Printing – an introduction for students

How do I print?

All printing on campus is via networked **multi function devices (MFDs)**. You can also use MFDs for **copying** and **scanning**.

Whether you're working on a classroom PC or on your personal laptop, you send your output to a **holding queue**. You can then print from this queue at **any MFD**.

- Simply hold your 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.

- 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 [PaperCut print service](#).

> ⚠️ In order to use the **PaperCut** print service, you must have an internet connection.
> Login using your username (e.g. **u99jb19** or **t99jb19**) and password.

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

Where can I print?

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

> 💡 **Note:** Not all MFDs can print 2-sided and/or in colour. See [IT Services Printing, Copying and Scanning](#) for locations and functionality.

How much does printing cost and how do I pay for it?

You have a printing budget from which charges for all printing and copying are deducted. 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. New students start off with an initial print budget of £1. Use the PaperCut print service to check your balance and to top up online.

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](#)

- [Quick guide: Printing from a networked PC on campus](#)
- [Quick guide: Photocopying using MFDs](#)
- [Quick guide: Scanning using MFDs](#)
- [Remote printing from your computer via a web browser](#)
- [Print from an iOS device](#)
- [Print from an Android device](#)
- [Print charges and paying for printing](#)

If you encounter any problems, please contact the IT Service Desk: [myit.abdn.ac.uk](#).