


# 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.

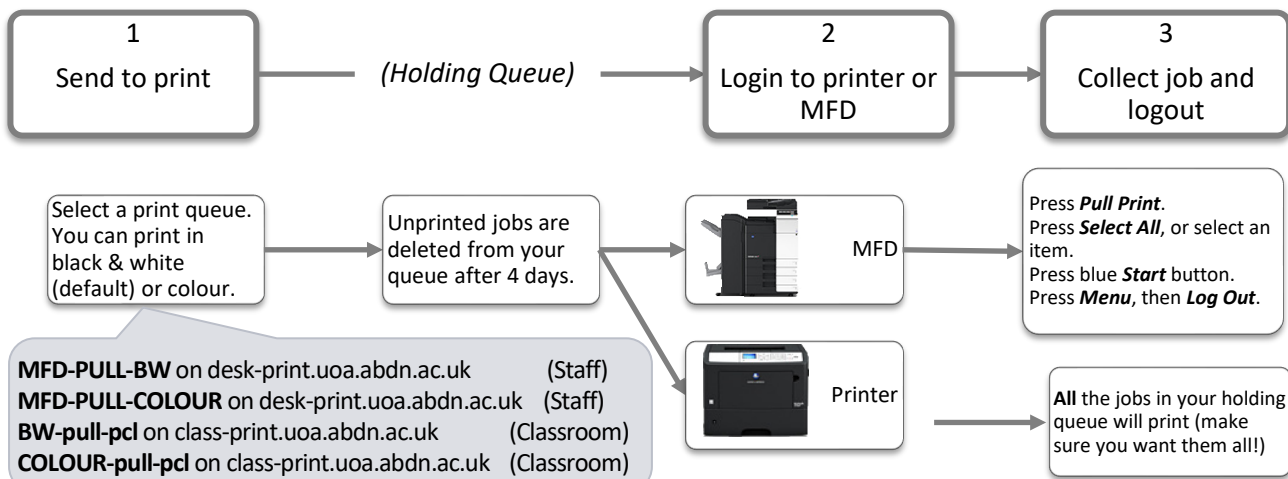
**You can:**

- 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



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

MFD-PULL-BW	MFD-PULL-COLOUR	BW-pull-pcl	COLOUR-pull-pcl
<input checked="" type="checkbox"/> Black & White	<input checked="" type="checkbox"/> Colour	<input checked="" type="checkbox"/> Black & White	<input checked="" type="checkbox"/> Colour
<input checked="" type="checkbox"/> A4	<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	<input checked="" type="checkbox"/> Double-sided

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

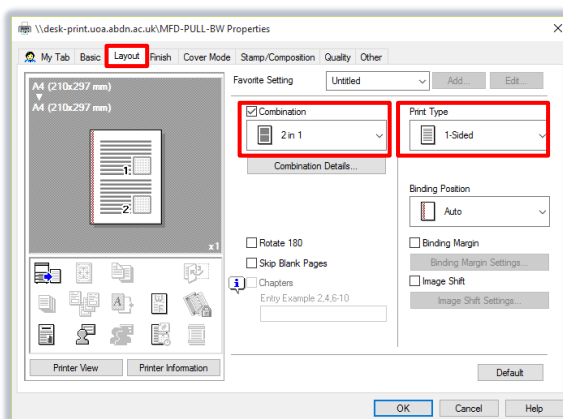
From the **Print** menu of your open application, select **Printer Properties**. In the Properties dialog, click the **Layout** tab.

**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.

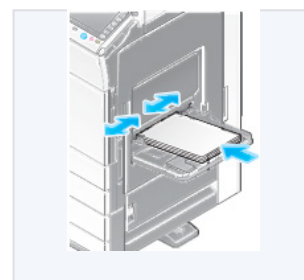
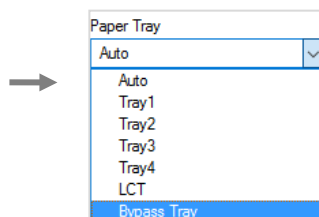
To print onto compliment slips, headed paper, labels etc., use the bypass tray on the side of the MFD.

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.

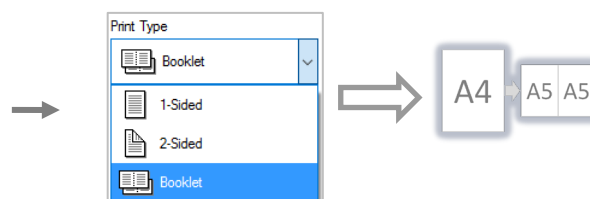


## Printing Booklets

**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 (as of January 2018)

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

Black and White		Colour	Check Cost Before Printing	
A4 single sided	3p per sheet	A4 single sided	10p per sheet	All MFDs display the cost in the job list (at the start of the document name). <b>Note:</b> You can also find information on printing costs via <a href="#">PrintManage</a> .
A4 double sided	5p per sheet	A4 double sided	19p per sheet	
A3 single sided	4p per sheet	A3 single sided	11p per sheet	
A3 double sided	6p per sheet	A3 double sided	20p per sheet	

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

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