



The  
Frederick  
Gunn  
School

# STEP 8: PRINTING GET YOUR PRINTER PIN

SCHOOL YEAR 2023-24

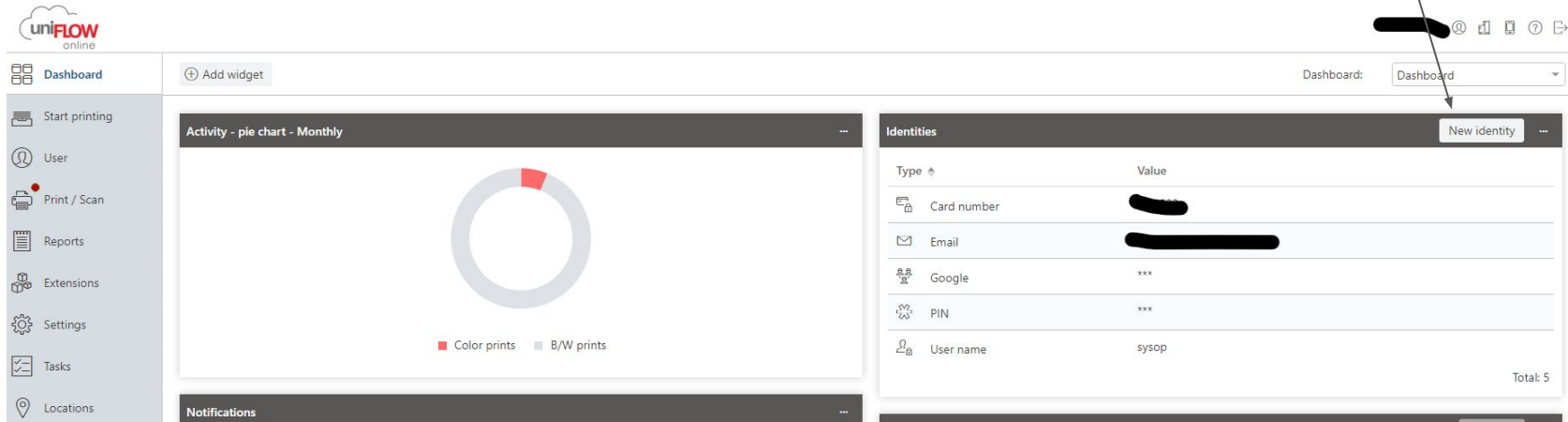
# STEP 1

To print papers, projects or other documents on the FGS network, you need a PIN. Follow these steps to set your PIN:

Go to <https://frederickgunn.us.uniflowonline.com//#Dashboard/> and sign in with your FGS credentials.

You should see the screen below.

New Identity Button



The screenshot displays the uniFLOW online dashboard. The top left features the uniFLOW online logo. A navigation sidebar on the left includes options for Dashboard, Start printing, User, Print / Scan, Reports, Extensions, Settings, Tasks, and Locations. The main content area is divided into two sections: 'Activity - pie chart - Monthly' and 'Identities'. The 'Activity' section shows a donut chart with a legend for 'Color prints' (red) and 'B/W prints' (grey). The 'Identities' section contains a table with columns for 'Type' and 'Value'. A 'New identity' button is located in the top right corner of the 'Identities' section, indicated by a black arrow. The table lists the following identities:

Type	Value
Card number	[Redacted]
Email	[Redacted]
Google	***
PIN	***
User name	sysop

Total: 5

## STEP 2

Click the **New Identity** button on the left.

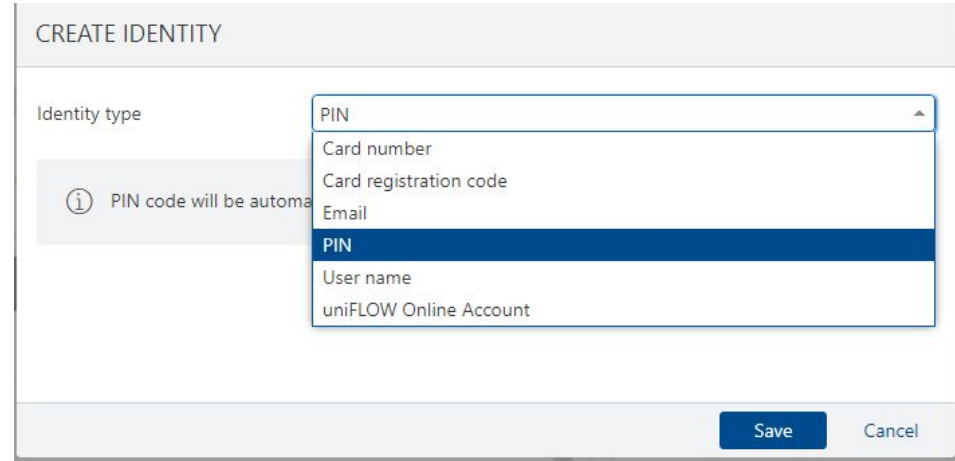
On the screen, choose PIN and click **SAVE**.

Your PIN will be sent to your school email account.

**IMPORTANT:** Save this PIN — you will need it to retrieve your print jobs.

We suggest you either save the email, or create a note on your phone with your PIN.

Finally, the PIN can be used to associate your FOB with your account, so you can retrieve your print jobs by swiping your FOB at the printer.



The screenshot shows a web form titled "CREATE IDENTITY". The "Identity type" dropdown menu is open, displaying the following options: PIN (selected), Card number, Card registration code, Email, PIN, User name, and uniFLOW Online Account. Below the dropdown, there is a grey box with an information icon and the text "PIN code will be automa". At the bottom right of the form, there are "Save" and "Cancel" buttons.