

Printing to Public Printers from Personal Windows 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:

- a. \\uniflowrps.brynmawr.edu\LabPrint
- b. \\uniflowrps.brynmawr.edu\LabPrintColor

Installing a Printer

1. From your **Start** menu, open **Devices and Printers**. For Windows 8, you can access Devices and Printers by searching for "Devices" in the Start menu.
2. At the top of the window, choose **Add a printer**.
3. When the Add Printer dialog appears, choose to **Add a network, wireless or Bluetooth printer**.
4. In the next window, select **The printer that I want isn't listed**.
5. Choose to **Select a shared printer by name** and type in one of the two queue names listed above, then click **Next**.
6. You may be prompted by a dialog box telling you that the server will automatically install a print driver, and asking if you would like to continue. Click **Yes**.
7. Choose whether you would like this printer to be the default printer. Click **Next** and then **Finish**.
 - a. If you are prompted to authenticate to print, type BRYNMAWR\<username> and your College password.

