Library & Information Technology Services

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 **Lab-PrintColor**. 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:

      a. uniflowrps.brynmawr.edu/LabPrint

      b. 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 ist 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:** drop-down, 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 O**K.**
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 .