

Printing – An introduction for students

How do I print?

All printing on campus is via networked **multi function devices (MFDs)** and **printers**.

You can also use MFDs for **copying** and **scanning**.

Whether you're working on a classroom PC, or on your personal laptop over the wireless network, you send your output to a **holding queue**.

You can then print from this queue at **any MFD or printer**.

Simply hold your student ID card within a few inches of the card reader (usually located near the top right of the MFD/printer, or login with your username and password.

Printers will print ALL of the items in your print queue by default, but you can delete items from your print queue before you print using the [PrintManage system](#).

Note: Direct printing from a USB device is not possible.

Where can I print?

There are printers/MFDs in or near to **all PC classrooms** and clusters and in public areas, and at least one MFD or printer on **each floor of the Sir Duncan Rice Library**.

How much does printing cost?

At January 2018:

Black and White

A4 single sided 3p per sheet

A4 double sided 5p per sheet

A3 single sided 4p per sheet

A3 double sided 6p per sheet

Colour

A4 single sided 10p per sheet

A4 double sided 19p per sheet

A3 single sided 11p per sheet

A3 double sided 20p per sheet

How do I pay for printing?

- You have a **printing budget** from which charges for all printing and copying are deducted.
- New students start off with an initial print budget of **£1**.
- Each time you use your ID card to print or copy, the cost is deducted automatically from your printing budget.
- As long as your budget remains in credit you can print.

PrintManage

1. Use the **PrintManage** utility to check your balance and to top up online using the e-pay system:
 - On classroom PCs: via the Desktop shortcut, or [online](#)
 - On personal laptops: go to <https://printmanage.abdn.ac.uk/> and switch user to use another account.
2. Type **uoa\username** (replacing username with *your* login ID, e.g. **uoa\u99jb19**).
3. Type your password.
4. Click **OK**.

All payments are made in exact multiples of **£1**. Minimum payment **£5**. Maximum balance **£20**.

Warning: Once paid for, print credits are non-refundable. You must not top-up more than you need as remaining amounts will not be refunded.

Where can I find out more?

See our [downloadable user guides](#) for information about printing, copying and scanning.

Further information and help

Contact the [University's IT Service Desk](#)