

HOW TO PRINT FROM A PERSONAL COMPUTER

IT HELPDESK: 320-234-8777 | Willmar Room L110 | Hutchinson Room 325

1. Open an internet browser and navigate to <https://ridgewater.us.uniflowonline.com/>
2. Click "Continue with Click to enter your Minnstate O365 Credentials"



Login to uniFLOW Online

[Continue with Click to enter your Minnstate O365 Credentials](#)

[Login with Admin use - Do NOT use](#)

Remember my identity provider choice

3. Login with your starid@go.minnstate.edu and starid password




Sign in

ab1234cd@go.minnstate.edu

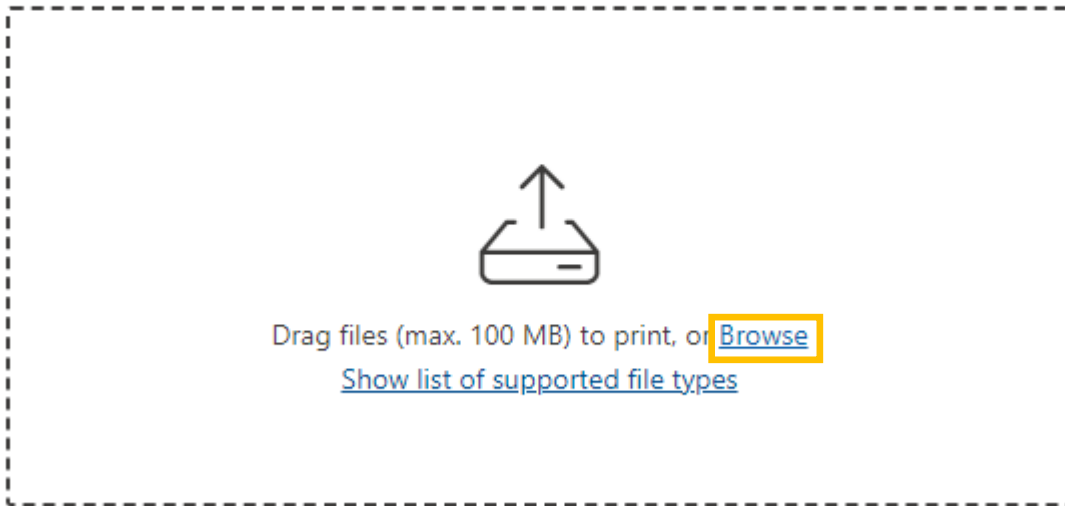
[Can't access your account?](#)

Next

4. Click  Start printing in the left side menu

5. From this page you have a few different ways you can start printing starting with drag and drop or browse. Your print jobs will show up on the copiers once you sign in with your starid.

Send file via drag and drop



6. If you wish to install the print driver on your computer instead of using the above feature you can download and install here. After installing you will need to print to the Ridgewater FollowMe Cloud printer. Your print jobs will show up on the copiers once you sign in with your starid.

Install printer driver



Download macOS printer driver
uniFLOW SmartClient for Mac



Download Windows printer driver
uniFLOW SmartClient for Windows 64-bit

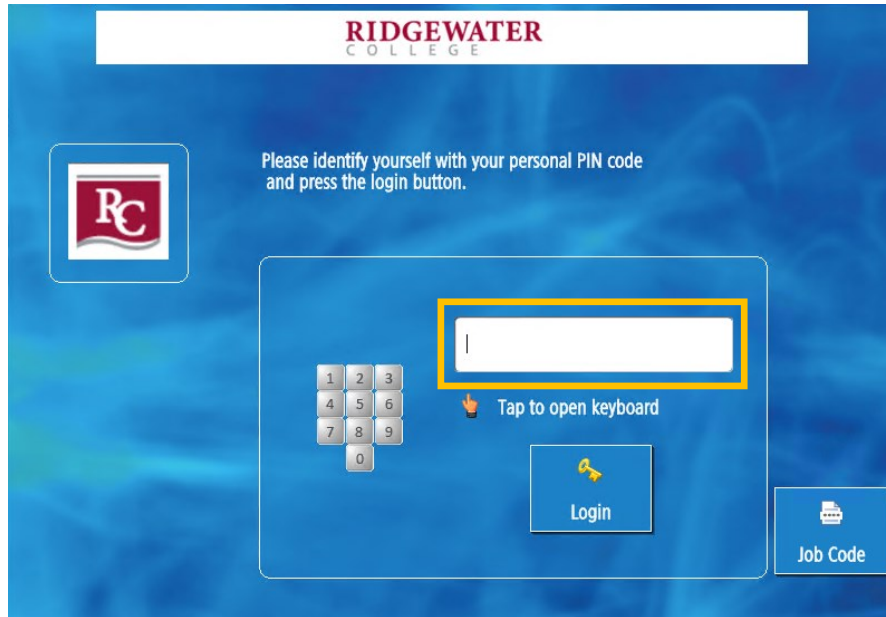
Tips for Driver install on Windows PC

- Run the client installer you downloaded from <https://ridgewater.us.uniflowonline.com>. You will have some additional steps to get Windows to trust the installer, possibly including hitting advanced and install anyway, possibly multiple times (installer isn't signed by Microsoft).
- You may also have a UAC (admin prompt) pop up behind the install window, so watch for those in the taskbar while installing).
- You should end up with a login window where you can select "Minnstate O365" to log in. This may happen at install time or possibly when first job is sent. IT is possible it will auto sign you in if there's an existing Office 365 session already logged in.
- The Printer will appear as "Ridgewater FollowMe Cloud"
- First print job might not make it upon initial install, may need to print a second time.

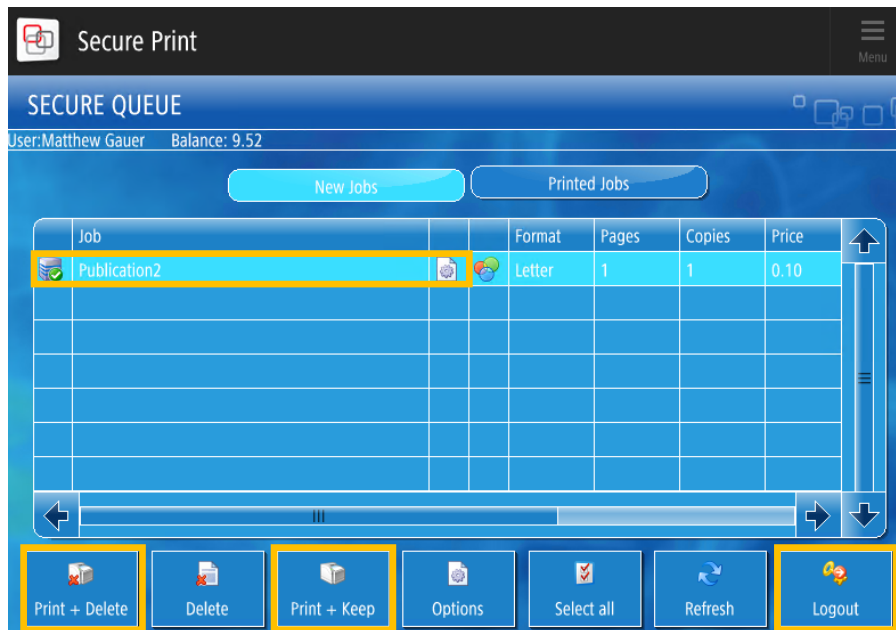
Tips for Driver install on Apple/Mac PC

- Install Mac uniflow print client you downloaded from <https://ridgewater.us.uniflowonline.com>
- During install, if prompted for Rosetta, hit yes [<https://support.apple.com/en-us/HT211861>]
- Uniflow client install should finish
- Log into uniflow with O365 credentials per the dialog that comes up
- "Ridgewater FollowMe Cloudprint" printer should appear
- First print job might not make it upon initial install, may need to print a second time

6. You can release your print job from any copier on campus. Tap in the white box, enter your starid, then tap login.



7. Once logged in, tap on the job you wish to release and then select “Print + Delete” or “Print + Keep” if you want the job to stay available on the copier for a maximum of 1 hour. Tap Logout when you are finished.



8. If you need further assistance please stop in the IT office on the Willmar (Room L110) or Hutchinson (Room 325) campus or call the helpdesk at 320-234-8777