Quick Guide to Printing

About Campus Printing

Multi-Function Devices (MFDs)

Copy and scan or print SELECTED items from your print queue. Some MFDs offer A3 and colour printing.

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.

You cannot:
- Print directly from a USB device.

In order to use the PrintManage service, you must be on the campus network, i.e. wired network (office or classroom computer), wireless (eduroam, uoa-corporate), using the VDI or VPN, or Direct Access (on a University managed device).

How to Print from a Campus PC

1. Set your document to print and select a print queue. Choose from:
   - 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)

2. Log in at any device, using your ID card or username/password. There are printers/MFDs in or near all PC classrooms, clusters and in public areas, and on each floor of the library.

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

4. Collect job and log out.

Unprinted jobs are deleted from your queue after 4 days.

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

<table>
<thead>
<tr>
<th>MFD-PULL-BW</th>
<th>MFD-PULL-COLOUR</th>
<th>BW-pull-pcl</th>
<th>COLOUR-pull-pcl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; White</td>
<td>Colour</td>
<td>Black &amp; White</td>
<td>Colour</td>
</tr>
<tr>
<td>A4</td>
<td>A4</td>
<td>A4</td>
<td>A4</td>
</tr>
<tr>
<td>Double-sided</td>
<td>Double-sided</td>
<td>Double-sided</td>
<td>Double-sided</td>
</tr>
</tbody>
</table>
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.

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.

**Note:** 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.

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

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

1. From the **Print** menu, select **Printer Properties**.
2. Click the **Layout** tab.
   - 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.
Printing Charges and Payment (as of January 2021)

Charges for Staff, Research and Taught Postgraduates, Undergraduates, and Count Down card users:

<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 3p per sheet</td>
<td>A4 single sided 10p per sheet</td>
<td>All MFDs display the cost in the job list (at the start of the document name).</td>
</tr>
<tr>
<td>A4 double sided 5p per sheet</td>
<td>A4 double sided 19p per sheet</td>
<td>Note: You can also find information on printing costs via PrintManage.</td>
</tr>
<tr>
<td>A3 single sided 4p per sheet</td>
<td>A3 single sided 11p per sheet</td>
<td></td>
</tr>
<tr>
<td>A3 double sided 6p per sheet</td>
<td>A3 double sided 20p per sheet</td>
<td></td>
</tr>
</tbody>
</table>

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

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- Classroom PCs: via the Desktop shortcut, or at https://printmanage.abdn.ac.uk/
- Personal laptops/PCs: go to 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) 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
Staff: 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).