Before you start, you may need access to the following:

- a Bryn Mawr College account
- a laptop or desktop with internet access
- an activated OneCard

Printing overview: How it all works

Printer types

Two categories of printers are available on campus -- see the table below for more information.

<table>
<thead>
<tr>
<th>Printer Type</th>
<th>Who can use them</th>
<th>Where they're located</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Lab printers</td>
<td>BMC Community and visitors</td>
<td>Canaday, Carpenter, and Collier libraries</td>
</tr>
<tr>
<td>Departmental printers</td>
<td>Faculty, staff, and student workers</td>
<td>Office spaces</td>
</tr>
</tbody>
</table>

Multi-printer queues

To use the printers above, you'll need to add one of the print queues listed below to send documents over the network to a group of printers.

<table>
<thead>
<tr>
<th>Print queue</th>
<th>Where they print to</th>
<th>Color?</th>
</tr>
</thead>
<tbody>
<tr>
<td>LabPrint</td>
<td>all public lab printers</td>
<td>black &amp; white only</td>
</tr>
<tr>
<td>LabPrintColor</td>
<td>all public lab printers</td>
<td>color</td>
</tr>
<tr>
<td>Canon-Secure</td>
<td>all Canon printers</td>
<td>black &amp; white only</td>
</tr>
<tr>
<td>CanonColor-Secure</td>
<td>all Canon printers</td>
<td>color</td>
</tr>
</tbody>
</table>

Faculty/Staff: why use Canon-Secure?

Printing in Color vs. Black & White

Direct printer queues

To print directly to a specific printer, a print queue is needed to send the job over the network.
Releasing your print job

Multi-Printer Queues: Where do I go?

For these queues, jobs aren't released immediately. Instead, you must go to any printer that you'd like to release from and follow the instructions below.

Multi-Printer Queues (Canons):

Direct Printer Queues (Canons, HPs):

Adding a print queue

Option 1: from a personal computer

Windows ()

Option 2: from a College computer

(office, loaner, public, lab, etc.)

Windows ()

macOS ()

Scan & Copy (Canons)

- Black & White Copy
- Color Copy
- Tips: Making Accessible Scans

Scan to Network Drive

Scan to USB

Want to learn more? Register with Canon e-learning using the Serial Number of your printer.

Student Workers: Departmental Printer
Permissions

The following applies to: student workers, lab assistants, interns, etc.

Faculty and staff can grant access to a specific departmental printer for student workers that they supervise. This can be done in two ways:

- If you use Group Manager, you can provide and revoke access.
- If you don't use Group Manager, email the Help Desk:
  - permissions must be requested in writing
  - the request must come from the relevant supervisor
  - contact the Help Desk to revoke permissions

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the Help Desk!

Phone: 610-526-7440 | Library and Help Desk hours
Email: help@brynmaur.edu | Service catalog
Location: Canaday Library 1st floor