Before you start

Multi Function Devices (MFDs) and printers are widely available across campus.
To print to one of these devices, your PC or laptop must be connected to the network, either via a network socket in your office, or the wireless network.

You will not be able to print to a University MFD or printer from home or off campus.

Connecting your Windows 8 PC/laptop to networked MFDs/printers

1. Open the Run Command by pressing the Windows Logo Key + R on your keyboard.
   Note: If you have a touchscreen device, you can open the Charms menu by sliding the righthand side of the screen. Select Search and type Run.

2. Type \printanywhere.uoa.abdn.ac.uk and click OK.

3. If you are using your personal laptop (i.e. not University-owned) you will need to authenticate:
   - In the authenticate dialog box, type uoa\username and your password. The username is your University username (e.g. abc123 or u01ab13).
   - Tick the Remember your password checkbox; Click OK.
   You’ll see a list of available devices, double-click on the printer you require. MFD-PULL-BW is a good default option. For other options, see ‘Which Print Queue and Device?’, below.
   - If presented with a security alert, click Yes to continue.
   - Click Install Driver to automatically install it if prompted. Click Yes if prompted.

4. After several seconds, you will be connected and should be able to print to your chosen device.

5. Repeat steps 1-5 to connect a different device.

Using MFDs

MFDs can photocopy, and scan to email, as well as print. For details, see our quick guides to printing, photocopying and scanning, available in Learners’ Toolkit.

Which Print Queue and Device?

Although more devices may be listed, we recommend that you choose from the print queues listed below:

<table>
<thead>
<tr>
<th>Print Queue</th>
<th>Description</th>
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<tbody>
<tr>
<td>MFD-PULL-BW</td>
<td>Black and White printing by default, but you can print in colour too. If you print mostly in Black and White, this is the best option.</td>
</tr>
<tr>
<td>MFD-PULL-COLOUR</td>
<td>Colour printing by default, but you can print in black and white too. Colour printing is more expensive.</td>
</tr>
<tr>
<td>MFP-PULL-PS</td>
<td>Black and White post-script printing by default, but you can print in colour too. This is best for printing PDF files.</td>
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