

Printing in the CREB® Campus

Setup

The first time you print, you must visit a CREB® staff member (MSC) at the front counter to set up your **uniFLOW** access. Once your uniFLOW account is created, you will receive an email with your unique **PIN code**. You will need this PIN code for every printing job.

Printing by email

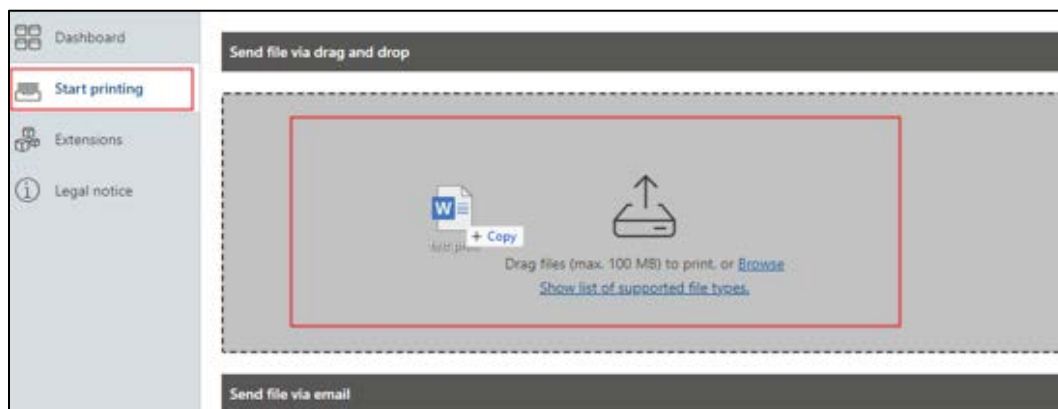
Compose a new email to mobileprint@creb.us.uniflowonline.com with the documents you want to print attached. The email must be sent from the same email address where you received your PIN code. If your email has changed, visit MSC at the front counter to update it.

Within a couple of minutes, you should receive **two** replies; the first stating the documents have been received, and the second stating the documents are ready to print. Once they are ready to print head over to ANY printer to release the job¹. The supported file types are:

Web-based printing

Visit <https://creb.us.uniflowonline.com> and enter the email address where you received your PIN code. You will then receive a one-time code at that email address to complete your login. Once you have completed the prior steps you are ready to print. From the main dashboard, select **Start printing** on the left-hand side.

You can drag, or browse and select the document you'd like to print:

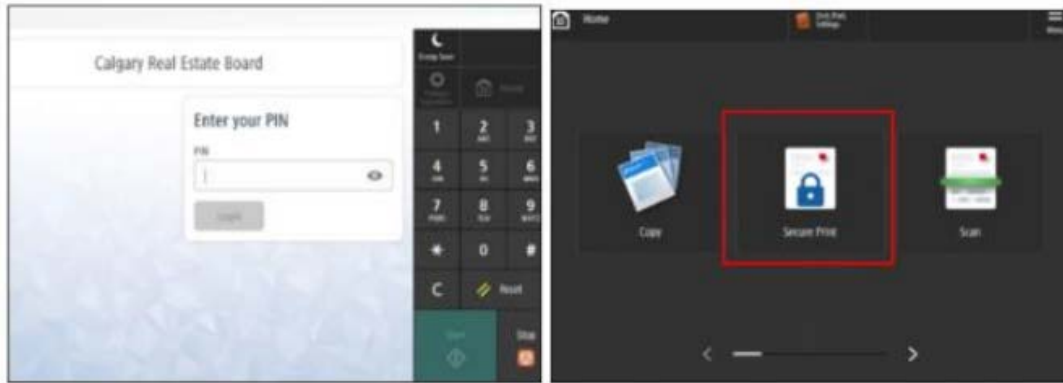


¹ The supported file types are: Portable Document Format (.pdf), Web Pages (.htm, .html), Text File (.txt, .text, .csv), XML Files (.xml), Rich Text Format (.rtf), Microsoft® Excel Files (.xlsx, .xlsm, .xlsb, .xltx, .xltm, .xls, .xlt, .xlm, .xlw), Microsoft® Word Documents (.docx, .doc, .docm, .dotx, .dotm, .dot), Microsoft® PowerPoint Presentations (.pptx, .ppt, .pptm, .ppsx, .pps, .ppsm, .potx, .potm), WordPerfect® Documents (.wpd), Bitmap Image File (.bmp), CompuServe Graphics Interchange Format (.gif), Icon Files (.ico), JPEG 2000 JP2 File Format Syntax (.jp2), Joint Photographic Experts Group Image Format (.jpeg, .jpg), Portable Network Graphics (.png), Tagged Image File Format (.tiff, .tif)

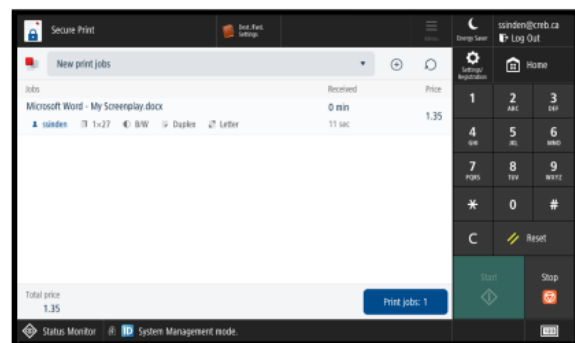
Once added, select **Dashboard** to view your print job(s) in the queue. Then, go to ANY printer to “release your print”.

How to release your print

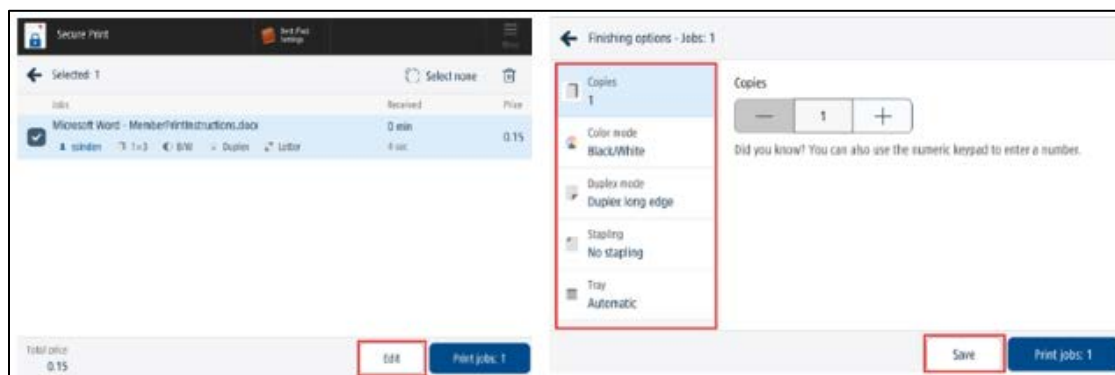
Once you have submitted the job, you can go to ANY printer and type in your PIN code, hit **Login**, then click on **Secure Print**.



From this page, you will see a list of jobs you have submitted



By default, all printing is double-sided (Duplex) and black & white. If you want to change to single-sided (Simplex) or colour, click on your job and click **Edit**. You can also choose the number of copies, stapling, and trays. Click **Save** to see the cost of the print job.



Printouts are \$0.05 per page for black & white, \$0.25 per page for colour, and \$0.05 per staple. Billing occurs on the first of each month for the previous month. Members receive their first \$5 of printing per month free.