How UniPrint works

- It’s a pull-print system. This means once you click ‘print’ on the computer, you can retrieve your document from any device.
- There are over 50 devices at the University you can use.
- You can use UniPrint on any University PC or install the printer on your own laptop from Apps Anywhere.
- Selected devices offer colour and A3 printing. Check the sign on the front of the printer or look on the IT website for details.

Top up your print credits

- Go to a payment kiosk.
- Enter your payment details online at myprint.st-andrews.ac.uk

The display screen

- Sign out
- Print
- Make copies
- Scan to email
- Scan to USB
- Switch between staff and student account
- Go back
Print from a University PC

<table>
<thead>
<tr>
<th>Format</th>
<th>Available</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4</td>
<td>✔️</td>
<td>Scan to email ✔️</td>
</tr>
<tr>
<td>A3</td>
<td>❌</td>
<td>Scan to USB ✔️</td>
</tr>
<tr>
<td>Colour</td>
<td>❌</td>
<td>Copy ✔️</td>
</tr>
<tr>
<td>Staple</td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>

Need A3 or colour printing?
Check the label on the front of the device before you sign in.

1. Tap your ID card against this to log in and out of the device.

2. Select **Print release**.

   ![Print release]

3. Select your print job.

4. Use the ➔ button to check your print settings or make copies.

5. Click **Print** and collect your document.

If you also work at the University, you’ll be asked to choose between your student and staff account when you sign in.
Scanning

Place your document either:
- Scanning: faced down on the glass, or
- on the document feeder

To email

1. Select **Email**.
2. Change the settings to suit your document.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preview</td>
<td>Select which pages to scan from a preview</td>
</tr>
<tr>
<td>Output Colour</td>
<td>Auto-detected but can be changed to colour or black and white</td>
</tr>
<tr>
<td>2-Sided Scanning</td>
<td>One or two sided</td>
</tr>
<tr>
<td>Original Type</td>
<td>Select text or image to change the sharpness</td>
</tr>
<tr>
<td>Lighten/ darken</td>
<td>Choose darken if the text is written in pencil</td>
</tr>
<tr>
<td>Original Orientation</td>
<td>Portrait or landscape</td>
</tr>
<tr>
<td>Original Size</td>
<td>A4 by default</td>
</tr>
<tr>
<td>Remove blank pages</td>
<td>This is turned off by default</td>
</tr>
</tbody>
</table>

3. Click **Send**.

To USB

1. Select **USB** and insert your USB.
2. Change the settings to suit your document.
3. Click **Send**.
Copying

1. Place your document either on the document feeder or the glass, as shown in the scanning guide.

2. Select Copy and select the number of copies you’d like.

3. Change the settings to suit your document.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output Colour</td>
<td>Auto-detected but can be changed to colour or black and white</td>
</tr>
<tr>
<td>2-Sided</td>
<td>One or two sided</td>
</tr>
<tr>
<td>Paper Supply</td>
<td>Automatically selected</td>
</tr>
<tr>
<td>Collated</td>
<td>Choose darken if the text is written in pencil</td>
</tr>
<tr>
<td>Staple</td>
<td>Your document won’t staple by default and this is only supported on some devices</td>
</tr>
<tr>
<td>Reduce / Enlarge</td>
<td>100% by default</td>
</tr>
<tr>
<td>Booklet Creation</td>
<td>Turn off or on</td>
</tr>
<tr>
<td>Front Cover</td>
<td>Turn off or on</td>
</tr>
</tbody>
</table>

4. Click Start.
Print from your Windows laptop
Install the printer from Apps Anywhere or connect to the printer queue manually.

Apps Anywhere

1. Sign in to AppsAnywhere. (appstore.st-andrews.ac.uk)
2. If you haven't used AppsAnywhere before, you may need to set it up first. Instructions are on the IT website.
4. Click Download.
5. Double click on the download file to install.
6. Run the downloaded file.
Next time you print, you’ll see UniPrint on your list of available printers.

Manually

1. Type into the Cortana search bar \print.st-andrews.ac.uk.
2. Select Enter on your keyboard.
3. A window will pop up.
4. Right-click queue and select connect.
5. Once installed, you will see UniPrint as an option in the print menu.
Print from your MacBook

Install the printer from Apps Anywhere.

**Apps Anywhere**

1. Sign in to AppsAnywhere. (appstore.st-andrews.ac.uk)
2. If you haven't used AppsAnywhere before, you may need to set it up first. Instructions are on the IT website.
4. Click Install.
5. Run the downloaded file.

Next time you print, you’ll see UniPrint on your list of available printers.

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**Getting help**

If you need help installing your print or working the devices, contact the IT Service Desk:

- In person at the IT help point in the Main Library
- By phone 01334 46 3333
- By email itservicedesk@st-andrews.ac.uk
- Log a call using st-andrews.ac.uk/itselfservice

Visit the IT website for printing costs and guides:
st-andrews.ac.uk/it-support