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 MFD or printer.

MFDs allow you to print selected items from your print queue. Some have more functionality than others – for example, some offer A3 and/or colour printing, and some allow you to print booklets, labels, etc.

See IT Services Printing, Copying and Scanning for current MFD locations and functionality.

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. Choose from:
   - **Staff**
     - Pull-print-mono on PrintD.uoa.abdn.ac.uk
     - Pull-print-colour on PrintD.uoa.abdn.ac.uk
   - **Students on classroom PCs**
     - Pull-print-mono on PrintC.uoa.abdn.ac.uk
     - Pull-print-colour on PrintC.uoa.abdn.ac.uk
   - **Postscript** – for Apple Macs and non-windows devices
     - Pull-print-ps on PrintP.uoa.abdn.ac.uk

2. Log in to MFD – hold your staff/student ID card within a few inches of the card reader (usually located near the top right of the MFD, or login with your username and password.

3. Print your document:
   - **On an MFD**
     - Press Pull Print.
     - Press Select All or select an item.
     - Press blue Start button.
     - Press Menu, then Log Out.
   - **On a printer:**
     - All the jobs in your holding queue will print (make sure you want them all!)

4. Collect your printing and log out.

Unprinted jobs are deleted from your queue after 4 days.
Change default settings

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

<table>
<thead>
<tr>
<th>Pull-print-mono</th>
<th>Pull-print-colour</th>
<th>Pull-print-ps</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Black &amp; White</td>
<td>☑ Colour</td>
<td>☑ Black &amp; White &amp; Colour</td>
</tr>
<tr>
<td>☑ A4</td>
<td>☑ A4</td>
<td>☑ A4</td>
</tr>
<tr>
<td>☑ Double-sided</td>
<td>☑ Double-sided</td>
<td>☑ Double-sided</td>
</tr>
</tbody>
</table>

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

1. From the **Print** menu of your open application, select **Printer Properties**.
2. In the Properties dialog, click the **Layout** tab.
3. **For single-sided printing:**
   - Under **Print Type**, select **1-Sided** for single-sided. Press **OK**, then **Print**.
4. **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**. Press **OK**, then **Print**.

**Printing onto headed paper, labels etc.**

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

1. From the **Print** menu, select **Printer Properties**.
2. Click the **Layout** tab.
   - Under **Print Type**, select **1-Sided**. Click the **Basic** tab.
   - Under **Paper Tray**, select **Bypass Tray**.
3. Press **OK**, then **Print**.
4. Login to the MFD and print your document.

---

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

Currently available for Pull-print-mono and Pull-print-colour.

1. From the Print menu, select Printer Properties.
2. Click the Layout tab and under Print Type, select Booklet.
3. 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

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

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.