

GUEST PRINT USER GUIDE

WHAT IS GUEST PRINT?

GUEST PRINT ALLOWS VISITORS OR TEMPORARY USERS TO SEND PRINT JOBS SECURELY TO CANON DEVICES WITHOUT NEEDING A CORPORATE ACCOUNT. IT'S IDEAL FOR CONTRACTORS, INTERVIEWEES, OR ANYONE NEEDING ONE-TIME ACCESS.

How to Use Guest Print

1. Send Your Document to the Guest Print Email

- Open an email and address to mobileprint@inpost.eu.uniflowonline.com
- Attach the document you want to print (PDF, Word, Excel, etc.).
- In the subject line, include your **name** or **identifier** so you can recognise your job later.

2. Receive Confirmation

- You'll receive an email confirming your job has been received and is ready to print.
- This email may include a **PIN code** or **release ID**.

3. Go to a Canon Device

- Locate the relevant printer.
- Tap the screen to begin.

4. Authenticate as a Guest

- Select "**Guest Login**" or "**Release Guest Print**".
- Enter your **PIN code** or **email address** (depending on setup).
- You may be asked to verify your identity with a temporary badge or code.

5. Release Your Print Job

- Your document will appear in the print queue.
 - Select it and tap "**Print**".
 - Collect your document securely.
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