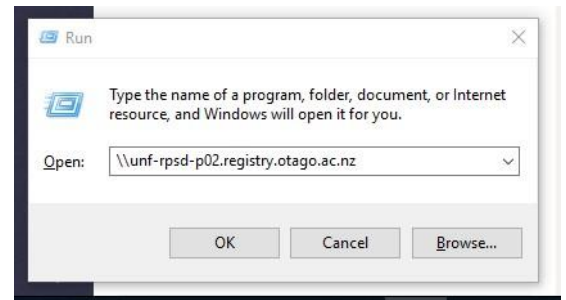


Installing the uniFLOW queue on a Windows 10 PC

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

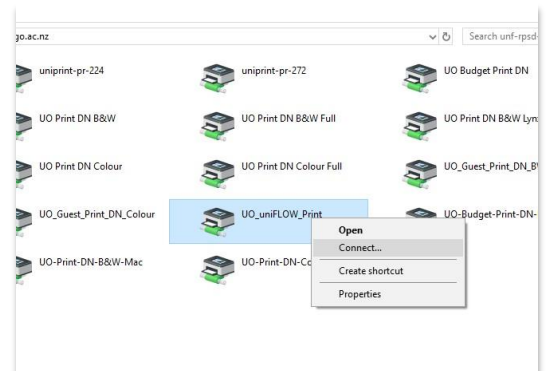


Connect to the Printer Queue

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

1. In the 'Printers & Scanners' settings page, clear the tickbox 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.

