Printing – An Introduction

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.

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 August 2017:

Black and White
A4 single sided 4p/side
A4 double sided 3p/side
A3 single sided 7p/side
A3 double sided 5p/side

Colour
A4 single sided 10p/side
A4 double sided 9p/side
A3 single sided 20p/side
A3 double sided 18p/side
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](https://printmanage.abdn.ac.uk/)
   - On personal laptops: go to [https://printmanage.abdn.ac.uk/](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\u01abc01**).
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](#)