

Print with a departmental printer

Last Modified on 01/08/2024 11:53 am EST

Departmental printers are available throughout campus for the use of faculty and staff members. Students **cannot** use these printers unless they've been granted [specific permissions](#). To locate a departmental printer, ask the nearest administrative assistant or look at the name of the print queue, where a floor or room number is typically listed.

Related articles about **printing and scanning**:

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

Before you start, you will need the following:

- a College account as a member of the Faculty or Staff, or as a student employee with [specific permissions](#)

Types of departmental printer

There are two brands of departmental printers: *Canon multifunction copiers* and *HP printers*.

Canon multifunction copiers can be used to **print, copy, and scan**; they are the same devices as found in the public labs. Some of these copiers can print in color; you can tell by whether or not *color* is in the name of the [print queue](#).

HP printers can be used to **print** and some of them can print in color. Similar to the Canon copiers, you can tell by whether or not *color* is in the name of the [print queue](#).

Types of print queue

Direct print queues.

All departmental printers have a [direct print queue](#) you can add to your computer. This allows you to send a [print job](#) to the printer automatically print instead of needing to *release* the job by first going to the printer and signing in.

Group print queues.

All Canon copiers are also part of a [Canon printer group](#). This group of printers all share two print queues:

Canon-Secure for black and white and **CanonColor-Secure** for color. Both queues can be used to print to any Canon copier, whether it is color or black and white. This includes copiers in [public labs](#). There is no similar printer group for HP printers.

- To print in color from the Canon printer group, print to **CanonColor-Secure** and release from a **Canon color copier**.

Adding and printing to the Canon-Secure print queues is the same as with any other printer (instructions for this are in the following sections).

The difference in using a group print queue comes when you go to the printer to pick up your documents; you must [release your print job](#) before it will print out.

Tip: Use Canon-Secure instead of a direct printer queue in the following situations:

- When you want to ensure you're the only person to access your print jobs, as only you can [release them](#)
- When you want to easily print to any Canon across campus without adding individual departmental printers

Send a print job to a departmental printer

You can send documents to departmental printers traditionally from a [College](#) or [personal](#) computer. You must add the printer to the computer before you can print with it; complete the procedure in the following sections that corresponds to the computer you're using.

You can also send common file types to the [Canon printer group](#) via [email](#); this process doesn't require any setup.

Use a College computer

On College computers, network printers can be added from a directory list. See the following sections for instructions to open and use this directory in Windows and macOS.

Add to College 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. Select **Find a printer in the directory**, then click **Next**. The *Printers* directory opens.
7. Search for the **printer** or **printer group** you'd like to add:
 1. Click **Find Now** to load the list of available printers.
 2. At the top of the list, click **Name** to sort the list alphabetically.
 3. Browse the list for the printer you want to add.

Tip: Printer names begin with a building code; look for your printer under the first letter of the building's name. You can also narrow the search results by entering only this letter in the **Name** field and clicking **Find Now** again.

8. Click the **printer's name**, then click **OK**.
9. If prompted to install drivers, click **Install**.
10. Print a test page to confirm it worked!

Add to a College Mac

1. Open **Software Center**. You can do so with the following steps:
 - a. Open **Finder**.
 - b. Go to the **Applications** folder.
 - c. Double-click **Software Center**, then wait for the app to launch.
2. In the sidebar, select **Browse > Drivers**.
3. Click **Install** below *Canon PostScript Print Drivers* and below *HP Printer Drivers*.
4. In the sidebar, navigate to **Browse > Canon Printers** or **> Printers**.
5. Click **Install** below the print queue you wish to add.
6. Wait some time for Software Center to finish installing the print queue.
7. Print a test page to confirm it worked!

Use a personal computer

Most personal computers running supported versions **Windows** or **macOS** can connect to the network printers. ChromeOS, Linux, iOS, and Android are **not supported**.

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 from the following options that corresponds to the printer's brand. Insert the **printer** or **printer group's name** where indicated by the `[printer name]` placeholders.

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

Canon multifunction copier: `\\uniflowrsps2019.brynmawr.edu\[printer name]`

HP printer: `\\print.brynmawr.edu\[printer name]`

Tip: Not sure of a print queue's name? Ask your department's administrative assistant or [contact the Help Desk](#). If the printer is a Canon copier, remember you can print to it with the Canon-Secure group queue!

- Canon-Secure: `\\uniflowrsps2019.brynmawr.edu\Canon-Secure`

- o CanonColor-Secure: \\uniflowrps2019.brynmaur.edu\CanonColor-Secure


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 that you've added the print queue, it appears in the list of printers you can use. If you added **Canon-Secure** or **CanonColor-Secure**, once you've sent a print job to it, follow the steps to [release a print job](#).

Add to a personal Mac

HP printers and some features of the Canon copiers, such as stapler options, are not available when printing on a personal Mac. Please use a Windows computer or College computer (such as a [public lab](#) computer) if you need these features.

Warning: Completely follow the instructions below; 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:

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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. [Right-click](#) an empty point in the toolbar (i.e., not on 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:
 - o **Type:** Select **Windows printer via spoolss**.
 - o **URL:** `smb://` will auto-fill. Leave this as-is, and enter the following text, inserting the **name of the printer/printer group** where indicated by `[printer name]` .

`uniflowrpsps2019.brynmawr.edu/[printer name]`

Tip: Not sure of a print queue's name? Ask your department's administrative assistant or [contact the Help Desk](#). Remember, you can print to any Canon copier with the Canon-Secure printer group!

- Canon-Secure: `uniflowrpsps2019.brynmawr.edu/Canon-Secure`
- CanonColor-Secure: `uniflowrpsps2019.brynmawr.edu/CanonColor-Secure`

- o **Name:** Enter a name of your choice.
 - o **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](#).

Use email

Warning: 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.

Student worker permissions

Note: In this context, *student workers* refers to a variety of positions including student employees, research assistants, interns, and volunteers.

Faculty and staff members who supervise student workers can grant their supervisees access to a **specific departmental printer** (i.e., a direct print queue). These permissions can be managed via the following methods:

Group Manager

If you use Group Manager, you can [grant and revoke access](#) with that app.

Help Desk ticket

If you don't use Group Manager, email the [Help Desk](#) to request changes to print permissions. Please note the following:

- Permission changes must be requested in writing.
- The request must come from the supervisor.
- The request should provide the [usernames](#) of the supervisees in question.

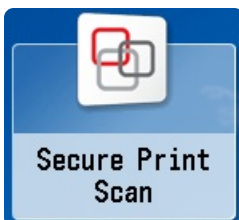
Release from Canon-Secure

The following instructions pertain to print jobs sent to the [Canon-Secure and CanonColor-Secure print queues](#).

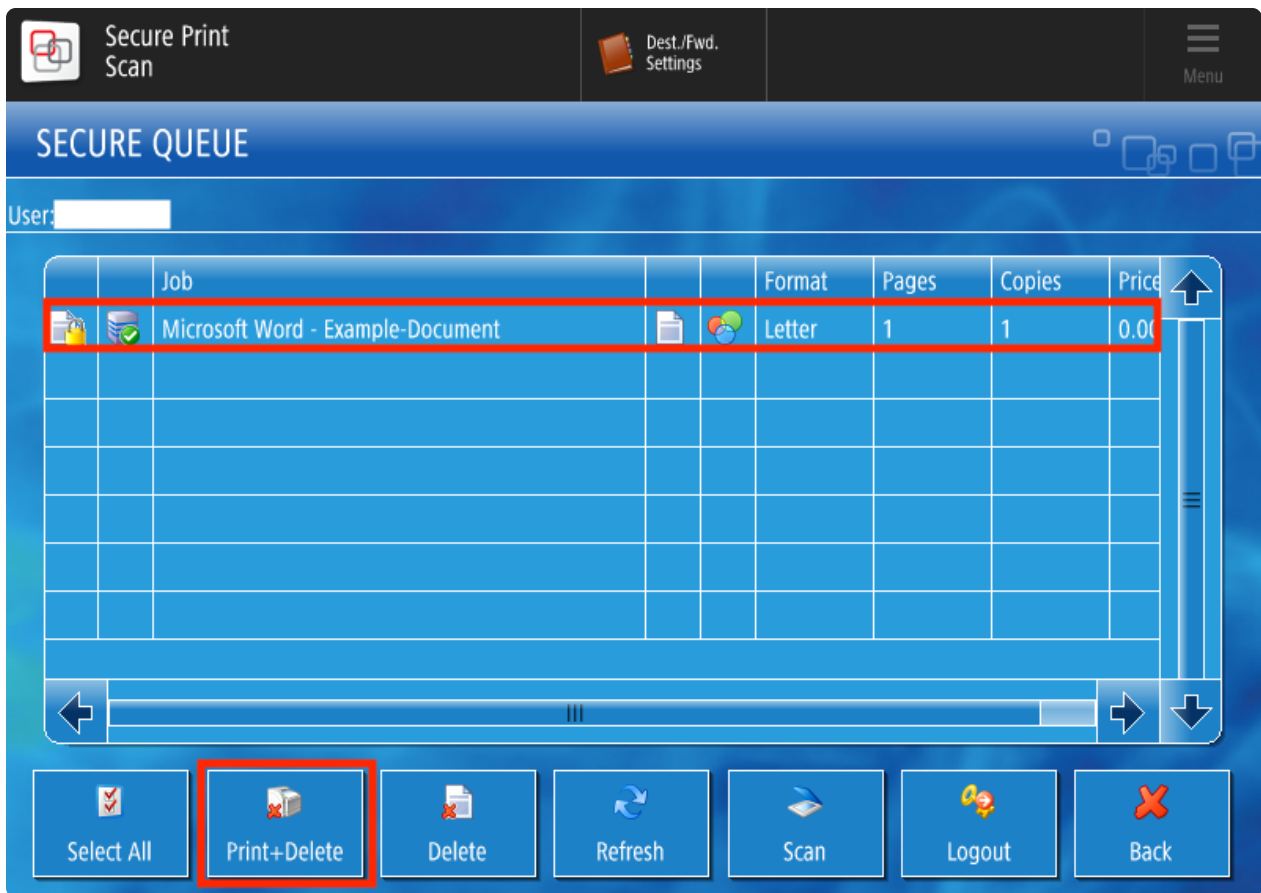
You can print documents sent to Canon-Secure at any Canon copier. *Only you* can print the documents you've sent; the printer will identify you when you log in with your OneCard or College credentials.

At a Canon copier, complete the following steps to print your documents:

1. To log in to the printer, tap your OneCard on the panel next to the printer screen.
2. Tap **Secure Print Scan**. The button may be labeled **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.



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

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