



UNIVERSITÄT
HOHENHEIM

INSTRUCTIONS FOR USING UNIFLOW AND THE PAYMENT FUNCTION VIA KUARIO.

This guide is intended for students and employees of the
University of Hohenheim.

The copy and print solution can be accessed via the Hohenheim network,
VPN and eduroam.

uniFLOW

KIM | COMMUNICATION, INFORMATION AND MEDIA CENTER

Printing on campus

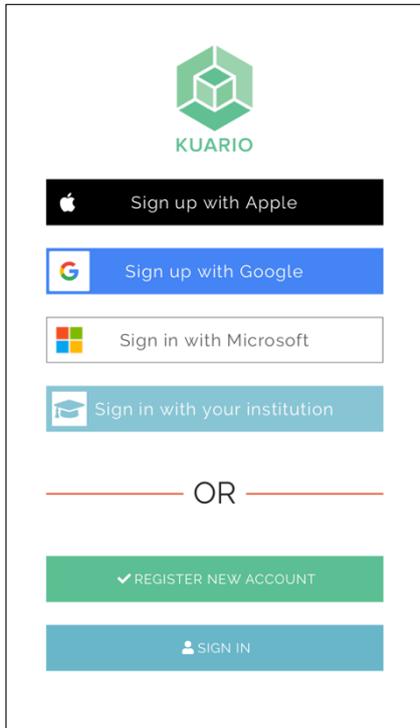
Version 1.05

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1 KUARIO

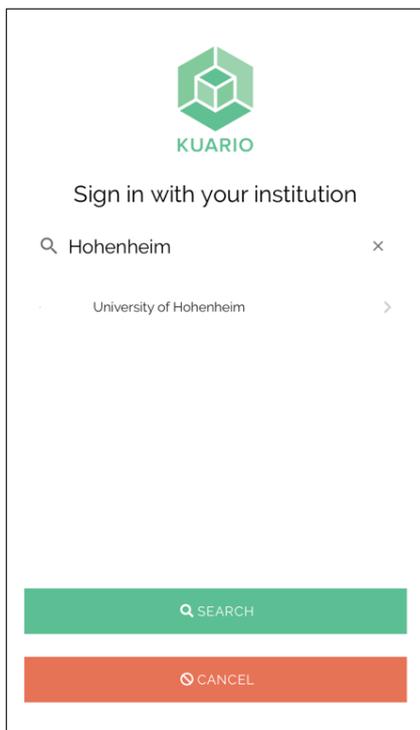
1.1 Register with KUARIO



Open the page:

<https://login.kuario.com>

Click on **"Sign in with your Institution"** to log in.



Search for **"Hohenheim"** and select **"University of Hohenheim"**.

UNIVERSITÄT HOHENHEIM
Anmelden bei KUARIO

With KUARIO, end users can independently use connected self-service devices. This allows them to safely and easily use multifunctionals and lockers, for example.

Benutzername

Passwort

Anmeldung nicht speichern

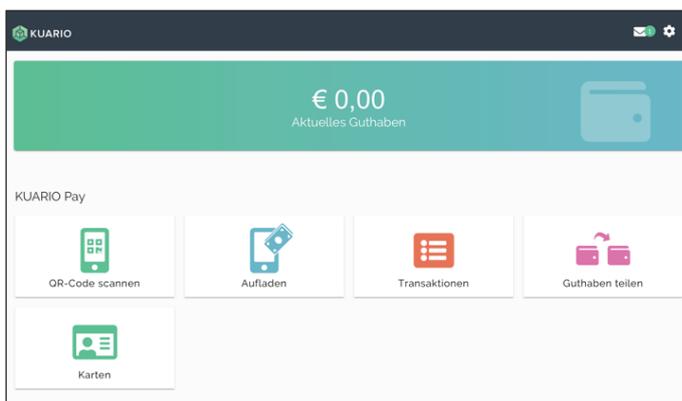
Die zu übermittelnden Informationen anzeigen, damit ich die Weitergabe gegebenenfalls ablehnen kann.

Anmelden

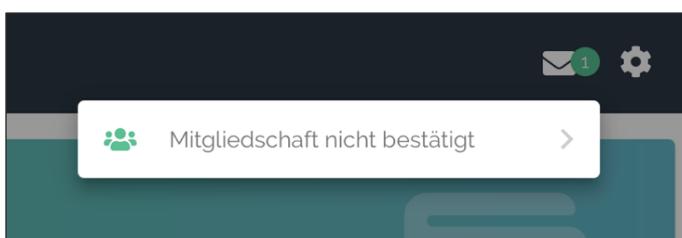
- Passwort vergessen?
- Hilfe benötigt?

Universität Hohenheim

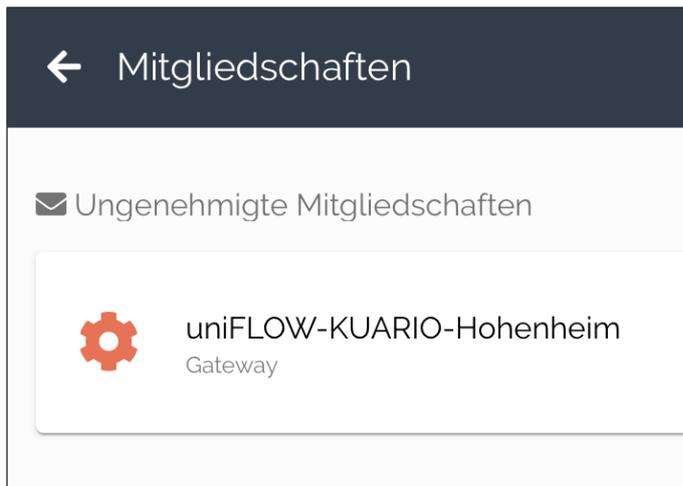
Log in with your **Hohenheim user account** and confirm the query.



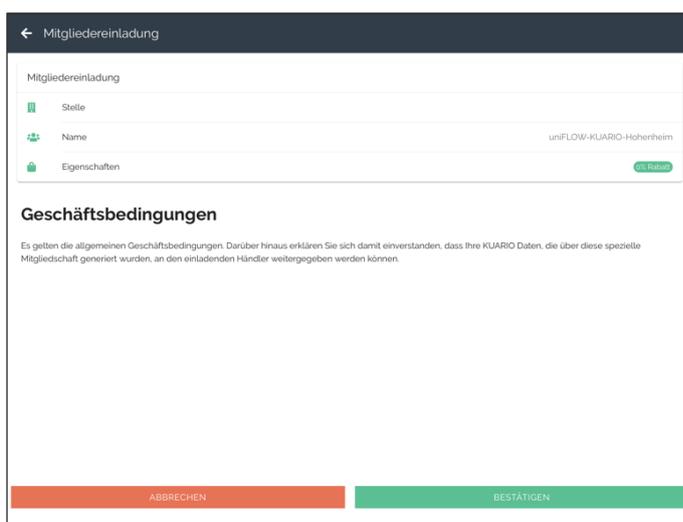
Click on the **letter symbol** at the top right.



Select „Membership not confirmed“/
„**Mitgliedschaft nicht bestätigt**“.



Then click on „**uniFLOW-KUARIO-Hohenheim**“.

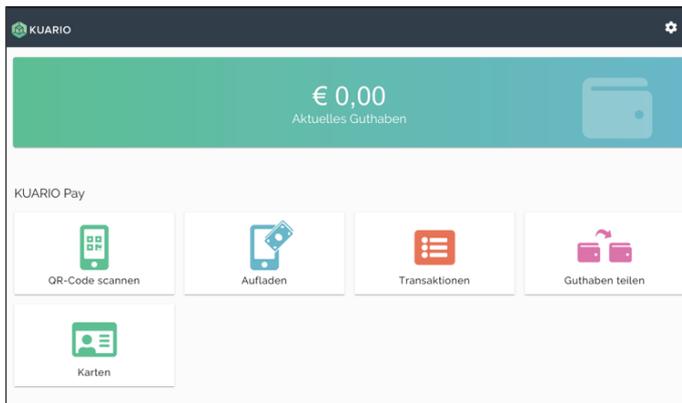


Accept the terms and conditions.



You are now successfully connected to uniFLOW.

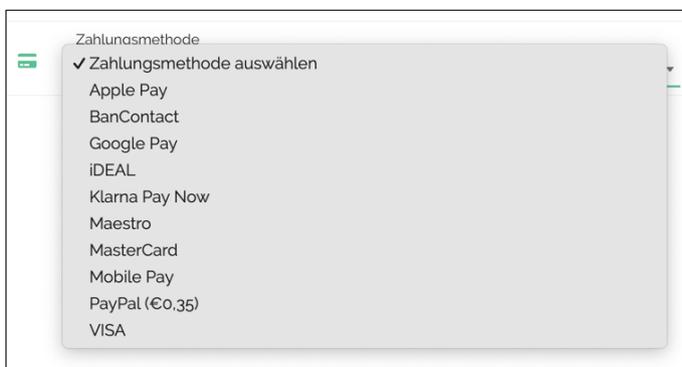
1.2 Recharge credit



Click on „Charge“/„**Aufladen**“ in the menu.



Now enter the desired amount of money.



Select a payment method and then click on „Continue“/ „**Weiter**“.

Now follow the steps of the payment provider.



2 SERVICE PORTAL uniFLOW

2.1 The Service Portal

The uniFLOW Service Portal can be found at:

<https://uniflow.uni-hohenheim.de>

Here you can make the settings described below.

If you prefer a German interface, please use the following link:

<https://uniflow.uni-hohenheim.de/pwclient/openlang.asp?language=DE>

If you prefer an English interface, please use the following link:

<https://uniflow.uni-hohenheim.de/pwclient/openlang.asp?language=EN>

2.2 Register card



Touch the card reader with your student ID card or employee card.

Depending on the device, the card reader is located at the front or on the right-hand side.

Please do not leave the card on the card reader. This will cause problems during operation.

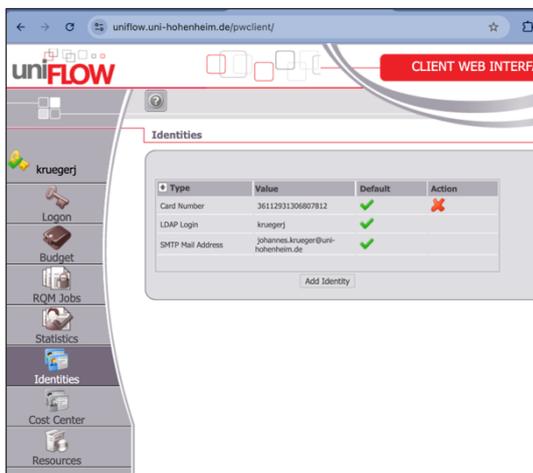


Bilder: Canon



The dialog for registering the card will now open on the display.

You will be taken to the start page after successful registration.

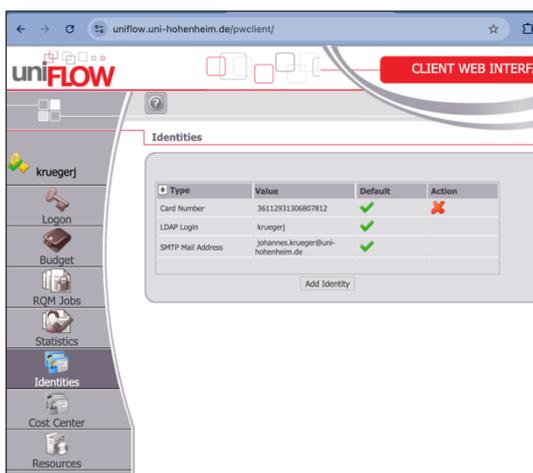


You can now **control your card number in the Service Portal on a computer.**

To do this, go to the following page:
uniflow.uni-hohenheim.de

You can find the information there under the tab „**Identities**“.

2.3 Delete Card



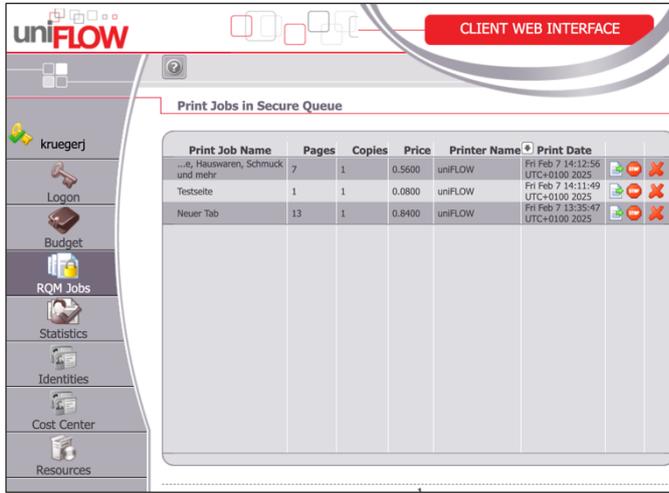
You can also delete lost or no longer required cards in the Service Portal.

Use a computer and go to the page:
uniflow.uni-hohenheim.de

Under the „**Identities**“ tab, you can delete the cards that you no longer need.

To do this, click on the „**red X**“ next to the card and confirm the process.

2.4 Check print jobs



The screenshot shows the 'CLIENT WEB INTERFACE' for uniFLOW. The main content area is titled 'Print Jobs in Secure Queue' and displays a table with the following data:

Print Job Name	Pages	Copies	Price	Printer Name	Print Data	
...e. Hauswaren, Schmuck und mehr	7	1	0.5600	uniFLOW	Fri Feb 7 14:12:55 UTC+0100 2025	 
Testseite	1	1	0.0800	uniFLOW	Fri Feb 7 14:11:49 UTC+0100 2025	 
Neuer Tab	13	1	0.8400	uniFLOW	Fri Feb 7 13:35:47 UTC+0100 2025	 

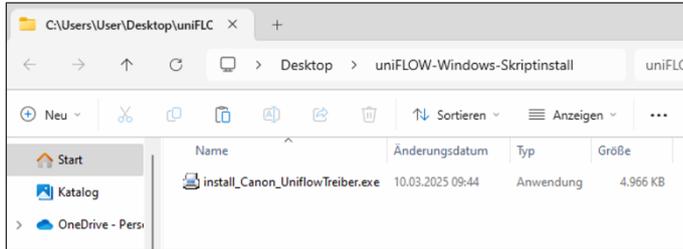
The interface also features a left-hand navigation menu with the following items: kruegerj, Logon, Budget, RQM Jobs (highlighted), Statistics, Identities, Cost Center, and Resources.

You can also check your currently open print jobs in the Service Portal. Use a computer and go to the following website: **uniflow.uni-hohenheim.de**

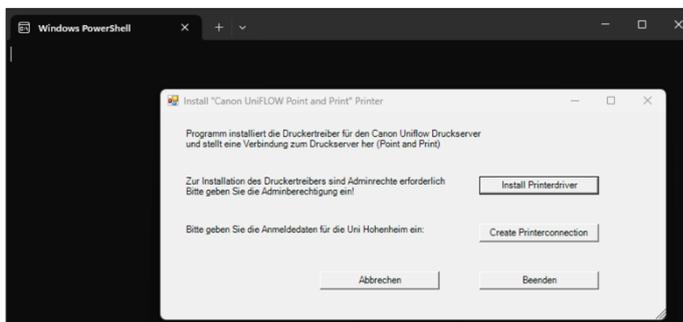
Open the **"RQM Jobs"** tab. There you can set a job to **"print immediately on login"** or you can **delete** it.

3 PRINT

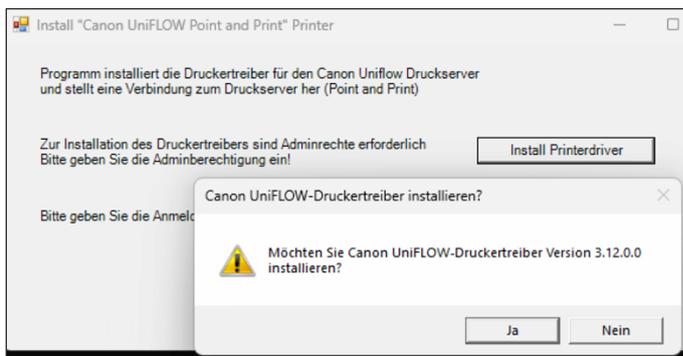
3.1 Windows - Script Installation



Download the file **uniFLOW-Windows-install.zip** and unzip it.



Execute the file **„install_Canon_UniflowTreiber.exe“**. The installer and a PowerShell window will now open.



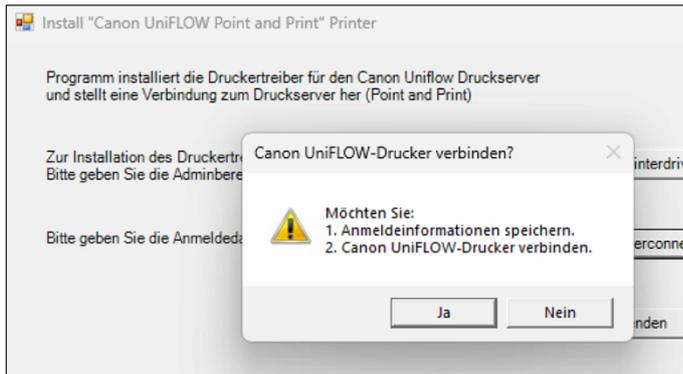
Click on **„Install Printerdriver“** and confirm the request.



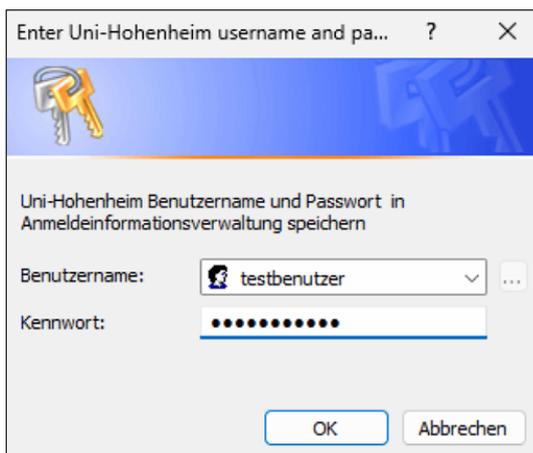
Confirm the user account control for the PowerShell script.



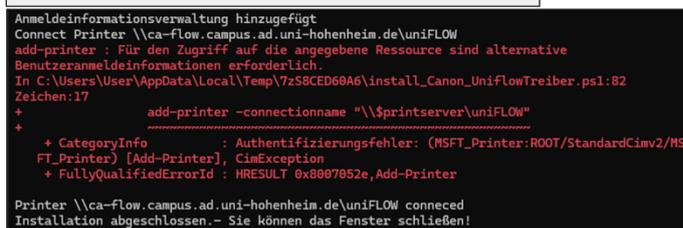
The process is complete when the blue window has closed again and the main window shows „**Install Printerdriver - Finished!!!**“.



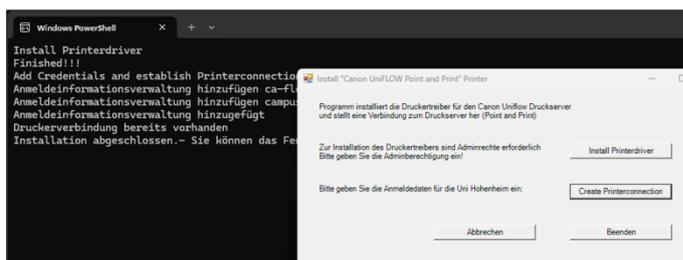
Now click on "**Create Printerconnection**" and confirm the request.



Enter your **Hohenheim user account** and confirm the request.

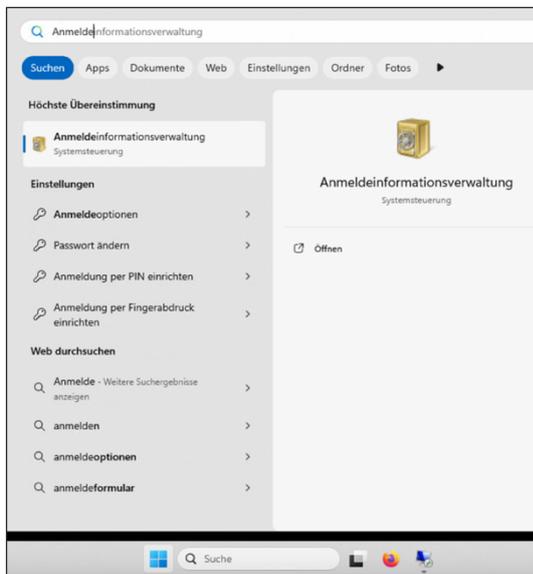


If your password or user name is incorrect, an error will appear in red in the main window. Please execute "**Create Printerconnection**" again.



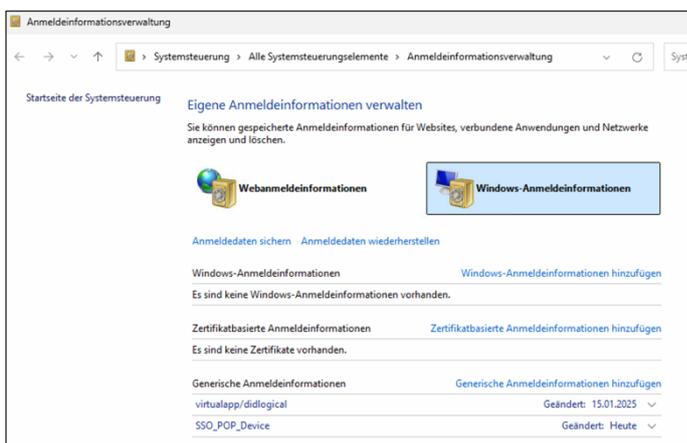
If everything has worked correctly, you can exit the dialog by clicking "**Exit**".

3.2 Windows – step-by-step installation

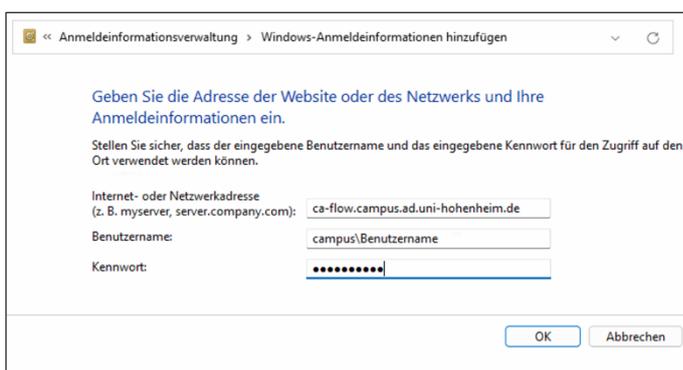


To use the printer, you must enter your login information in Windows.

Search for „Credential Manager“/ „**Anmeldeinformationsverwaltung**“ in the Start menu and open it.



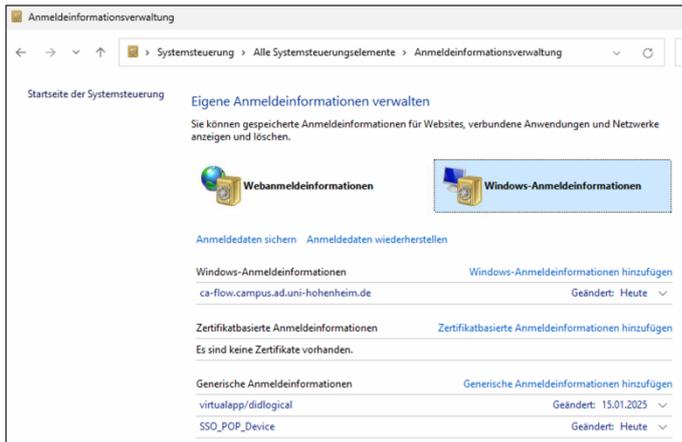
Select "Windows Credentials"/ „**Windows-Anmeldeinformationen**“ and then click on "Add Windows credential"/ „**Windows-Anmeldeinformationen hinzufügen**“.



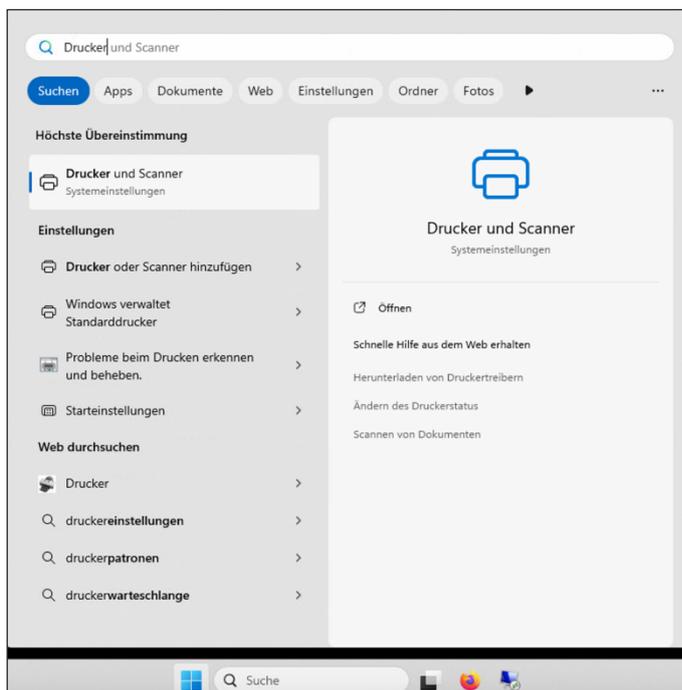
Now enter the data as follows:

Internet or network address:
ca-flow.campus.ad.uni-hohenheim.de
username: **campus\username**
password: **Your password**

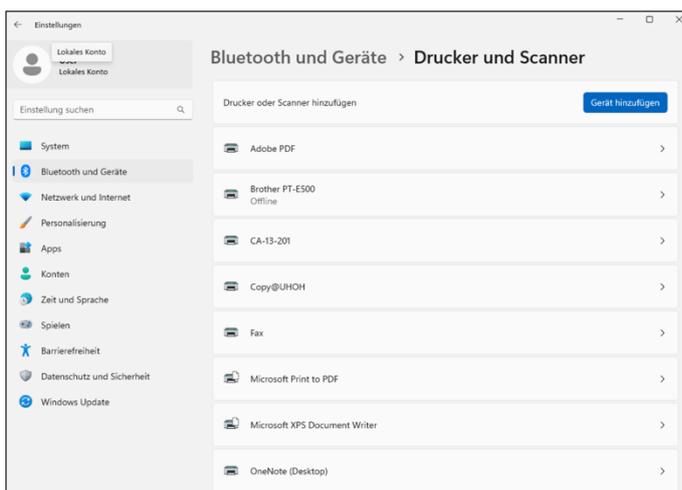
Then click on „**OK**“.



You will now see a new note under "Windows credentials"/ „**Windows-Anmeldeinformationen**“.



Search for "Printers and Scanners"/ „**Drucker und Scanner**“ in the Start menu.

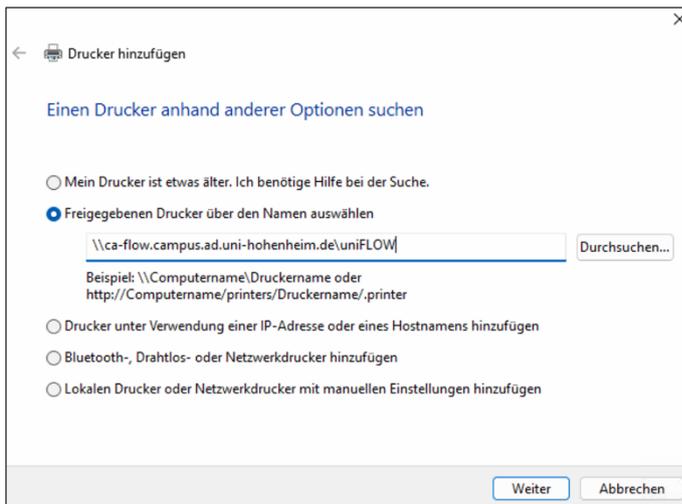


Click on "Add device"/ „**Gerät hinzufügen**“.



Wait a moment until the line „The desired printer is not listed“/ **„Der gewünschte Drucker ist nicht aufgelistet“** appears.

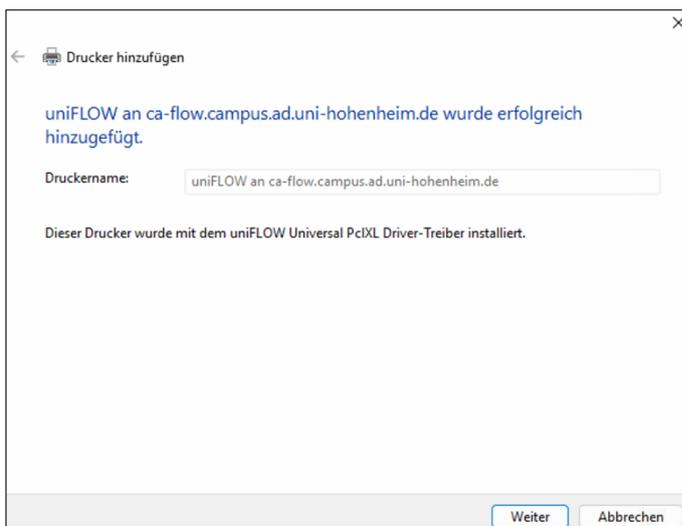
Then click on „Add a new device manually“/ **„Fügen Sie ein neues Gerät manuell hinzu“** at the bottom.



Select „Select shared printer by name“/ **„Freigegebenen Drucker über den Namen auswählen“** and enter the following URL:

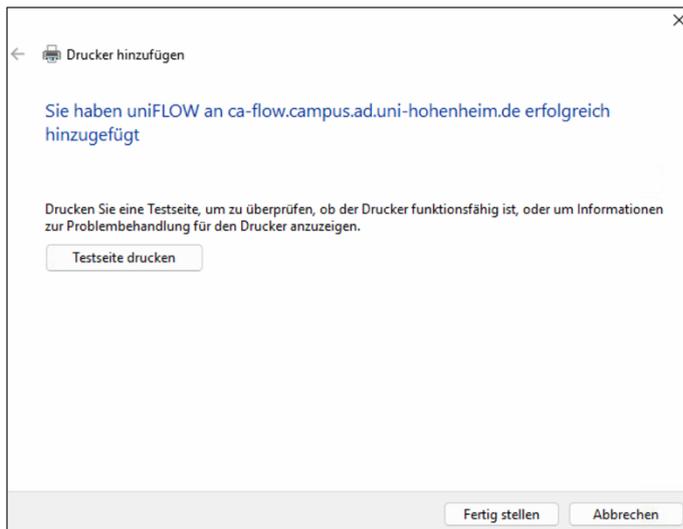
[\\ca-flow.campus.ad.uni-hohenheim.de\uniFLOW](http://ca-flow.campus.ad.uni-hohenheim.de/uniFLOW)

Then click on „Next“/ **„Weiter“**.



The printer is now added.

This will take a moment. You may be asked to confirm the process as an administrator.



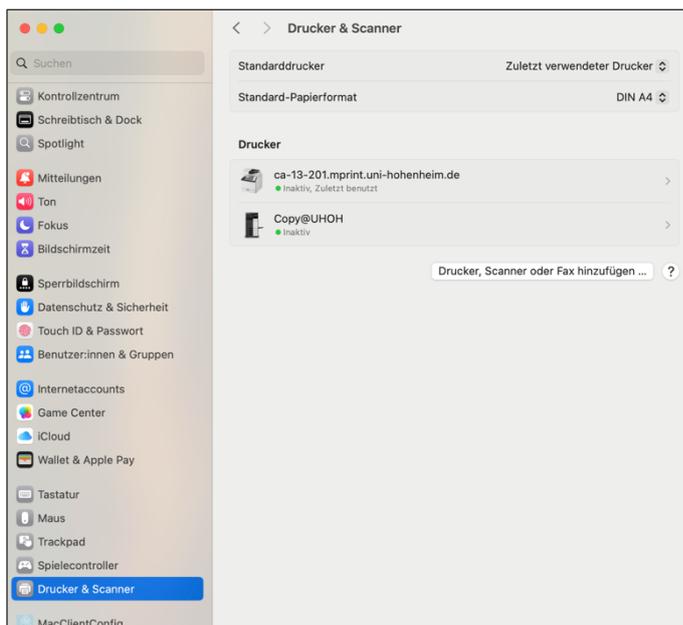
You can now print a test page.

This should then be visible in the Service Portal under "**RQM Jobs**".

3.3 macOS



Open the system settings.



Select the category „Printers & scanners“/ „**Drucker & Scanner**“.

Click here on „Add printer, scanner or fax...“/ „**Drucker, Scanner oder Fax hinzufügen...**“

Drucker hinzufügen

Standard IP Windows Erweitert

Adresse: ca-flow.campus.ad.uni-hohenheim.de
 Hostname oder Adresse gültig und vollständig.

Protokoll: AirPrint

Warteliste: uniFLOW

Name: ca-flow.campus.ad.uni-hohenheim.de

Ort: Hohenheim

Verwendung: uniFLOW

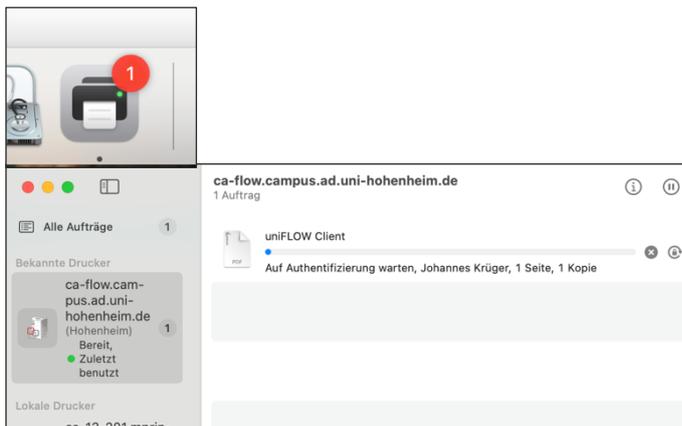
Hinzufügen

Now go to the „IP“ tab and make the following settings there:

Protocol: **AirPrint**
 Waiting list: **uniFLOW**
 Address:
ca-flow.campus.ad.uni-hohenheim.de

The rest should complete itself after a short moment.

Then click on „Add“/ „Hinzufügen“.



Print to the new printer from any program.

You must cancel this job the first time via the print center.

Gib Name und Passwort für den Drucker „ca-flow.campus.ad.uni-hohenheim.de“ ein.

Name:

Passwort:

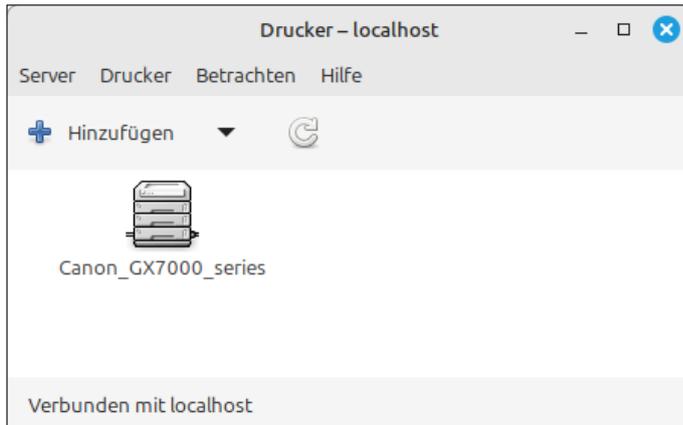
Passwort im Schlüsselbund sichern

Abbrechen OK

Print again from any program. A login dialog will now open.

Enter your Hohenheim user account here. You can also save the password in your keychain.

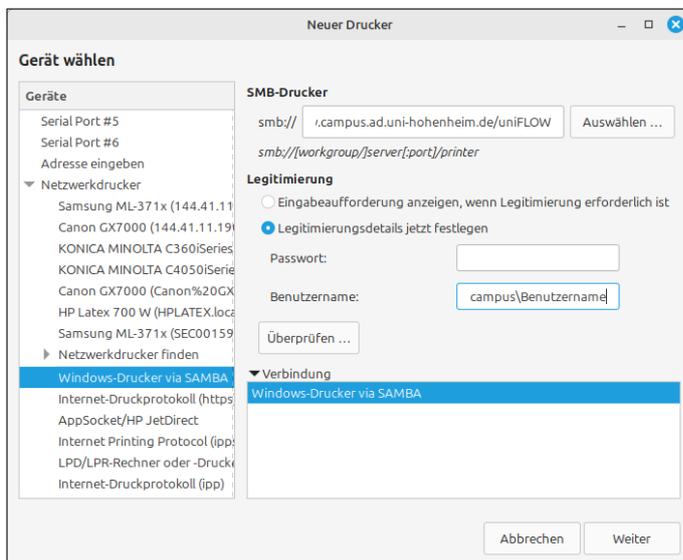
3.4 Linux using the example of Linux Mint



Open the printer configuration under:

„Start“ > „System administration“ > „Printers“
„Start“ > „Systemverwaltung“ > „Drucker“

Now click on „Add“/ **„Hinzufügen“**.



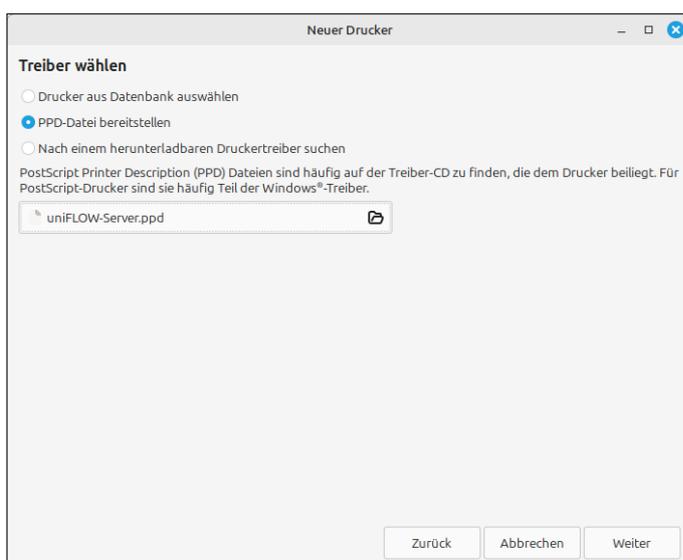
Enter the following information:

SMB printer:
ca-flow.campus.ad.uni-hohenheim.de/uniFLOW

Check the box:
 „Set authentication details now“/
„Legitimierungsdetails jetzt festlegen“

Password: **Enter your Hohenheim user password here.**
 Username: **campus\Your username**

Then click on „Next“/ **„Weiter“**.



Now click on „Provide PPD file“/ **„PPD-Datei bereitstellen“** and select the provided file.

Drucker beschreiben

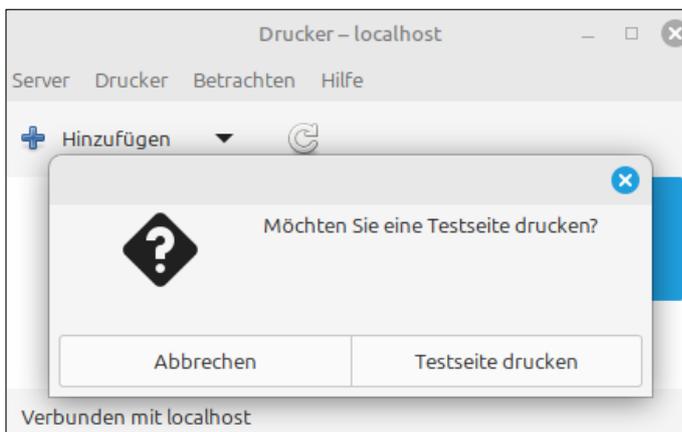
Druckername
Kurzname für diesen Drucker, wie »laserjet«
uniFLOW

Beschreibung (optional)
Normal lesbare Beschreibung, wie zum Beispiel »HP LaserJet mit Duplex«
uniFLOW

Ort (optional)
Normal lesbarer Ort, wie zum Beispiel »Lab 1«
Univ Hohenheim

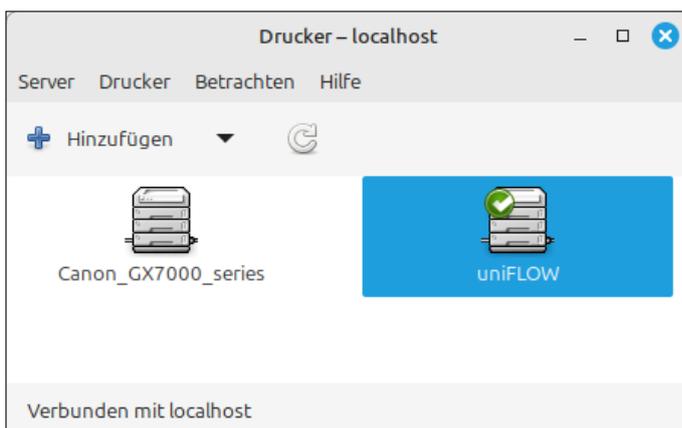
Zurück Abbrechen Anwenden

Here you can specify the printer name, description and location as required.



You can now print a test page.

You can use the uniFLOW Service Portal to check whether printing has worked.



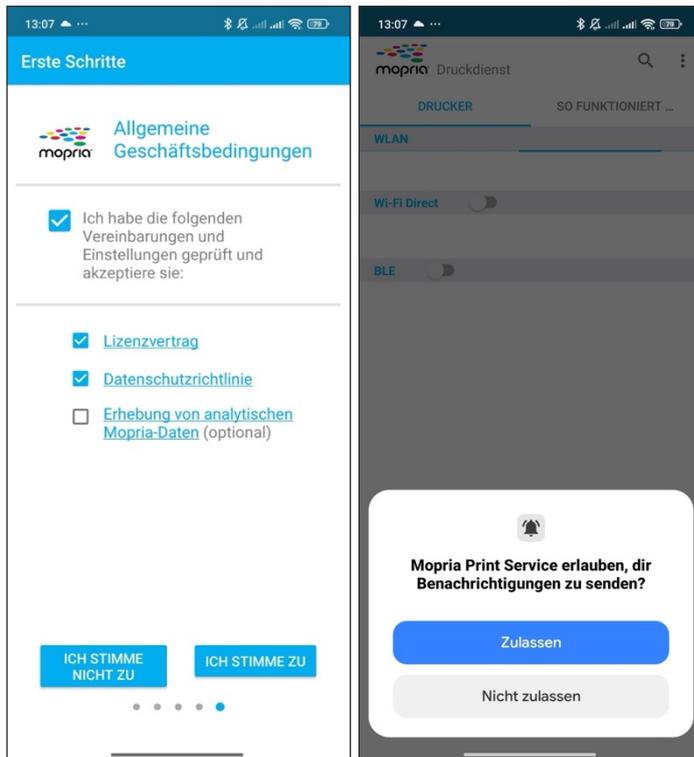
The printer is now installed.

3.5 Android

For Android you need the **Mopria app**:

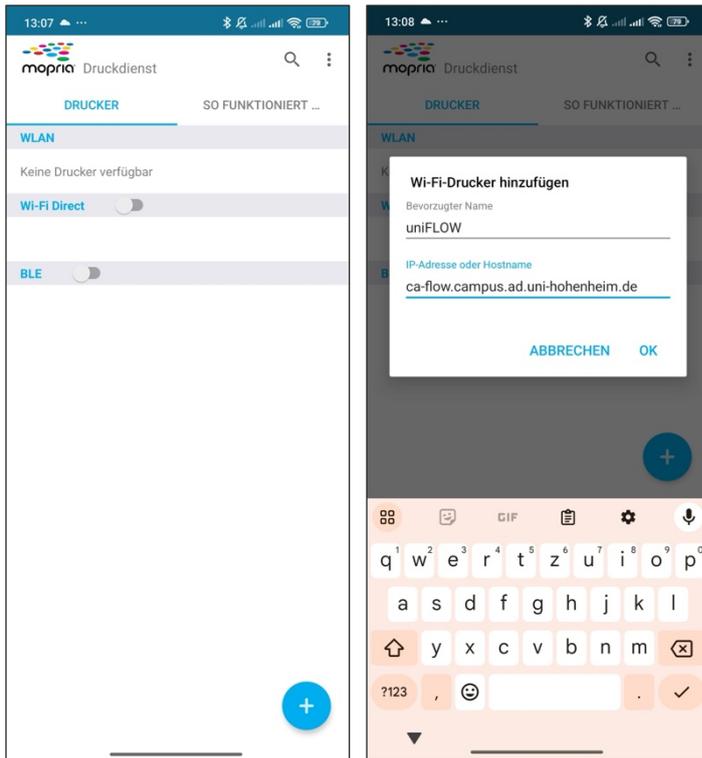
<https://play.google.com/store/apps/details?id=org.mopria.printplugin&hl=de>

Install it via your app store. Open the app and skip the first steps.



Confirm the terms and conditions as shown in the example on the left.

Allow notifications from Mopria by tapping on „Allow“/ „**Zulassen**“



Add a new printer by tapping on the blue plus sign at the bottom right. Then enter the data as follows:

Preferred name:

uniFLOW

IP-address or host name:

ca-flow.campus.ad.uni-hohenheim.de

Confirm with „OK“.

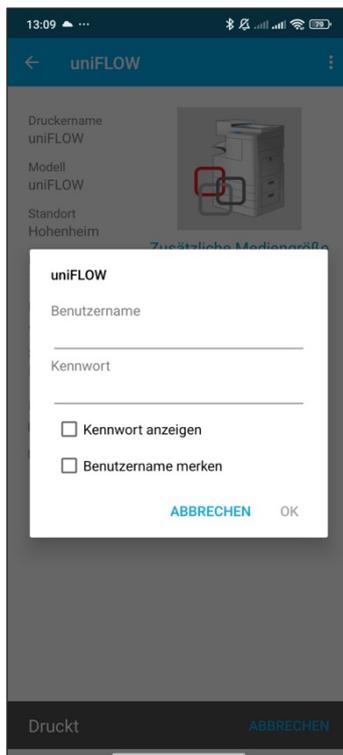


You have successfully added the printer.



Before you can print from any app, you must print a test page via Mopria.

To do this, select the printer and click on „Print test page“/ „**Drucktestseite**“ at the bottom right.



A dialog box opens to query your user.
Enter your Hohenheim user account.

You can now print from any app.

3.6 iOS / iPadOS

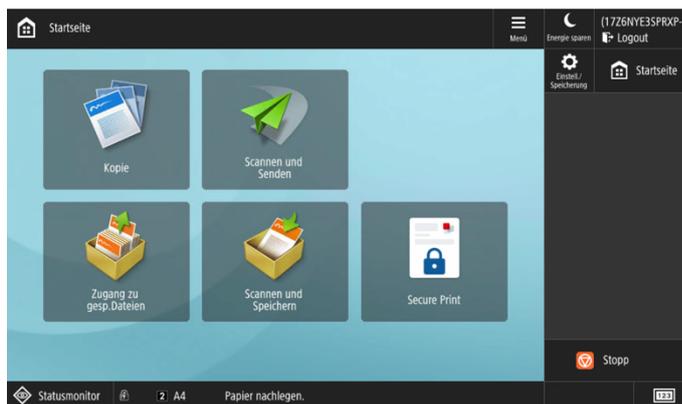
TBD

3.7 Mail to Print

uniFLOW can be reached via the e-mail address **uniflow@uni-hohenheim.de** . You can send a PDF file to this address in order to print it out.

It is important that the sender is your Hohenheim e-mail address, only then will the file be assigned to your user. You can make all other settings on the device.

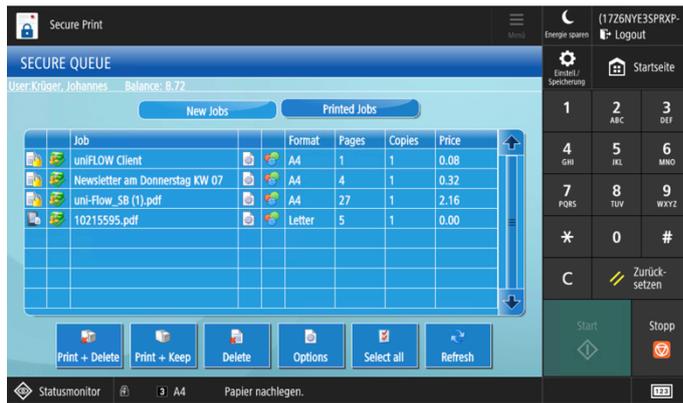
3.8 Pick up print job at the device



Log in to the device with your card or your user data.

If you have entered a cost center, please select the appropriate one.

Now select "**Secure Print**" from the menu.



You will now see your current print jobs.

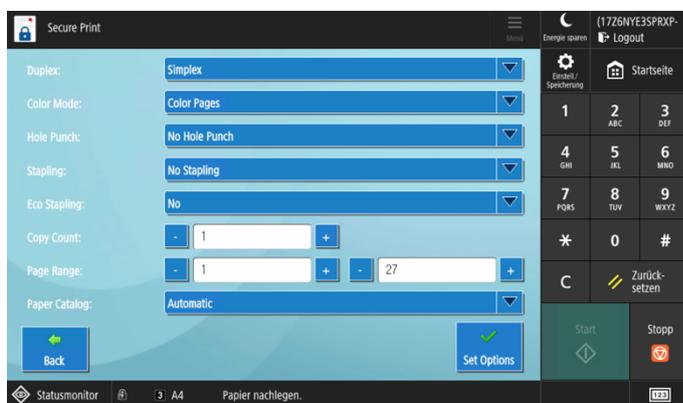
If you are using Kuario, you will also see your current credit balance here.

You have the following options in Secure Print:

- **Print and delete:** The job is printed and immediately deleted from the server.
- **Print and keep:** The job is printed and deleted after 2 hours. During this time, the job is available for repeated printing under "Printed Jobs".
- **Delete:** Your print job will be deleted at no cost.
- **Options:** You can change the settings for the print job.
- **Select all:** You can select all open orders and print them, for example.
- **Refresh:** If your print job is not yet displayed, you can refresh the overview.

To select an option, you must select a print job.

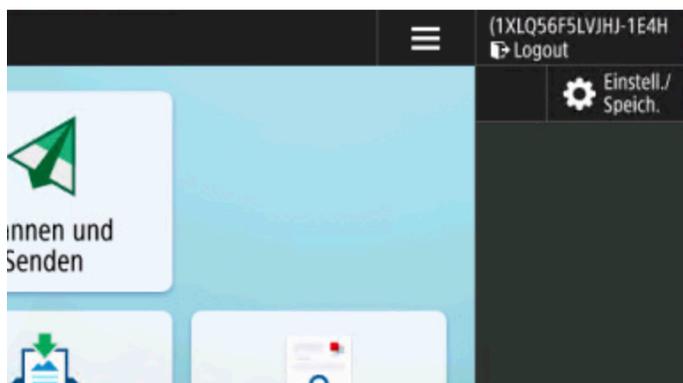
The displayed costs assume that all pages of the document are in color. If some pages are in black and white, the discounted price will be charged. At no point will a higher amount be debited than the displayed one.



The following window opens under „Options“.

Here you can change your print job as desired. For example, you can change from single-sided to double-sided or from color to black and white.

The displayed options can change, depending on the device.



Please log out after each use!

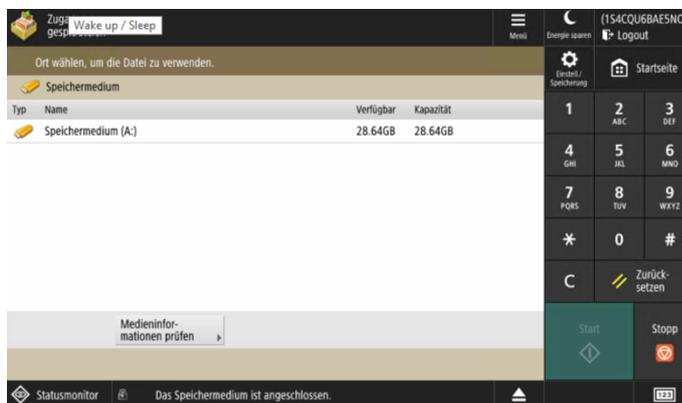
To do this, click on the „Logout“ button at the top right.

3.9 USB-Print

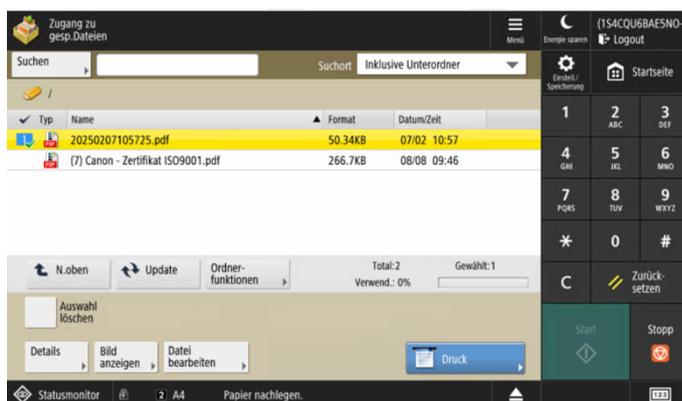


Insert your USB flash drive into the device and log in.

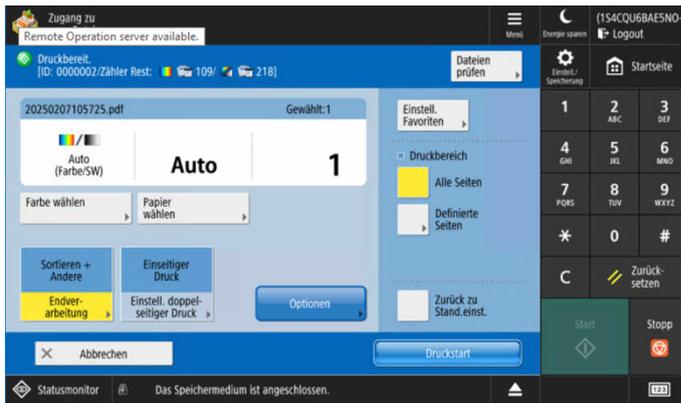
Select „Access to saved files“/ „**Zugang zu gesp. Dateien**“.



Select your USB flash drive.



Then select the required file and click on "Print"/ „**Drucken**“.

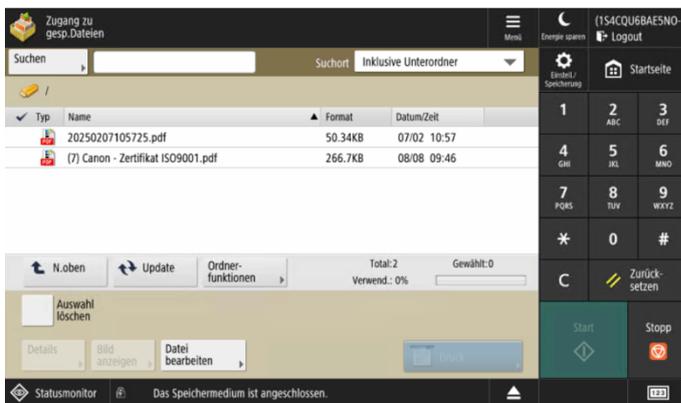


You can now set your print as desired.

Then start the process with "Start printing"/
„**Druckstart**“.



The printing process is now running.



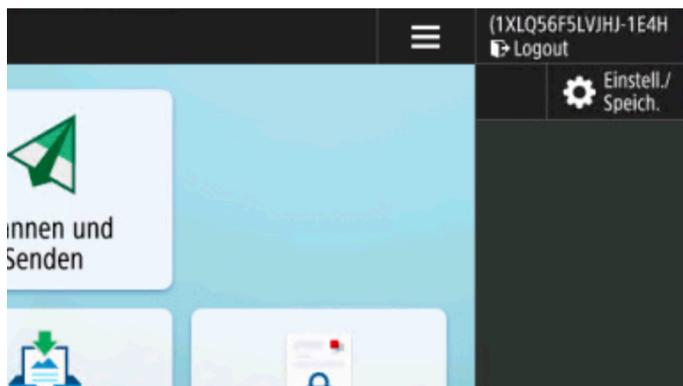
Once you have printed all the documents,
click on the **eject symbol** at the bottom
center.



Now select your USB flash drive and click
on „Remove“/ „**Entfernen**“.



The USB flash drive can now be removed.



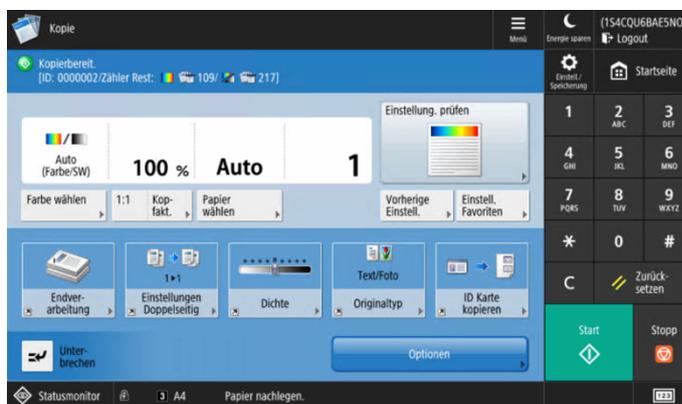
Please log out after each use!

To do this, click on the „**Logout**“ button at the top right.

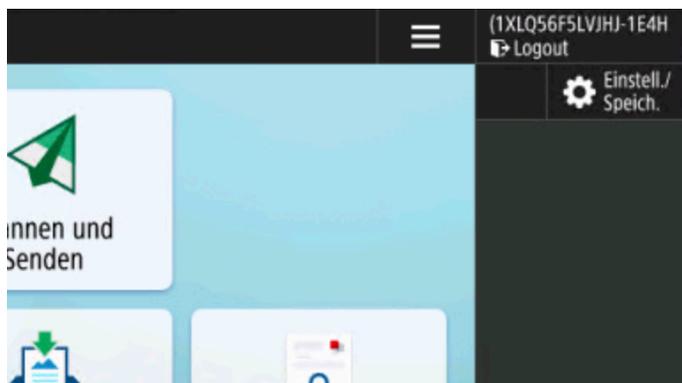
4 COPY



Log in to the device and select „Copy“/ „Kopie“.



Set the copy process as desired and then press **"Start"**.



Please log out after each use!

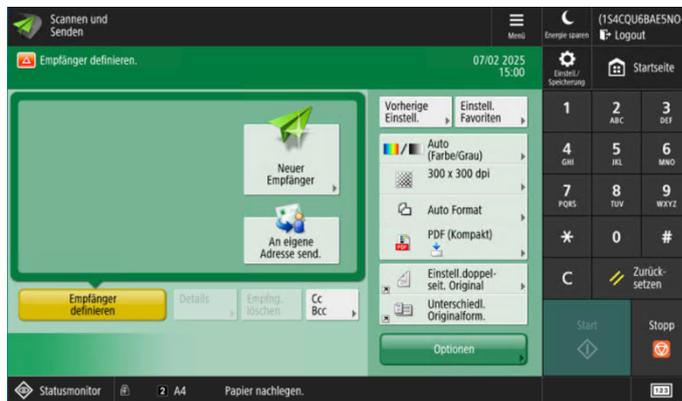
To do this, click on the „Logout“ button at the top right.

5 SCAN

5.1 Scan to Mail to your own e-mail address

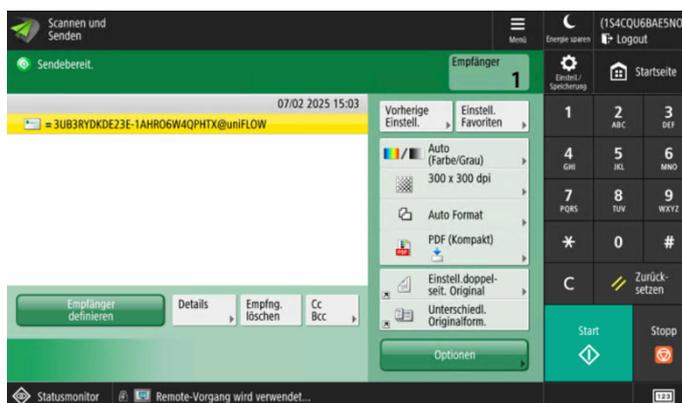


Log in to the device and select „Scan and send“/ „**Scannen und Senden**“.

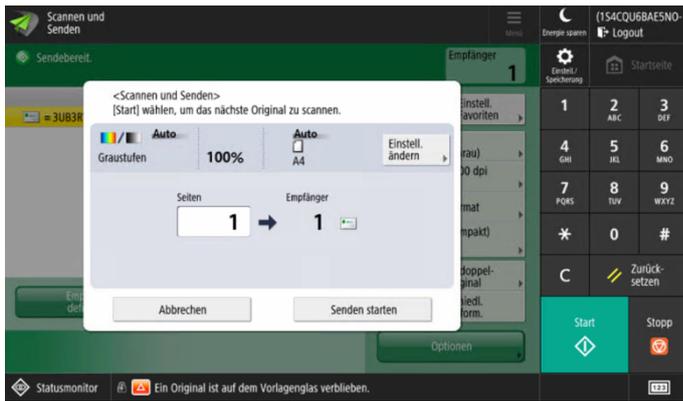


Select „Send to own address“/ „**An eigene Adresse send.**“.

Your e-mail address has been added automatically. It is encrypted and cannot be edited.

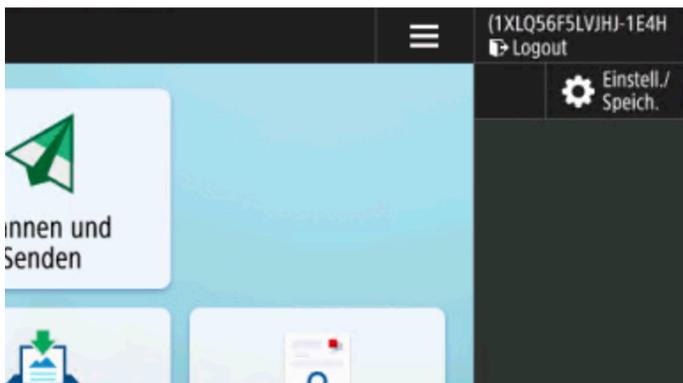


Set the scanning process as desired and then press "**Start**".



The scanning process will now start.

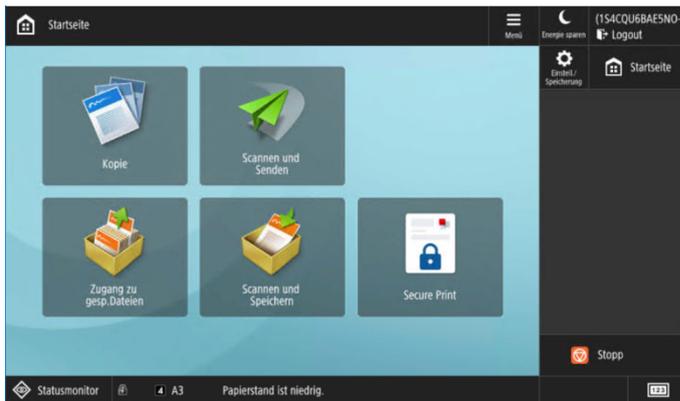
At the end, click on „Start sending“/
„**Senden starten**“.



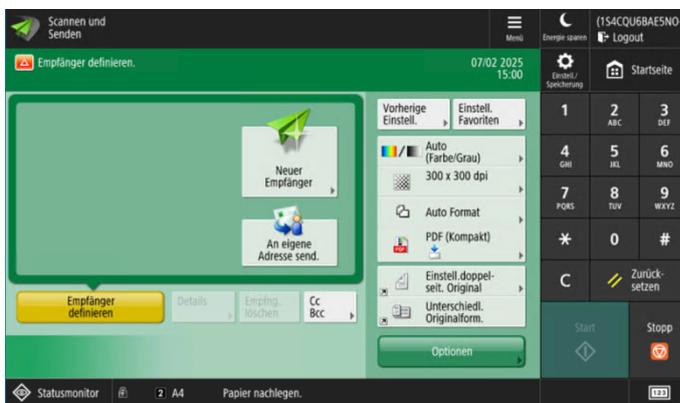
Please log out after each use!

To do this, click on the „**Logout**“ button at the top right.

5.2 Scan to Mail to any e-mail address



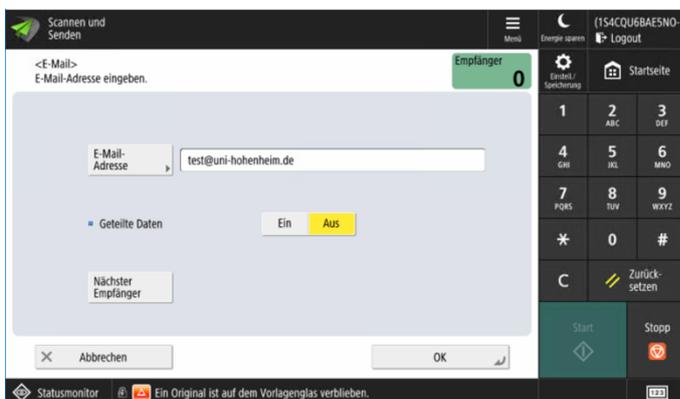
Log in to the device and select „Scan and send“/ „**Scannen und Senden**“.



Now select „New recipient“/ „**Neuer Empfänger**“.

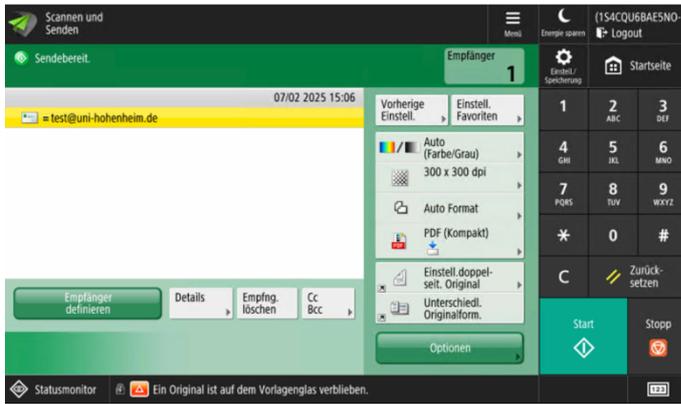


Click on „**E-Mail**“ in the list.

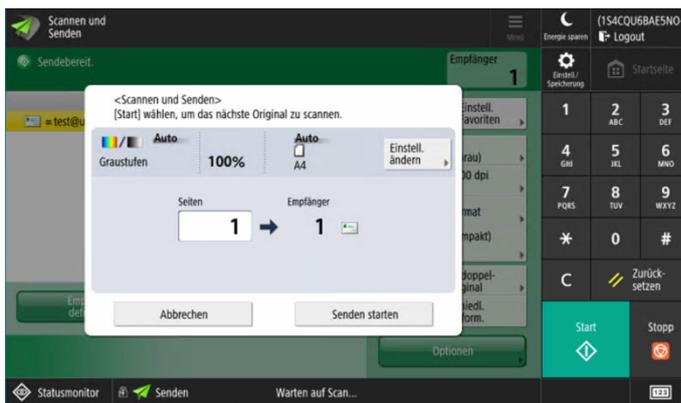


Enter the desired e-mail address.

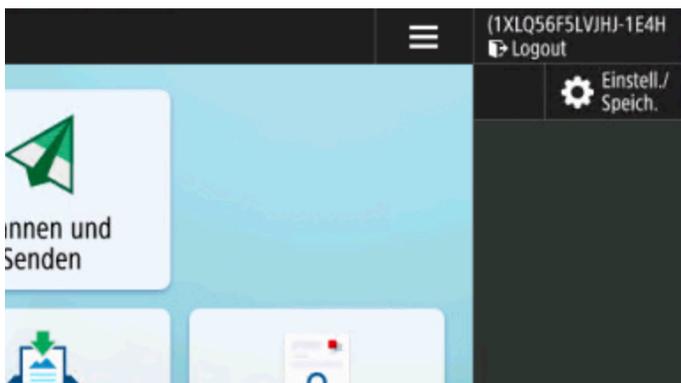
If you click on „Next recipient“/ „**Nächster Empfänger**“, you can also add further e-mail addresses as required.



Set the scanning process as desired and press „**Start**“.



The scanning process is now running. Click on „Start sending“/ „**Senden starten**“.



Please log out after each use!

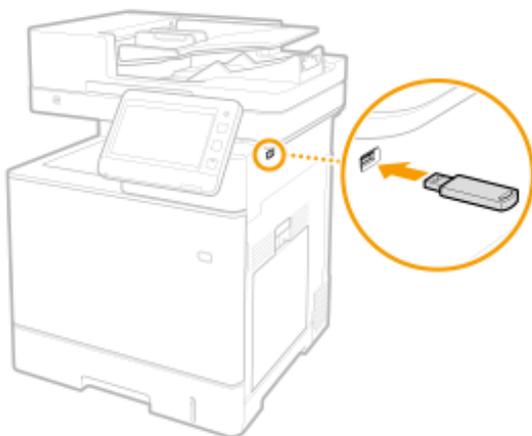
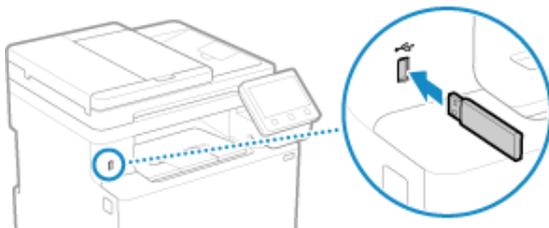
To do this, click on the „**Logout**“ button at the top right.

5.3 Scan to USB

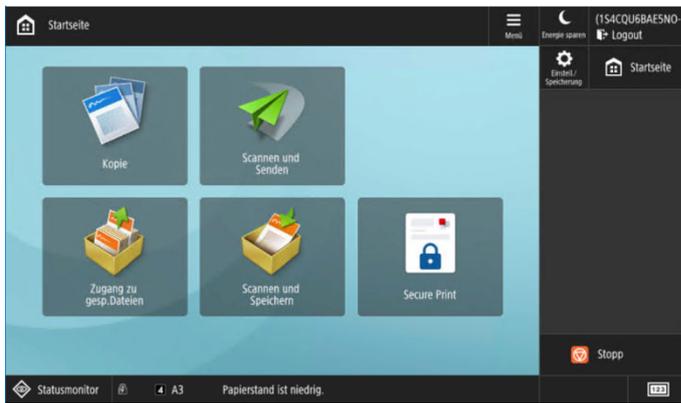


Insert the USB flash drive into the device.

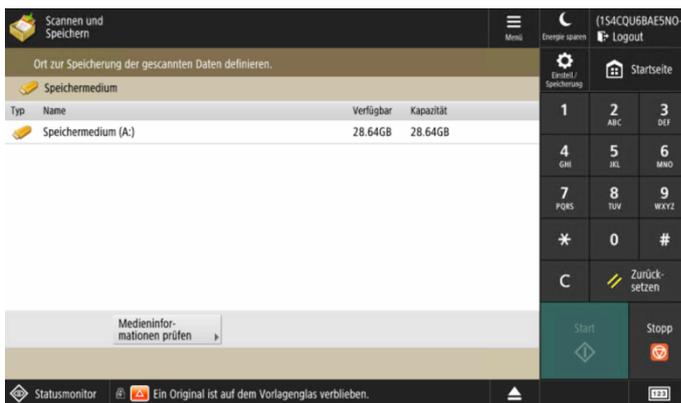
The USB port is located on the left or right side, depending on the model.



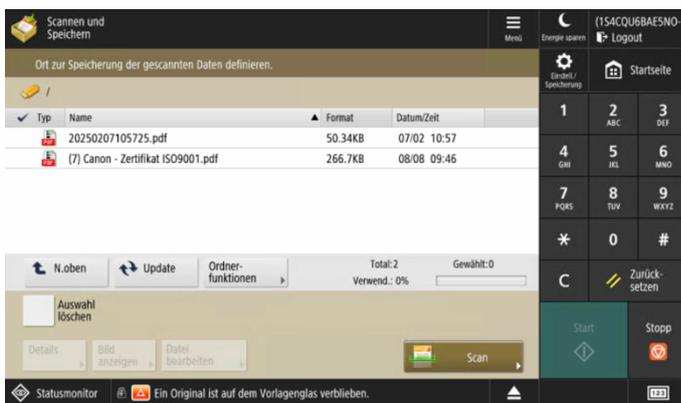
Picture: Canon | T02601, T30001, T10078



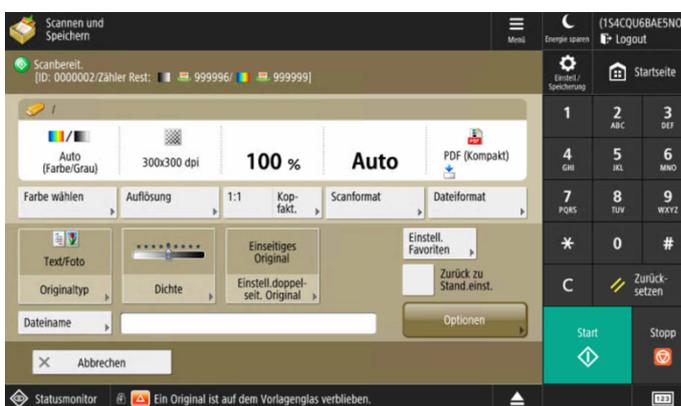
Log in to the device and select „Scan and send“/ „**Scannen und Senden**“.



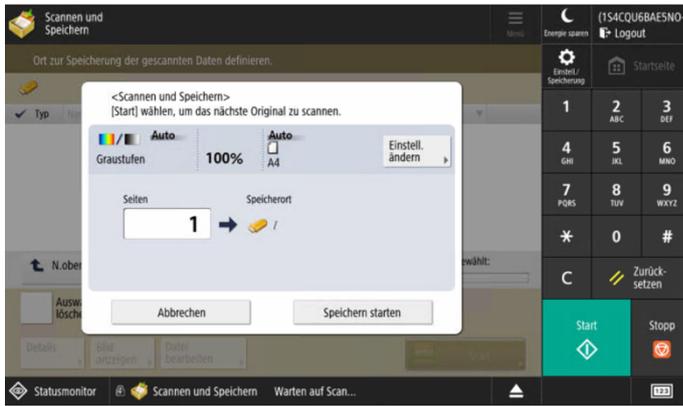
Select your USB flash drive from the list.



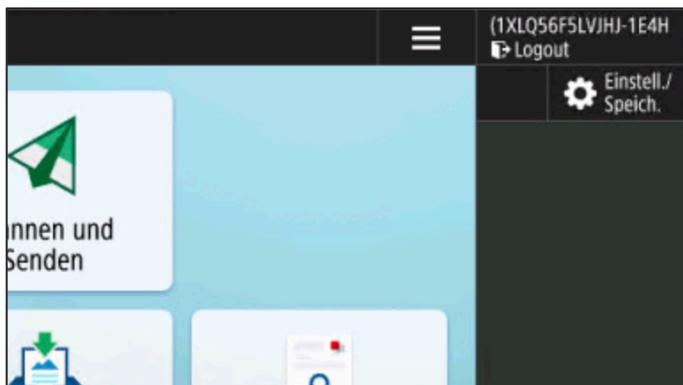
Select the file to be scanned and then click on "**Scan**".



Set the scan process as desired and then press „**Start**“.



The scanning process is now running.
Press "Start saving" / „**Speichern starten**“.



Please log out after each use!

To do this, click on the „**Logout**“ button at the top right.

6 COPYING AND PRINTING VIA COST CENTERS

6.1 Prerequisite

To be able to use a cost center in uniFLOW, your user must be registered as an employee in IDM. If you require a cost center but are not registered as an employee, please contact your institution.

Please ensure that only business documents are printed via your own cost center. You can print all other documents using the credit that you have topped up via Kuario.

6.2 Adding a cost center

Search for the uniFLOW portal at <https://uniflow.uni-hohenheim.de>
Log in and select the **"Cost Center"** tab.

The screenshot shows the uniFLOW Client Web Interface. At the top, there is a navigation bar with the uniFLOW logo and a 'CLIENT WEB INTERFACE' button. Below this is a sidebar with various menu items: Logon, Budget, RQM Jobs, Statistics, Identities, Cost Center (highlighted), and Resources. The main content area displays a login form for 'Halle Krüger, Johannes'. The form asks for the 'Kostenstelle ein:' and provides a format example: 'Format z.B. '1234567890' oder '123456789/1234''. The 'Kostenstelle(n):' field contains the text 'Kuario' and has a 'Speichern' button next to it.

You can enter one or more cost centers here.

Cost centers are always entered as follows:
Cost center/fund e.g. 12345678/1000

PSP-elements must be specified without a fund.

When you click "Save", the system checks whether your entry is a valid cost center.

6.3 Delete a cost center

To delete a cost center that is no longer required, delete the entry from the line and click on "Save". You cannot remove Kuario from the list.

6.4 Using a cost center on the device

As soon as you have added a cost center to your user, you will be asked each time you log on to a device to which cost center the current process should run.

Kuario is also to employees for private printouts. In this case please don't use a cost center.