Print with a departmental printer

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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 canrelease 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 ⊞

> **Attention:** Is this your **first time installing a Bryn Mawr printer** on this device?

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]**

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 your 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 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 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:

- **Type:** Select **Windows printer via spoolss**.

- **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]`.

  `uniflowrsps2019.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: `uniflowrsps2019.brynmawr.edu/`**Canon-Secure**
  > - CanonColor-Secure: `uniflowrsps2019.brynmawr.edu/`**CanonColor-Secure**

- **Name:** Enter a name of your choice.
- **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

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.
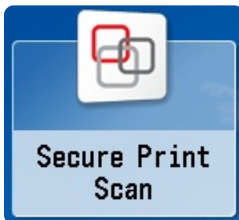
3. Tap **Print**. A queue of documents you've sent opens.
4. Select the documents you want to print out.
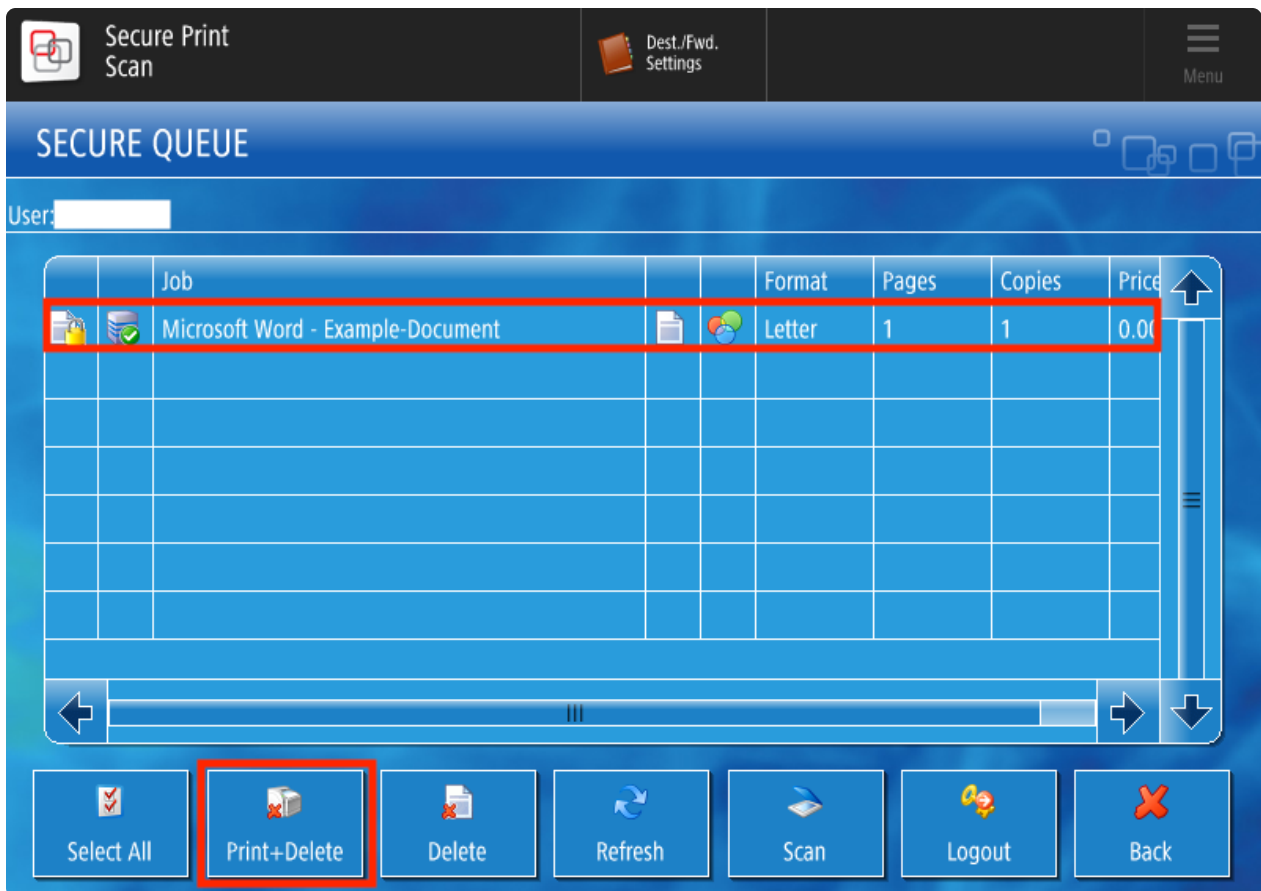
5. Tap **Print+Delete**. The copier begins printing.
6. Tap **Logout** when you've finished. The copier will continue to print.

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