Staff printing using One Click Presets
IT Services Documentation Team. Updated August 2014

Use One Click Presets to consistently apply combinations of print settings to multiple jobs without having to select them each time you print. Not only will this speed up printing, it also reduces the chances of mistakes and spoiled printouts.

Staff Print Queues and their default settings

To print on campus, send your output to a holding queue. Print from this queue at any device, using your ID card or username/password to login.

Staff Print Queues
\desk-print.abdn.ac.uk\MFD-PULL-BW
\desk-print.abdn.ac.uk\MFD-PULL-COLOUR

Default settings

The default settings for each print queue are as follows:

<table>
<thead>
<tr>
<th>MFD-PULL-BW</th>
<th>MFD-PULL-COLOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Black &amp; White</td>
<td>✔ Colour</td>
</tr>
<tr>
<td>✔ A4</td>
<td>✔ Double-sided</td>
</tr>
<tr>
<td>✔ Portrait</td>
<td>✔ Double-sided</td>
</tr>
</tbody>
</table>

This is how your job will print unless you change the Print Preferences as described below.

Print Preferences and default One Click Presets

Print Preferences

Once you have selected a print queue, you can click on Printer Properties to open the Print Preferences window and change your settings, e.g. to print single-sided pages.

! Important to know

- If you print in Colour using a Black & White print queue, you will be charged for colour printing.
Default One Click Presets

The following One Click Presets are available by default:

<table>
<thead>
<tr>
<th>Basic Setting:</th>
<th>MFD-PULL-BW</th>
<th>MFD-PULL-COLOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 on 1:</td>
<td>Black &amp; White, Single-sided, 2-pages per sheet</td>
<td>Colour, Single-sided, 2-pages per sheet</td>
</tr>
<tr>
<td>1 sided:</td>
<td>Black &amp; White, Single-sided</td>
<td>Colour, Single-sided</td>
</tr>
<tr>
<td>2 on 1 (2 sided):</td>
<td>Black &amp; White, Double-sided, 2-pages per sheet</td>
<td>Colour, Double-sided, 2-pages per sheet</td>
</tr>
<tr>
<td>Black and White (2 sided)</td>
<td>NA (this is the basic setting for the MFD-PULL-BW print queue)</td>
<td>Black &amp; White, Double-sided, Portrait</td>
</tr>
</tbody>
</table>

- Not all settings are available at every MFD/printer, e.g. stapling, printing to A3 paper, colour printing.

Print using a One Click Preset

For example, to print 2-pages per sheet, single-sided:
1. Select a One Click Preset, e.g. 2 on 1
2. Click OK, and then OK again
3. Print your output from any MFD/Printer

- Remember: If you print in Colour using a Black & White print queue, you will still be charged for colour printing.
- Always check the Current Settings preview in the Print Preferences window for a visual summary of your settings before you click OK.

Create a new, custom One Click Preset

If the default Presets don't meet your requirements, you can create your own custom Presets. For example, to print black and white, double-sided, and staple in the corner:
1. From the Print dialogue box, select the MFD-PULL-BW print queue and click Properties
2. Click on the Detailed Settings tab, and click Finishing
   - Under Staple: select Top Left
3. Click on the One Click Presets tab
4. Click Register Current Settings
   - Name: Staple (Black & White)
5. Click OK

- Note: Not all MFDs/printers have the staple feature.

Remove a One Click Preset

1. From the One Click Preset tab, click Manage Preset List
2. Select the One Click Preset to remove and click Delete, then OK

- You can only delete One Click Presets that you have created yourself.

Further information and help

Contact the Service Desk (servicedesk@abdn.ac.uk). For a step by step guide to printing from campus PCs, including charges and payment, see our Quick Guide to Printing fact sheet. There are printers/MFDs in or near all PC classrooms, clusters and in public areas, and also on each floor of the library.