

Quick Guide: Printing from a networked PC on campus

About printing on campus

Printing on campus is via networked multi-function devices (MFDs) and printers. You send your output to a holding queue, then print from this queue at any device.

All devices allow you to print, copy and scan in mono and colour. Our MFD devices also are capable of printing on A3 and producing booklets.

Note: You cannot print directly from a USB device.

How to print from a networked PC on campus

1. Set your document to print and select a print queue:
 - **PRINT-COLOUR-EPSON**
 - **PRINT-MONO-EPSON**
 - **PRINT-EPSON** for Apple Macs and non-Windows devices
2. Log in to MFD – hold your staff/student ID card over the card reader, or login with your username and password.
3. You can check the [University website for your nearest device](#).
4. Print your document:
 - Press **Print Release**.
 - Press **Select All** or select an item.
 - Press **Print** button.
5. Collect your printing and log out.



Unprinted jobs are deleted from your queue after 5 days.

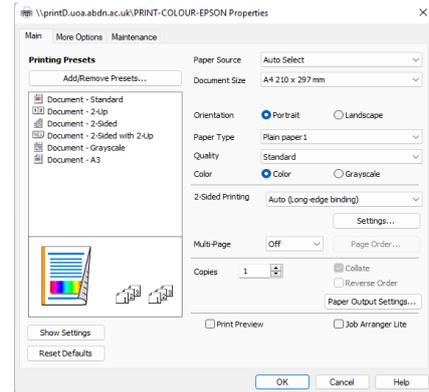
Changing default settings

By default, steps 1-3 above will print with the following settings:

PRINT-MONO-EPSON	PRINT-COLOUR-EPSON	PRINT-EPSON
<input checked="" type="checkbox"/> Black & White	<input checked="" type="checkbox"/> Colour	<input checked="" type="checkbox"/> Black & White & Colour
<input checked="" type="checkbox"/> A4	<input checked="" type="checkbox"/> A4	<input checked="" type="checkbox"/> A4
<input checked="" type="checkbox"/> Double-sided	<input checked="" type="checkbox"/> Double-sided	<input checked="" type="checkbox"/> Double-sided

You can edit the default settings via **Printer Properties**.

1. From the **Print** menu of your open application, select **Printer Properties**.
2. **For single-sided printing:**
 - Select the 2-Sided Printing option and select “Off”.
3. **To print multiple pages on one sheet:**
 - Select the Multi-Page option, then select the required amount.



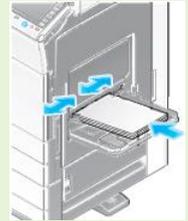
Printing onto headed paper, labels etc.

To print onto headed paper, labels etc., use the bypass tray on the side of the device



This provides a shelf for your input, e.g. headed paper, labels, etc.

Place your input **face up** between the guides as shown opposite with the foot fed towards the device.



1. From the **Print** menu, select **Printer Properties**.
2. Click the **Main** tab.
 - **Paper Type – Select letterhead**
3. Press **OK**, then **Print**.
4. Login to the device and print your document. You'll then be prompted to add the paper to the bypass tray.



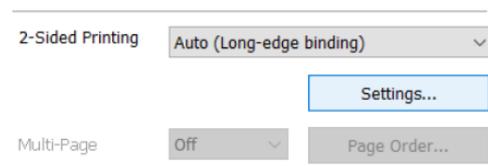
If using labels, **print onto each sheet once only** so the glue does not melt.

Printing booklets



Currently available for all MFD devices.

1. From the **Print** menu, select **Printer Properties**.
2. Click the **main** tab, then under **2 -sided printing**, click on **Settings**
3. Under the **create folded booklet** heading, tick the **booklet** box



Booklet prints each page of the booklet at half size.

Cancelling a Print Job In Progress

1. **Tap the job status** at the **Top** of the screen.
2. **Tap the job Status** button, and select the print job you wish to cancel.
3. With the job selected, **Tap Delete**

Further information and help

You'll find further guides on printing, copying and scanning – including [Print charges and paying for printing](#) – on our [Toolkit Printing resource](#).

If you encounter any problems, please contact the IT Service Desk: myit.abdn.ac.uk.

Undergraduate and Taught Postgraduate students with problems using their ID cards should contact the Infohub at infohub@abdn.ac.uk.