Quick Guide to Printing

About Campus Printing
Print files using:

MFDs
MFDs (Multi Function Devices) copy and scan, or print SELECTED items from your print queue. Some MFDs offer A3 and colour printing.

Printers
Printers print ALL of the items from your queue. Manage your queue using the e-pay Print Manage system online. Some printers offer colour printing.

You can:
- Print single or double-sided sheets
- Print in black and white or colour
- Change paper size (A4, A3, letter, legal)
- Change page orientation (landscape/portrait)
- Print booklets, labels, headed paper etc.

Note: Some MFDs can do more than others.

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. There are printers/MFDs in or near all PC classrooms, clusters and in public areas, and also on each floor of the library.

How to Print from a Campus PC

1. Send to print
   (Holding Queue)
2. Login to printer or MFD
3. Collect and Logout

Select a print queue. You can print in black & white or colour.
Unprinted jobs are deleted from your queue after 4 days.

MFD-PULL-BW on desk-print.uoa.abdn.ac.uk (Staff)
MFD-PULL-COLOUR on desk-print.uoa.abdn.ac.uk (Staff)
BW-pull-ps on class-print.uoa.abdn.ac.uk (Classroom)
COLOUR-pull-ps on class-print.uoa.abdn.ac.uk (Classroom)

By default, steps 1-3 above will print with the following settings:

MFD-PULL-BW
- Black & White
- A4
- Double-sided

MFD-PULL-COLOUR
- Colour
- A4
- Double-sided

BW-pull-ps
- Black & White
- A4
- Double-sided

COLOUR-pull-ps
- Colour
- A4
- Double-sided

You can edit these settings via Print Properties.

For single-sided printing:
From the Print menu, select Properties, then click the Detailed Settings tab. Select Edit from the menu area and under 2-sided (Duplex), select Off for single-sided. Press OK.

You can also print multiple Pages per Sheet.

1. Print queues are configured automatically on staff and classroom PCs. If you encounter problems with printing, please contact the Service Desk: servicedesk@abdn.ac.uk
Printing onto Headed Paper, Labels etc.

To print onto compliment slips, headed paper, labels etc. use the bypass tray on the side of the MFD.

From *Print Properties, Input Tray*: select *Bypass Tray*. Switch off 2-sided (see overleaf).

At the side of the MFD, the bypass tray opens downwards, providing a shelf for you to place your input face down between the guides.

Login to the MFD and print your document.

**Note:** If using labels, *only print onto each sheet once* so the glue does not melt.

Printing Booklets

From *Print Properties*, click the *Detailed Settings* tab. Select *Edit* from the menu area and under *Booklet*: select your choice and press *OK*. Fold your print out to create the booklet.

- **Magazine**
  - Print each page of the booklet at half size

- **Non-Reduction Booklet**
  - Print each page of the booklet at full size

**Note:** Currently available for MFD-PULL-BW and MFD-PULL-COLOUR.

Cancelling a Print Job In Progress

To cancel a print job that has already started, press *Job List* at the bottom of the touch screen. Press *Printer* and select the job from the list. To cancel the job, press *Delete Reservation* on the right.

Printing Charges

Charges for Undergraduates, Taught Postgraduates and Count Down card users (as of 1st August 2012):

<table>
<thead>
<tr>
<th></th>
<th>Black and White</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 Single sided</td>
<td>4p/side</td>
<td>A4 Single sided</td>
</tr>
<tr>
<td>A4 Double sided</td>
<td>3p/side</td>
<td>A4 Double sided</td>
</tr>
<tr>
<td>A3 Single sided</td>
<td>7p/side</td>
<td>A3 Single sided</td>
</tr>
<tr>
<td>A3 Double sided</td>
<td>5p/side</td>
<td>A3 Double sided</td>
</tr>
</tbody>
</table>

Payment

- **Undergraduates, Taught Postgraduates**
  - Top-up your print budget in multiples of £1. Minimum top-up is £5. If you run out of credit, your items will not print.
  - **Top-up online via PrintManage utility**
    - **Classroom PCs:** via the Desktop shortcut, or at [https://printmanage.abdn.ac.uk/](https://printmanage.abdn.ac.uk/)
    - **Personal laptops/PCs:** go to [https://printmanage.abdn.ac.uk/](https://printmanage.abdn.ac.uk/) and switch user to *Use another account*. Type uoa\username (username is your login ID, e.g. uoa\u01abc01). Type your password. Click OK.

**Warning:** Once paid for, print credits are non-refundable. Students must not top-up more than is needed as remaining amounts will not be refunded.

- **Staff and Research Postgraduates**
  - Your department may pay for your printing costs. Please check whether your department requires a limit to be set on your printing.

Temporary Staff and Visitors

- **Count Down** cards are purchased in values of £10. Printing costs are deducted automatically from the card’s total value each time it is used.
- **Count Up** cards have no value associated with them. Printing costs are charged to the budget code allocated to the card each time it is used.

Cards are available from the IT Services Office.
[www.abdn.ac.uk/staffnet/working-here/it-print.php](www.abdn.ac.uk/staffnet/working-here/it-print.php)

Further Information and Help

**Students:** [www.abdn.ac.uk/it/student/print/guides](www.abdn.ac.uk/it/student/print/guides)  **Staff:** [www.abdn.ac.uk/staffnet/working-here/it-print](www.abdn.ac.uk/staffnet/working-here/it-print)

If you encounter any problems please contact the Service Desk servicedesk@abdn.ac.uk. Undergraduate and Taught Postgraduate students with problems using their ID cards should contact Registry (Infohub).