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 following the instructions below.

Printing to an All-Campus Print Release Queue
When printing your document, select either the LabPrint or LabPrintColor as your destination printer and click Print.
Note: Not all public labs will have color printing available. The LabPrintColor print queue can only print color documents in public labs with color printers.

Logging In
While standing at the printer, tap your Bryn Mawr or Haverford College OneCard on the card reader to log in. If you don’t have your OneCard, you can also log in with your College username and password. Guests wishing to scan may request a visitor login and password from the Help Desk by calling 610-526-7440.

Releasing Documents
1. Press the Secure Print Scan button, then press Print.
2. Select the job(s) you wish to print by taping once on each, or press Select All on the bottom left of the screen.
3. Press Print + Delete. Your print jobs will immediately start to print.

4. Select and Delete any print jobs you no longer need.
Note: Print jobs are held for release for four (4) hours. After 4 hours, they are automatically deleted from the queue. If it has been more than four hours since you sent your document to the printer, you will need to send it again to print.

5. When you are done, press Log Out at the bottom. If you do not log out before leaving the machine, other library patrons will have access to your account which risks your privacy and can inconvenience others.

If you have any questions or problems, contact the Help Desk at x7440 or help@brynmawr.edu