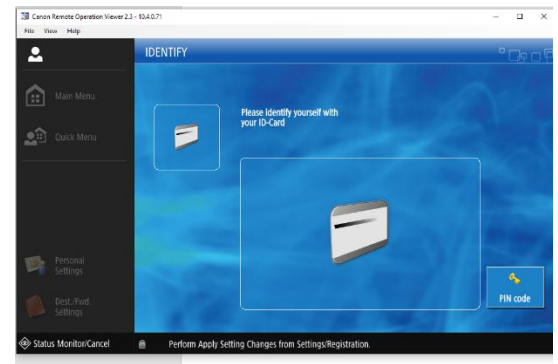


Card Swipe Procedures for Uniflow

Before contacting Printing Services, follow the procedures listed below:



These procedures apply to the Uniflow Swipe device on the fleet Canon copiers on campus.

Uniflow is used for document accounting at NSU.

When swiping, the stripe on your card should face up (towards you). Make sure your card is in the slot on the right side of the device when swiping. Swiping your card provides access to copier functions. To ensure that the card is read properly, please do not to swipe too quickly.

If the display reads “No Cost Center”, please contact Printing Services at 757-823-8179 for assistance.

NOTE: Have your Username (network logon ID), employee ID (number on the front of your ID card under your picture) and budget code available before contacting Printing Services. If you do not know your Budget Code, please contact your supervisor/department head for this information. Printing Services cannot authorize/assign budget codes to users.

If nothing changes on the copier display, you can verify if your ID card is the issue by clicking “Pin Code” on the front of the copier, entering your 11-digit number, clicking “OK” and then clicking “Login”.

If you receive “User Authentication failed. Please try again” or “Contact System Administrator”, Please complete “Uniflow New User/Reset Form” to have your account activate to use the copier.

If you have gotten a new ID card, Please complete the “Uniflow New User/Reset Form” to update the Uniflow Server and to include your new card number.

When to complete Uniflow New User/Reset Form

1. If you are a new hire/rehire
2. If you have received a new ID card
3. If you have changed departments’
4. If you are in the same department and have change budgets

All completed forms are to be forwarded to printingservices@nsu.edu