Print from a public printer

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:
- Add 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.
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

You can send some types of documents to the public printers by attaching them to an email with the following steps:

1. Open your College @brynmawr.edu email account. Other accounts will not work.
2. Compose a new email message to labprint@brynmawr.edu. (This address can print in color.)
3. Attach your document files to the message. Only the following file types will work: DOCX (Word), XLSX (Excel), PPTX (PowerPoint), and PDF.

Attention employees: Employee timesheets are XLSM files and cannot be printed using this method. Use a lab computer to print these files instead.
4. Send your message. Depending on email traffic, it may take five minutes or more for your documents to appear at the printer.

Once you've sent the message, follow the steps to release it at a printer.

## 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 username and password.

At a public printer, use 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, enter your College email address or visitor account username (including @brynmawr.edu), and then tap OK.
     b. Do the same in the Password field with your College password or visitor account password.
     c. 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.
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 **Control Panel**:
   a. Open the **Start menu** (press the **Windows** key).
   b. Enter `control panel`.
   c. Select **Control Panel** (app) from the search results.
2. Select **Devices and Printers**.
3. Click **Add a printer** in the Control Panel ribbon menu. The **Add a Device** window opens.
4. Click **The printer I want isn't listed**. The **Add Printer** window opens.
5. Choose **Select a shared printer by name**.
6. Enter the address for LabPrint or LabPrintColor:

   **Attention**: The following addresses use backslash `\` characters, which are typically found in the key above **Enter**.
7. Click Next, then click Install Driver if prompted.
8. Click Next and then Finish.
9. 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

Due to technical difficulties, the public printers cannot be added in macOS at this time. The instructions hidden in the Show more button below will not work. Until the issue is resolved, please use email or a lab computer to print.

We apologize for the inconvenience!

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. On macOS, they are listed under Printers in Software Center. You can add these printer groups to your computer by following the steps to add from a College computer in “Print and scan: Overview.”

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 | Service catalog
Location: Canaday Library 1st floor