



## Instructions for activating your badge with Uniflow and the Canon printers

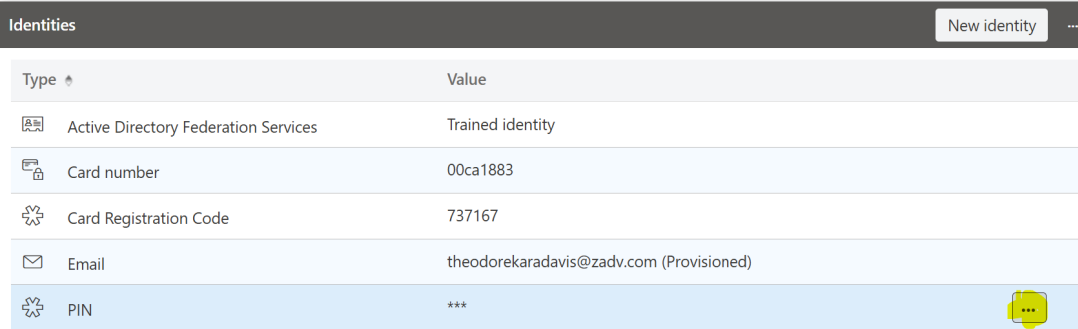
### Step 1: From your computer, log in to the Uniflow Dashboard

- Visit the Uniflow Dashboard > <https://omc.us.uniflowonline.com/>
- Select “Continue with OneWorkplace User”
- Under Identities, if you see PIN, click the three little dots on the far-right hand side and click Show PIN code

### If you don't see PIN under the Identities section, create a PIN as below

- On the Uniflow Dashboard, select **New Identity**
- **Under Identity type, select PIN and click Save.**
- The PIN code will then be emailed to you
- Or, under Identities, you will now see PIN, click the three little dots on the far right-hand side, and click Show PIN code and document it.

**\*\*\* If you do not see the three little dots, please refresh the page.\*\***



Type	Value
Active Directory Federation Services	Trained identity
Card number	00ca1883
Card Registration Code	737167
Email	theodorekaradavis@zadv.com (Provisioned)
PIN	***

### Step 2: Register Your Badge at the Printer

- Go to the printer with your PIN Number from Uniflow
- Swipe your Badge on the right-hand side of the touch screen
- Enter your PIN Number and select OK

Your badge is now registered for Uniflow

### Step 3: Secure Print Your Documents

- Go to the printer, select the secure print icon to release your print jobs