

# Print from a public printer

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Public printers can be used to **print, copy, and scan** by anyone with a College account, including **Haverford students** and visitors with a [visitor account](#). These printers can be found in computer labs in Canaday, Carpenter, and Collier Libraries; see [Computer Labs and Printing](#) for details.

Related documentation about **printing and scanning**:

- [Print with a departmental printer](#)
- [Scan and copy with printers](#)

Before you start, you will need the following:

- a College account (A [visitor account](#) or Haverford account will work.)

## Send a print job to the public printers

The public printers are all part of a secure [printer group](#), *secure* meaning only you can print your documents.

To print at a public printer is a **two-step** process:

1. Send your document as a [print job](#) to the [public printer group](#) using one of the following methods:
  - traditionally print via a **computer** ([Use a computer](#))
  - attach the document to an **email** ([Use email](#))
2. Print out, or *release*, the document from any public printer (covered in [Release a print job](#) below).

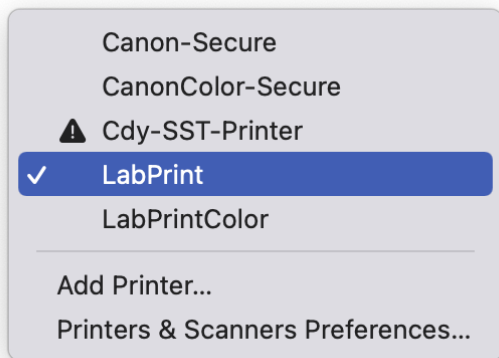
## Use a computer

When printing from a computer, two [print queues](#) are available to connect to the public printers:

- **LabPrint**, the black and white queue
- **LabPrintColor**, the color queue

Select either of these queues, as shown in figure 1.

**Attention:** You must [add a print queue](#) to your computer before you can see it or select it in your print dialog. This doesn't apply if you are using a [lab computer](#); all computers in public labs are connected to LabPrint and LabPrintColor automatically.



**Figure 1.** An example list of available printers on a computer where both LabPrint and LabPrintColor have been added.

Either LabPrint or LabPrintColor can be used to print at *any* public printer, color or black and white, but keep the following point in mind:

- To print in color, select **LabPrintColor** on your computer and release at a **color printer**.

After selecting a public print queue, click **Print** to send the document to the printer group. Then [release it at a printer](#).

**Tip:** Not seeing LabPrint or LabPrintColor in the list of printers?

- **Lab computer:** Try signing in to another lab computer, restarting the computer, or following the steps to [use a College computer](#).
- **Other computer:** Make sure you've [added the print queue](#) to the computer.

If you're still having trouble, reach out to the [Help Desk](#)!

## Use email

As of January 17th, 2023 printing via email is **nonfunctional**. LITS is currently working to restore the service; check the [LITS Blog](#) for any updates and please send any questions to the [Help Desk](#)!

The following instructions are listed for archival purposes.

## Release a print job at a printer

Before you can *release*, or print out, your document, you must [send it to the public printers](#).

You can print your documents at any public printer. *Only you* can print documents you sent to the

printers; the printer will identify you when you log in with your OneCard or College credentials.

At a public printer, complete the following steps to print your documents:

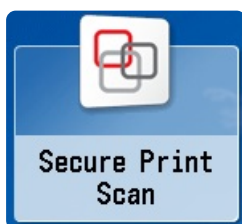
1. Log in to the printer:

*Bryn Mawr personnel:* tap your OneCard on the panel next to the printer screen.

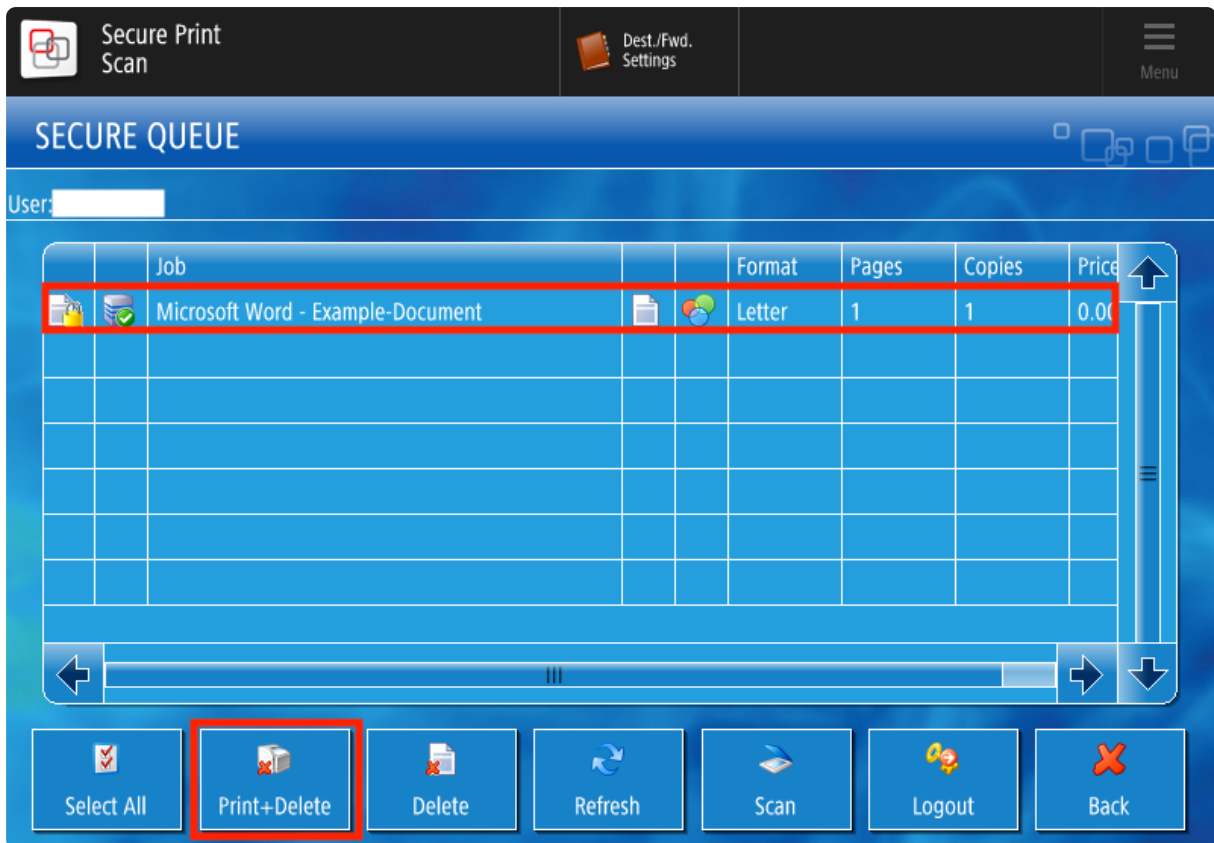
*Haverford personnel and visitors with a [visitor account](#):*

- a. Tap the **User Name** field.
- b. *Haverford personnel:* enter your **Haverford College username** followed by `@quaker.haverford.edu` .  
  
*Visitors:* enter your **visitor account username** (including `@brynmawr.edu` ).
- c. Tap **OK**.
- d. Do the same in the **Password** field with your College or visitor account password.
- e. Tap **Login**.

2. Tap **Secure Print Scan**. The button may be labelled **Secure Print** on some printers.



3. Tap **Print**. A queue of documents you've sent opens.
4. Select the documents you want to print out, then tap **Print+Delete**, as seen in figure 2. The copier begins printing.



**Figure 2.** Print jobs will display in your secure queue on the printer.

5. Tap **Print+Delete**. The copier begins printing.
6. Tap **Logout** when you've finished. The copier will continue to print.

## Add a printer

Before you can send a print job to the public printers from a computer you brought to campus, you need to **add** the LabPrint and/or LabPrintColor queue to your computer.

### Add to personal Windows

1. Open the **Settings app**:
  - a. Open the **Start menu** (press the **Windows** key).
  - b. Enter **settings**.
  - c. Select **Settings** (app) from the search results.
2. Select **Bluetooth & devices** (or **Devices** in Windows 10).
3. Select **Printers & scanners**.
4. Click **Add device** (or **Add a printer or scanner** in Windows 10).
5. Wait for **The printer that I want isn't listed** to appear. Click **Add manually** (or simply on **The printer that I want isn't listed** in Windows 10).

**Warning:** If you wait long enough, a list of network printers appears. **Do not add printers from this list; they will not work.**

You can still find the **Add manually** (or **The printer that I want isn't listed** in Windows 10) link below the list.

- a. If prompted, click **Yes** to allow the app to make changes to your device.
  - b. The *Add Printer* window opens.
6. Choose **Select a shared printer by name**.
  7. Enter the address for LabPrint or LabPrintColor:

**Attention:** The following addresses use backslash \ characters. The key for these is typically located above **Enter**.

LabPrint: \\uniflowrspi2019.brynmawr.edu\LabPrint


LabPrintColor: \\uniflowrspi2019.brynmawr.edu\LabPrintColor

8. Click **Next**, then click **Install Driver** if prompted.
9. Click **Next** and then **Finish**.
10. If you are prompted to authenticate to print, enter your **College username and password**.

Now the print queue will appear in the list of printers you can use to [send a document to the printers](#).

## Add to a personal Mac

**Warning:** Follow the instructions below completely; the final step, authenticating your first print job, is critical.

1. In the Menu Bar, select **Apple  > System Preferences**.
2. Click **Printers & Scanners**.
3. Open the **Add Printer** window: click + at the end of the **Printers** list.
4. If necessary, add the **Advanced** (two gears) button to the Add Printer toolbar:

Your browser does not support HTML5  
video.

**Figure 3.** The **Advanced** button must be dragged to the Add Printer window to connect a College printer.

**Note:** The *toolbar* is the space directly below the **Add Printer** window title.

- a. Open the Customize Toolbar dialog:
  - i. **Control-click** an empty point in the toolbar (i.e., not a button in the toolbar), as shown in figure 3.
  - ii. Select **Customize Toolbar** from the context menu. The dialog opens.
- b. Drag the **Advanced** (two gears) button from the Customize Toolbar dialog to the toolbar of the Add Printer window.
- c. Click **Done**.
5. Click the **Advanced** (two gears) button. The window loads briefly.
6. Enter the following information:
  - **Type:** Select **Windows printer via spoolss**.
  - **URL:** `smb://` will auto-fill. Leave this as-is and enter the print queue's address after it:  
`uniflowrsps2019.brynmawr.edu/LabPrintColor`
  - **Name:** Enter a name of your choice. We recommend "LabPrintColor" for clarity.
  - **Use:** Select **Generic PostScript**.
7. Click **Add**.
8. If prompted, select **Duplexer**, and then click **OK**.

**Warning:** The following step is critical to completing this procedure successfully. Read the instructions completely.

9. Print a test page. If you are prompted to enter a username and password, first **delete any auto-filled text**, and then enter your College username and password.

Now the print queue will appear in the list of printers you can use to [send a document to the printers](#).

## Add to a College computer

If you're using a College **Windows** computer, **LabPrint** and **LabPrintColor** are listed as printers in the *printer directory*, or list of available network printers. If you're using a College **Mac**, they are listed under **Printers** in Software Center. You can add these printer groups and departmental printers to your computer by following the steps to [use a College computer](#) to print with a departmental printer.

All computers in [public labs](#) are connected to LabPrint and LabPrintColor automatically.

## 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@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor

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