

# Printing - Windows 10 PCs/laptops

Use this guide to help you set up a Windows 10 PC/laptop to print to networked MFDs/Printers.

## Before you start

Multi Function Devices (MFDs) and printers are widely available across campus.

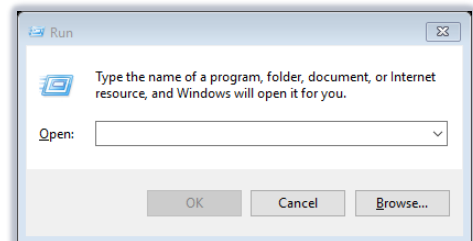
To print to one of these devices, your PC or laptop must be connected to the network, either via a network socket in your office, or the wireless network.

You will not be able to print to a University MFD or printer from home or off campus.



## Connecting your Windows 10 PC/laptop to networked MFDs/printers

1. Open the **Run Command** by pressing the **Windows Logo Key + R** on your keyboard.
2. Type **\\printanywhere.uoa.abdn.ac.uk** and press **Enter** or click **OK**.



3. You'll see a list of available devices, **double-click** on the printer you require. **MFD-PULL-BW** is a good default option. For other options, see '**Which Print Queue and Device?**', below.
  - If presented with a security alert, click **Yes** to continue.
  - Click **Install Driver** to automatically install it if prompted. Click **Yes** if prompted.
4. After several seconds, you will be connected and should be able to print to your chosen device.
5. Repeat steps 1-5 to connect a different device.

## Using MFDs

MFDs can photocopy, and scan to email, as well as print. For details, see our quick guides to printing, photocopying and scanning, available in [Toolkit](#).

## Which Print Queue and Device?

Although more devices may be listed, we recommend that you choose from the print queues listed below:

MFD-PULL-BW	Black and White printing by default, but you can print in colour too. If you print mostly in Black and White, this is the best option.
MFD-PULL-COLOUR	Colour printing by default, but you can print in black and white too. Colour printing is more expensive.
MFP-PULL-PS	Black and White post-script printing by default, but you can print in colour too. This is best for printing PDF files.