UniPrint
Print, copy and scan facilities for students
UniPrint allows you to
- Print/copy/scan from over 60 devices
- Print/copy/scan in colour (selected devices)
- Print/copy in A3 (selected devices)
- Printing wirelessly from your laptop
- Collect your printing job(s) within 24 hours
- Top-up your print quota online or at a payment kiosk

To use a device
1. Place your ID card over the card reader to log in
2. Select option (print, copy or scan)
3. Follow the on-screen instructions
4. Place your ID card over the card reader to log out

Printing from a University PC
Not all printers can print A3 or colour - please use a printer that has this functionality (each printer is labelled with what it can do).

1. Select ‘PRINT’ - your print job can be collected within 24 hours
2. Scan your ID card over the card reader to login
3. Select ‘PULL PRINT’ and choose the documents you wish to print following the on-screen instructions. When you have collected your printing, place your ID card over the card reader to log out

Scanning
It’s free providing you have a print quota in your account

Place your ID card over the card reader to log in. Tap ‘E-mail’ or ‘Save to USB’

To email
1. Place the original document in the document feeder or on the upper left corner of the glass
2. Tap ‘Email’
3. Tap ‘File Name’ text box to open the keyboard and type the file’s name. Tap ‘More Options’ for additional options
4. Tap ‘Start’
5. To return to the Home screen, tap the ‘Home’ button in the upper left corner of the screen

To USB (on selected devices)
1. Place the original document in the document feeder or on the upper left corner of the glass
2. Tap ‘Save to USB’
3. Select a folder for the file and tap ‘OK’
4. Tap ‘File Name’ to open the keyboard, type the file’s name and tap ‘OK’
5. Tap ‘Start’
6. To return to the Home screen, tap the ‘Home’ button in the upper left corner of the screen
**Copying**

1. Place your ID card over the card reader to log in. Tap ‘Copy’

2. You will be presented with the copying options - make your selection and follow the on-screen instructions.

A detailed guide can be found attached to each device if your need further assistance.

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**Printing from a Windows device**

1. Open a web browser and navigate to Apps Anywhere https://appstore.st-andrews.ac.uk

2. Search for ‘UniPrint’ and select ‘Download’

3. Select ‘Run’.

This box might appear different, depending on the browser and Windows version you are using.
Printing from a Windows device

4. Enter your username e.g. xxx@st-andrews.ac.uk and password. Ensure ‘remember me’ is ticked and click ‘OK’

5. The Uniprint service has now been added to your device

Printing from a Mac device

1. Open a web browser and navigate to Apps Anywhere https://appstore.st-andrews.ac.uk

2. Search for ‘UniPrint’, select ‘Install’ and UniPrint will start installing

3. Click the ‘Apple’ logo in the top left corner. Select ‘System Preferences’, ‘Print & Scan’ to open the ‘Printers & Scanners’ window.


When printing a document from within an application you will have to authenticate with your username and password