Print from a public printer

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Tags: Canon printers   Students

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).
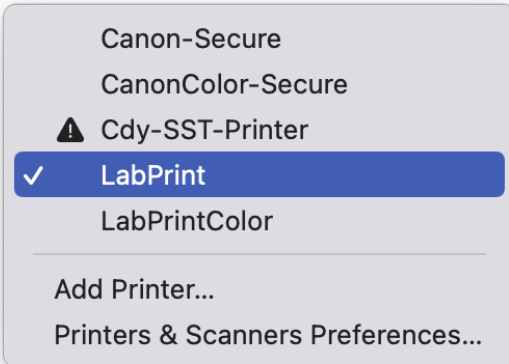
Use a computer

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.

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

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:

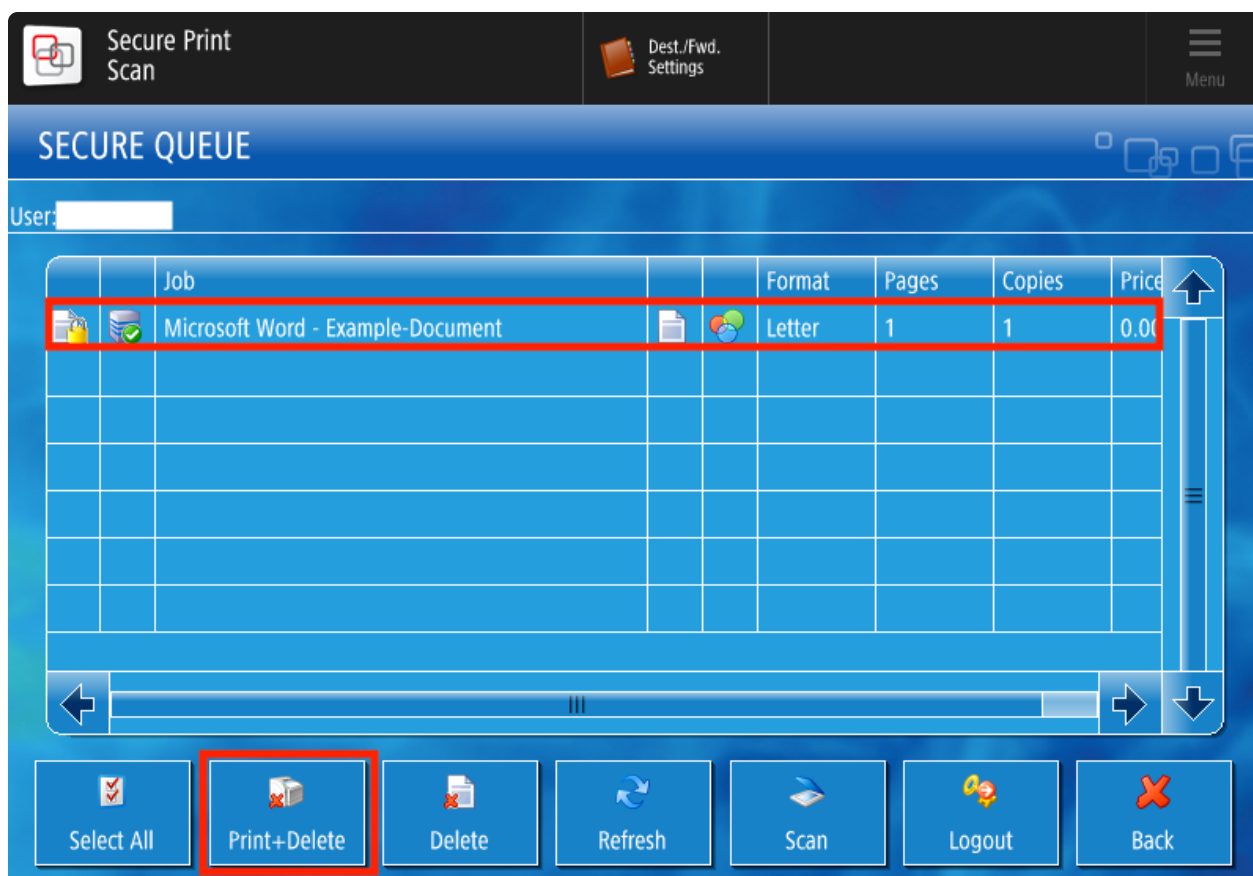   *Bryn Mawr personnel:* tap your OneCard on the panel next to the printer screen.

   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: `\\uniflowrsps2019.brynmawr.edu\`**LabPrint**

LabPrintColor: `\\uniflowrsps2019.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 your 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 Settings**.
2. Click **Printers & Scanners**.

3. Click **Add Printer, Scanner, or Fax…** to open the Add Printer window.

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:

- ○ **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**
   - ○ Haverford personnel should enter *username***@quaker.haverford.edu** and their **Haverford password**.

Now the print queue will appear in the list of printers your 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 | Service catalog ⧉
Location: Canaday Library 1st floor