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

2. **Login to printer or MFD**
   - Unprinted jobs are deleted from your queue after 4 days.
   - Press *Pull Print*. Press *Select All*, or select an item. Press blue *Start* button. Press *Menu*, then *Log Out*.

3. **Collect job and logout**
   - All the jobs in your holding queue will print (make sure you want them all!)

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

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

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 January 2018):

<table>
<thead>
<tr>
<th></th>
<th>Black and White</th>
<th>Colour</th>
<th>Check Cost Before Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 single sided</td>
<td>3p per sheet</td>
<td>A4 single sided</td>
<td>All MFDs display the cost in the job list</td>
</tr>
<tr>
<td>A4 double sided</td>
<td>5p per sheet</td>
<td>A4 double sided</td>
<td>(at the start of the document name).</td>
</tr>
<tr>
<td>A3 single sided</td>
<td>4p per sheet</td>
<td>A3 single sided</td>
<td>Note: You can also find information on</td>
</tr>
<tr>
<td>A3 double sided</td>
<td>6p per sheet</td>
<td>A3 double sided</td>
<td>printing costs via PrintManage.</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

- 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).