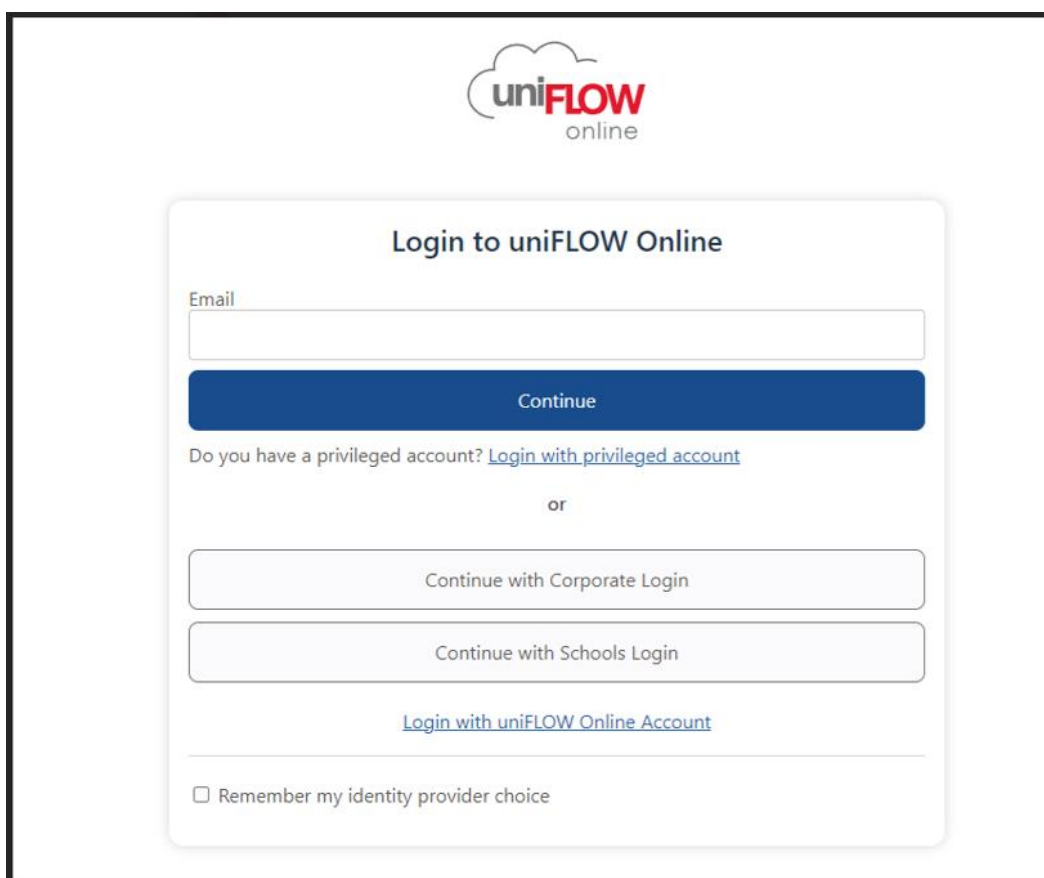


## UniFLOW

UniFLOW is the software you will require to print from your PC. Once installed you will see the screen as shown below:

The image shows a web browser window displaying the UniFLOW online login interface. At the top center is the UniFLOW online logo, featuring a cloud icon and the text 'uniFLOW online'. Below the logo is a white rectangular box with a light blue border containing the login form. The form has a title 'Login to uniFLOW Online'. It starts with an 'Email' label and a text input field. Below the input field is a prominent blue button labeled 'Continue'. Underneath the button, it asks 'Do you have a privileged account?' followed by a blue hyperlink 'Login with privileged account'. Below this is the word 'or'. There are two light blue buttons: 'Continue with Corporate Login' and 'Continue with Schools Login'. Below these is another blue hyperlink 'Login with uniFLOW Online Account'. At the bottom of the form is a checkbox labeled 'Remember my identity provider choice'.

This will appear the first time you log on to a computer and you must log in to UniFLOW in order to print.

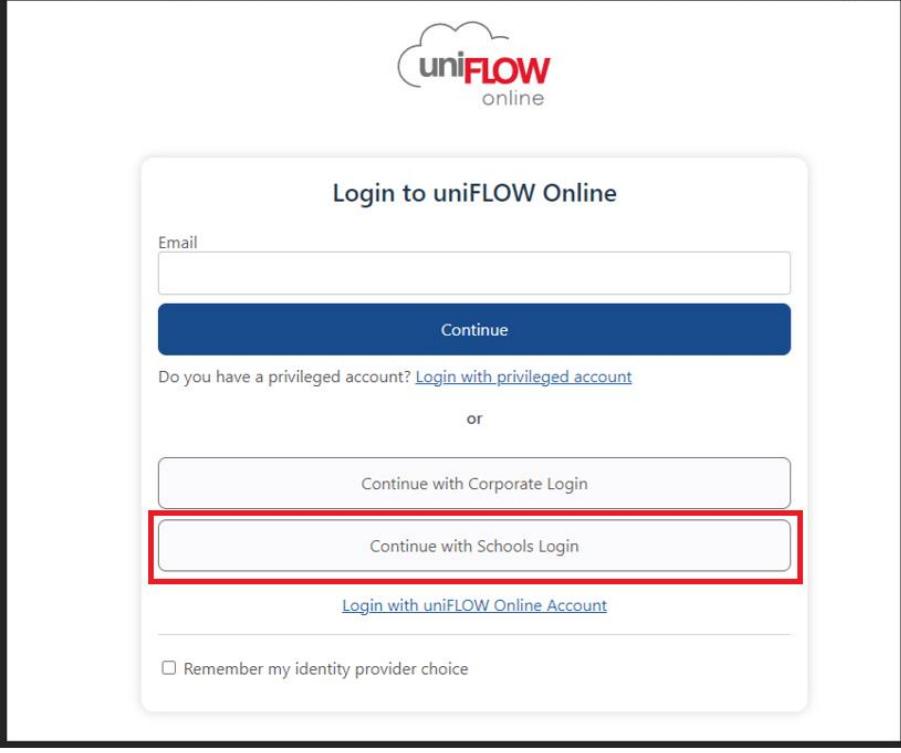
Section 1 will detail how Primary school pupils with generic accounts (e.g. pwep7) will sign in to Uniflow. Sections 2, 3 and 4 detail how staff with renfrewshire.school, Glow or renfrewshire.gov.uk email addresses should register and sign in to UniFLOW. Section 5 details how to print or scan on the new system.

NOTE – ALL teaching staff now have a Renfrewshire.school email address and Outlook mailbox.

**Please note – ensure you tick the “Remember my identity provider choice”.**

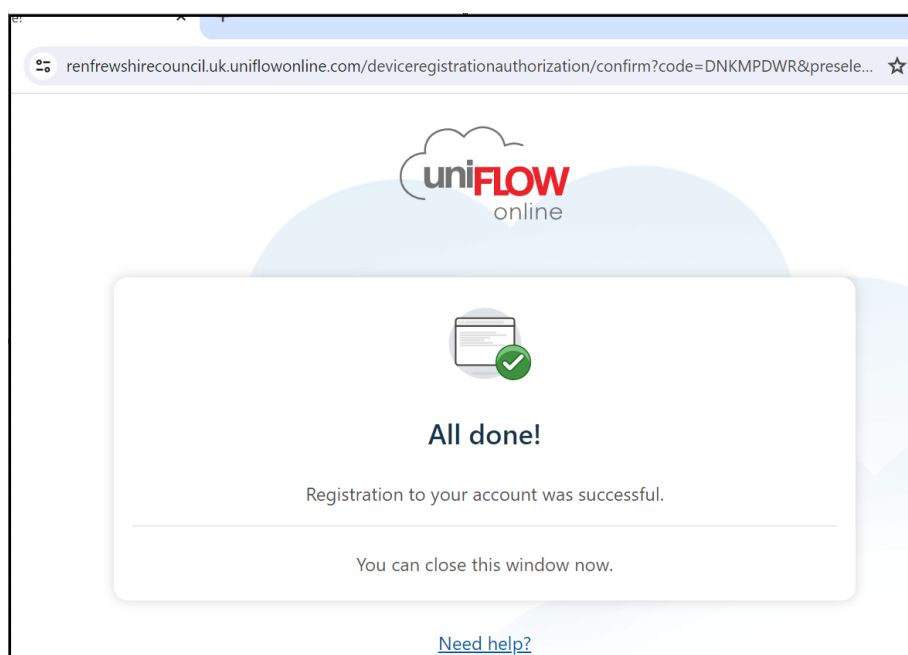
## Section 1 - Registering UniFLOW – Primary pupils with generic accounts

This section will detail how to sign in to UniFLOW if you are a primary school pupil who uses a generic account (e.g. pwep7) to sign in to a school computer. On the UniFLOW window (shown below), click the Continue with Schools Login button.

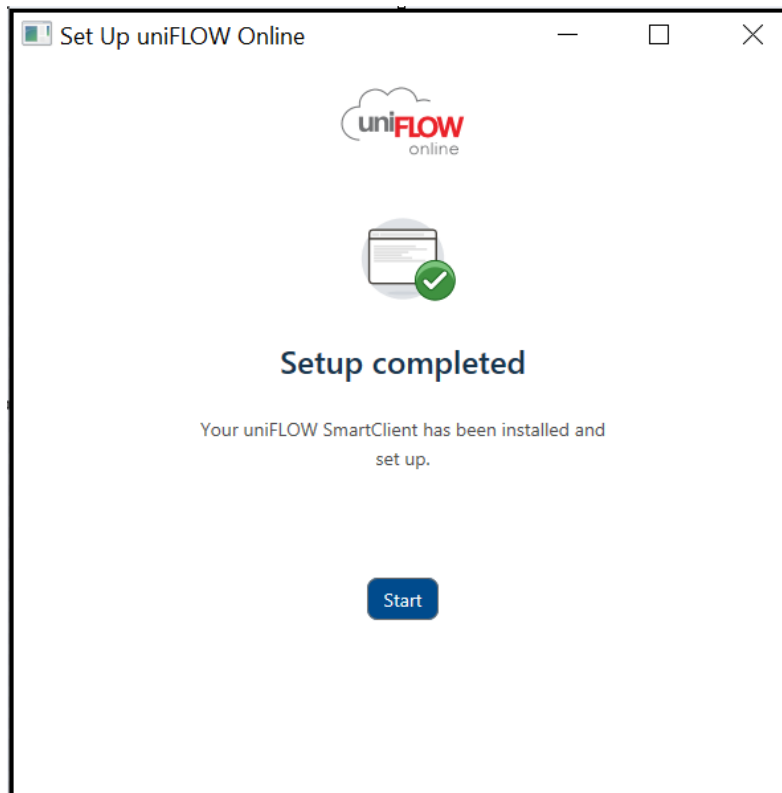


The image shows the UniFLOW Online login interface. At the top is the UniFLOW online logo. Below it is a box titled "Login to uniFLOW Online". Inside this box, there is an "Email" label above a text input field. Below the input field is a blue "Continue" button. Underneath the button, it asks "Do you have a privileged account?" with a link "Login with privileged account". Below this is the word "or". Then there are two buttons: "Continue with Corporate Login" and "Continue with Schools Login". The "Continue with Schools Login" button is highlighted with a red rectangular border. Below these buttons is a link "Login with uniFLOW Online Account". At the bottom of the box is a checkbox labeled "Remember my identity provider choice".

Clicking the button will open a browser window which will sign you in to UniFLOW, please close the browser when presented with the screen below.



When the browser is closed you will see the screen below, click Start to complete registration.

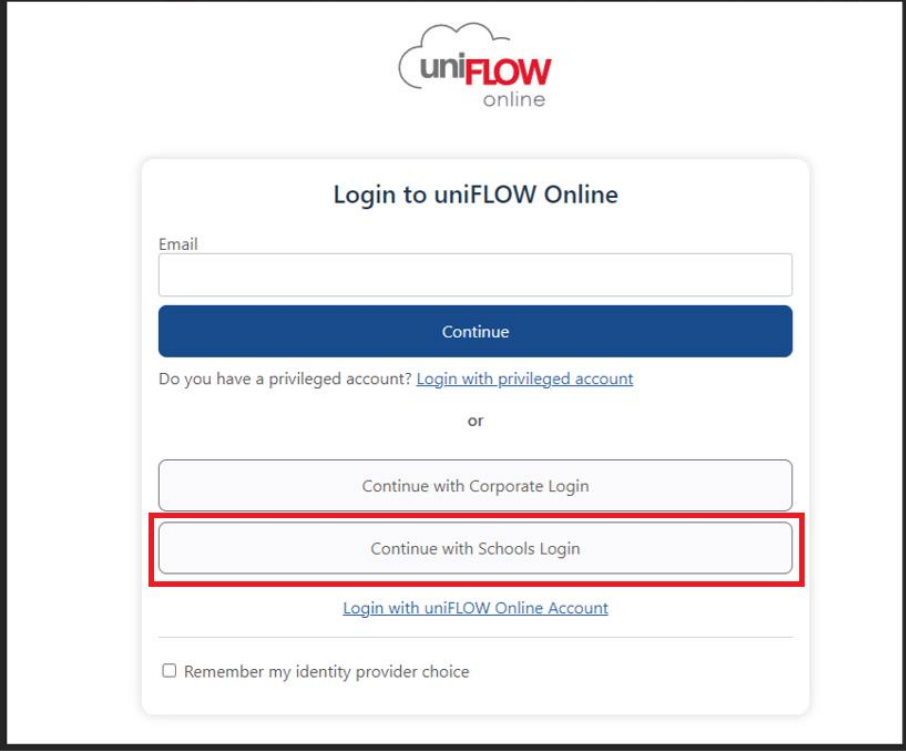


Each school will be supplied a note of the preset PIN for each generic account used within their establishment. Pupils will need to enter the PIN on the print device to release their print.

To learn how to print to UniFLOW, please progress to Printing to UniFLOW (section 5).

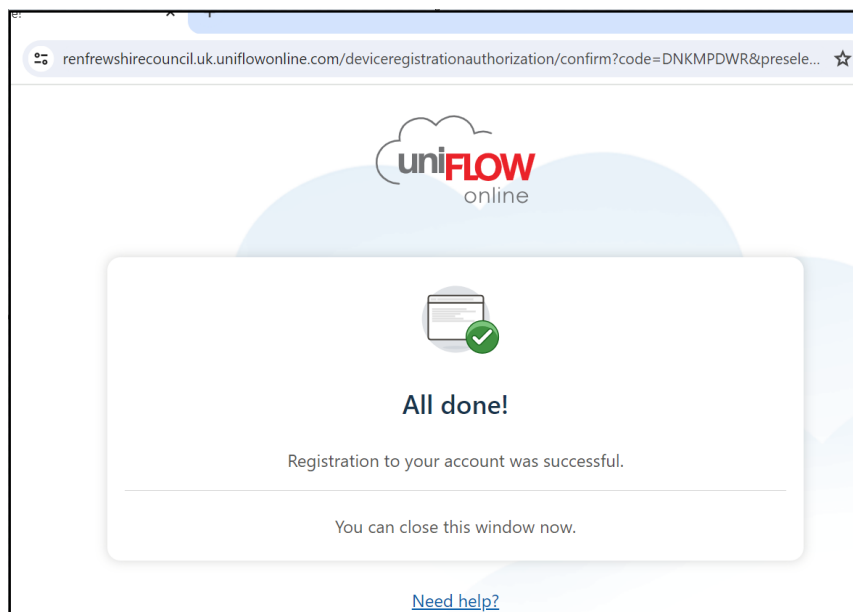
## Section 2 - Registering UniFLOW – renfrewshire.school

ALL teaching staff now have a renfrewshire.school email address and mailbox and should follow the instruction in this section. On the UniFLOW window (shown below), click the Continue with Schools Login button.

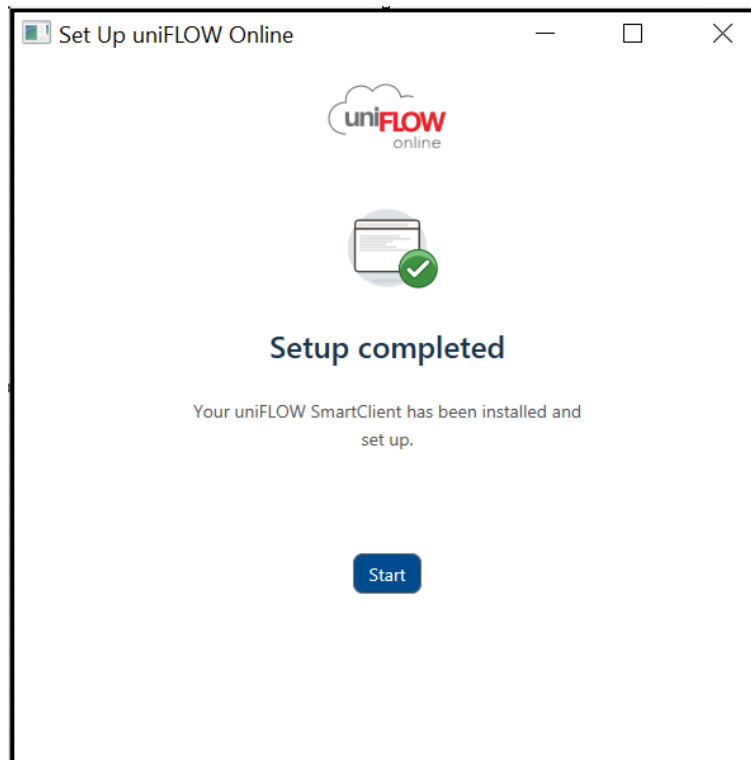


The image shows the UniFLOW Online login interface. At the top is the UniFLOW online logo. Below it is a box titled "Login to uniFLOW Online". Inside this box, there is an "Email" input field, a blue "Continue" button, and a link "Do you have a privileged account? [Login with privileged account](#)". Below this is the word "or". There are two buttons: "Continue with Corporate Login" and "Continue with Schools Login". The "Continue with Schools Login" button is highlighted with a red rectangular border. Below these buttons is a link "Login with uniFLOW Online Account" and a checkbox "Remember my identity provider choice".

Clicking the button will open a browser window which will sign you in to UniFLOW, please close the browser when presented with the screen below.



When the browser is closed you will see the screen below, click Start to complete registration.



When you log on to the uniflow app for the first time, you will automatically be sent a PIN through email, if doesn't appear in your inbox, please check your junk folder. Please do not ignore the email when it comes through as you will require this PIN to access the print devices and release any print jobs. An example of this email is shown below:



If you log in to different computers, you will need to sign in to UniFLOW on each device, but your PIN will remain the same. Printing to UniFLOW allows you to access your print from any Canon print device in the establishment.

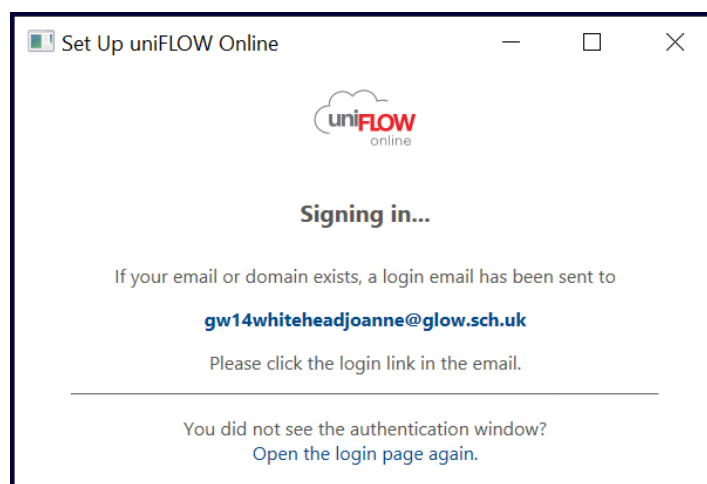
To learn how to print to UniFLOW, please progress to Printing to UniFLOW (section 5).

## Section 3 - Registering UniFLOW – Glow

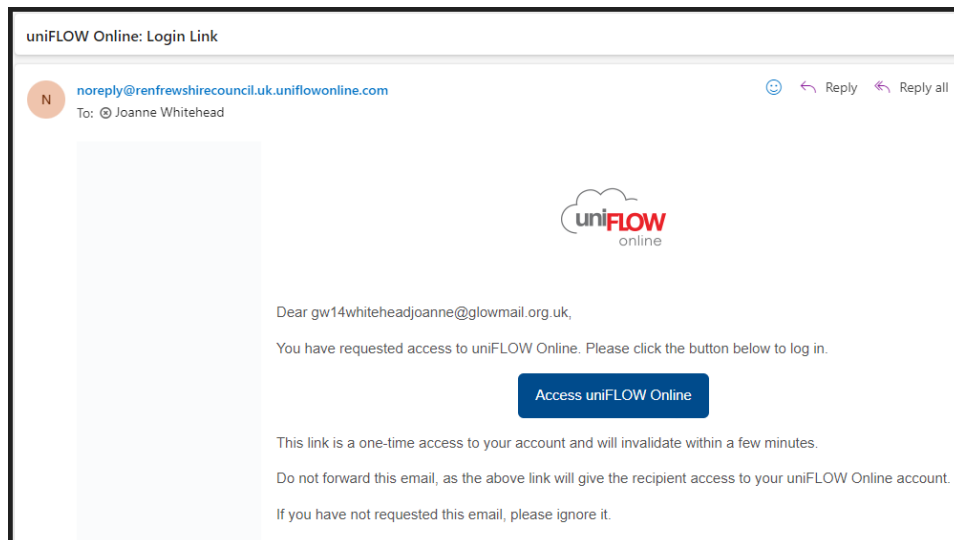
This section will detail how to sign in to UniFLOW if your primary email address is provided by Glow. On the UniFLOW window (shown below), enter your Glow email address and click the Continue button.

Login with privileged account'. Below this is the word 'or'. Then there are two buttons: 'Continue with Corporate Login' and 'Continue with Schools Login'. Below these is another link: '[Login with uniFLOW Online Account](#)'. At the bottom of the box is a checkbox labeled 'Remember my identity provider choice'." data-bbox="238 170 750 471"/>

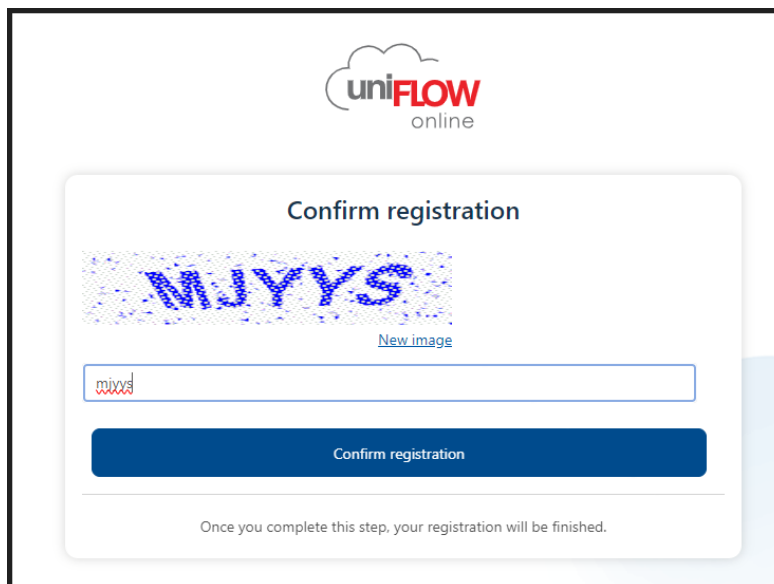
The window will change and notify you that it is signing you in to the UniFLOW smart client.



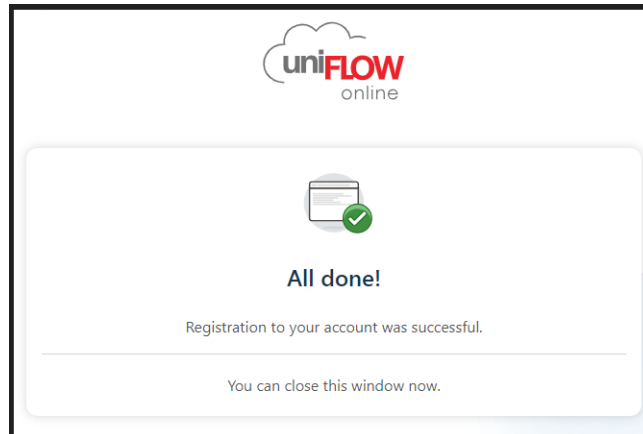
To complete the sign in process, open a browser and log in to your Glow email account. You will have received an email, similar to the one below, requesting that you complete the sign in. Click the Access uniFLOW Online button.



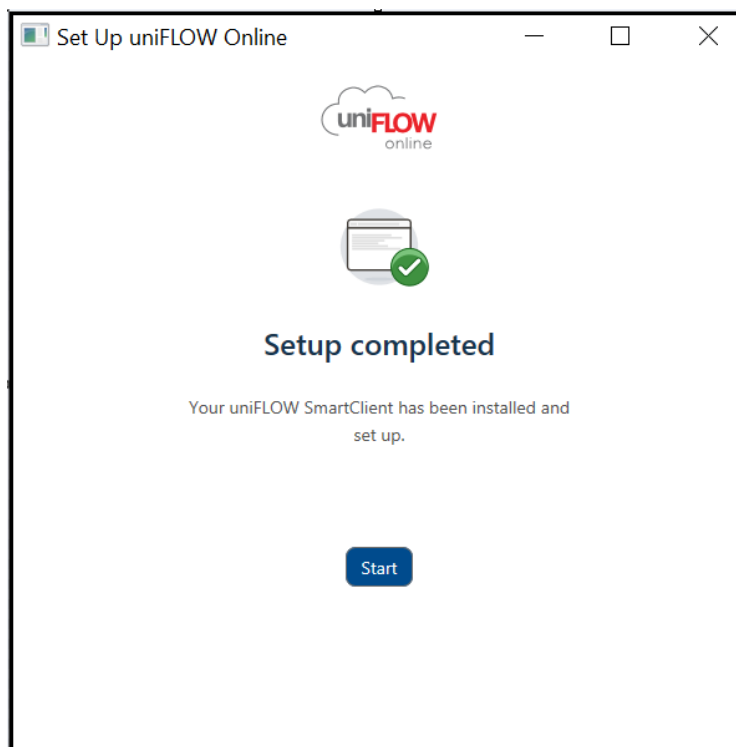
You will be asked to complete a Captcha verification, click Confirm registration when complete.



You will receive a confirmation that registration has been completed, you can now close the browser.



When the browser is closed you will see the screen below, click Start to complete registration.



When you log on to the uniflow app for the first time, you will automatically be sent a PIN through email, if doesn't appear in your inbox, please check your junk folder. Please do not ignore the email when it comes through as you will require this PIN to access the print devices and release any print jobs. An example of this email is shown below:

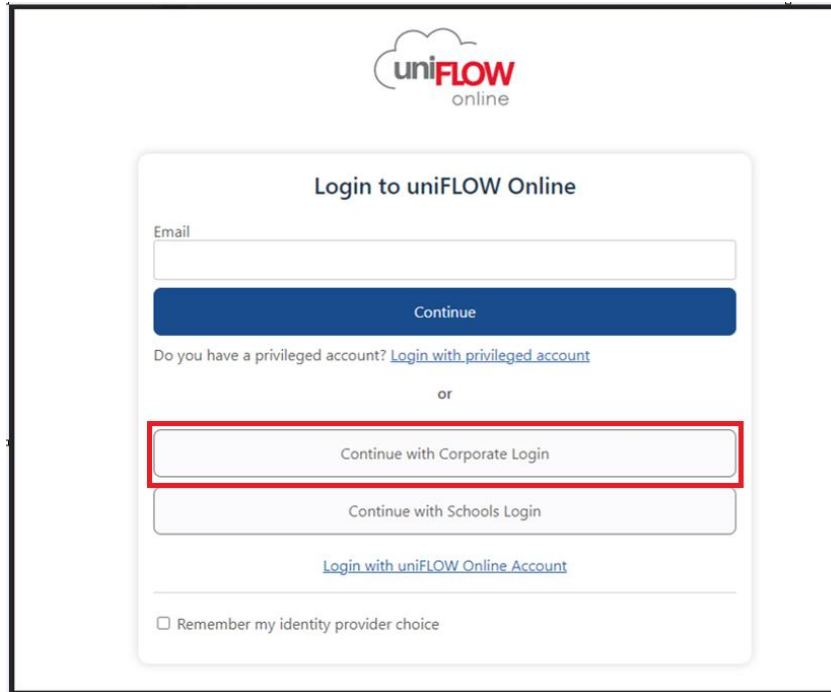


If you log in to different computers, you will need to sign in to UniFLOW on each device, but your PIN will remain the same. Printing to UniFLOW allows you to access your print from any Canon print device in the establishment.

To learn how to print to UniFLOW, please progress to Printing to UniFLOW (section 5).

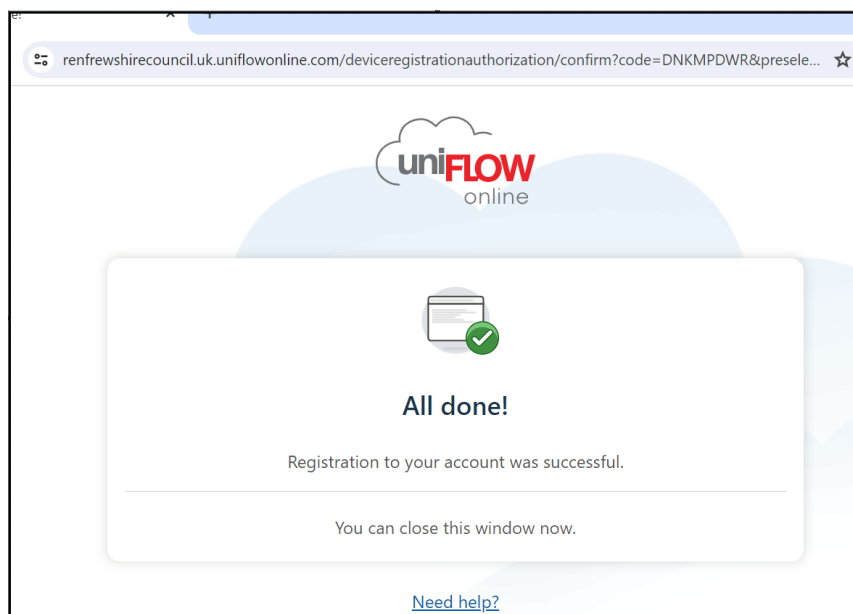
## Section 4 - Registering UniFLOW – renfrewshire.gov.uk

This section will detail how to sign in to UniFLOW if your primary email address ends with @renfrewshire.gov.uk (usually office staff, home link etc.). On the UniFLOW window (shown below), click the Continue with Corporate Login button.

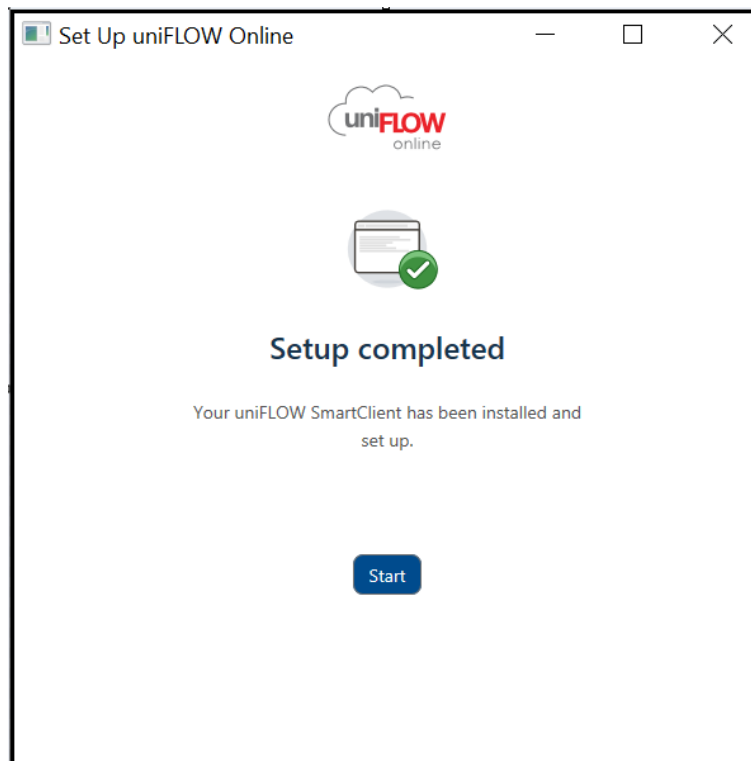


The image shows the UniFLOW Online login interface. At the top is the UniFLOW online logo. Below it is a box titled "Login to uniFLOW Online". Inside this box, there is an "Email" input field, a blue "Continue" button, and a link: "Do you have a privileged account? [Login with privileged account](#)". Below this is the word "or". There are three buttons: "Continue with Corporate Login" (highlighted with a red rectangle), "Continue with Schools Login", and a link: "[Login with uniFLOW Online Account](#)". At the bottom of the box is a checkbox labeled "Remember my identity provider choice".

Clicking the button will open a browser window which will sign you in to UniFLOW, please close the browser when presented with the screen below.



When the browser is closed you will see the screen below, click Start to complete registration.



When you log on to the uniflow app for the first time, you will automatically be sent a PIN through email, if doesn't appear in your inbox, please check your junk folder. Please do not ignore the email when it comes through as you will require this PIN to access the print devices and release any print jobs. An example of this email is shown below:

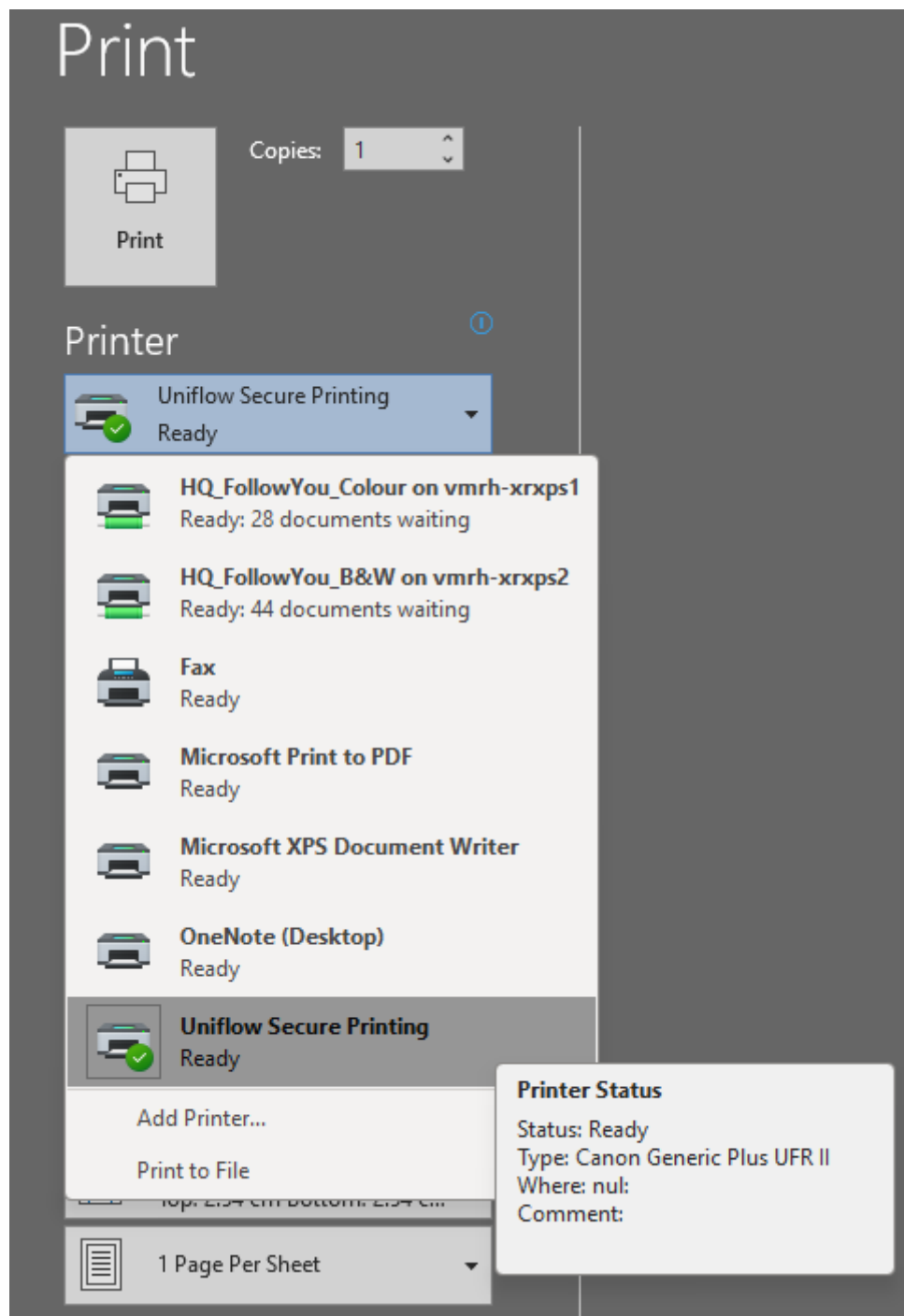


If you log in to different computers, you will need to sign in to UniFLOW on each device, but your PIN will remain the same. Printing to UniFLOW allows you to access your print from any Canon print device in the establishment.

To learn how to print to UniFLOW, please progress to Printing to UniFLOW (section 5).

## Section 5 - Printing to UniFLOW

To print to UniFLOW, simply select UniFLOW Secure Print from the list of print devices on your PC. The picture below gives an example of this:



Once you have selected Uniflow Secure Printing, click print as normal.

To retrieve your print, visit the nearest Canon print device, enter your PIN and release your print from the secure queue.

## Scan Functions

The default option is set to scan to your email and is similar to the current Xerox process. You will not be required to enter your email address, UniFLOW will email your file to the address you have used to sign in.

As always, if you need assistance from ICT, please do not contact staff direct. You should always go through the [Self Service Portal](#) where your call will be logged and allocated immediately. This also gives you a record of the call number and a reference point if needed in the future.

**\*\*please note, the service desk phone number has now changed\*\***

If you require you network logon reset/unlocked or have a hardware issue that prevents you from logging a call via the portal, please call 01414870000

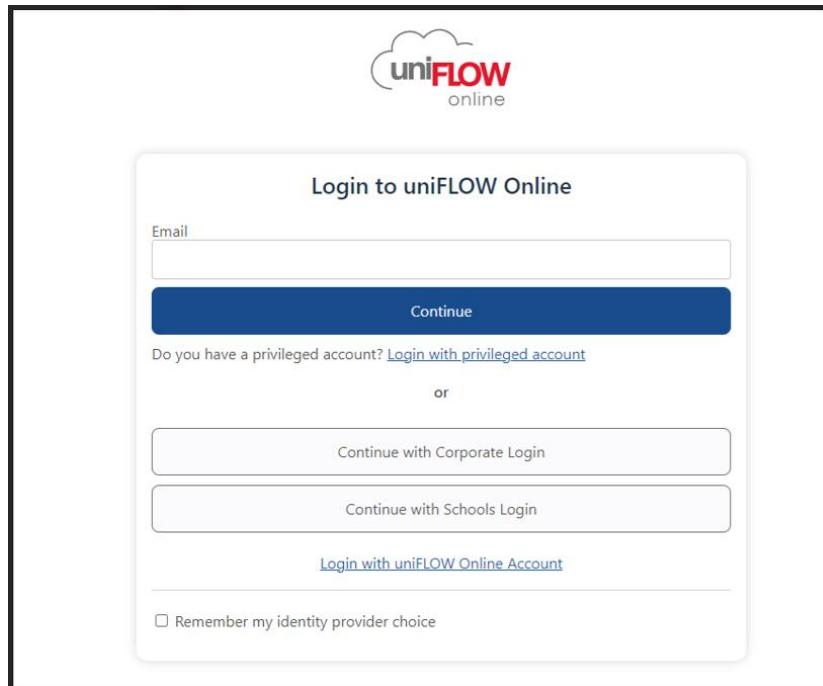
## View or Reset your UniFLOW PIN

If you forget your UniFLOW PIN, you can securely log in to the UniFLOW portal to view or reset your PIN.

Access the portal by clicking this link -> <https://renfrewshirecouncil.uk.uniflowonline.com/>

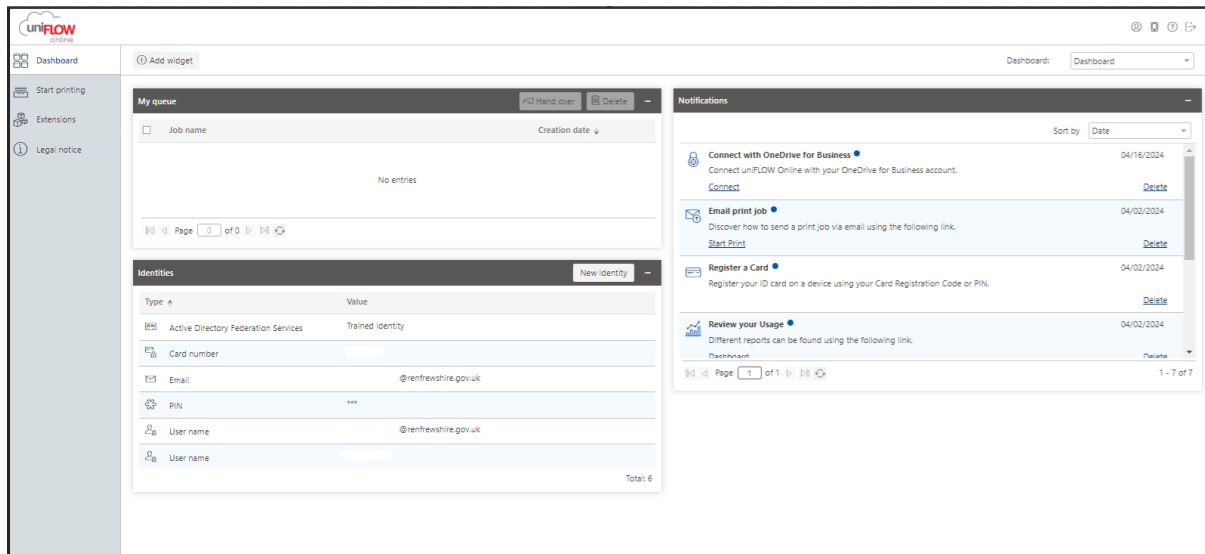
At the login screen, shown below, login in using the same method you used to register.

For example, if you have a renfrewshire.gov email address, click the Continue with Corporate Login button. If you have a renfrewshire.school email address, click the Continue with Schools Login button. Pupils and Staff who registered with a Glow email address should enter their email address in the Email field and click the Continue button.



The screenshot shows the UniFLOW Online login interface. At the top is the UniFLOW online logo. Below it is a white box titled "Login to uniFLOW Online". Inside this box, there is an "Email" label above a text input field. Below the input field is a blue "Continue" button. Underneath the button, it asks "Do you have a privileged account?" with a link "Login with privileged account". Below this is the word "or". There are two light blue buttons: "Continue with Corporate Login" and "Continue with Schools Login". Below these is a link "Login with uniFLOW Online Account". At the bottom of the box is a checkbox labeled "Remember my identity provider choice".

Once logged in to the portal you will be presented with a Dashboard, similar to the one shown below.



To view your PIN, mouse over the PIN section and left click on the three dots at the right hand side, an example is shown below.



To view your PIN, click Show PIN Code or to have UniFLOW generate a new PIN, click Delete identity.