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**.

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