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.

**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)