Printing to Public Printers from Personal Mac Laptops

Note: As of June 2015, Bryn Mawr College lab printing throughout campus has changed with the addition of Canon multifunction (print/scan/copy) machines. This change has allowed the College to use only two queues for printing in any lab: LabPrint and LabPrintColor. Print jobs sent to either queue can now be released at any public printer on campus by logging into the printer with your OneCard or username and password.

Choosing a Printer
To decide which queue will be right for you, you can either install both or choose based on what you print most. If you don’t need to print color documents, LabPrint. If you need to print in color, LabPrintColor can print color documents, though color printers are not available in all public locations. The queue names are listed below:

- uniflowrps.brynmawr.edu/LabPrint
- uniflowrps.brynmawr.edu/LabPrintColor

Installing a Printer
1. Click on the Apple icon in the upper left and open System Preferences.
2. Click on the Print & Scan icon.
3. Click the plus sign (+) found at the bottom of the printer list on the left.
4. If you are presented with a dropdown menu, choose Add Printer or Scanner...
5. In the Add window, ctrl+click on the toolbar for a context menu, and select Customize Toolbar...
6. Drag the Advanced icon to add it to the toolbar above, and click Done.
7. Now, click on the Advanced icon on the toolbar.
8. Under the Type dropdown, select Windows printer via spoolss. The URL will now switch to smb://.
9. In the URL field, type the address for your desired printer as listed above.
10. In the Name field, type the name of the queue again (e.g. LabPrint).
11. In the Use: dropdown, use the Generic PCL Printer option. If this option does not work, you may try Generic PostScript.
12. Click Add. A dialog may open after choosing to add. Check Duplexer if available, then click OK.
13. You may receive multiple dialog boxes prompting for a username and password. Any prompt requesting permission to modify system settings will accept the username and password for your computer. If asked to authenticate to connect to the printer, type BRYNMAWR\username and your College password.