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**:

- 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.
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. This will not work with a visitor account.

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 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.
   c. 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.
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. The key for these is typically located 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

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

1. In the Menu Bar, select Apple menu > 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:
  
  `uniflowrps.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 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