**Printing - Windows 8**

**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 8 PC/laptop to networked MFDs/printers**

1. Open the *Run Command* by pressing the **Windows Logo Key + R** on your keyboard.
   
   Note: If you have a touchscreen device, you can open the *Charms* menu by sliding the righthand side of the screen. Select *Search* and type *Run*.

2. Type `\printanywhere.uoa.abdn.ac.uk` and click *OK*.

3. If you are using your personal laptop (i.e. not University-owned) you will need to authenticate:
   
   − In the authenticate dialog box, type `uoa\username` and your *password*.
     
     The username is your University username (e.g. abc123 or u01ab13).
     
     − Tick the *Remember your password* checkbox; Click *OK*.
     
     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:

<table>
<thead>
<tr>
<th>Print Queue</th>
<th>Description</th>
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<tbody>
<tr>
<td>MFD-PULL-BW</td>
<td>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.</td>
</tr>
<tr>
<td>MFD-PULL-COLOUR</td>
<td>Colour printing by default, but you can print in black and white too. Colour printing is more expensive.</td>
</tr>
<tr>
<td>MFP-PULL-PS</td>
<td>Black and White post-script printing by default, but you can print in colour too. This is best for printing PDF files.</td>
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