uniFLOW Online

Logging in

Follow the steps below to login to your uniFLOW Online tenant.

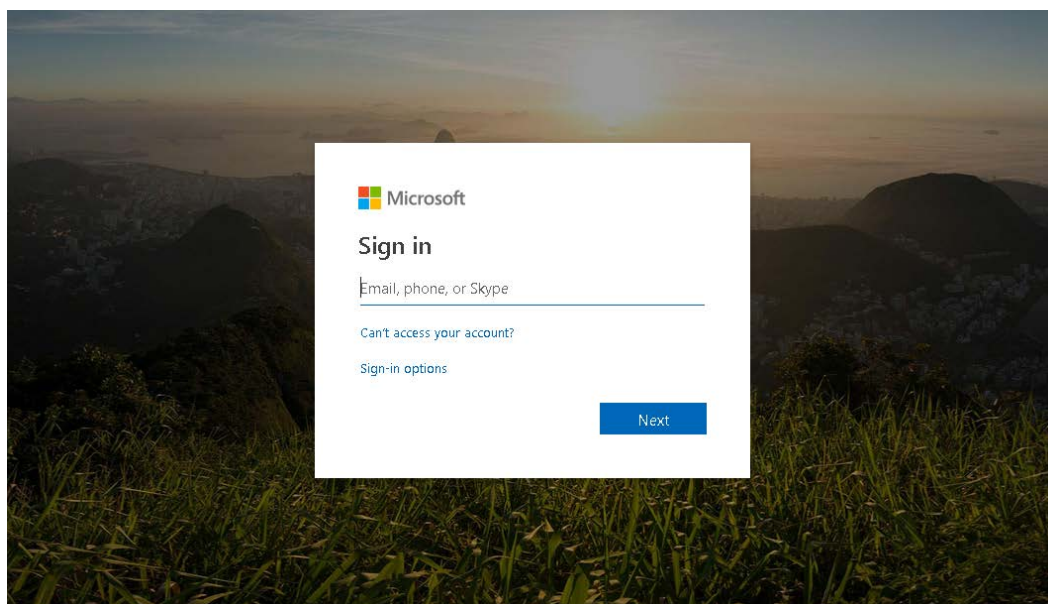**1)** Access uniFLOW Online by going to **summithill.org** under **staff** click on **uniFLOW Online** or by going to https://summithill.us.uniflowonline.com/Login

2) On the login screen, accept the cookie policy by clicking on **I Understand**.

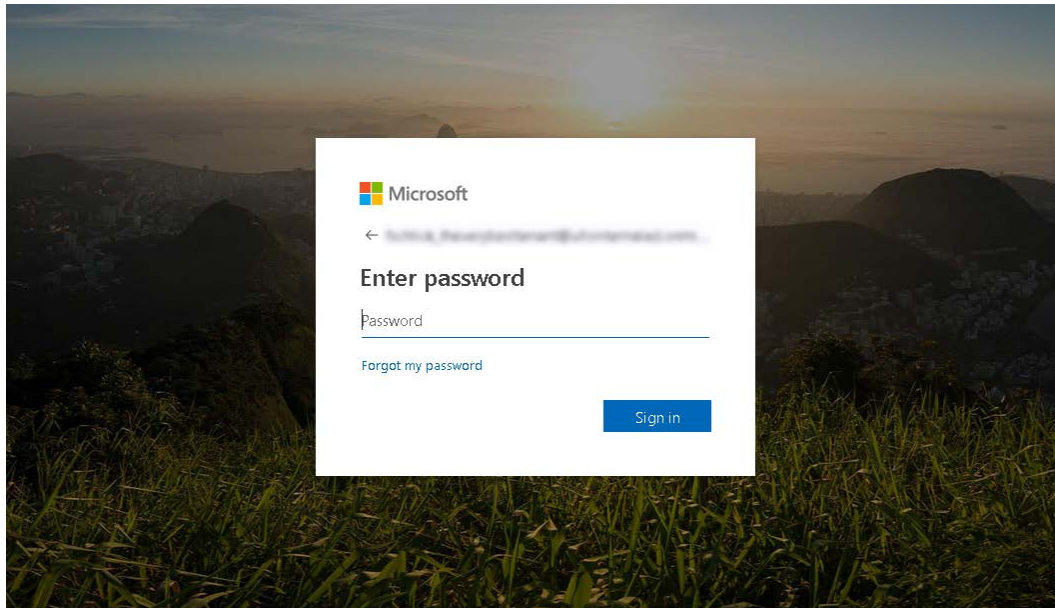**3)** Click on **Remember my identity provider choice** then **Summit Hill Login**.
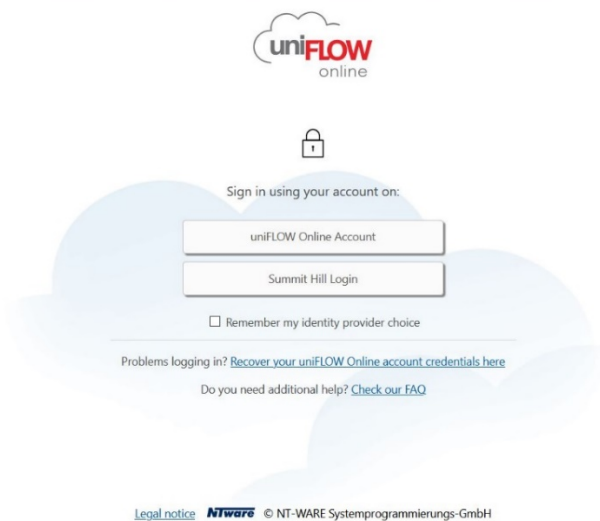
4) Enter your District Office365 email address and click on **Next**.

5) Enter your password and click on *Sign in*.

6) The *uniFLOW Online Cloud Services Agreement* is shown. Read the agreement, scroll down, check *I accept the Services Agreement*, and click on *Accept*. (You will only need to do this once.)

7) You are now presented with the *Dashboard*. From here you can see your card registration code if you haven't registered your fob yet and your pin for the copiers if you ever forget your fob.

Printing

**1)** Select ***Summit Hill Secure Printing*** to send jobs to the copier. If you see a copy next to the name that is ok it will still be sent to the copier. After you have selected Summit Hill Secure Printing if you would like to change how the documented is printed out you can click Preferences to change settings like hole punching and staples. If you do not change the settings here you can change the settings while you are at the copier.
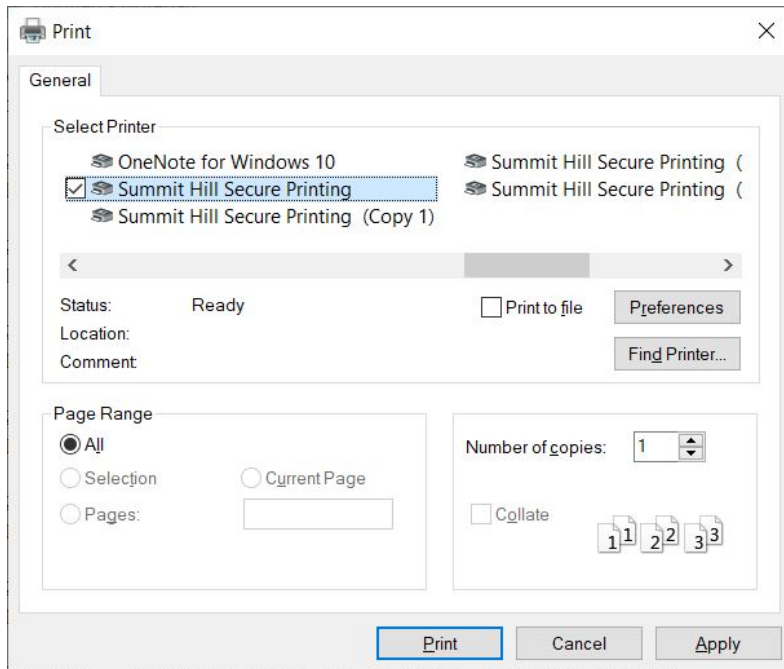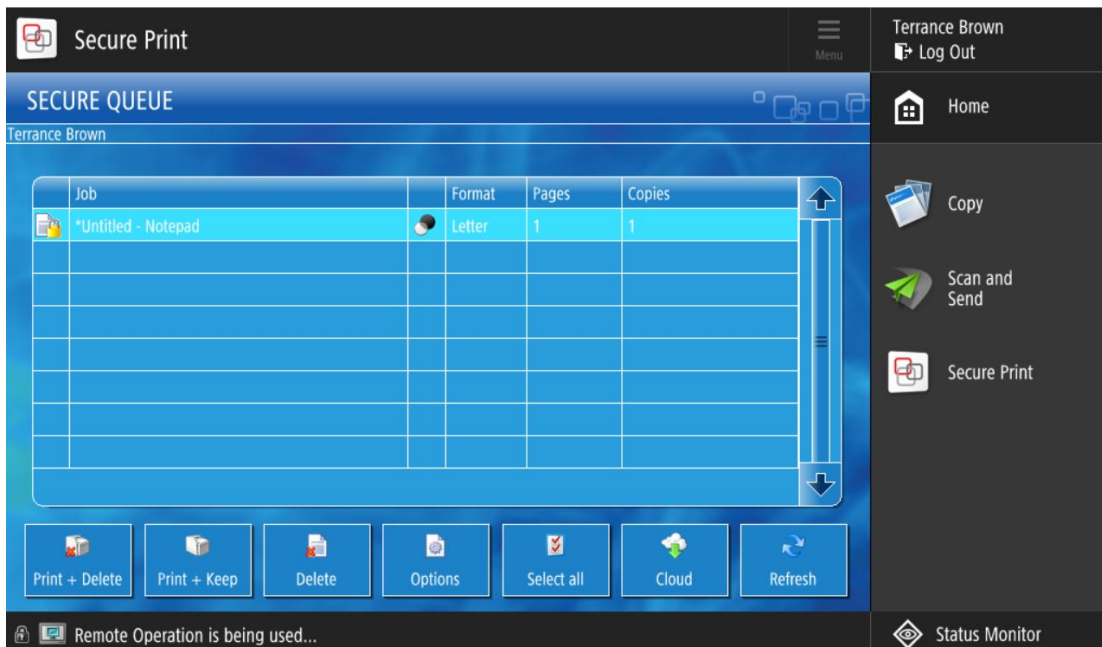

2) Go to a Canon copier and login with your Fob or type in your pin.
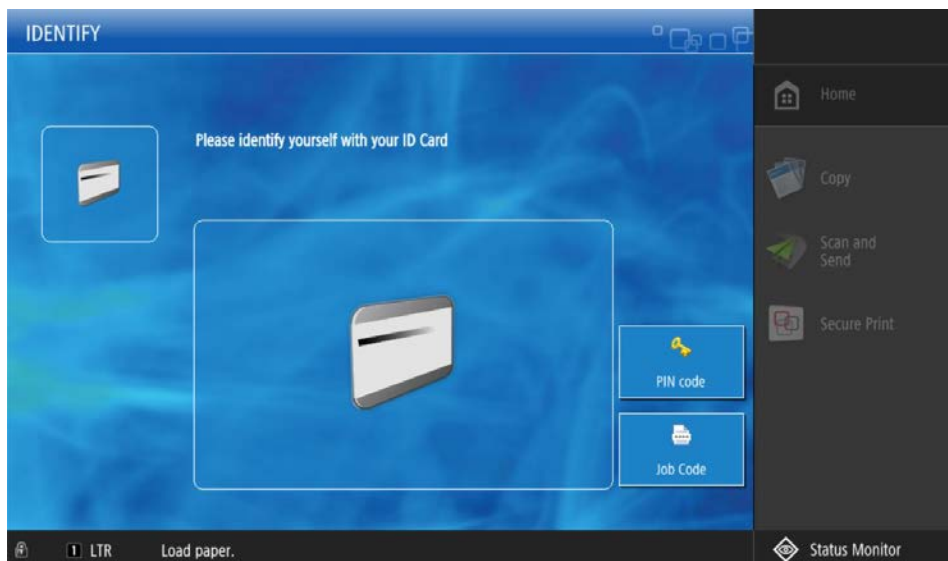
3) Once you have logged into the copier press on ***Secure Print.***
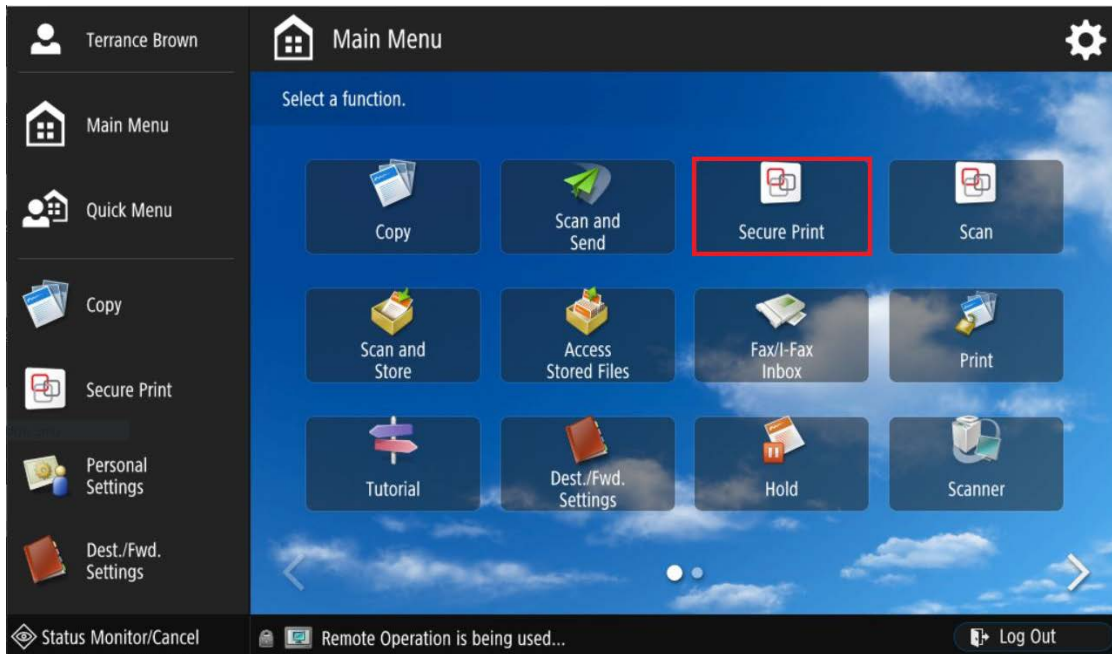
4) Select the documents you would like to print then press ***Print + Delete***. Your job will then be printed and will delete itself after. If you would like to keep your job press ***Print + Keep***. Print jobs are kept for 4 days then they will be deleted.

If you would like to add more copies or stapling, click on Options. If you have linked your OneDrive account with uniFLOW you can press cloud to access your OneDrive files. If you haven't linked your OneDrive account you can press cloud then press OneDrive and you will be sent an email showing you how to link your account.