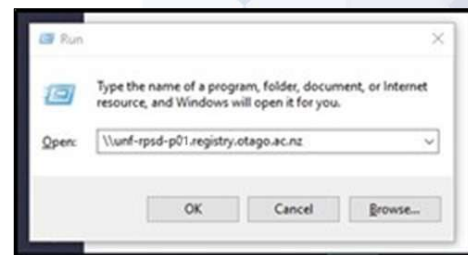


Installing the uniFLOW queue on a Windows 10 PC

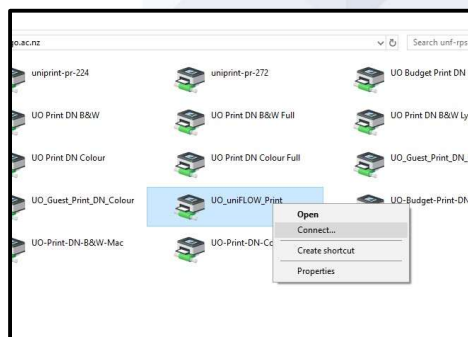
Connect to the Print Server

1. Press the Windows key + R to bring up the *Run* dialogue box.
2. Type in: \\unf-rpsd-p01.registry.otago.ac.nz
3. Click OK.
4. If prompted for a username and password use your University of Otago username and password, and include your Domain:
i.e. for staff: **REGISTRY\appjo70p**
i.e. for students: **STUDENT\appjo700**



Connect to the Printer Queue

1. Right-click on **UO_uniFLOW_Print** and choose *Connect*.
2. A dialog box will briefly open showing the printer queue being set up.



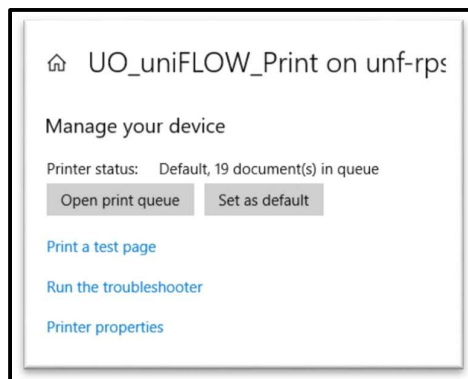
Print a Test Page

1. Click the *Start* button.
2. Click on *Settings* (the cog wheel icon) from the pop-up menu.
3. Click on *Devices*, then *Printers & Scanners* on the left-hand side,
4. Click once on **UO_uniFLOW_Print** and then click the *Manage* button.
5. Click the *Print Test Page* button.



If you want this to be your default printer

1. In the *Printers & Scanners* settings page, clear the tick box next to *Let Windows manage my default printer*.
2. Click once on **UO_uniFLOW_Print** and then click the *Manage* button.
3. Click the *Set as default* button.



Contact AskOtago if you need any help with setting up the uniFLOW queue for Windows 10:

Freephone 0800 80 80 98 (within New Zealand)

Freephone 1800 46 82 46 (within Australia)

Tel +64 3 479 7000

[Enquiry form](#)

[Online chat](#)