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-p02.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

- 5. Right-click on "UO_uniFLOW_Print" and choose "connect"
- 6. A dialog box will briefly open showing the printer queue being set up.

Print a Test Page

- 7. Click the 'Start' button.
- 8. Click on Settings (the cog wheel icon) from the pop-up menu.
- 9. Click on Devices
- 10. Click on Printers & Scanners on the left hand side
- 11. Click once on UO_uniFLOW_Print and then click the 'Manage' button
- 12. Click the 'Print Test Page' button.

If you want this to be your default printer

- In the 'Printers & Scanners' settings page, clear the tickbox next to 'Let Windows manage my default printer'
- Click once on UO_uniFLOW_Print and then click the 'Manage' button
- 3. Click the 'Set as default' button.





Bend Send	To OneNote 2016		
UO_u Defau	niFLOW_Print on ur lit, 23 document(s)	nf-rpsd-p02.reg in queue	gistry.otago.ac.nz
	Open queue	Manage	Remove device
Let Wind	lows manage my d	efault printer	
When this is you used mo	on, Windows will s	et your default	printer to be the one

ଇ UO_uniFl	LOW_Print on unf-rp
Manage your dev	vice
Printer status: Defau	ult, 19 document(s) in queue
Open print queue	Set as default
Print a test page	
Run the troubleshoote	er
Printer properties	