

How to generate a photocopy PIN

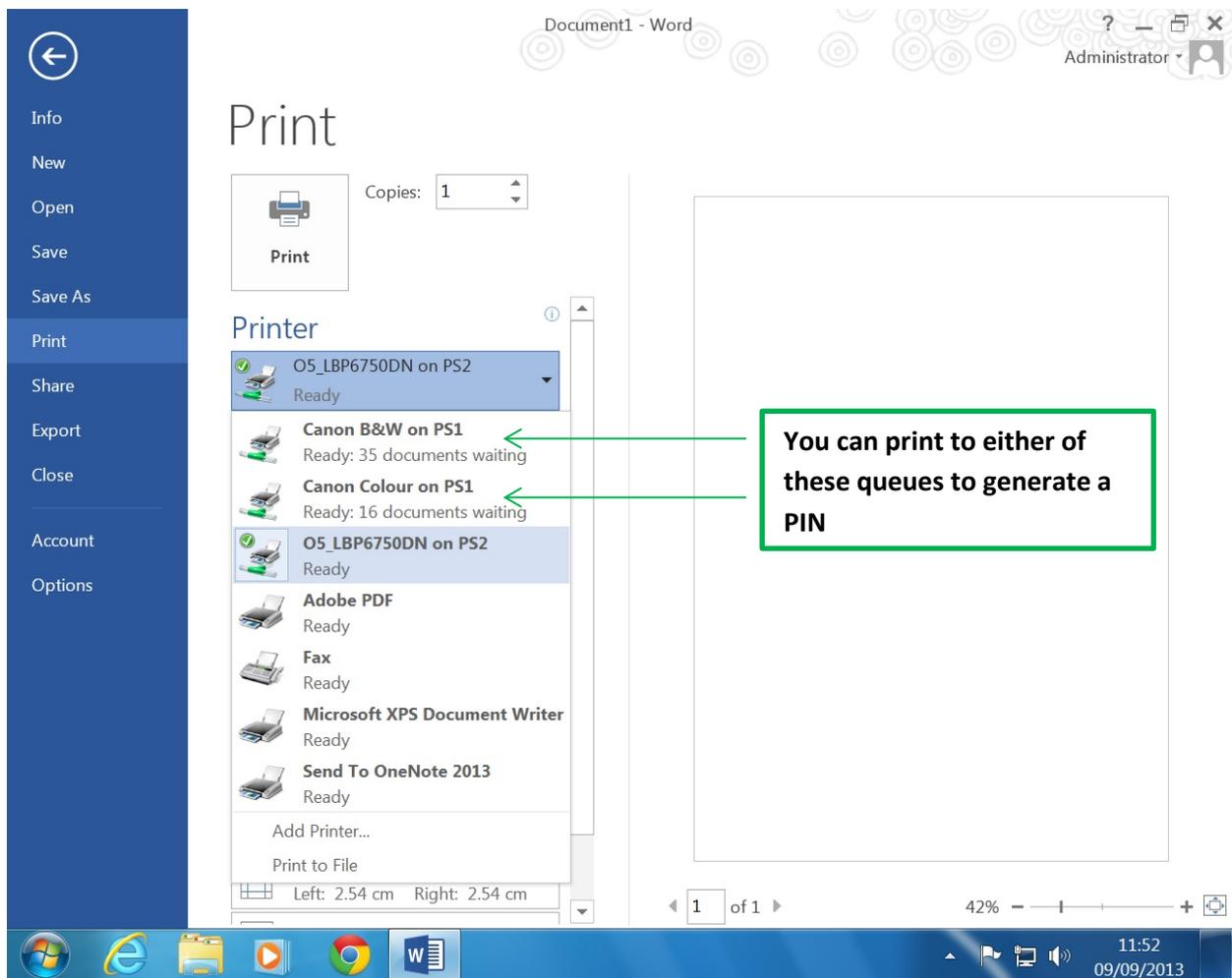


Figure 1

To generate a photocopy PIN you must print to either the **Canon B&W** or **Canon Colour** queue upon doing so you will immediately receive an email from uniflow@leyton.ac.uk on your College email account containing a unique 5 digit PIN. The pin can be used to login to the photocopier to copy, scan and print.

Step by step guide

- 1) Send a document to print – it can be any type of document even a blank page
- 2) Choose either the Canon B&W or Colour Queue and print
- 3) You will immediately receive an email form uniflow@leyton.ac.uk containing a unique 5 digit PIN
- 4) Logon to your college email (a link can be found on your Moodle home page)
- 5) Your College email ID will be *StudentID@leyton.ac.uk* e.g. *s1402357@leyton.ac.uk*

Please note this will only work if you have never generated a PIN if you need to reset your PIN see the next section

Have you forgotten you PIN?

To reset your PIN you must login to any PC in the College and double click on the Uniflow green icon at the bottom right of the screen (*notification area*) if you cannot see the icon click on the small arrow as shown in figure2.

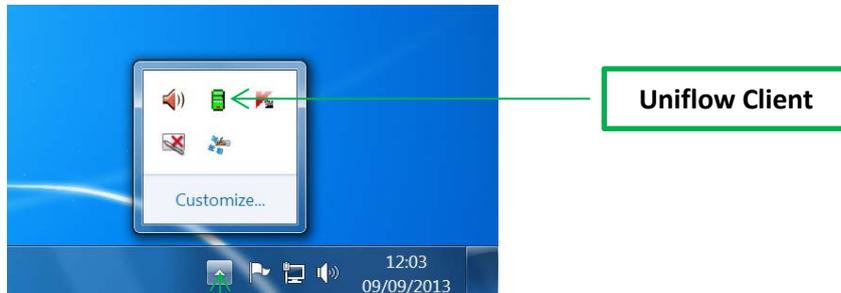


Figure 2

After double clicking on the green icon the Uniflow client configuration page will appear please select **identities** as shown in **figure 3**. Your PIN will be shown in asterisks so you will be required to delete it by selecting the red cross. Once you have deleted your pin you can generate one by following the instructions on *how to generate a photocopy PIN*.

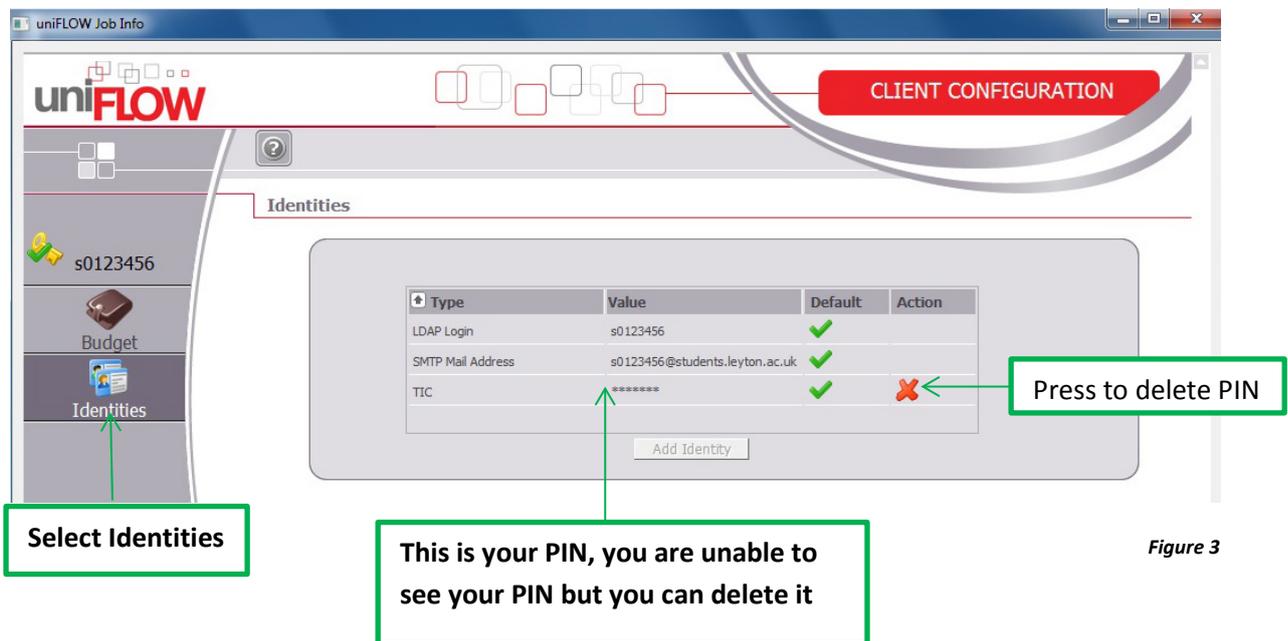


Figure 3

Step by step guide

- 1) Double click on green icon in the bottom left of the screen (notifications area)
- 2) When the Uniflow Application opens Select **Identities** from the side menu
- 3) Select the red cross to delete the PIN
- 4) Follow the instructions to generate a new PIN

Please you will be required to generate a new PIN by sending a print job to the canon B&W or Colour queue you will then receive an email with a new pin on your College account