

Printing Methods

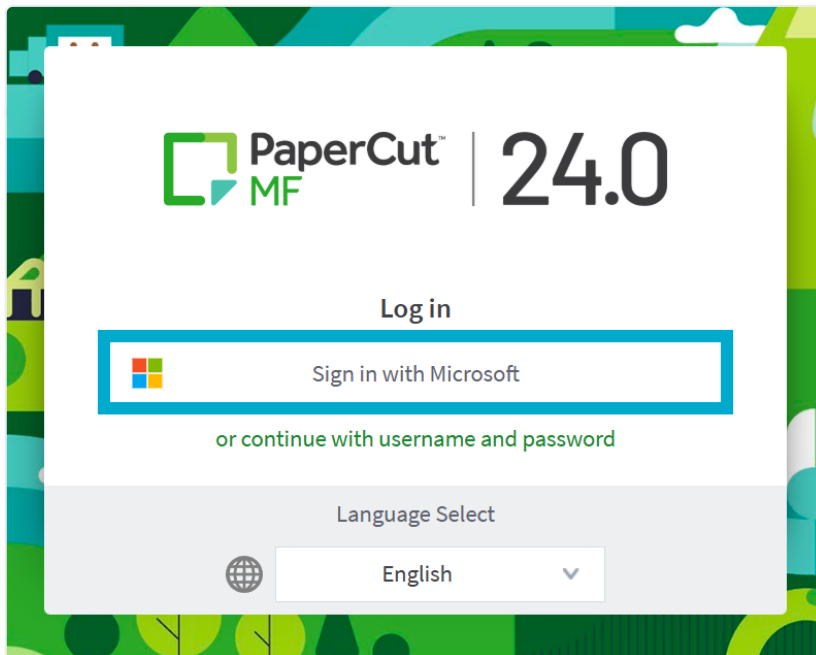
- [Web Printing](#)
- [Direct Printing](#)
- [PaperCut](#)

Web Printing

Web printing is the default way for students to print on campus. This page contains instructions for web printing which should work on all computers.

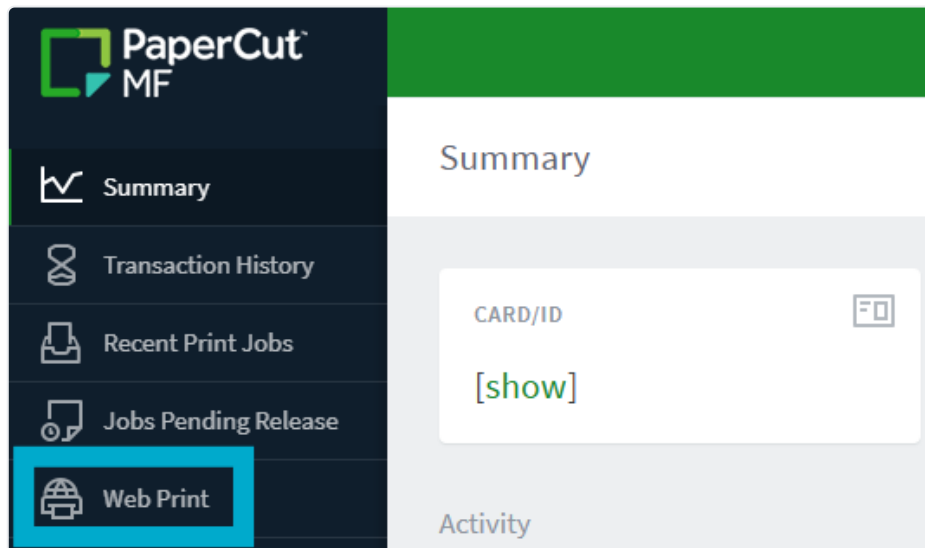
1. Go to print.brynthyn.edu.

2.  Log in with your Microsoft account

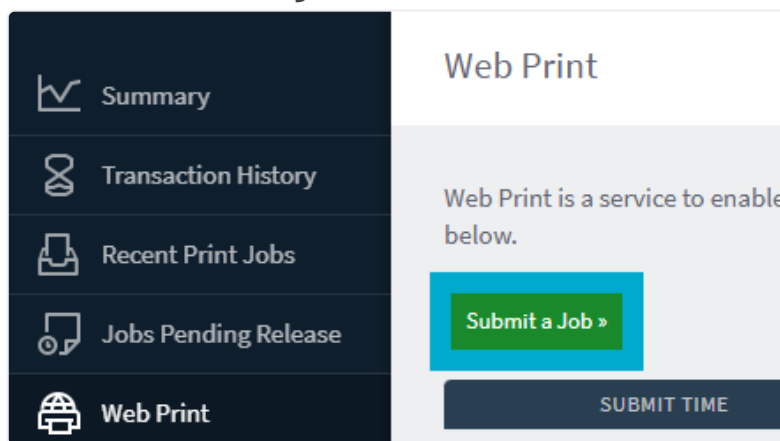


See [Logging in with Microsoft 365](#) if you need help with this step.

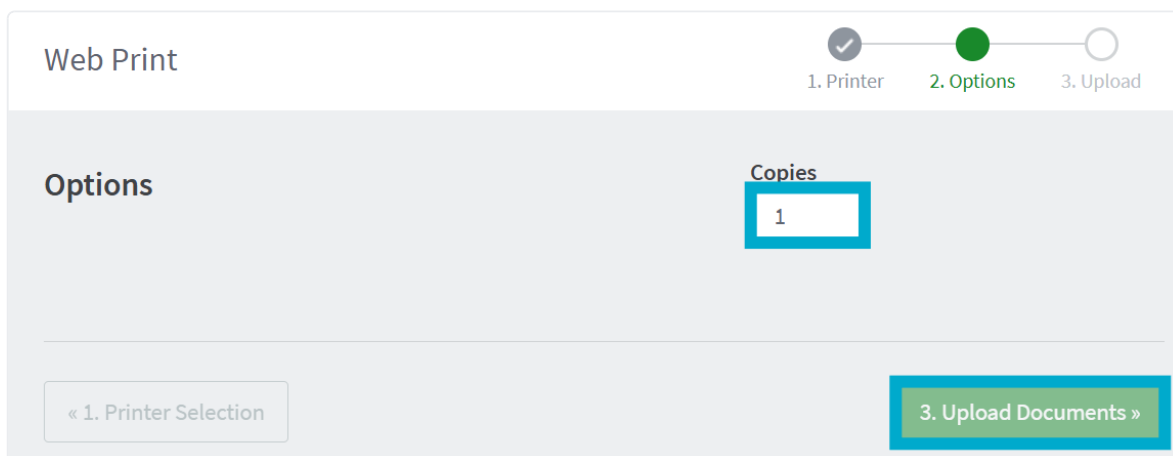
3. Select **Web Print** on the sidebar.



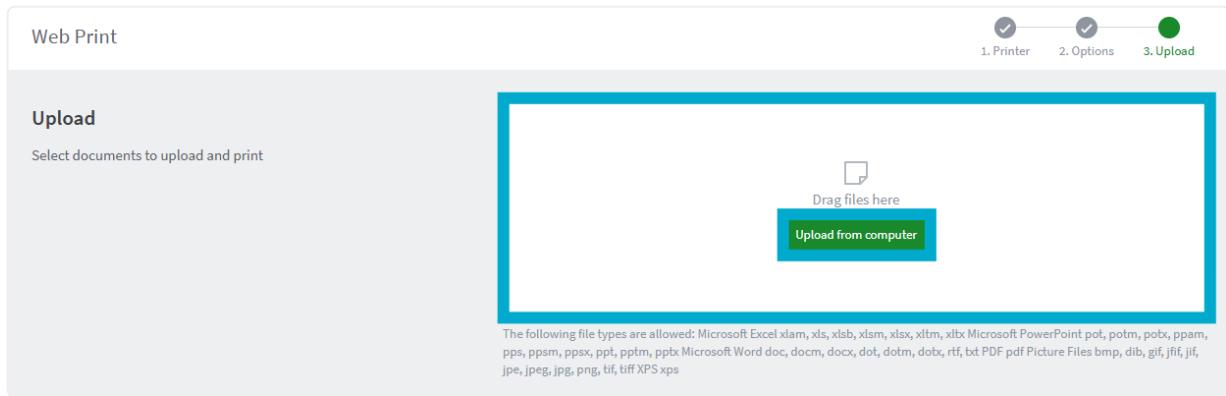
4. Click **Submit a Job**.



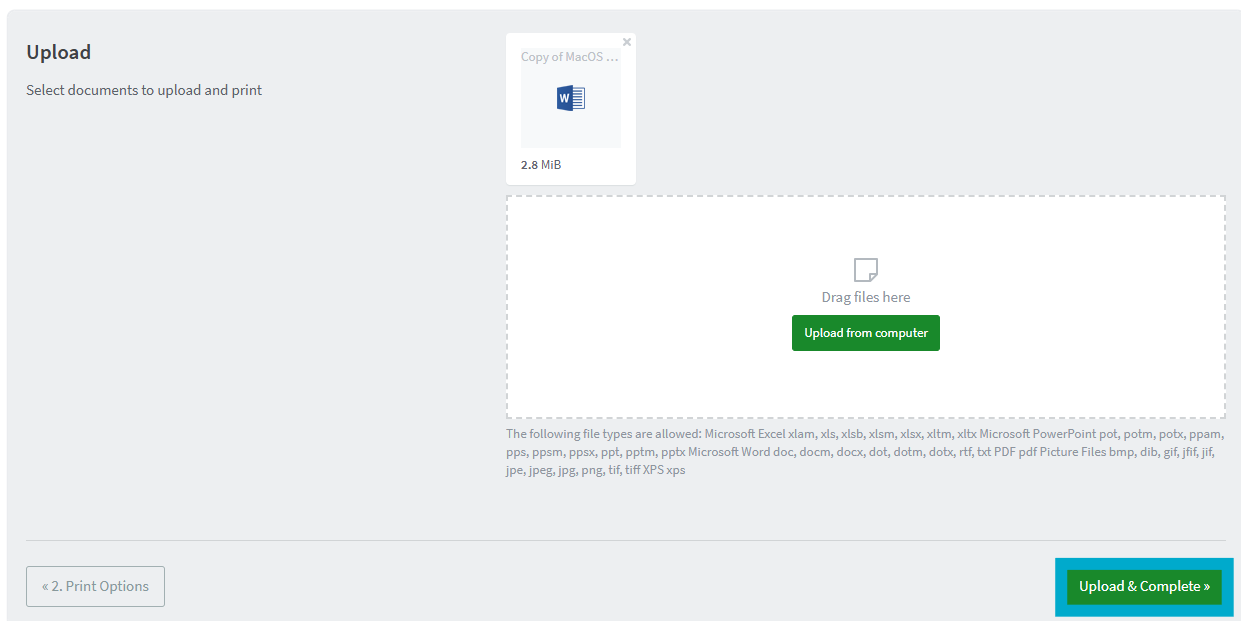
5. Confirm the number of copies to print, then click **Upload Documents**.



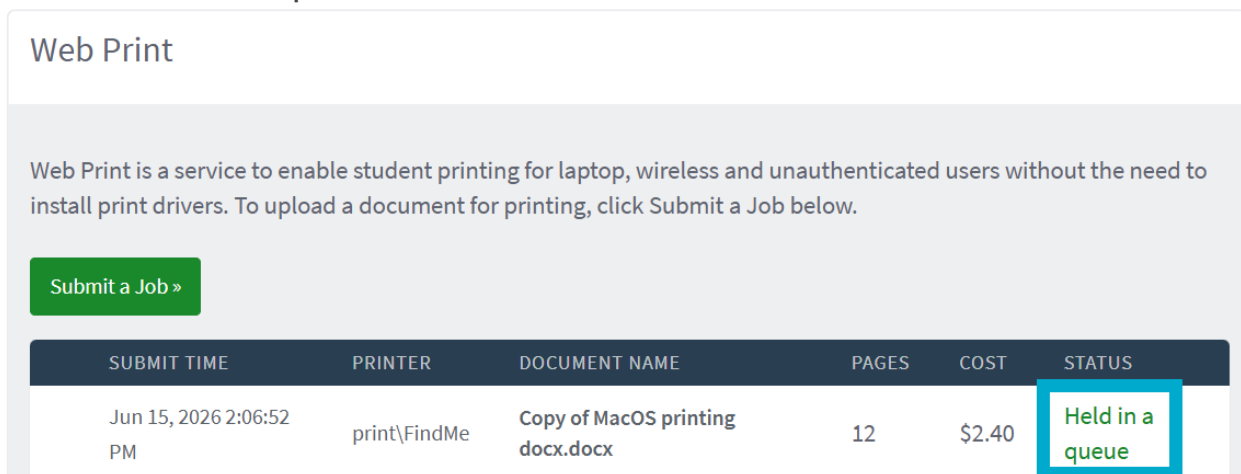
6. Select **Upload from computer** and upload the file(s) you wish to print or simply drag and drop files onto the **Drag files here** box.



7. After your files are uploaded, click **Upload & Complete** to print them.

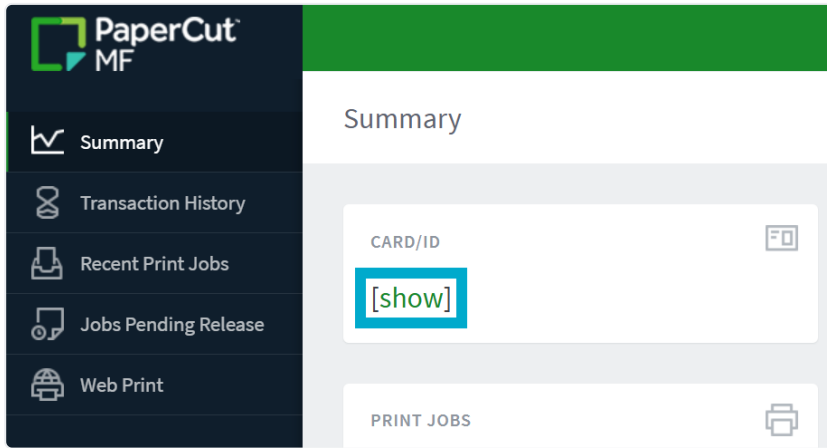


8. Once the status says **Held in a queue**, your print is ready to be released at the printer.



9. Go to one of the copiers to release the print there.

- a. If you have your Bryn Athyn College ID card, scan it at the copier to release the print.
- b. If you don't have your ID card, you can use the pin found on the PaperCut dashboard and enter that manually at the printer.



- c. Additionally, all students should have received an email with their PaperCut ID.

Direct Printing

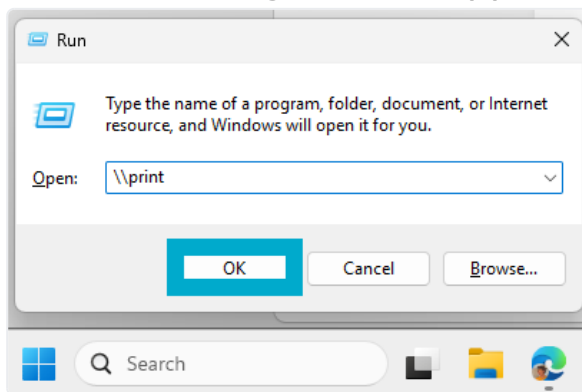
Faculty and Staff can connect to the copiers directly. The instructions for doing so on Windows and MacOS are below.

Windows

1. Right click the **Start Menu** icon on the bottom of your screen and click **Run**.

a. Alternatively, use Win+R.

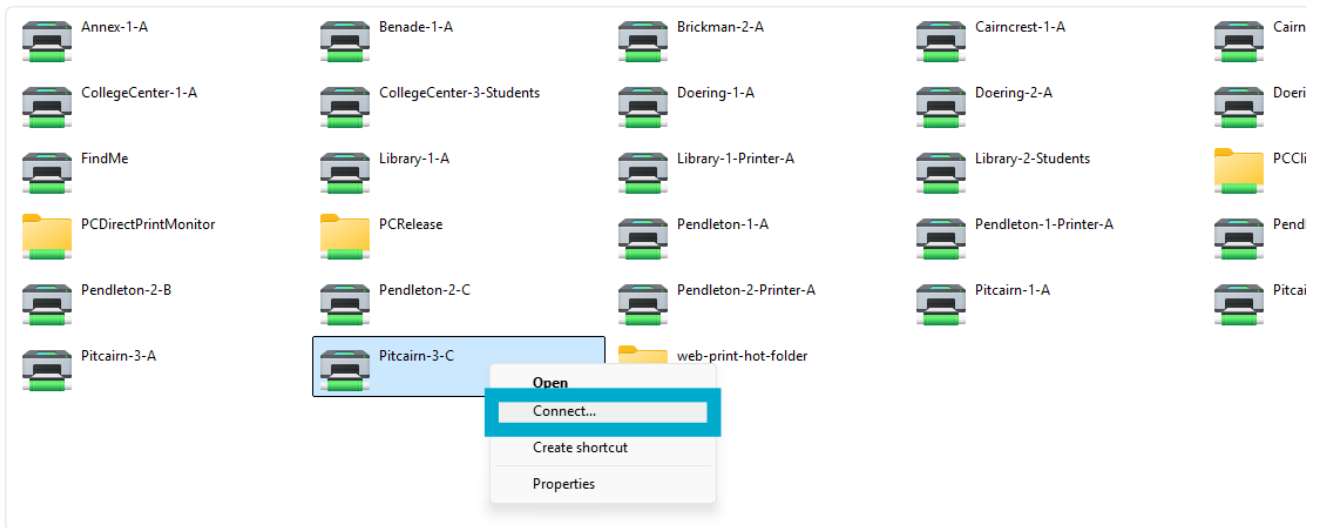
- b. The **Run** dialog box will appear in the bottom left.



2. Type \\print and then click **OK**.

If prompted for a username and password, use your network credentials. If you don't remember what your campus credentials are, see [What is my Username and Password?](#)

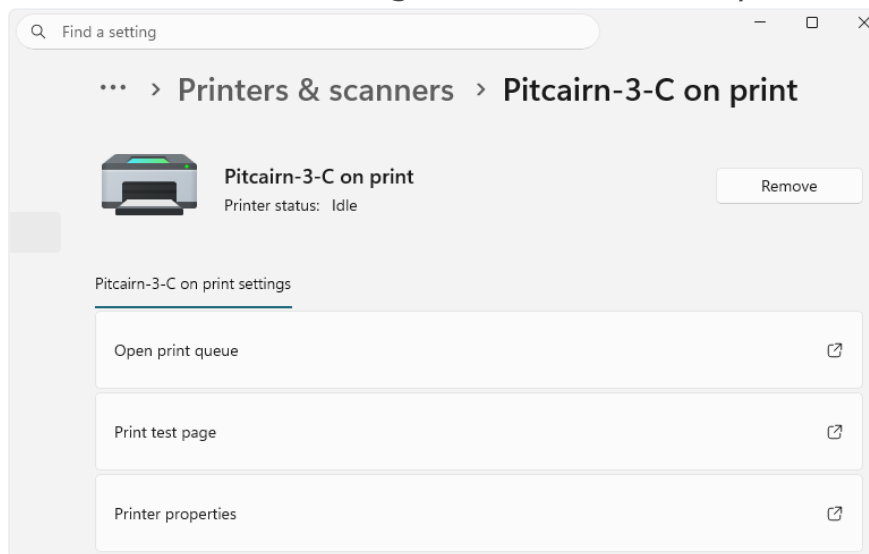
3. Find the printer you'd like to connect to in the window that appears, then **right click** on it and click **Connect...**



- The printer should connect and automatically install the appropriate drivers.

4. Check that the printer is set up correctly by:

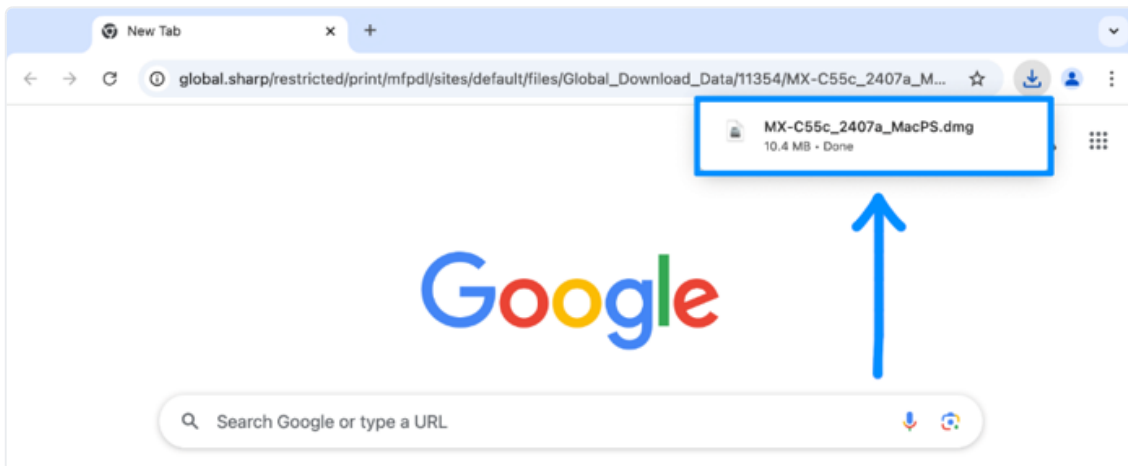
- a. Going to **Settings** > **Bluetooth & devices** > **Printers & scanners** and looking for the chosen copier.



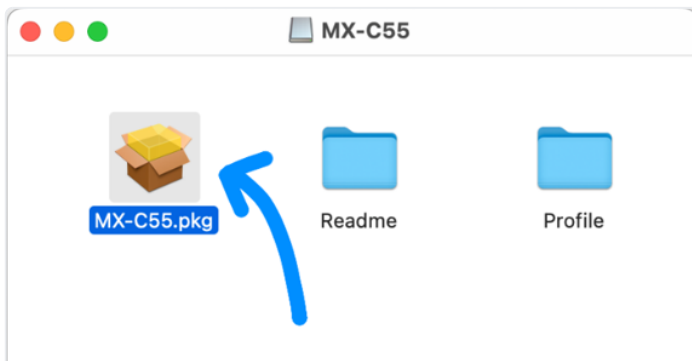
- b. Doing a test print from software like Notepad, Word, etc.

MacOS

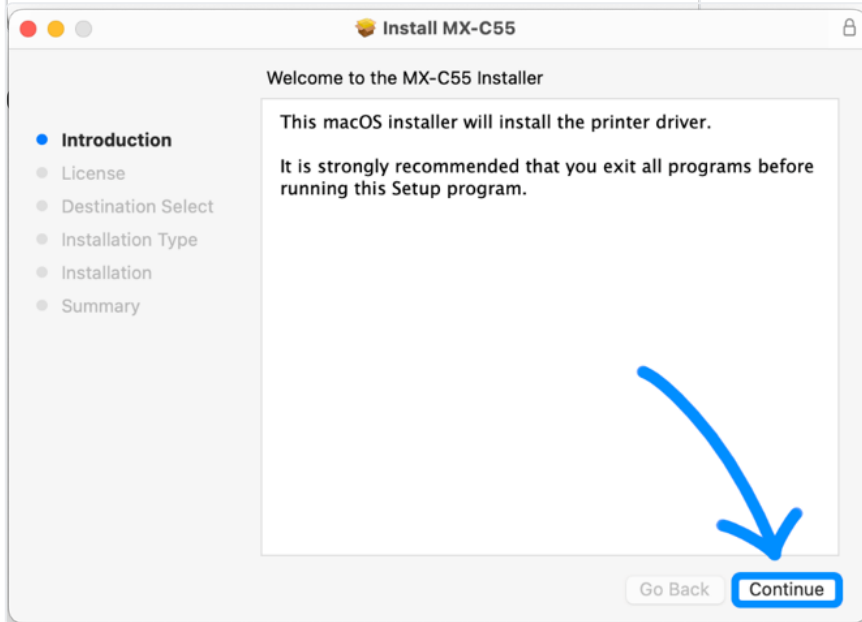
1. Download the print driver by clicking [this link](#). After it downloads, click on it to begin the installation by opening the .dmg file.



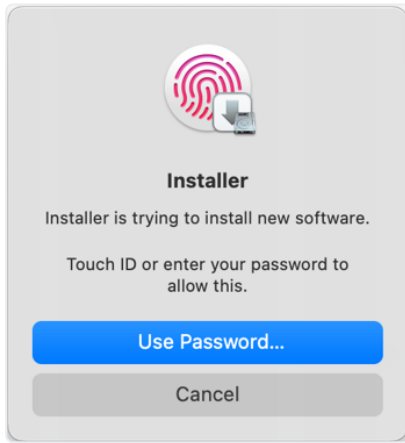
2. Double-click the installer package to begin the installation.



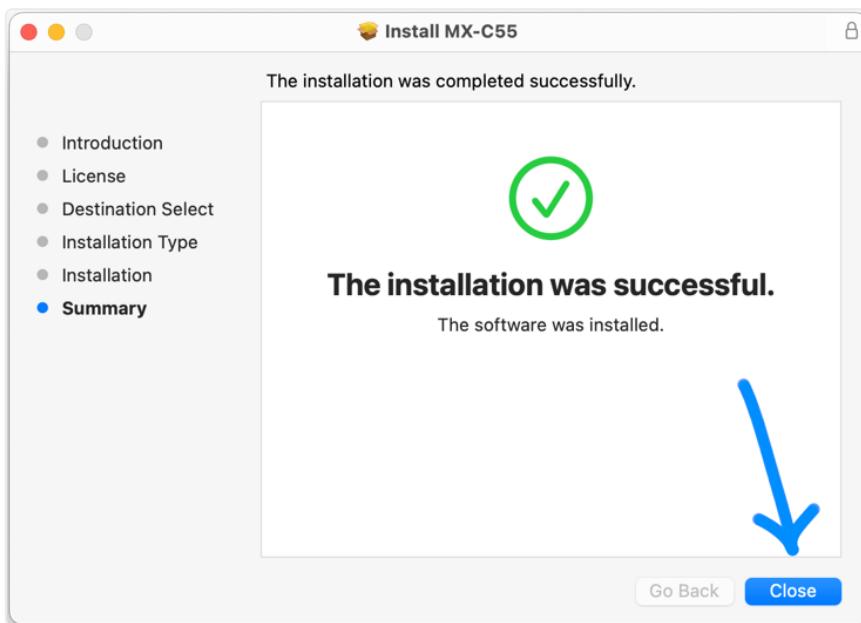
- 3.



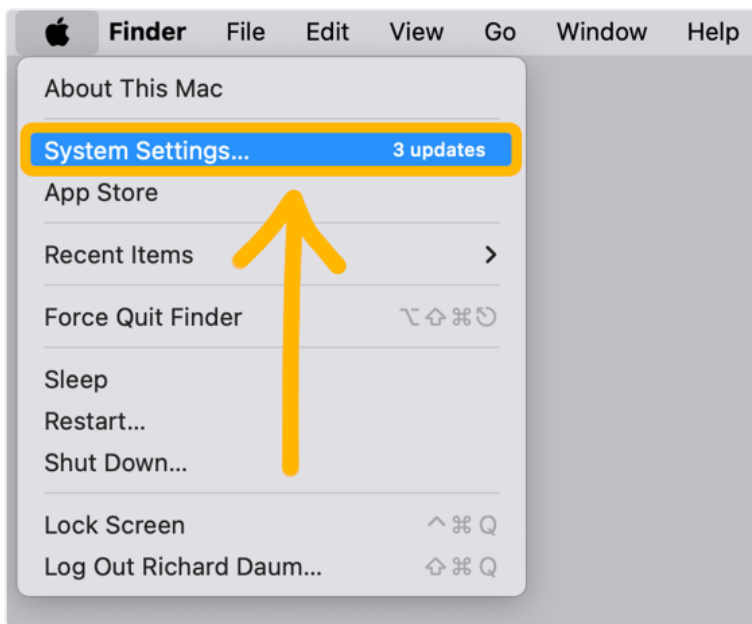
a. Make sure to authenticate when prompted.



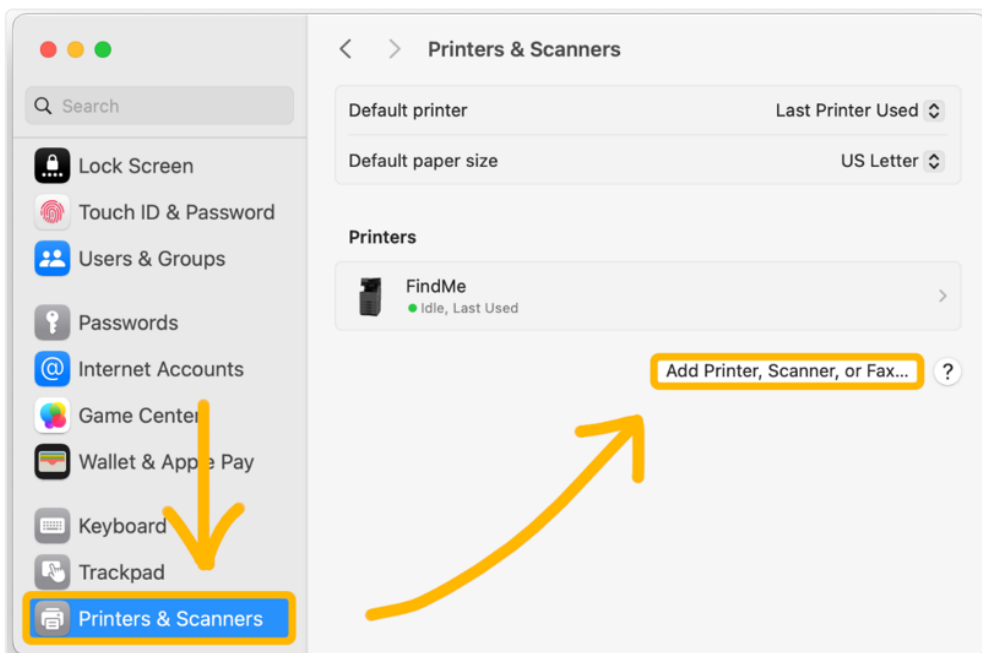
4. When the installation has finished, close the installer.



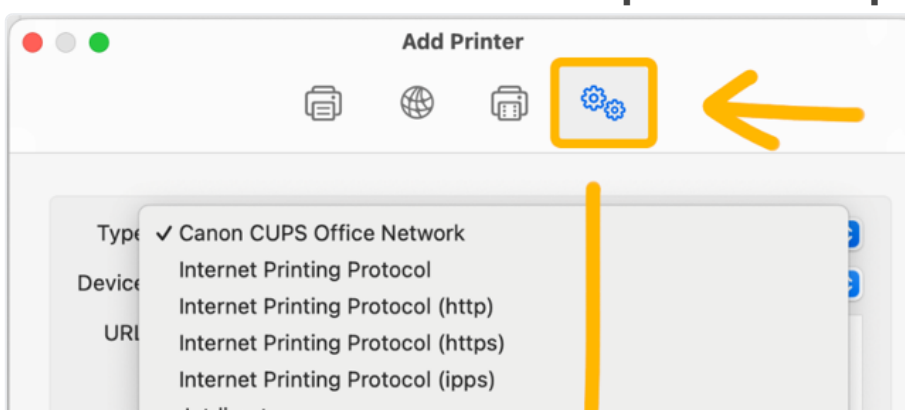
5. Click the **Apple** icon in the top left, then click **System Settings...**



6. Click **Printers & Scanners** from the sidebar. Then click **Add Printer, Scanner, or Fax...**

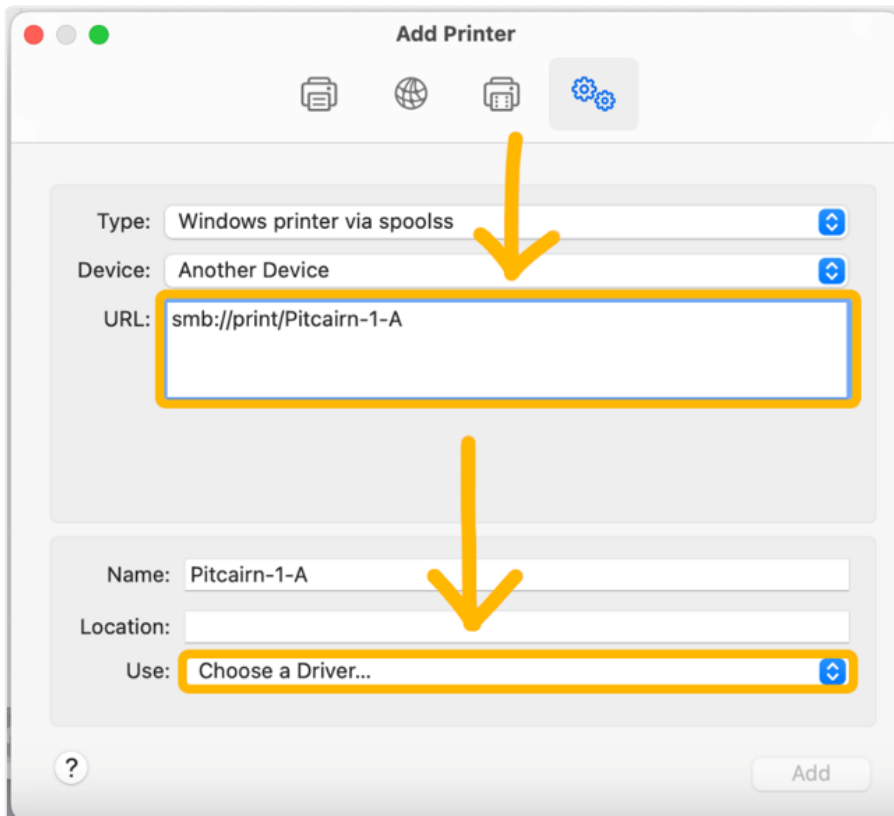


7. Click the **Advanced** icon (gears) and then click the **Type** drop-down menu and select **Windows printer via spoolss**.



If the **Advanced** icon does not appear, right click on the toolbar at the top near the icons, click **Customize Toolbar...** then drag the **Advanced** icon from the pop-up window onto the toolbar. Click **Done**.

8. In the **URL:** box, enter `smb://print/` and then the name of the printer (e.g. `smb://print/Pitcairn-1-A`).



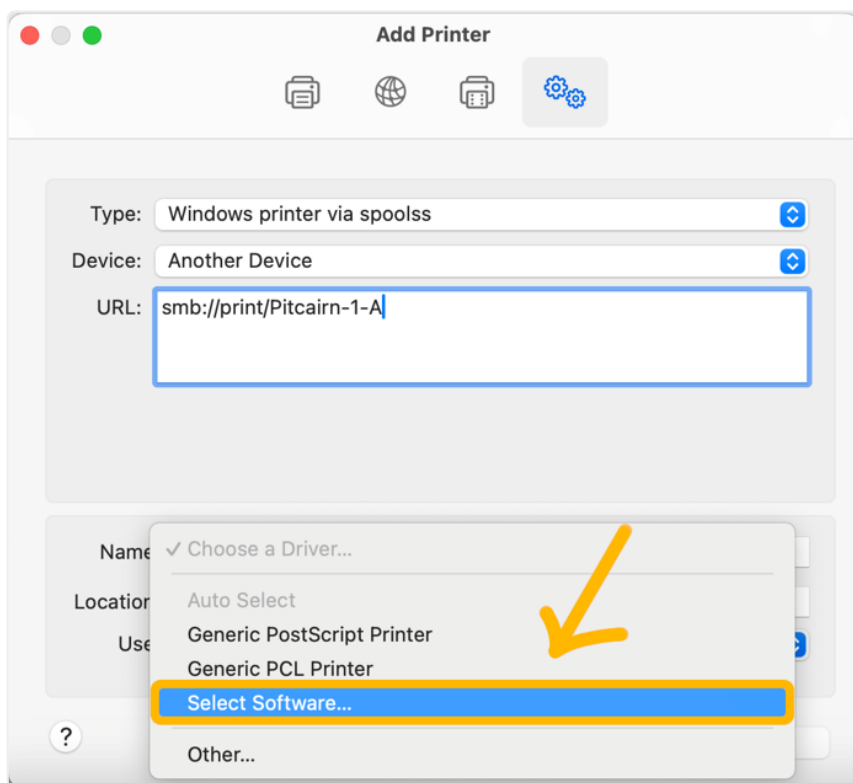
9. On the **Use:** drop-down menu, select **Choose a Driver...**

- a. See the table below for complete list of names:

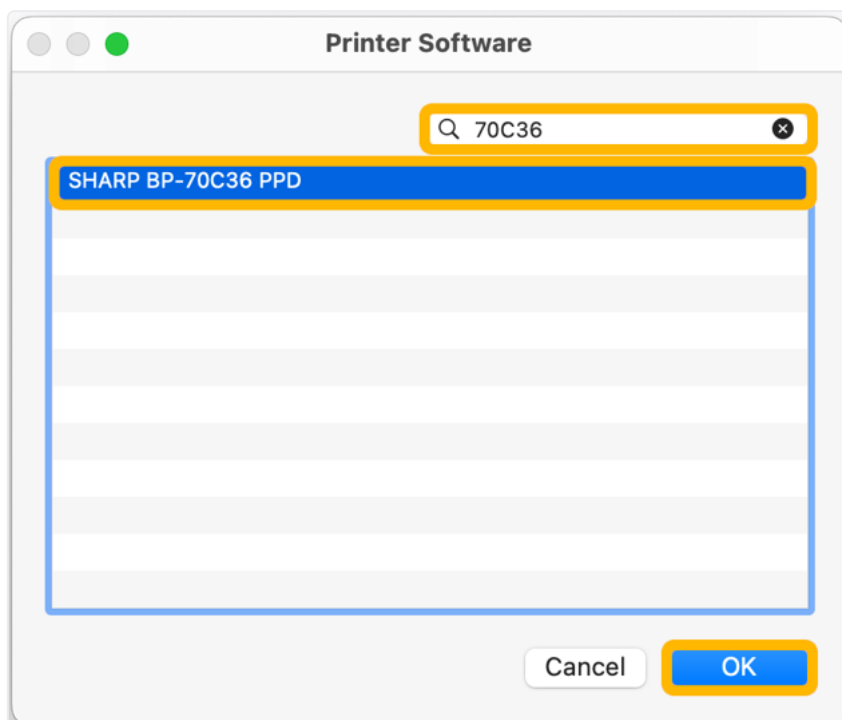
Printer Name	Model Number	Location
Annex-1-A	Sharp 70C36	1st Floor
Benade-1-A	Sharp 70C36	CPO

Brickman-2-A	Sharp 70C45	Admissions 2nd Floor
Cairncrest-1-A	Sharp 70C45	Entrance
Cairncrest-2-A	Sharp 50C26	2nd Floor
CollegeCenter-1-A	Sharp B540WR	Health Center, 1st floor
CollegeCenter-3-Students	Sharp 50C26	3rd Floor Students
Doering-1-A	Sharp 70C36	1st Floor
Doering-2-A	Sharp 70C45	2nd Floor
Library-1-A	Sharp 50C26	Archives
Library-2-Students	Sharp 70C36	Main Floor
Pendleton-1-A	Sharp 70C36	1st Floor
Pendleton-2-A	Sharp 70C36	2nd Floor Faculty
Pendleton-2-B	Sharp 50C26	Theological
Pendleton-2-C	Sharp 50C26	College Office
Pitcairn-1-A	Sharp 70C36	Lower Level
Pitcairn-2-A	Sharp B540WR	2nd Floor - Finance
Pitcairn-3-A	Sharp B540WR	Top Floor
Pitcairn-3-C	Sharp B540WR	Advancement Office

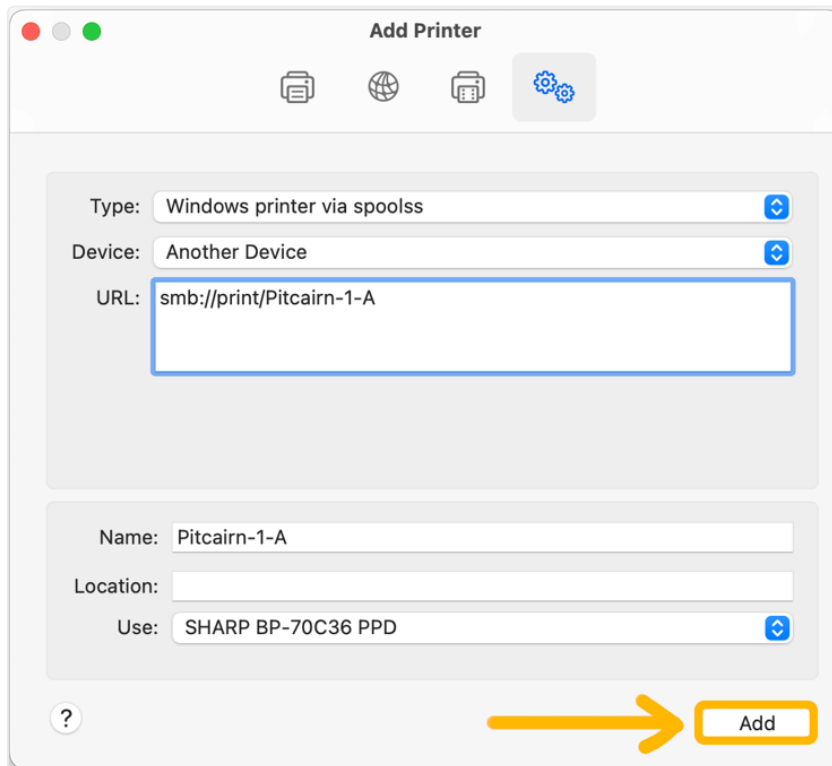
10. Click **Select Software...**



11. Search for the model of printer you'd like to add (see table above), then select the driver and click **OK**.



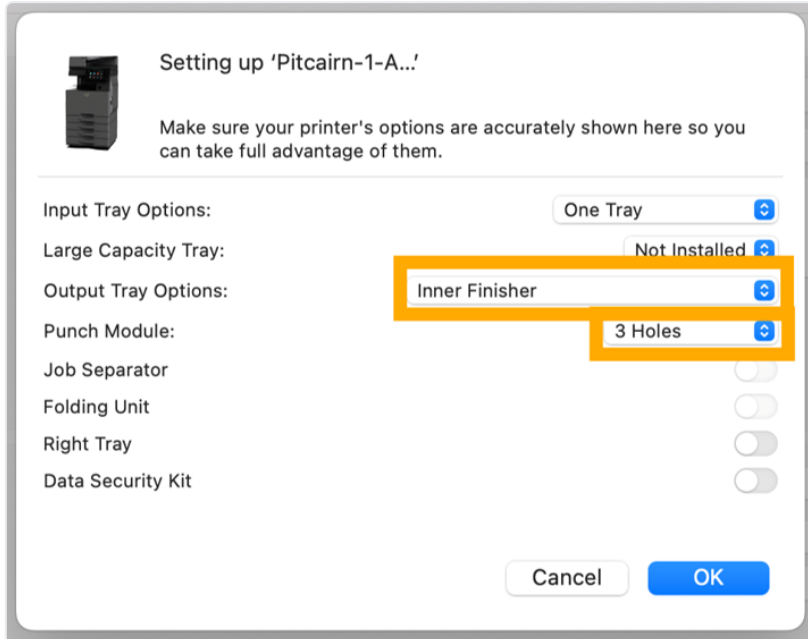
12. Click Add.



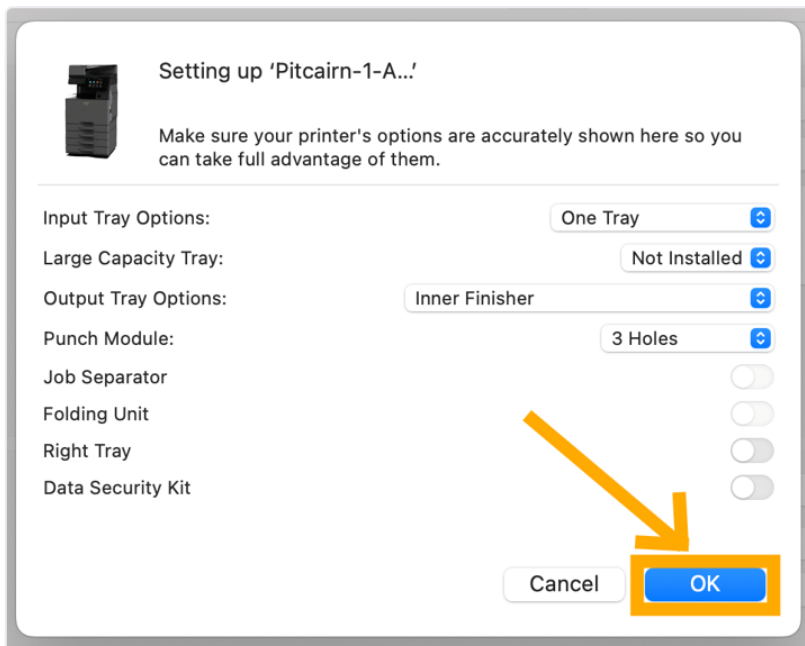
- a. When you first direct connect to a printer, it will prompt you for your network credentials. It is important that you include `anc\` at the beginning, e.g. `anc\`

If you don't remember what to enter here, see [What is my Username and Password?](#)

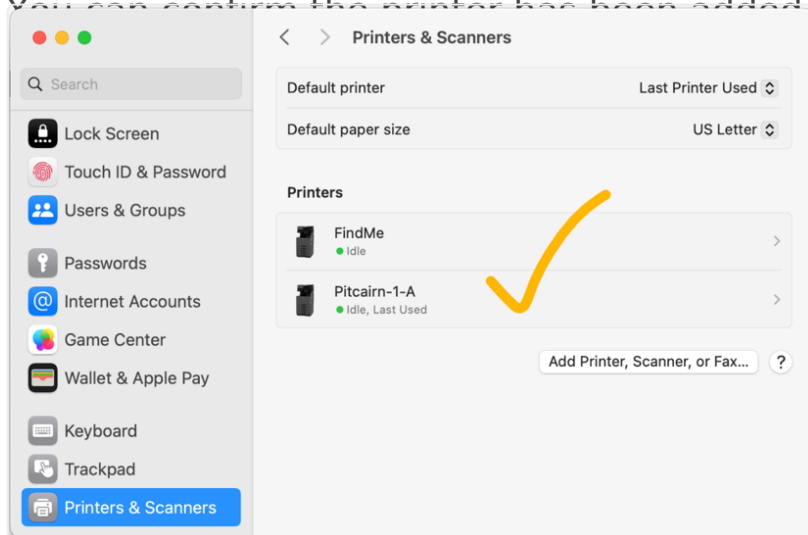
13. To set up punching and stapling, change **Output Tray Options:** to **Inner Finisher** and **Punch Module** to **3 Holes** if the options appear. Otherwise, leave the default settings.



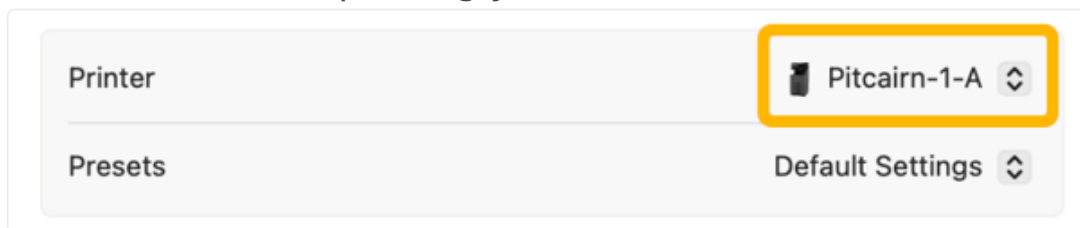
14. Click **OK** on the setup pop-up box.



15. You can confirm the printer has been added by going back to



16. Make sure to select the preferred printer from the **Printer** drop-down menu when printing your next document.



PaperCut

Papercut Print Deploy allows you to use the FindMe virtual printer. This page contains instructions on how to set up FindMe on Windows and MacOS.

Windows

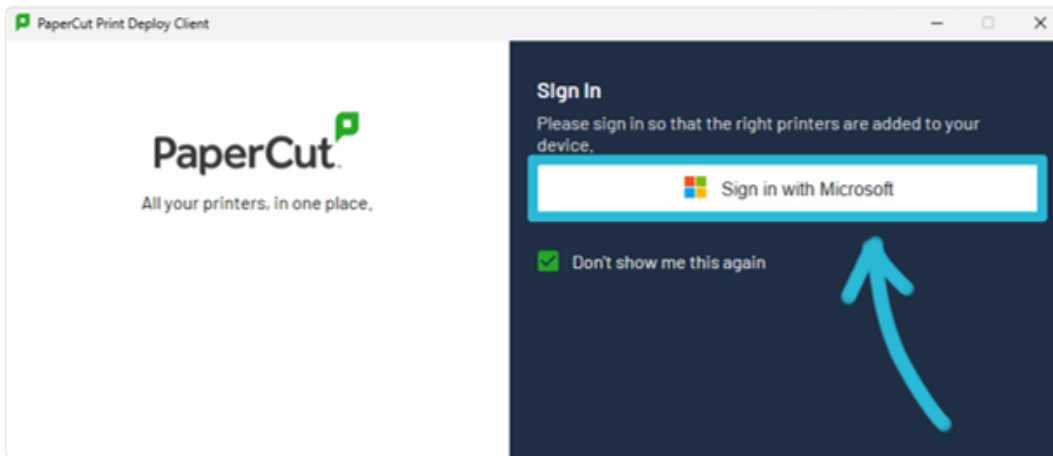
1. Go to bit.ly/bacwinprint in your browser.
 - a. This will automatically begin downloading the installer.
2. Click on the installer from your download history to open it.



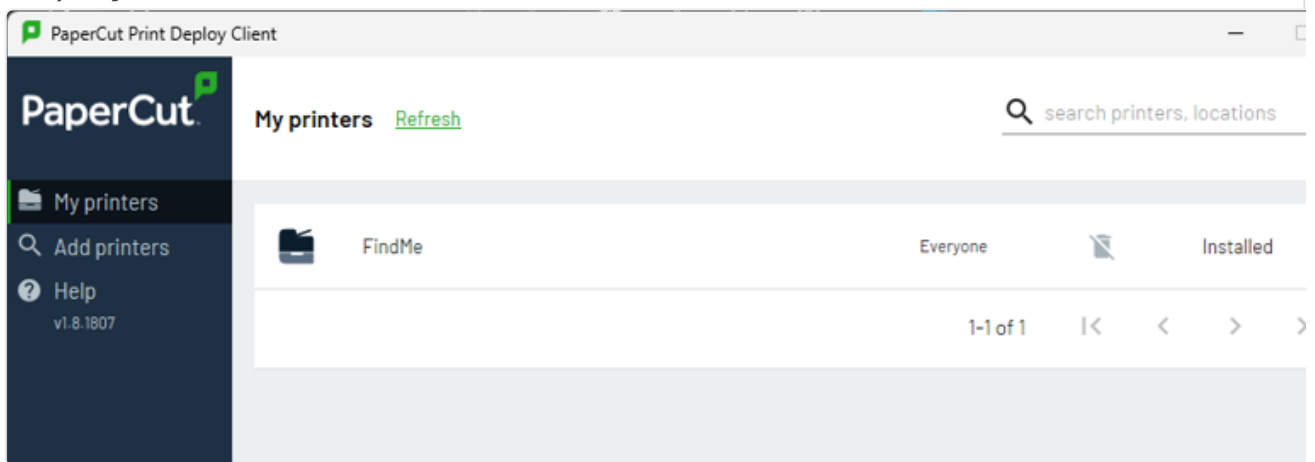
3. Once it opens, follow the prompts to install Print Deploy.

Make sure to authenticate with any prompts that appear during installation and allow the program to make changes to your PC when prompted.

4. After it finishes installing, a click **Sign in with Microsoft** in the pop-up box.



5. After you've signed in with your Microsoft 365 account, Print Deploy should look like this.



- a. Ensure that FindMe says **Installed** on the righthand side.

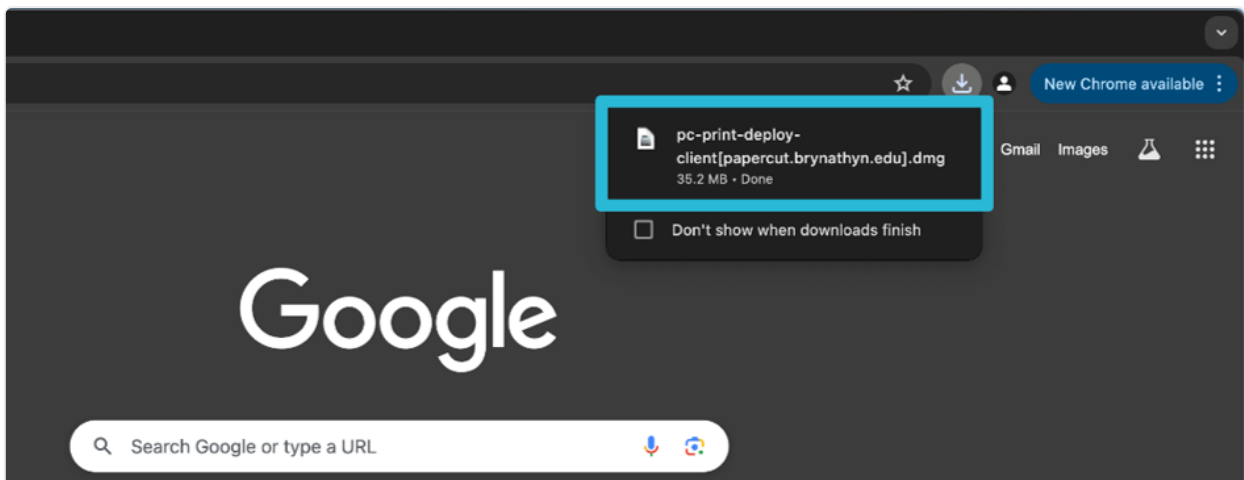
You can now close the window and Print Deploy will run in the background.

6. When printing a document, select **FindMe** and print to it. You can then go to one of the campus copiers and release the print.
 - a. If you have your Bryn Athyn College ID card, scan it to release the print.
 - b. If you don't have your ID card, you can use the pin found on the PaperCut dashboard and enter that manually at the

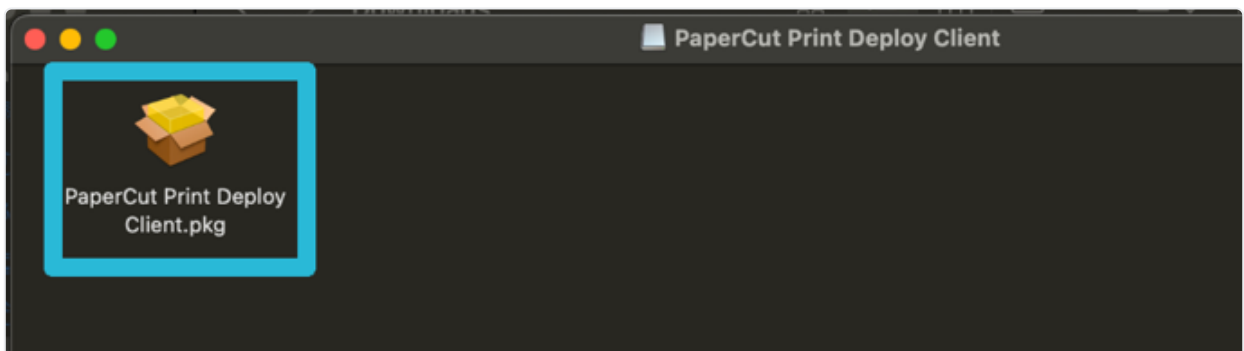
printer.

MacOS

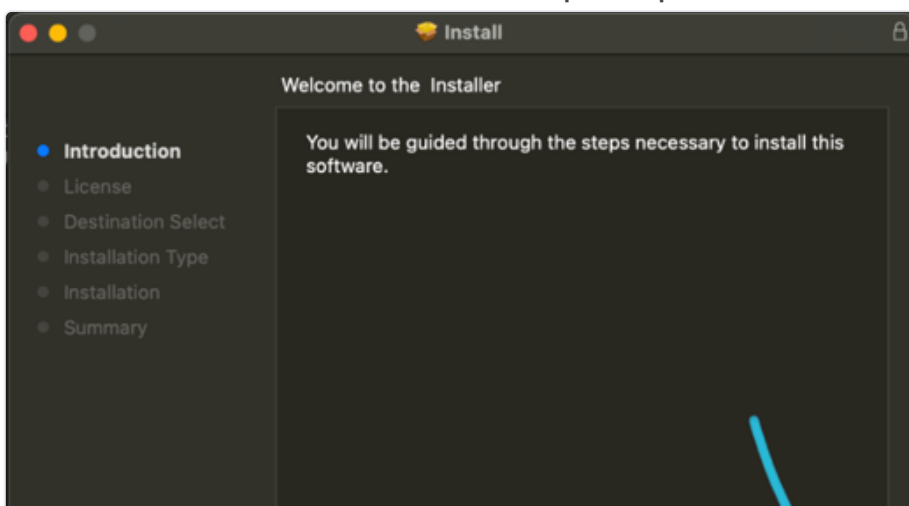
1. Go to bit.ly/bacmacprint in your browser.
 - This will automatically begin downloading the installer.
2. Click the installer from your downloads history to open it.



3. Double-click the .pkg file in the pop-up window to start the installation.

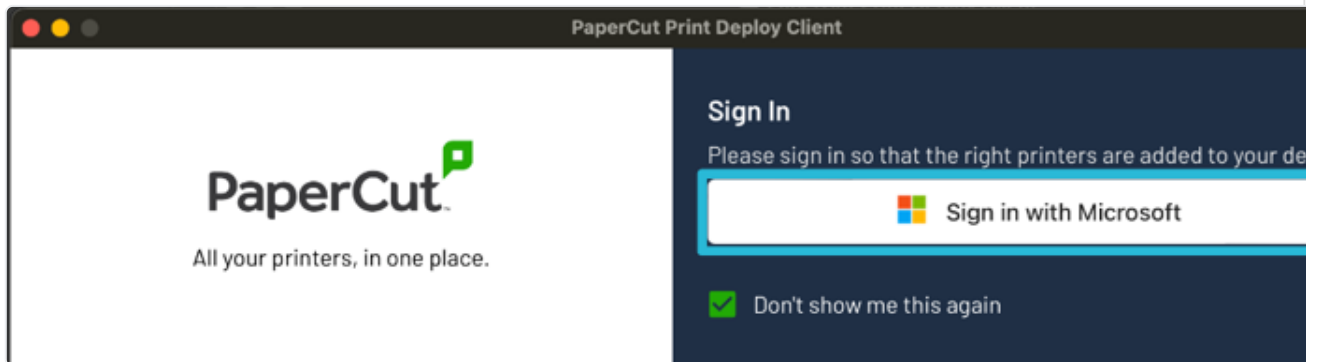


4. Click **Continue** and follow the prompts to install Print Deploy.



Make sure to allow any permissions requests and to authenticate when prompted.

5. Once the installation is complete, click **Sign in with Microsoft** in the pop-up box.



6. After the installation is finished, Print Deploy should look like this.



- a. Ensure that FindMe says **Installed** on the righthand side.

You can now close Print Deploy, and it will run in the background.

7. When printing from the software of your choice, select **FindMe** and print to it. You can then go to any of the campus copiers and release the print there with your ID card or PaperCut ID.

