

Printing - Mac or Macbook OS X 10.13.6

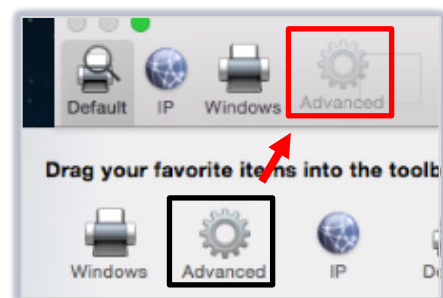
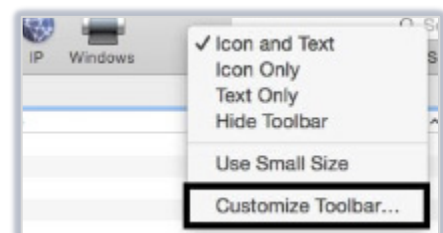
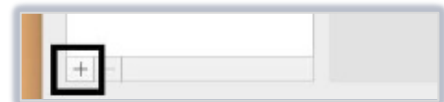
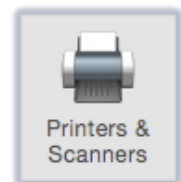
Printing in colour or black and white

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)

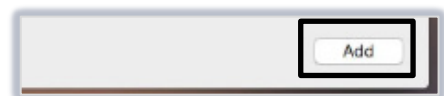
1. From the Apple menu, select **System Preferences...**
2. From the System Preferences window, click once on the **Printers & Scanners** icon.
3. In the **Printers & Scanners** window, click **+** to add a printer.
4. If you **see** the **Advanced** option on the toolbar at the top of the Add window, **go to step 8**.
If not, 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:

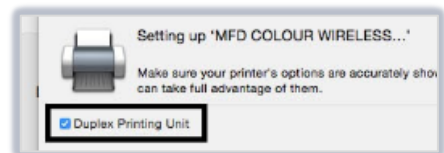
- Type: **Windows printer via spools**
- Device: **Another Device**
- URL: **smb://printanywhere.uoa.abdn.ac.uk/MFD-PULL-COLOUR**
- Name: **MFD COLOUR WIRELESS**
- Location: **ANYWHERE**
- Use: **Generic PostScript Printer**

10. Click **Add**.



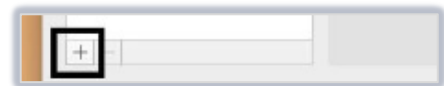
11. Tick **Duplex Printing Unit**.

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**.

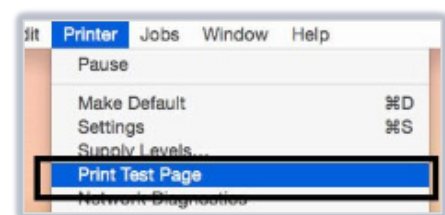
Additional settings

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>