

Quick Guide: Printing from a networked PC on campus

About printing on campus

Printing on campus is via networked multi function devices (MFDs) and printers. You send your output to a holding queue, then print from this queue at any MFD or printer.

MFDs allow you to print selected items from your print queue. Some have more functionality than others – for example, some offer A3 and/or colour printing, and some allow you to print booklets, labels, etc.



See [IT Services Printing, Copying and Scanning](#) for current MFD locations and functionality.

Note: You cannot print directly from a USB device.

How to print from a networked PC on campus

1. Set your document to print and select a print queue. Choose from:

Staff

- **Pull-print-mono** on PrintD.uoa.abdn.ac.uk
- **Pull-print-colour** on PrintD.uoa.abdn.ac.uk

Students on classroom PCs

- **Pull-print-mono** on PrintC.uoa.abdn.ac.uk
- **Pull-print-colour** on PrintC.uoa.abdn.ac.uk

Postscript – for Apple Macs and non-windows devices

- **Pull-print-ps** on PrintP.uoa.abdn.ac.uk

2. Log in to MFD – hold your staff/student ID card within a few inches of the card reader (usually located near the top right of the MFD, or login with your username and password.



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

3. Print your document:

On an MFD

- Press **Pull Print**.
- Press **Select All** or select an item.
- Press blue **Start** button.
- Press **Menu**, then **Log Out**.

On a printer:

- **All** the jobs in your holding queue will print (make sure you want them all!)

4. Collect your printing and log out.



Unprinted jobs are deleted from your queue after 4 days.

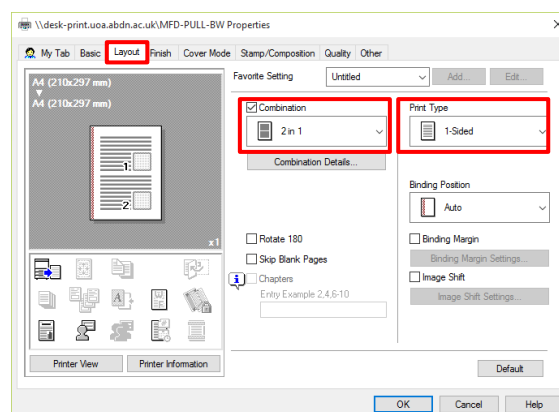
Change default settings

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

Pull-print-mono	Pull-print-colour	Pull-print-ps
<input checked="" type="checkbox"/> Black & White	<input checked="" type="checkbox"/> Colour	<input checked="" type="checkbox"/> Black & White & Colour
<input checked="" type="checkbox"/> A4	<input checked="" type="checkbox"/> A4	<input checked="" type="checkbox"/> A4
<input checked="" type="checkbox"/> Double-sided	<input checked="" type="checkbox"/> Double-sided	<input checked="" type="checkbox"/> Double-sided

You can edit the default settings via **Printer Properties**.

1. From the **Print** menu of your open application, select **Printer Properties**.
2. In the Properties dialog, click the **Layout** tab.
3. **For single-sided printing:**
 - Under **Print Type**, select **1-Sided** for single-sided. Press **OK**, then **Print**.
4. **To print multiple pages on one sheet:**
 - Click the checkbox for **Combination**. Select the number of pages you want to combine, e.g. **2 in 1**, **4 in 1**. Press **OK**, then **Print**.



Printing onto headed paper, labels etc.

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



The bypass tray is located on the side of the MFD.

The tray opens downwards.

This provides a shelf for your input, e.g. headed paper, labels, etc.

Place your input **face down** between the guides as shown opposite.



1. From the **Print** menu, select **Printer Properties**.
2. Click the **Layout** tab.
 - Under **Print Type**, select **1-Sided**. Click the **Basic** tab.
 - Under **Paper Tray**, select **Bypass Tray**.
3. Press **OK**, then **Print**.
4. Login to the MFD and print your document.



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

Printing booklets



Currently available for **Pull-print-mono** and **Pull-print-colour**.

1. From the **Print** menu, select **Printer Properties**.
2. Click the **Layout** tab and under **Print Type**, select **Booklet**.
3. Press **OK**, then **Print**. Fold your printout to create the booklet.



Booklet prints each page of the booklet at half size.

Cancelling a Print Job In Progress

1. Tap **Close** to close the printing window.
2. Tap **Job List** at the top of the touch screen to view the list of jobs.
3. Tap the job you want to cancel.
4. Press **Delete** and press **Yes** to confirm

Further information and help

You'll find further guides on printing, copying and scanning – including [Print charges and paying for printing](#) – on our [Toolkit Printing resource](#).

If you encounter any problems, please contact the IT Service Desk: myit.abdn.ac.uk.

Undergraduate and Taught Postgraduate students with problems using their ID cards should contact the Infohub at infohub@abdn.ac.uk.