Quick Guide to Printing

About Campus Printing

Print files using:

**MFDs**
MFDs (Multi Function Devices) copy and scan, or print SELECTED items from your print queue. Some MFDs offer A3 and colour printing.

**Printers**
Printers print ALL of the items from your queue. Manage your queue using the e-pay Print Manage system online. Some printers offer colour printing.

You can:
- Print single or double-sided sheets
- Print in black and white or colour
- Change paper size (A4, A3, letter, legal)
- Change page orientation (landscape/portrait)
- Print booklets, labels, headed paper etc.

**Note:** Some MFDs have more functionality than others.

To print on campus, send your output to a holding queue. Print from this queue at any device, using your ID card or username/password to login. There are printers/MFDs in or near all PC classrooms, clusters and in public areas, and also on each floor of the library.

How to Print from a Campus PC

1. Send to print
2. Login to printer or MFD
3. Collect job and logout

Select a print queue. You can print in black & white (default) or colour.

Unprinted jobs are deleted from your queue after 4 days.

**MFD-PULL-BW** on desk-print.uoa.abdn.ac.uk (Staff)
**MFD-PULL-COLOUR** on desk-print.uoa.abdn.ac.uk (Staff)
**BW-pull-pcl** on class-print.uoa.abdn.ac.uk (Classroom)
**COLOUR-pull-pcl** on class-print.uoa.abdn.ac.uk (Classroom)

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

**MFD-PULL-BW**
- Black & White
- A4
- Double-sided

**MFD-PULL-COLOUR**
- Colour
- A4
- Double-sided

**BW-pull-pcl**
- Black & White
- A4
- Double-sided

**COLOUR-pull-pcl**
- Colour
- A4
- Double-sided

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

From the **Print** menu of your open application, select **Printer Properties**. In the Properties dialog, click the **Layout** tab.

**For single-sided printing:**
- Under **Print Type**, select **1-Sided** for single-sided. Press **OK**, then **Print**.

**To print multiple pages on one sheet:**
- Click the checkbox for Combination. Select the number of pages you want to combine, e.g. 2 in 1, 4 in 1.
Printing onto Headed Paper, Labels etc.

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

From the **Print** menu, select **Printer Properties**.

Click the **Layout** tab. Under **Print Type**, select **1-Sided**. Click the **Basic** tab. Under **Paper Tray**, select **Bypass Tray**. Press **OK**, then **Print**.

At the side of the MFD, the bypass tray opens downwards, providing a shelf for you to place your input face down between the guides.

Login to the MFD and print your document.

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

Printing Booklets

**Note:** Currently available for MFD-PULL-BW and MFD-PULL-COLOUR.

From the **Print** menu, select **Printer Properties**. Click the **Layout** tab. Under **Print Type**, select **Booklet**. Press **OK**, then **Print**. Fold your printout to create the booklet.

**Booklet** prints each page of the booklet at half size.

Cancelling a Print Job In Progress

Tap **Close** to close the printing window. Tap **Job List** at the top of the touch screen to view the list of jobs. Tap the job you want to cancel. Press **Delete** and press **Yes** to confirm.

Printing Charges and Payment

Charges for Undergraduates, Taught Postgraduates and Count Down card users (as of 1st August 2017):

<table>
<thead>
<tr>
<th>Black and White</th>
<th>Colour</th>
<th>Check Cost Before Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 Single sided</td>
<td>A4 Single sided</td>
<td>4p/side</td>
</tr>
<tr>
<td>A4 Double sided</td>
<td>A4 Double sided</td>
<td>3p/side</td>
</tr>
<tr>
<td>A3 Single sided</td>
<td>A3 Single sided</td>
<td>7p/side</td>
</tr>
<tr>
<td>A3 Double sided</td>
<td>A3 Double sided</td>
<td>5p/side</td>
</tr>
<tr>
<td>A4 Single sided (Double sided)</td>
<td>A4 Double sided</td>
<td>10p/side</td>
</tr>
<tr>
<td>A4 Double sided (Single sided)</td>
<td>A4 Single sided</td>
<td>9p/side</td>
</tr>
<tr>
<td>A3 Single sided (Double sided)</td>
<td>A3 Double sided</td>
<td>20p/side</td>
</tr>
<tr>
<td>A3 Double sided (Single sided)</td>
<td>A3 Single sided</td>
<td>18p/side</td>
</tr>
</tbody>
</table>

**All MFDs display the cost in the job list (at the start of the document name).**

**Note:** You can also find information on printing costs via **PrintManage**.

Undergraduates, Taught Postgraduates

Top-up your print budget in multiples of £1. Minimum top-up is £5. If you run out of credit, your items will not print.

**Top-up online via PrintManage utility**

- **Classroom PCs:** via the Desktop shortcut, or at [https://printmanage.abdn.ac.uk/](https://printmanage.abdn.ac.uk/)
- **Personal laptops/PCs:** go to [https://printmanage.abdn.ac.uk/](https://printmanage.abdn.ac.uk/) and switch user to **Use another account**. Type `uoa\username` (username is your login ID, e.g. `uoa\u01abc01`). Type your password. Click OK.

**Warning:** Once paid for, print credits are non-refundable. Students must not top-up more than is needed as remaining amounts will not be refunded.

Staff and Research Postgraduates

Your department may pay for your printing costs. Please check whether your department requires a limit to be set on your printing.

Temporary Staff and Visitors

**Count Down** cards are purchased in values of £10. Printing costs are deducted automatically from the card’s total value each time it is used.

**Count Up** cards (available from the IT Services Office, [www.abdn.ac.uk/staffnet/working-here/it-print](www.abdn.ac.uk/staffnet/working-here/it-print)) have no value associated with them. Printing costs are charged to the budget code allocated to the card each time it is used.

Further Information and Help

**Students:** [www.abdn.ac.uk/it/student/print](www.abdn.ac.uk/it/student/print)  **Staff:** [www.abdn.ac.uk/staffnet/working-here/it-print](www.abdn.ac.uk/staffnet/working-here/it-print)

If you encounter any problems please contact the Service Desk servicedesk@abdn.ac.uk. Undergraduate and Taught Postgraduate students with problems using their ID cards should contact Registry (Infohub).