# Installing the uniFLOW queue on a Windows 7 PC

Connect to the Print Server

1. Click the 'Start' button

2. Under 'Search programs and files' type:
   \\unf-rpsd-p02.registry.otago.ac.nz

3. Press the Enter key to connect to the server. 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
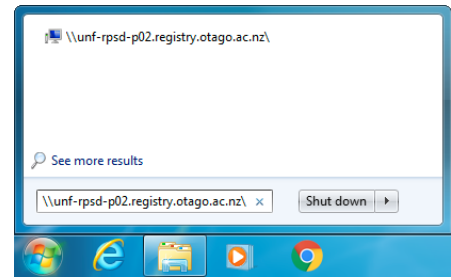
Connect to the Printer Queue

4. Right-click on 'UO_uniFLOW_Print' and choose "connect"

5. A dialog box will briefly open showing the printer queue being set up.
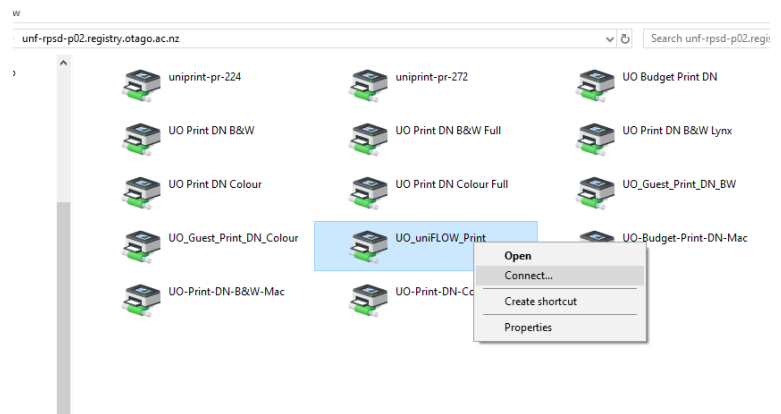
Print a Test Page

6. Click the 'Start' button.
7. Select 'Devices and Printers' from the pop-up menu.
8. Right-click on UO_uniFLOW_Print and select Printer Properties.
9. Click the 'Print Test Page' button and then the 'OK' button.
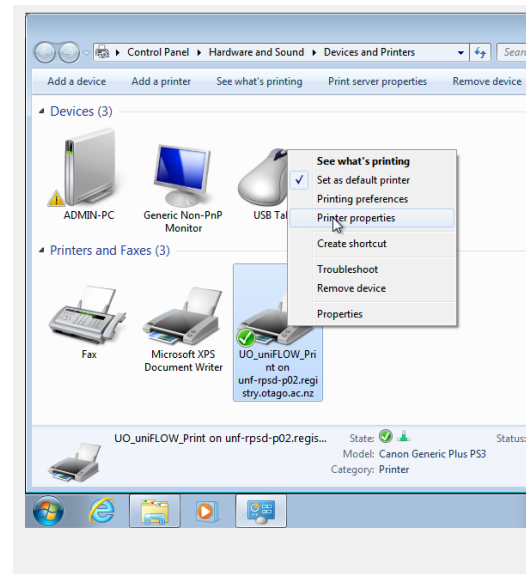
10. If you want this to be your default printer, right-click on the Printer then select the 'Set as default printer' option from the pop-up menu.
11. If you now go a uniFLOW device and log in, when you tap 'Secure Print' you should be able to select your print job and print it out.