When printing on campus, you send your output to a holding queue. You can then print from this queue at any of the printers or MFDs, using your ID card or username and password to login.

**MFDs**

MFDs are Multi Function Devices capable of photocopying and scanning, as well as printing selected items from your print queue. Some MFDs also offer A3 and colour printing.

**Printers**

Printers print ALL of the items from your print queue. You can delete items from your queue using the e-pay Print Manage system (see overleaf). Some printers also offer colour print options.

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

**Printing in colour or black and white**

If you want the option to print in colour or black and white, you will need to set up two print queues. This fact sheet contains instructions for both:

- MFD Colour Wireless
- MFD Black and White Wireless

**Step 1 - Adding the colour print queue (MFD-PULL-COLOUR)**

1. From the Apple menu, select **System Preferences**...

2. From the System Preferences window, click once on the **Printers & Scanners** icon.

3. In the **Printers & Scanners** window, click + to add a printer.

4. Hold down the **Ctrl** key of your keyboard and use your mouse to click the toolbar at the top of the **Add** window, next to the **Default, IP and Windows** options.
5. Click **Customize Toolbar...**

6. Click and drag the **Advanced** icon onto the **Add** window toolbar.

7. Click **Done**.

8. Click **Advanced**.

9. Complete the **Advanced** options as follows:
   - Type: **Windows printer via spools**
   - Device: **Another Device**
   - URL: **smb://printanywhere.uoa.abdn.ac.uk/MFD-PULL-COLOUR**
   - Name: **MFD COLOUR WIRELESS**
   - Location: **ANYWHERE**
   - Use: **Generic PostScript Printer**

10. Click **Add**.

11. Tick **Duplex Printing Unit**.

12. Click **OK**.

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**Step 2 - Adding the black and white print queue (MFD-PULL-BW)**

1. In the **Printers & Scanners** window, click + to add a printer.

2. Click **Advanced**.
3. Complete the **Advanced** options as follows:
   - **Type:** Windows printer via spools
   - **Device:** Another Device
   - **URL:** smb://printanywhere.uoa.abdn.ac.uk/MFD-PULL-BW
   - **Name:** MFD BLACK AND WHITE WIRELESS
   - **Location:** ANYWHERE
   - **Use:** Generic PCL Printer

4. Click **Add**.

5. Tick **Duplexer**, then click **OK**.

**Additional settings**

**Setting a default print queue**

1. In the **Printers and Scanners** window, the two print queues should appear in your **Printers** list.

2. Hold the **Ctrl** key on your keyboard and click the printer that you want to set as your default (the queue you will use most often).

3. Click **Set default printer**.

**Printing test pages**

1. Still in the **Printers and Scanners** window, click **Open Print Queue...** for MFD COLOUR WIRELESS or MFD BLACK AND WHITE WIRELESS.

2. Click **Printer** on the Apple menu bar.

3. Select **Print Test Page** from the pop-up menu.

4. When you print you will get a prompt to enter your University username and password:
   - **Name:** uoa\your University username
   - **Password:** your University password
   - Click **OK**.

5. Close the print queue window.

6. Repeat steps 1 to 4 to print a test page for the other MFD queue.

7. Login to an MFD to collect your test pages.

**Further information and help**

If you require further assistance, please contact the Service Desk – [https://myit.abdn.ac.uk](https://myit.abdn.ac.uk)