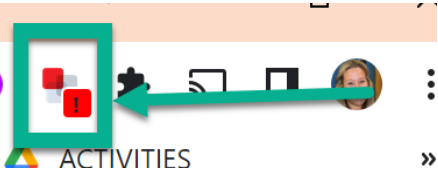
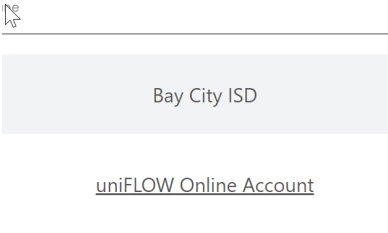
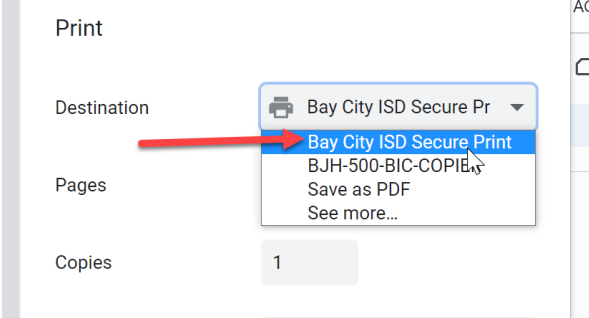

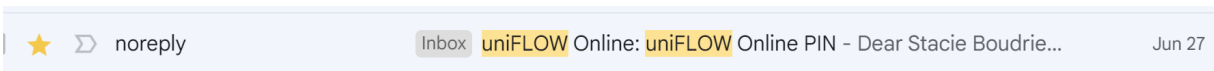
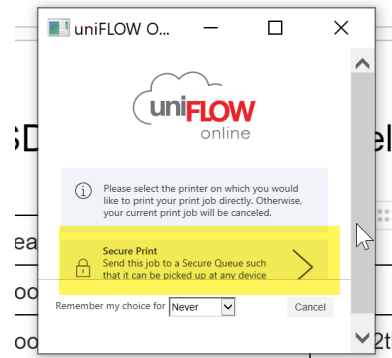


Printing to Copy Machine

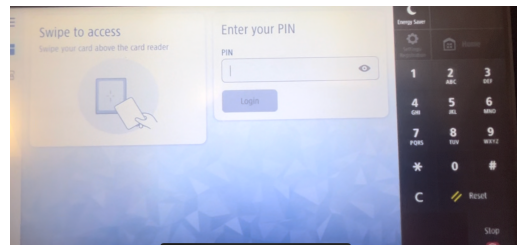
<p>Open up Google Chrome and click on this icon. It can be found on the top right side of your computer close to your picture.</p>	
<p>Click the blue icon - Sign In</p>	<p>Connected tenant URL baycityisd.us.uniflowonline.com</p> <p>Please sign in to start printing.</p> <p>Sign in</p>
<p>Click on Bay City ISD</p> <p>Next screen you'll click on your email address. This will log you in. You should only need to do this one time. It will keep you logged in.</p>	
<p>Go to the file you want to print. Click File, Print. You should see "Bay City ISD Secure Print" next to "destination". If not, click drop down and select.</p> <p>Select how many copies, etc like normal and choose print.</p>	
<p>You'll need your unique pin to print your documents. This is in your email. Open Gmail and in the "search" box (top center) type uniflow and click enter. This will bring up your emails from them. Open the one that says "noreply" and has "Online Pin" in the subject line. (see below) Open and write down your pin and then head to your printer. You can print from any printer with this pin.</p>	
	

BEFORE WALKING TO PRINTER

Wait for this box to pop up and click the “Secure Print”. This is what sends it to the printer.



At the printer, type in your pin number and select “login”



Once logged in, click “secure print” and your documents will populate.



Select “Print ___ jobs!”. The printer will begin printing your items.

(Yes, you have to put your pin in for the printer to begin.)

