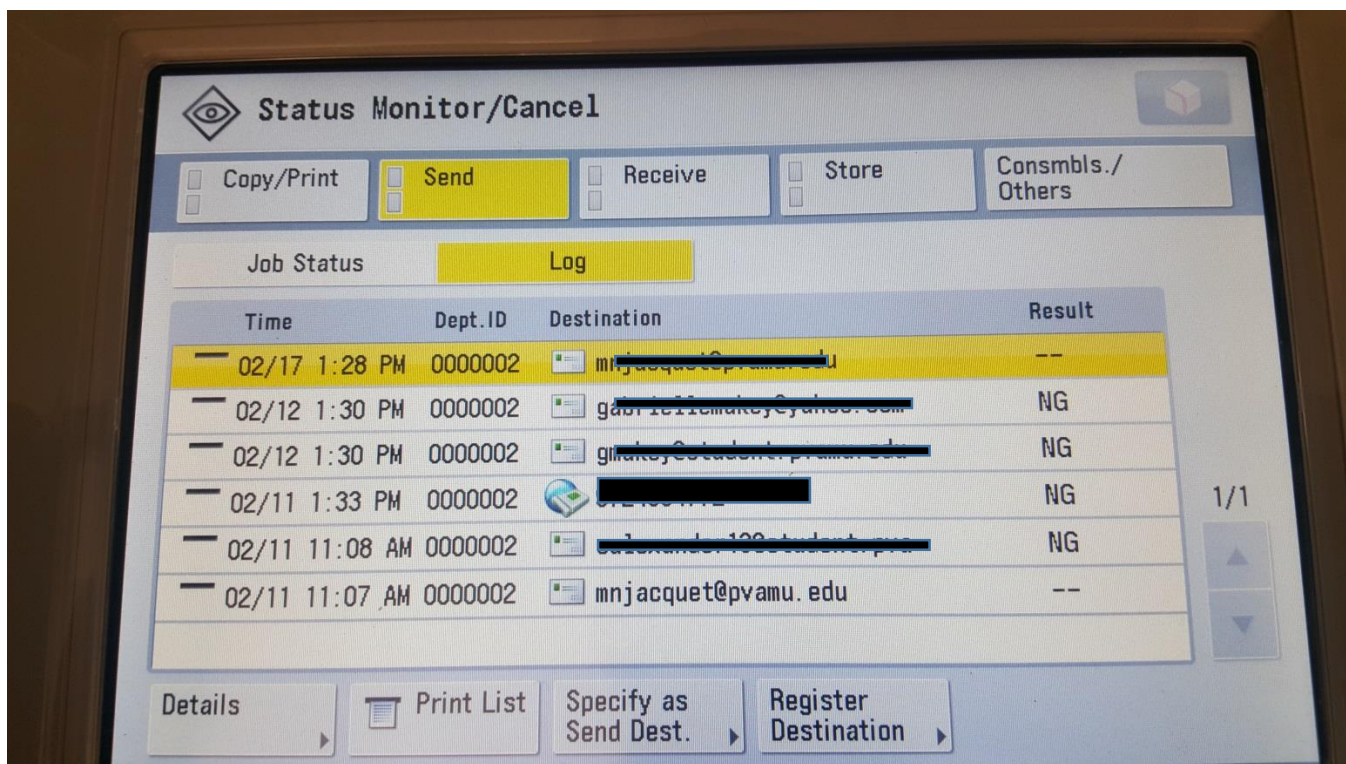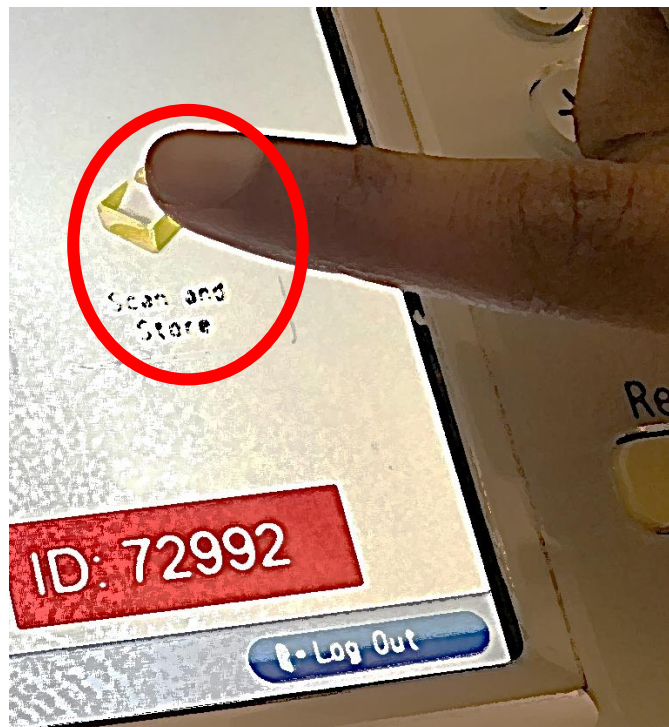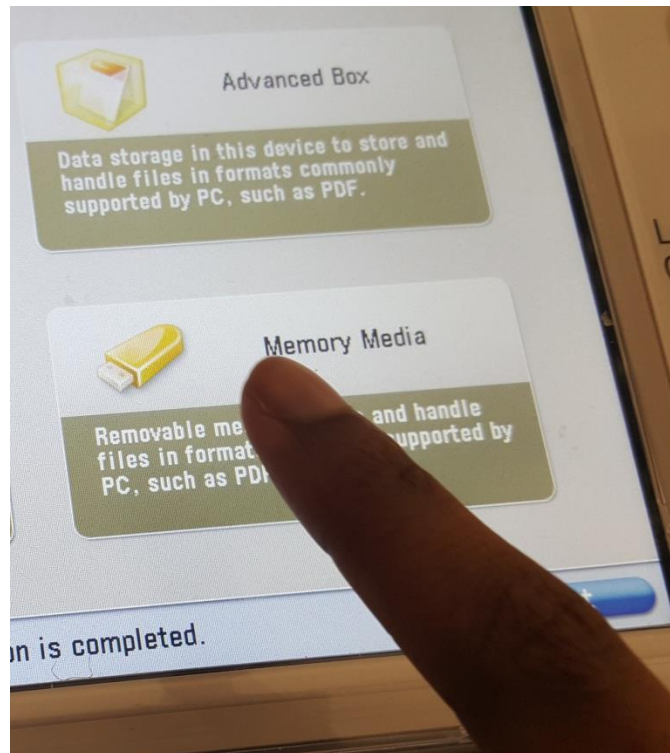
PantherPrint Scan & Store/ Printing from USB

To scan documents straight to your USB proceed with the following:

First you must sign into the printer. Then on the right hand side of the printer find the USB port.
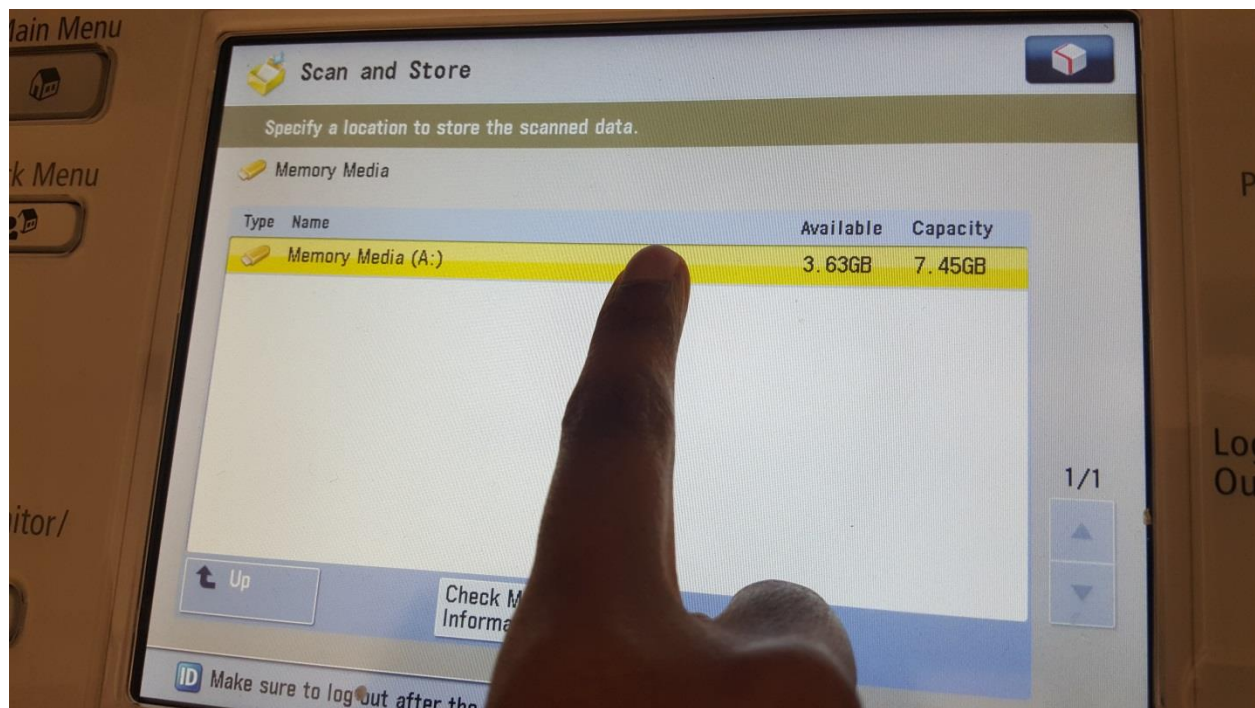

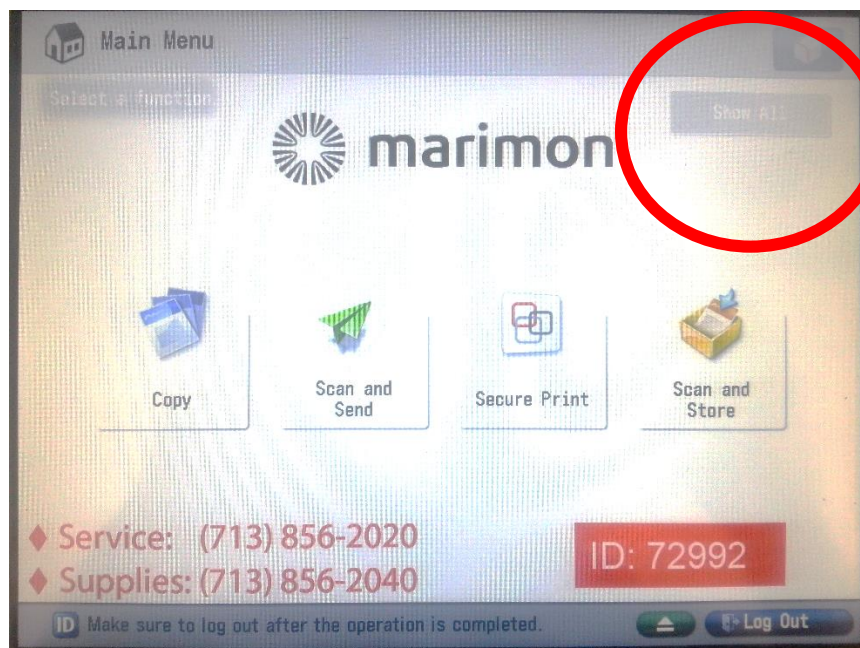After inserting your USB select the scan and store option

Select Memory Media
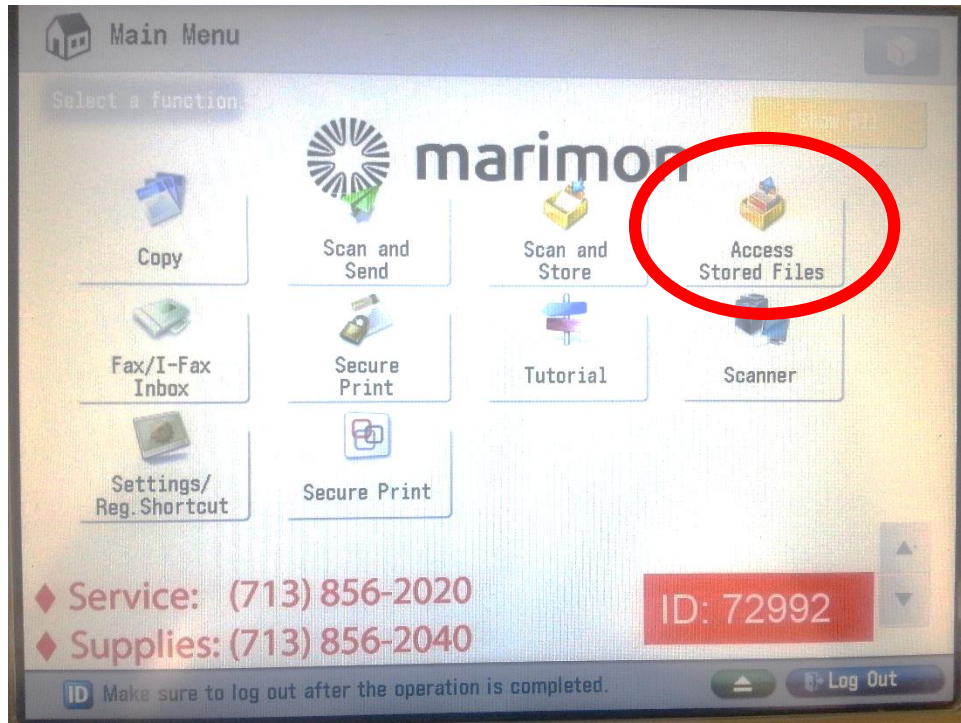
Select your USB.

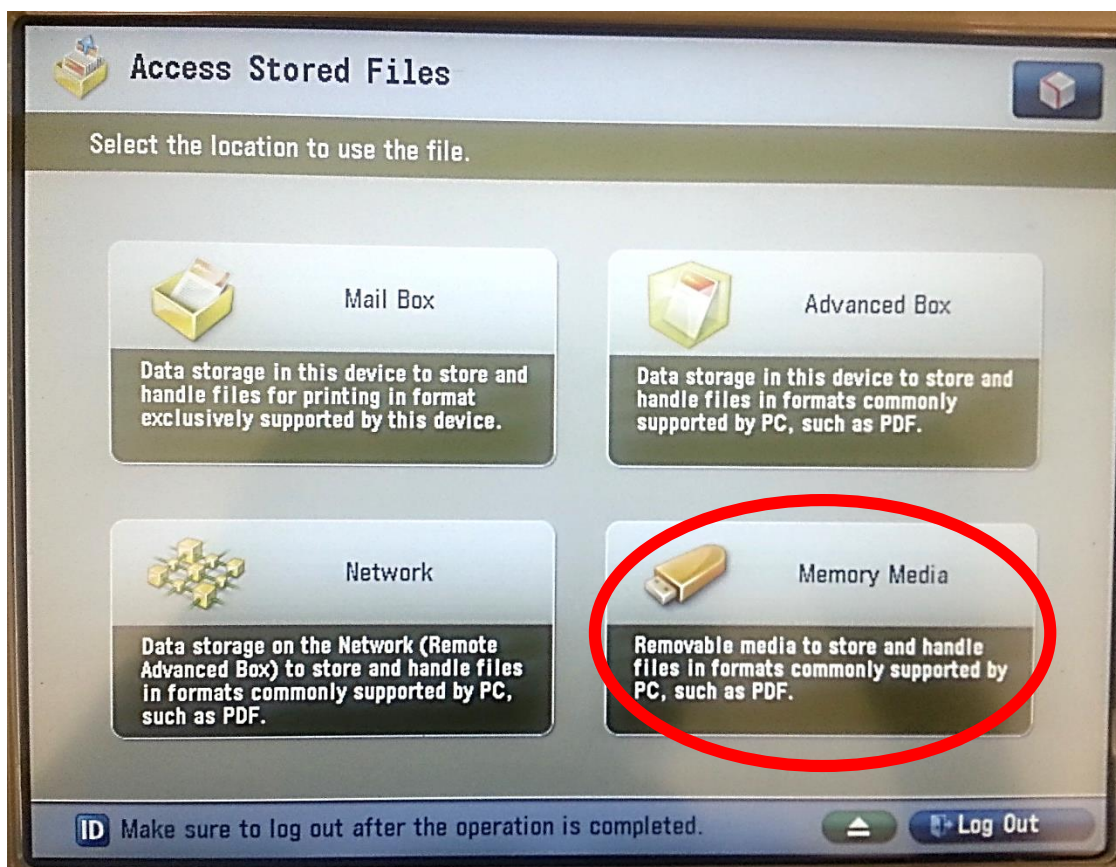

Scan your jobs and send to your USB

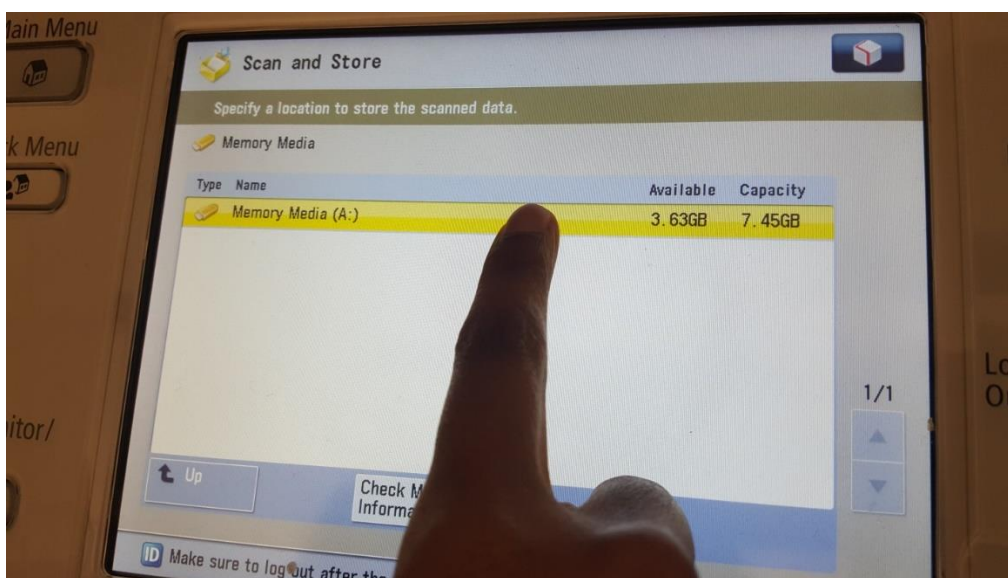To print from your USB select **SHOW ALL** button from the main screen and follow the next steps to print

Once you select the **SHOW ALL** button you will see the screen below. From the screen select **ACCESS STORED FILES**

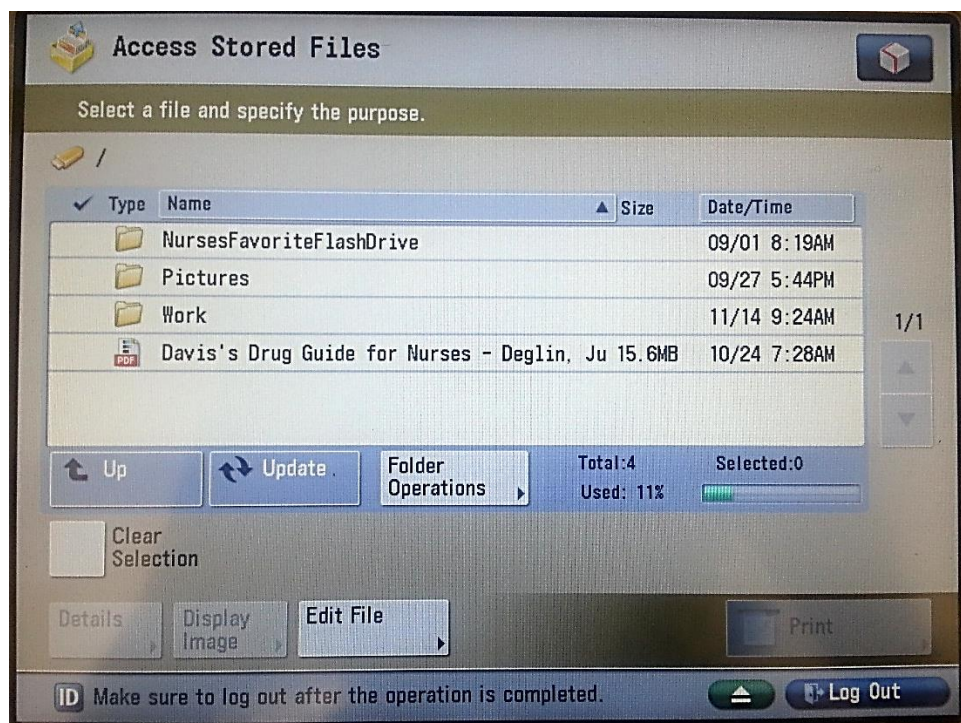After pressing **ACCESS STORED FILES**, select **MEMORY MEDIA**.

If you have already inserted your USB the next page you will see is this:
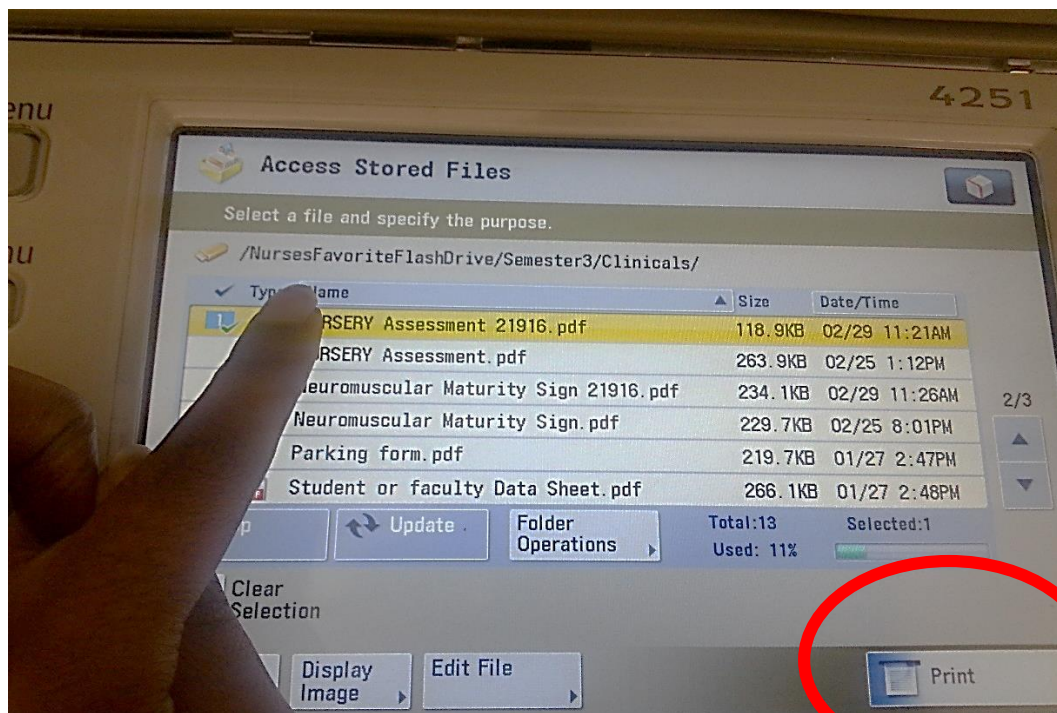

And select **MEMORY MEDIA (A:)**

Note: If you have not inserted your USB, this page will be blank.

From this page you can navigate your USB similar to how you would on a computer.
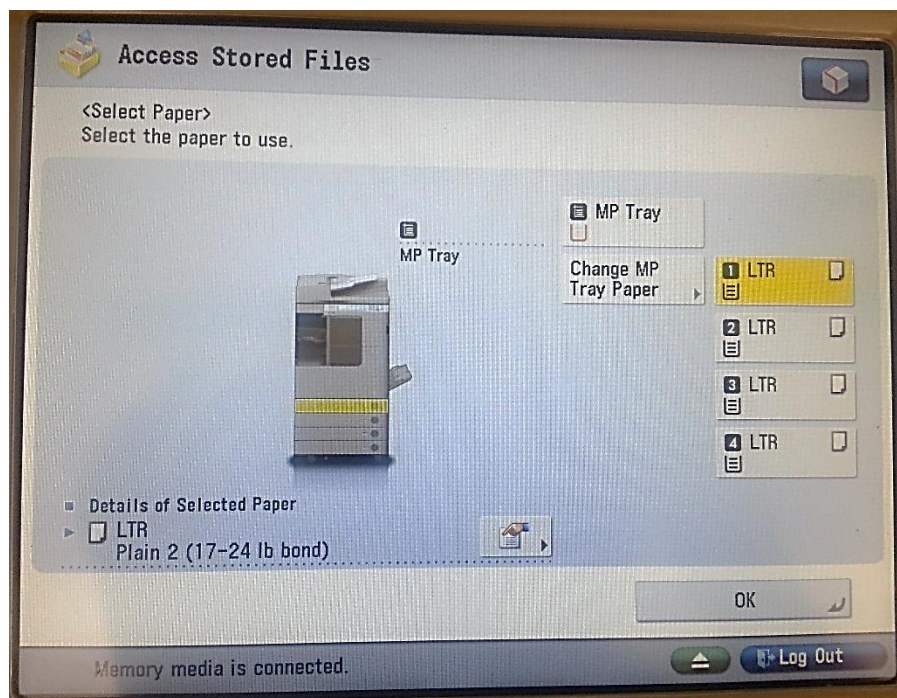

Once you find the file(s) that you wish to print, select it, and click the **PRINT** button in the lower-right hand corner.
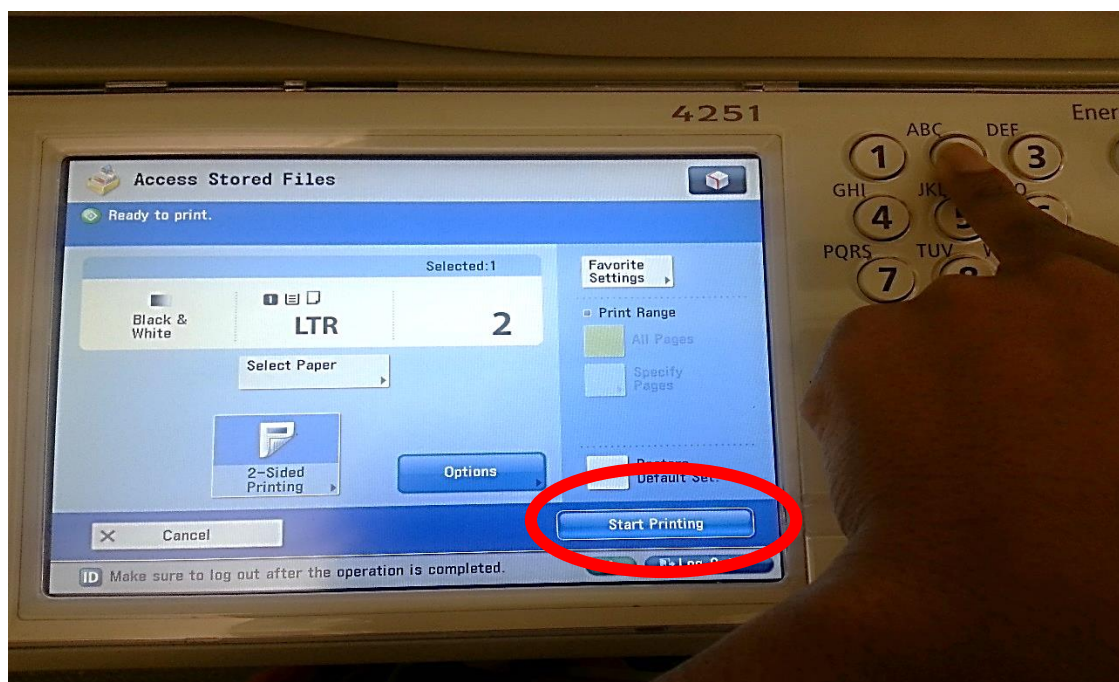

Note: You can only print a .pdf file or a .jpeg file directly from a USB

Once you select **PRINT**. You will be prompted to select a tray to print from. Select a tray and then press **OK**.


Once you select a tray you will be sent to the following screen:

At this screen you can select. Your numbers of copies, paper size, and the option to print single-sided or one sided. Once you have customized your options. Select the **START PRINTING** button on the lower right-hand corner.

Once you have finished printing select the green eject button located in the lower right-hand corner to safely remove your hardware.
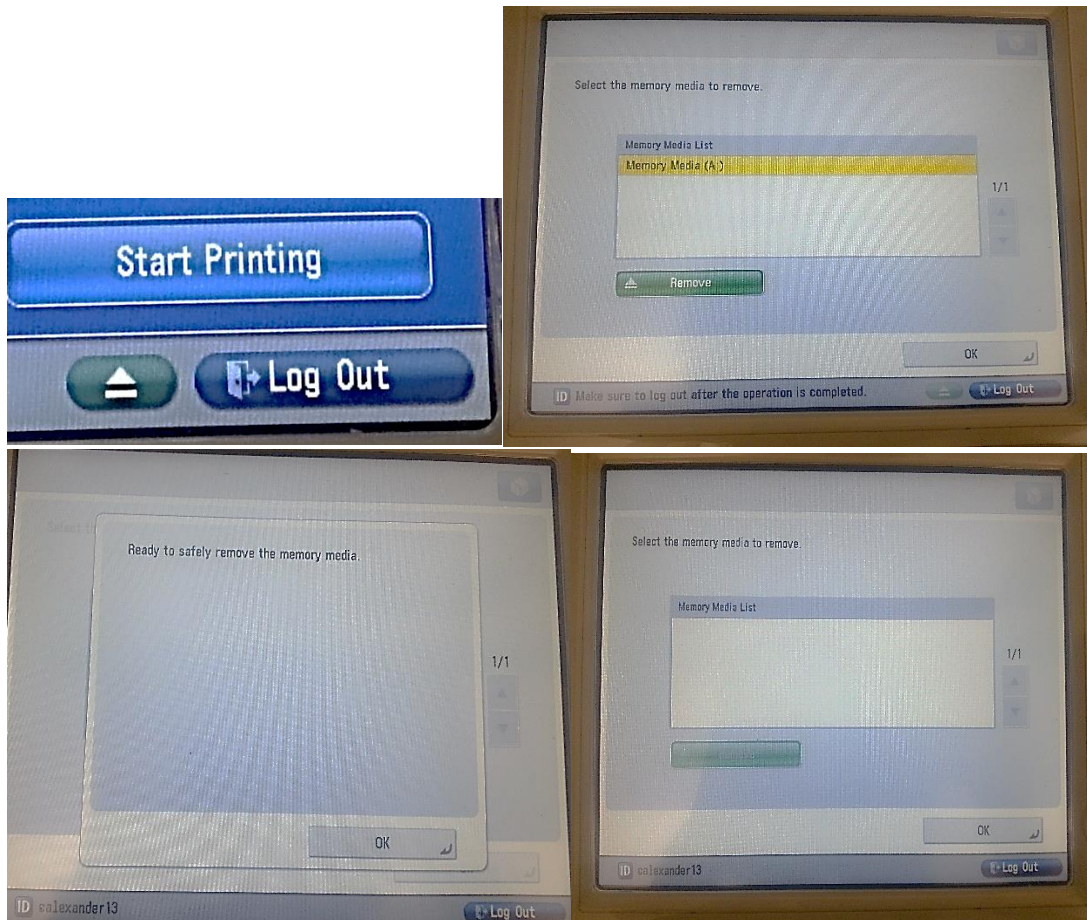
You are now able to safely remove your USB and collect your prints