Printing

Using Copiers to Print & Scan on campus

- Which printing method do I use?
- Printing methods
  - Web printing
  - Direct printing
  - PaperCut
- Associating your ID with copiers
- Scanning & copying
- Printing on non-standard paper
- Secure printing
- Campus copier list

Which printing method do I use?

If you don't know how to print, this page contains the basic differences and use cases for each of the three methods employed on campus.

- **Web Printing**
  - Students are expected to use this method of printing. Faculty and staff can also utilize web printing as an option for Secure Printing.
  - See Web Printing for instructions.
- **PaperCut**
  - Faculty and staff can use PaperCut to access the virtual printer FindMe. Not only does this allow them to queue a document and decide which copier to pick it up from later, but it is also their primary method for Secure Printing.
  - See PaperCut.
- **Direct Printing**
  - If PaperCut is not working or it is more convenient to print in the traditional way directly to a copier, direct printing can be set up, although the process is notably more complex than the other two methods.

- Connecting directly to the copier allows for fine control over features like collation, print quality, etc.
- See Direct Printing.

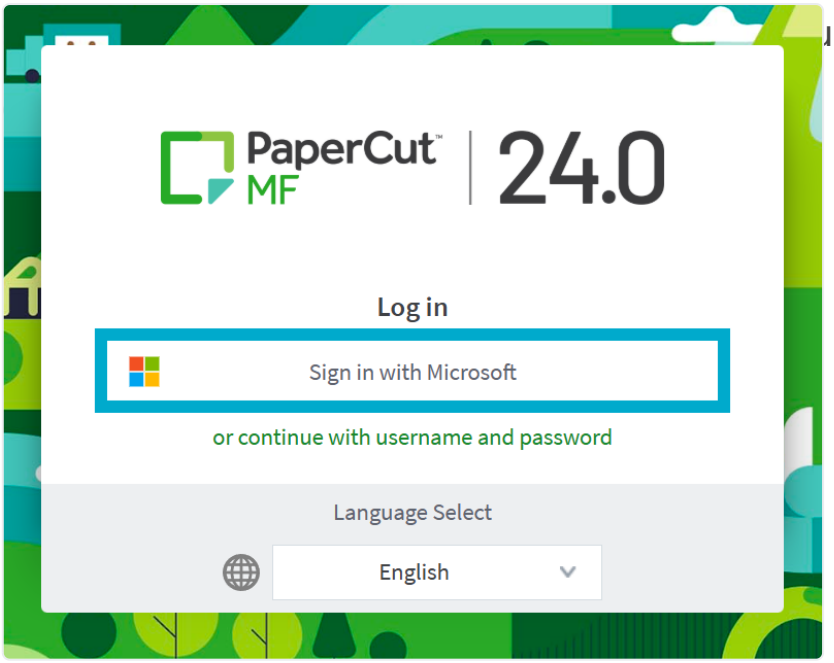
Printing methods

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.

> Student only have access to the following copiers:
>
> Library-2-Students
>
> CollegeCenter-3-Students

> Before setting up PaperCut, ensure your ID is associated with the copiers.

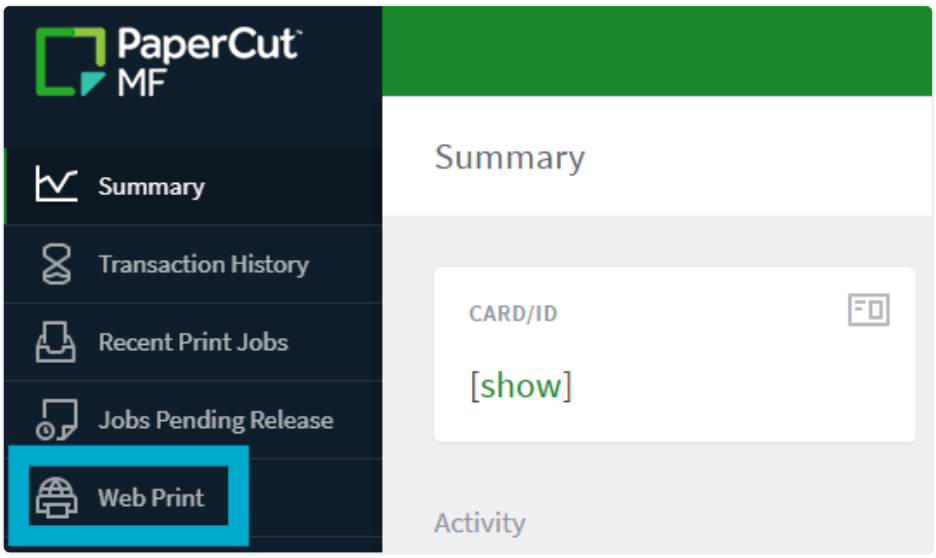
1. Go to print.brynathyn.edu.
2. 

ur Microsoft account

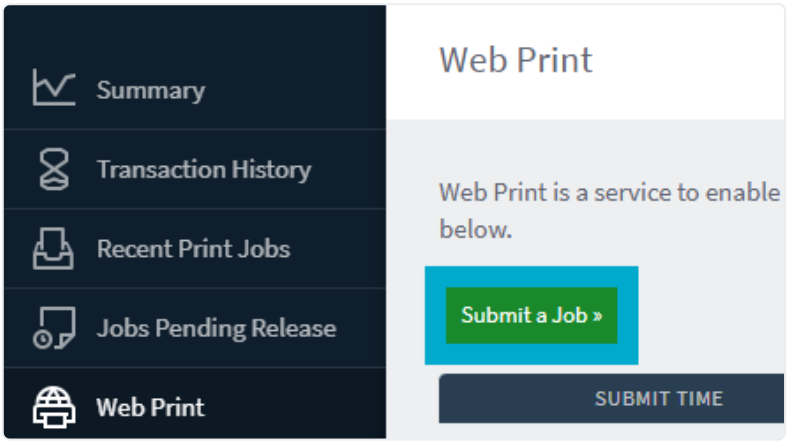
>

> See Logging in with Microsoft 365 if you need help with this step.

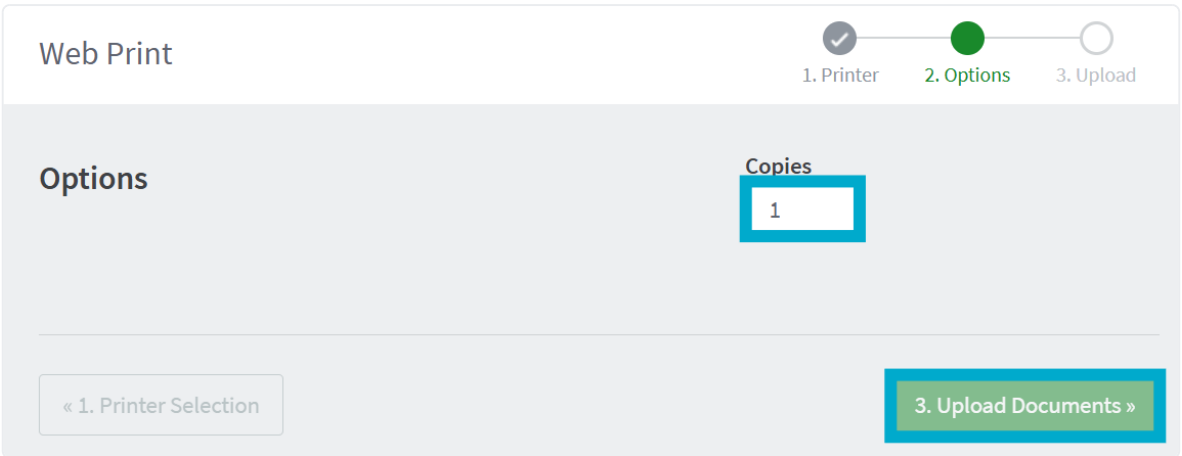
3. Select **Web Print** on the sidebar.



4. Click **Submit a Job**.



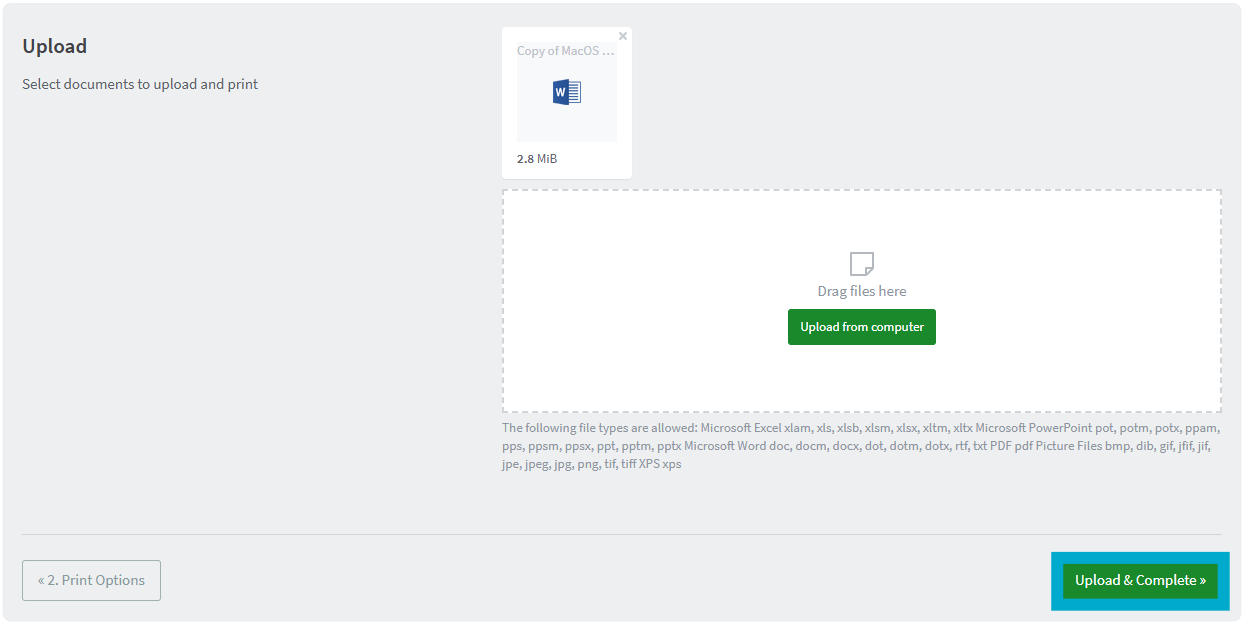
5. Confirm the number of copies to print, then click **Upload Documents**.



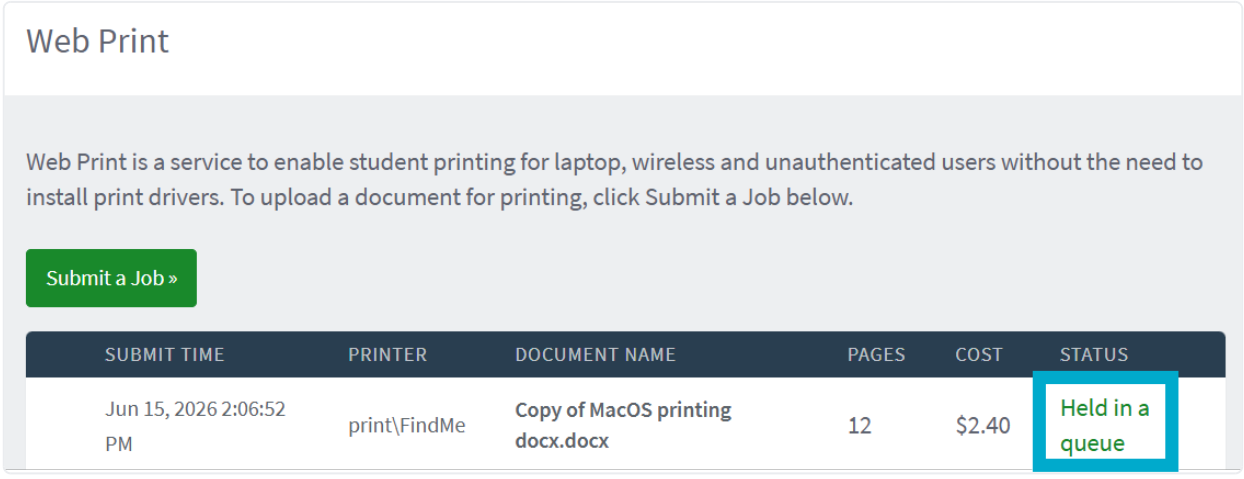
6. Select **Upload from computer** and upload the file(s) you wish to print or simply drag and drop files onto the **Drag files here** box.



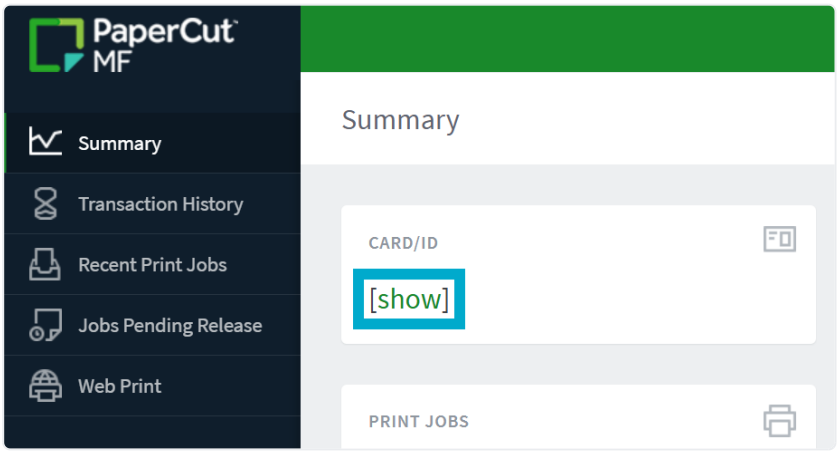
7. After your files are uploaded, click **Upload & Complete** to print them.



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.

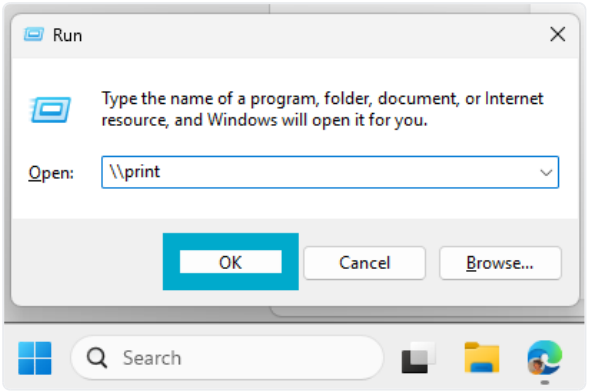
Direct printing

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

Windows

> This process will install the universal **UD3 PCL6** drivers. For copier-specific drivers, please contact the Helpdesk.

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.

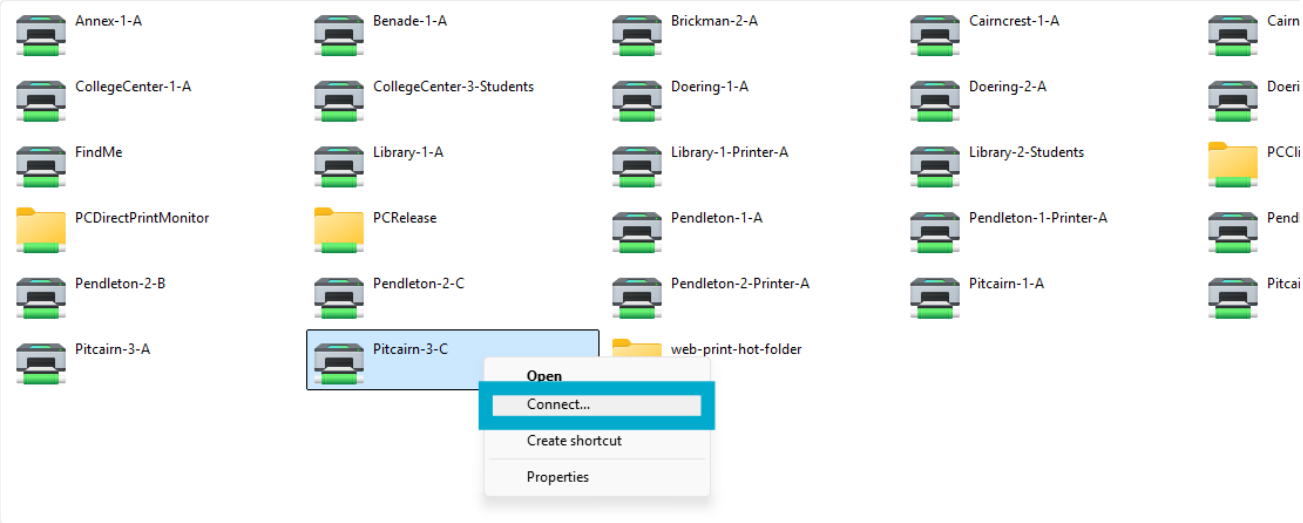


2. Type `\\print` and then click **OK**.

> If prompted for credentials, use your campus username and password.

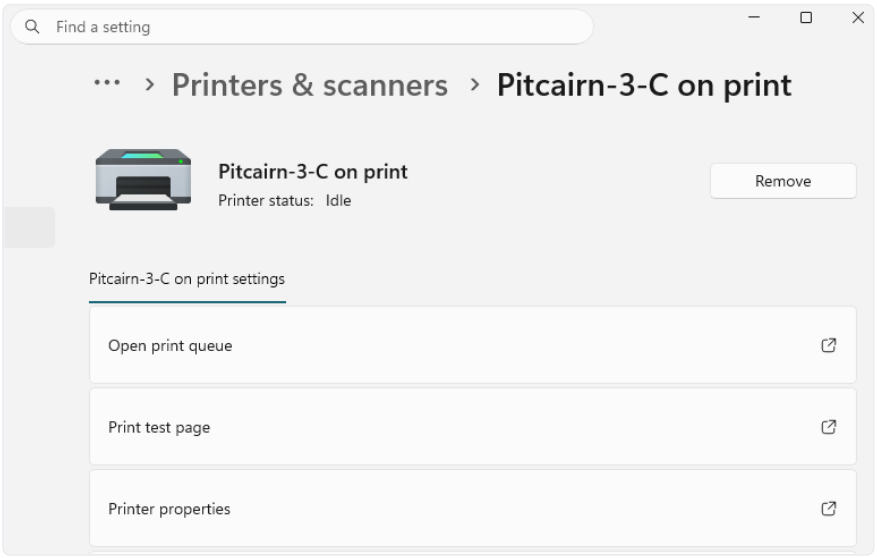
> What is my Username and Password?

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.



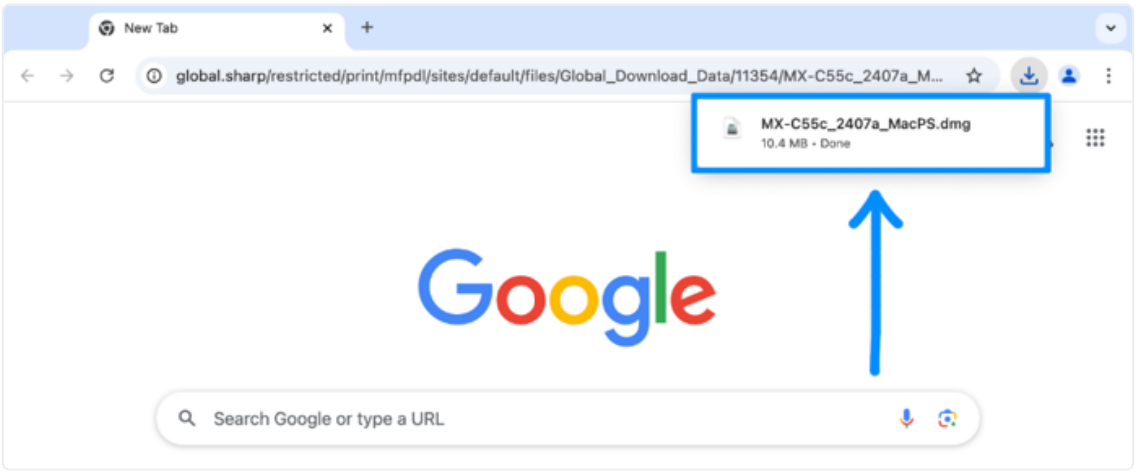
   b. Doing a test print from software like Notepad, Word, etc.

macOS

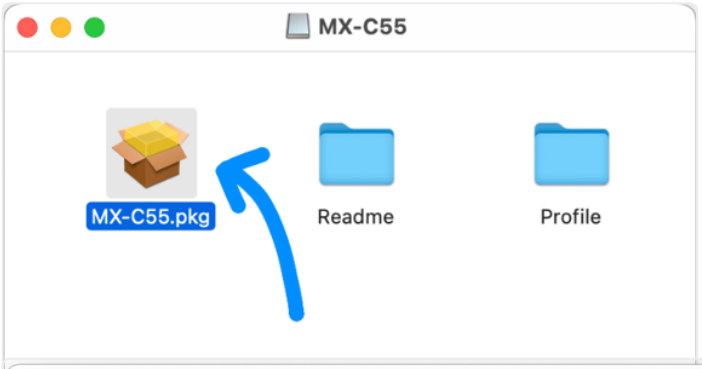
1. Find the copier you'd like to print to from the list below. Click the model number to download the driver.

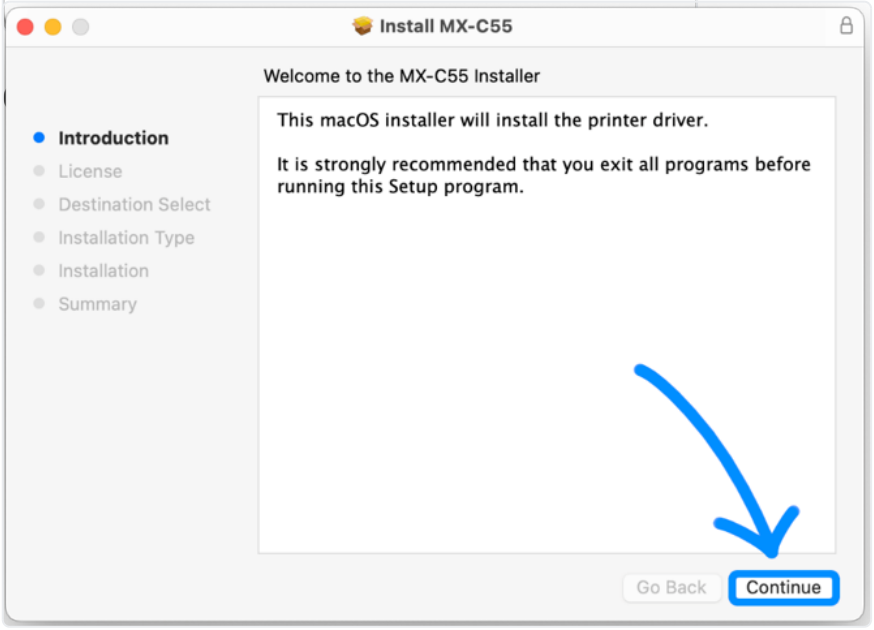
Name	Model	Location
Brickman-2-A	Sharp 70C45	Admissions 2nd floor
Doering-2-A	Sharp 70C45	2nd floor
Pendleton-2-B	Sharp 50C26	Theological school
Pendleton-2-C	Sharp 50C26	College office
Library-1-A	Sharp 50C26	Archives
CollegeCenter-3-Students	Sharp 50C26	3rd floor
Pendleton-1-A	Sharp 70C36	1st floor
Pendleton-2-A	Sharp 70C36	Mail room
Doering-1-A	Sharp 70C36	1st floor
Library-2-Students	Sharp 70C36	Front desk
CollegeCenter-1-A	Sharp B540WR	Health center

2. After it downloads, click on it to begin the installation by opening the .dmg file.



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

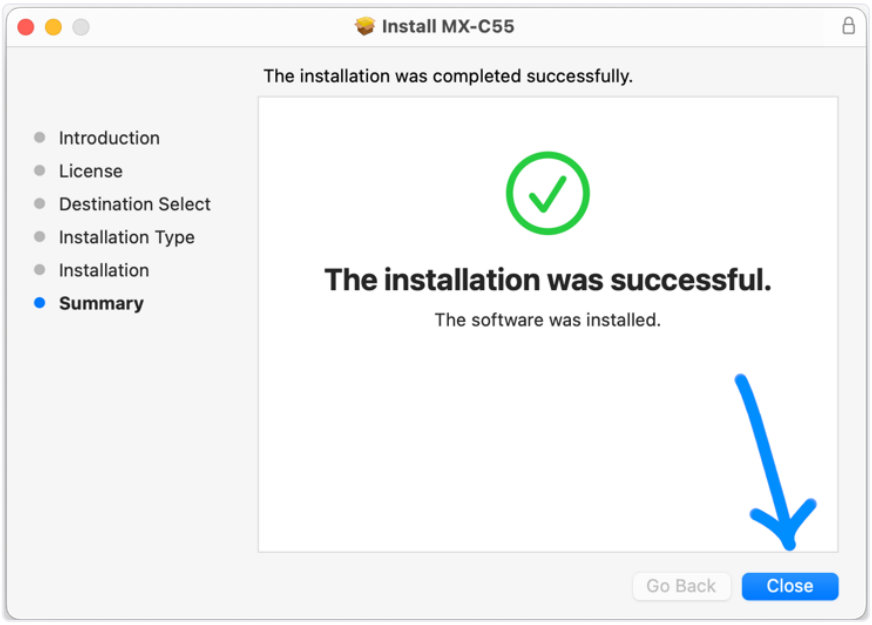


4. 

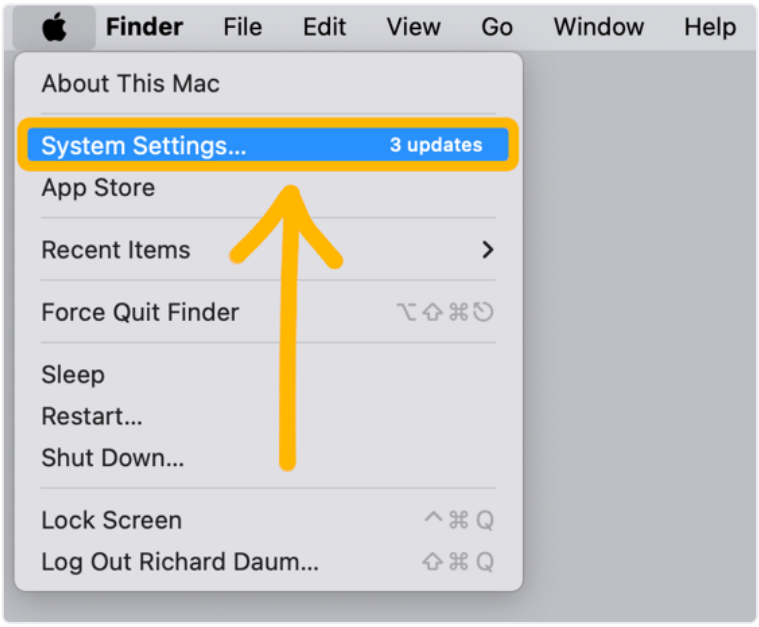
a. Make sure to authenticate when prompted.



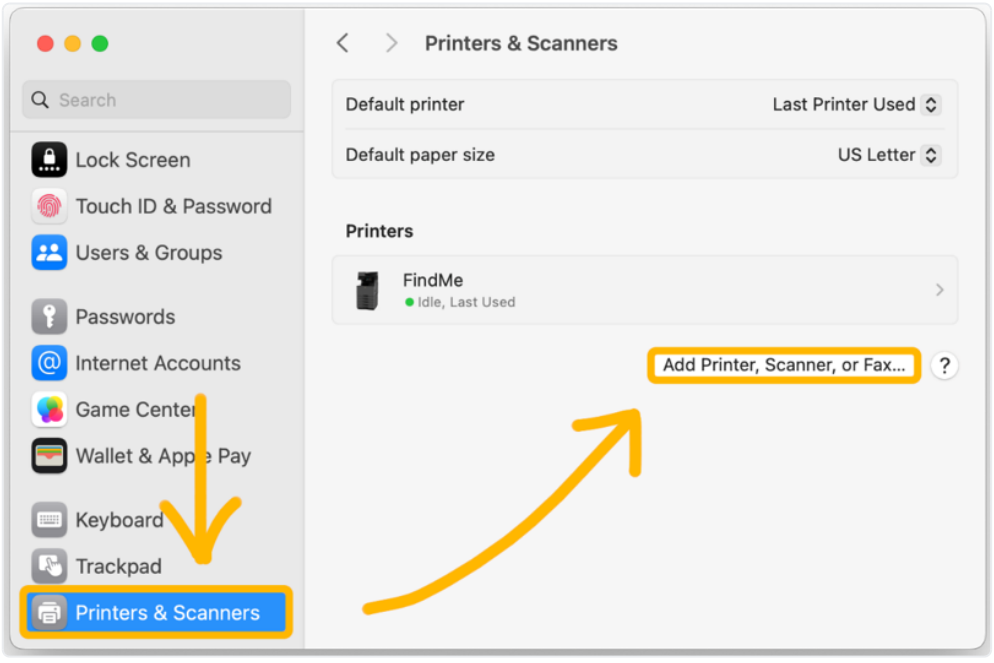
5. When the installation has finished, close the installer.



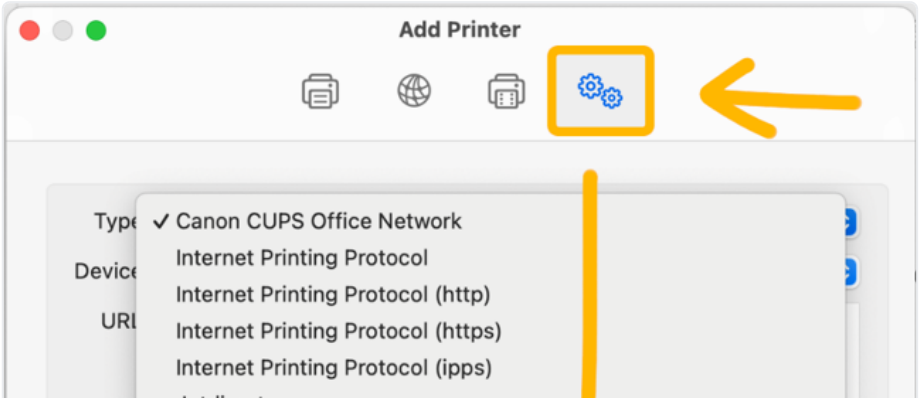
6. Click the **Apple** icon in the top left, then click **System Settings…**



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

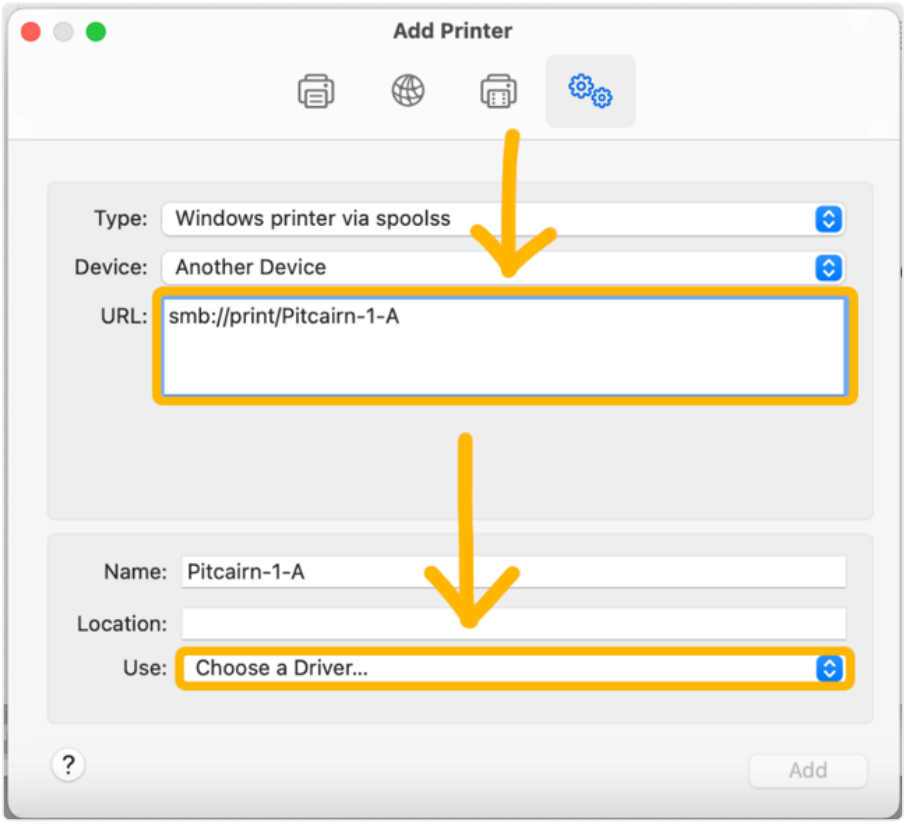


8. Click the **Advanced** icon (gears) and then click the **Type** drop-down menu and select **Windows printer via spoolss**.



> 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**.

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

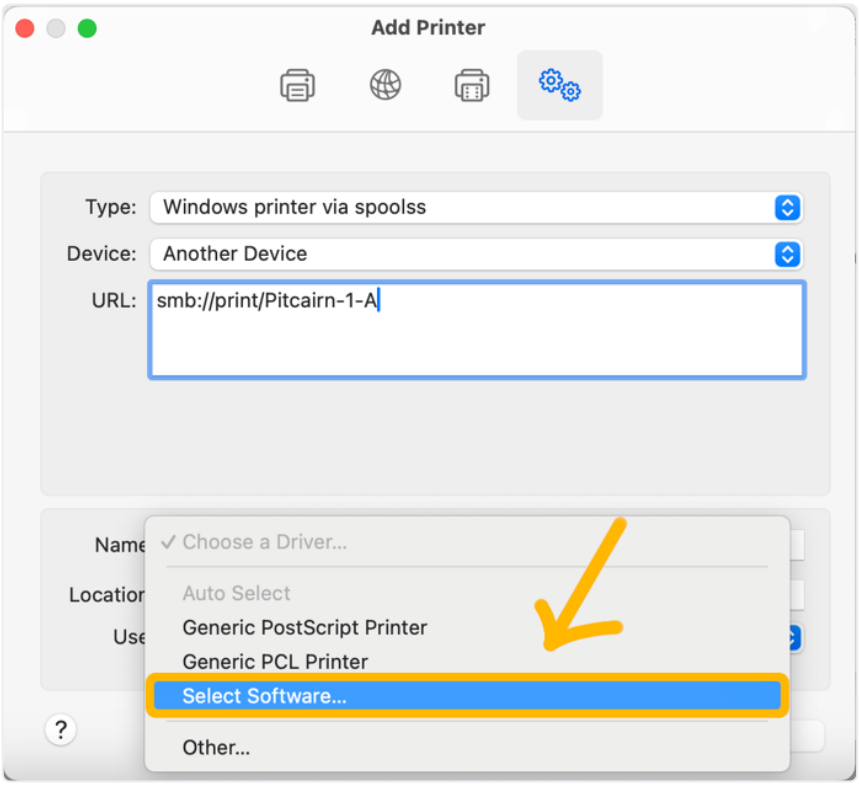


10. On the **Use:** drop-down menu, select **Choose a Driver…**
    a. See the table below for complete list of names:

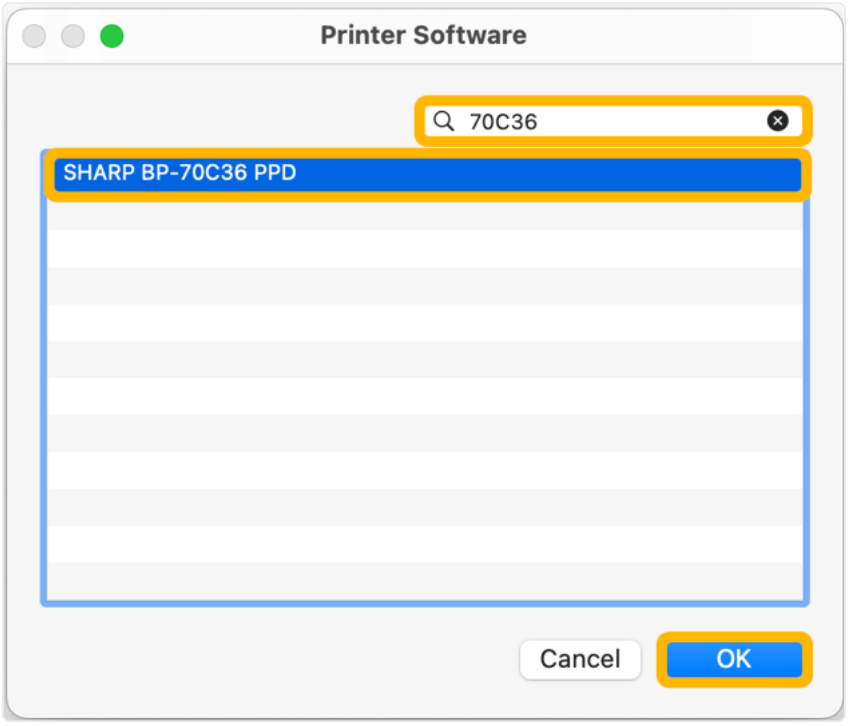
Name	Model	Location
Brickman-2-A	Sharp 70C45	Admissions 2nd floor

Doering-2-A	Sharp 70C45	2nd floor
Pendleton-2-B	Sharp 50C26	Theological school
Pendleton-2-C	Sharp 50C26	College office
Library-1-A	Sharp 50C26	Archives
CollegeCenter-3-Students	Sharp 50C26	3rd floor
Pendleton-1-A	Sharp 70C36	1st floor
Pendleton-2-A	Sharp 70C36	Mail room
Doering-1-A	Sharp 70C36	1st floor
Library-2-Students	Sharp 70C36	Front desk
CollegeCenter-1-A	Sharp B540WR	Health center

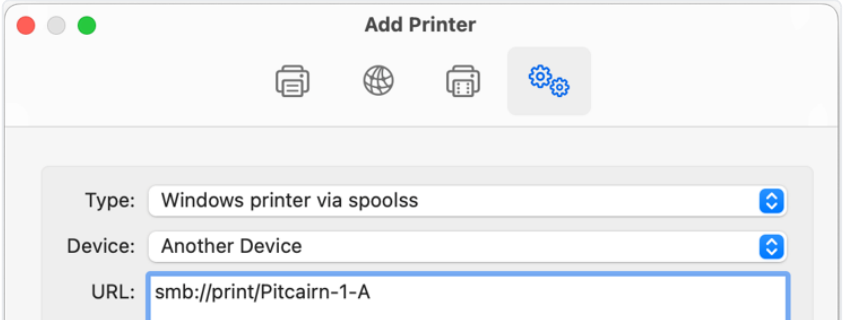
11. Click **Select Software…**



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



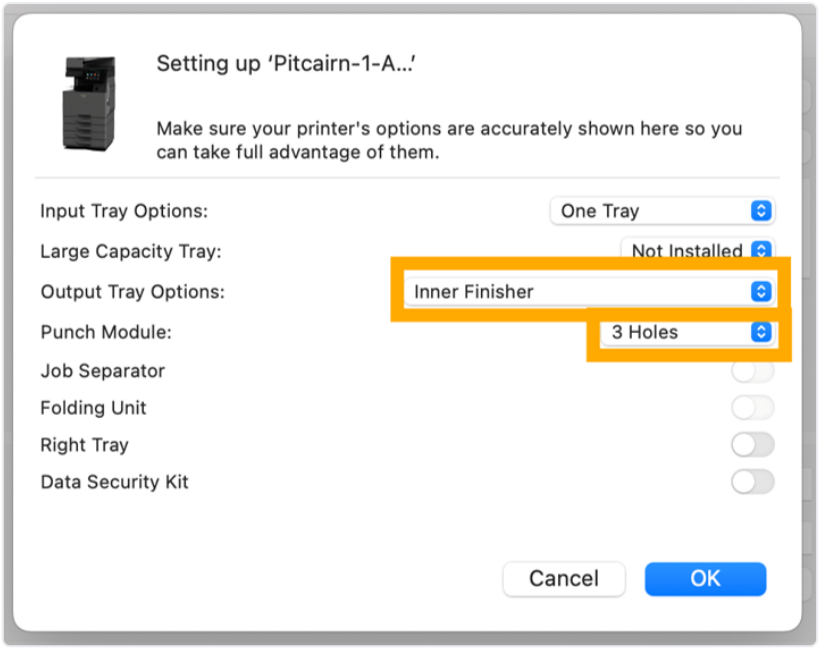
13. Click Add.



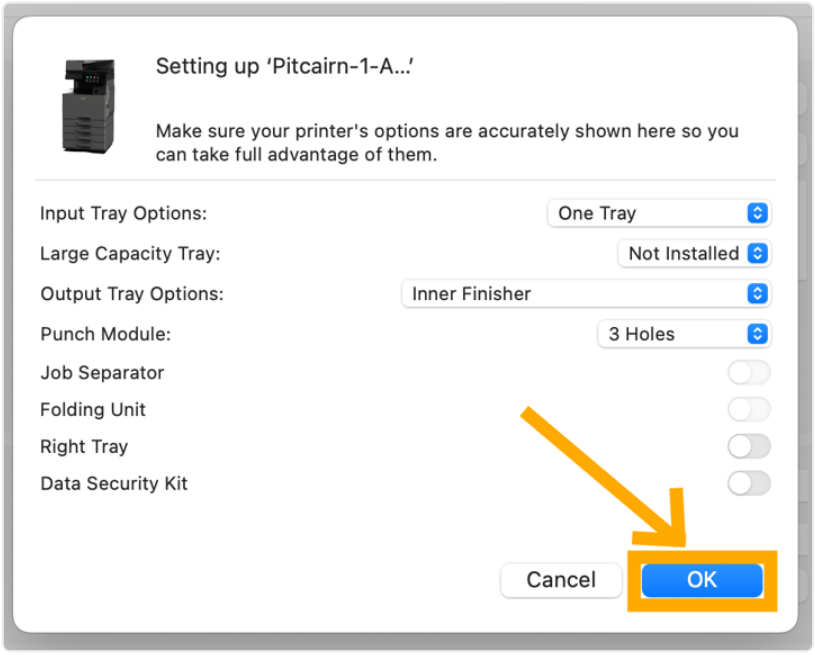
a. When you first direct connect to a printer, it will prompt you for your network credentials. It is important that you include `anc\` at the beginning, e.g. `anc\<network username>`

> If you don't remember what to enter here, see What is my Username and Password?

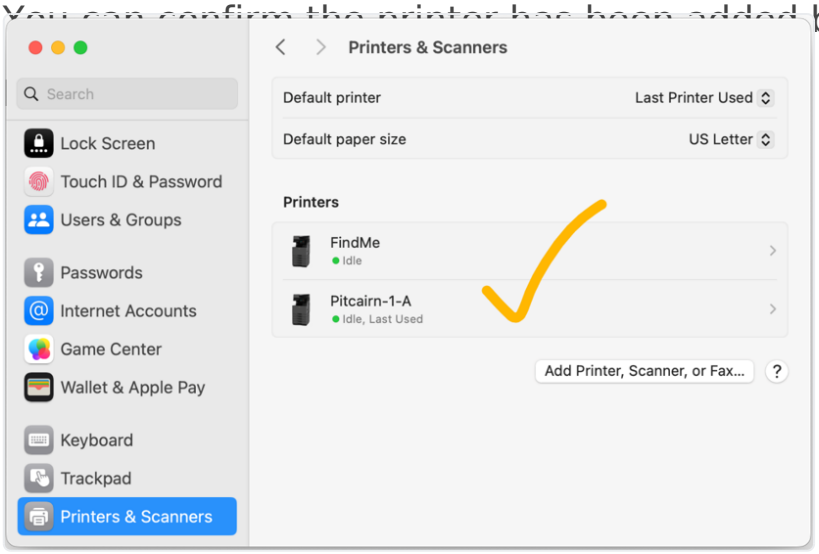
14. To set up punching and stapling, change **Output Tray Options:** to **Inner Finisher** and **Punch Module** to **3 Holes** if the options appear. Otherwise, leave the default settings.



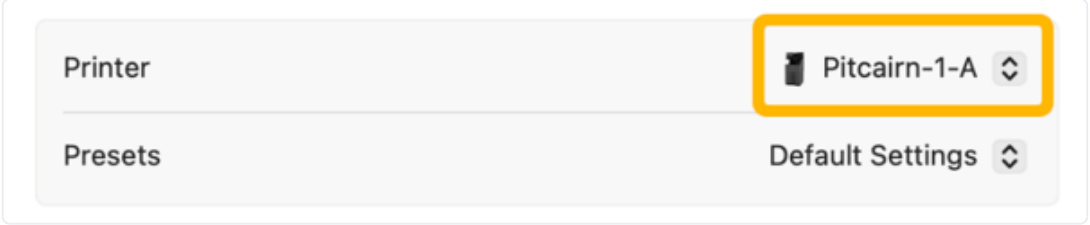
15. Click **OK** on the setup pop-up box.



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



17. 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 is the default print method for faculty and staff.

After printing to FindMe, you can scan your ID on any of the campus copiers to release the print there.

> Before setting up PaperCut, ensure your ID is associated with the copiers.

Windows

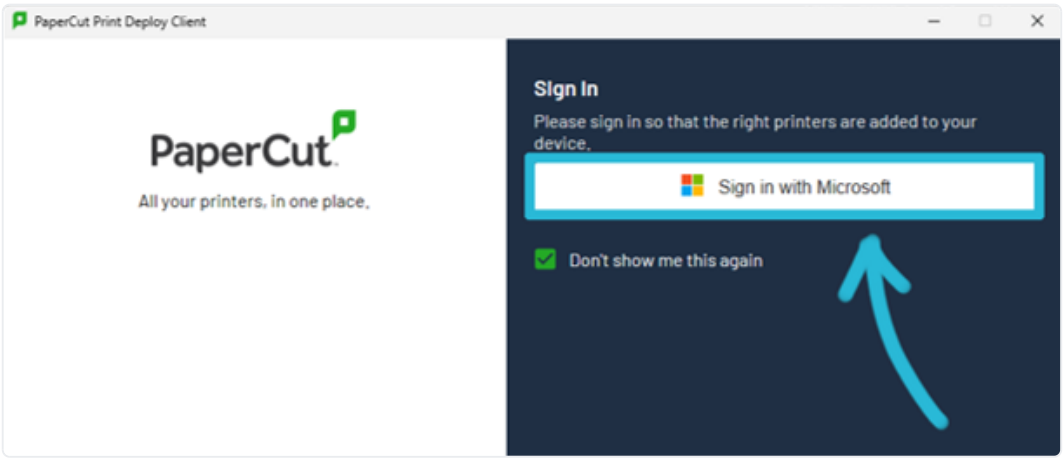
1. While on campus, go to bit.ly/bacwinprint in your browser.
   a. This will automatically begin downloading the installer.
2. Click on the installer from your download history to open it.



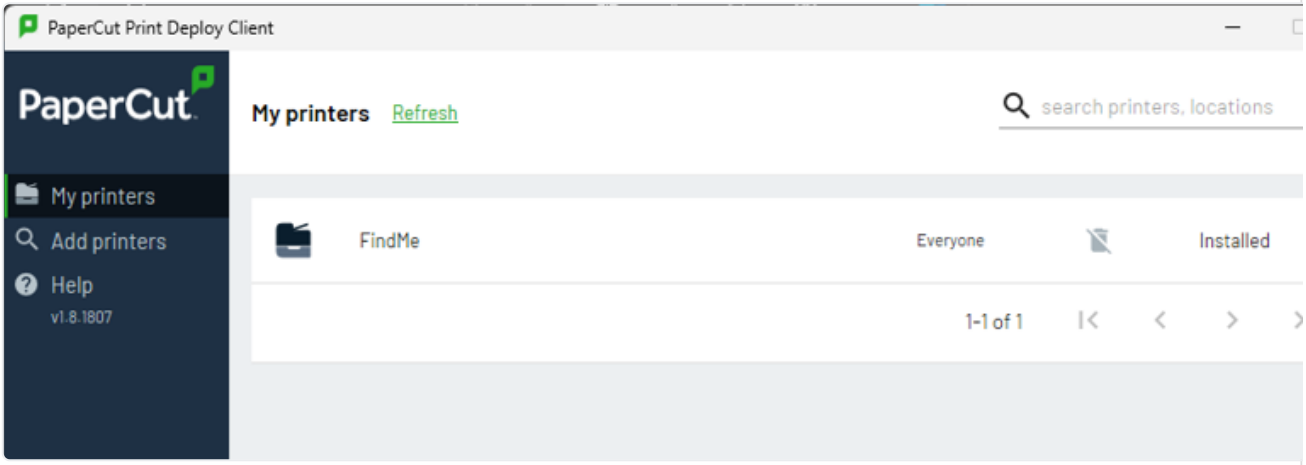
3. Once it opens, follow the prompts to install Print Deploy.

> 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.



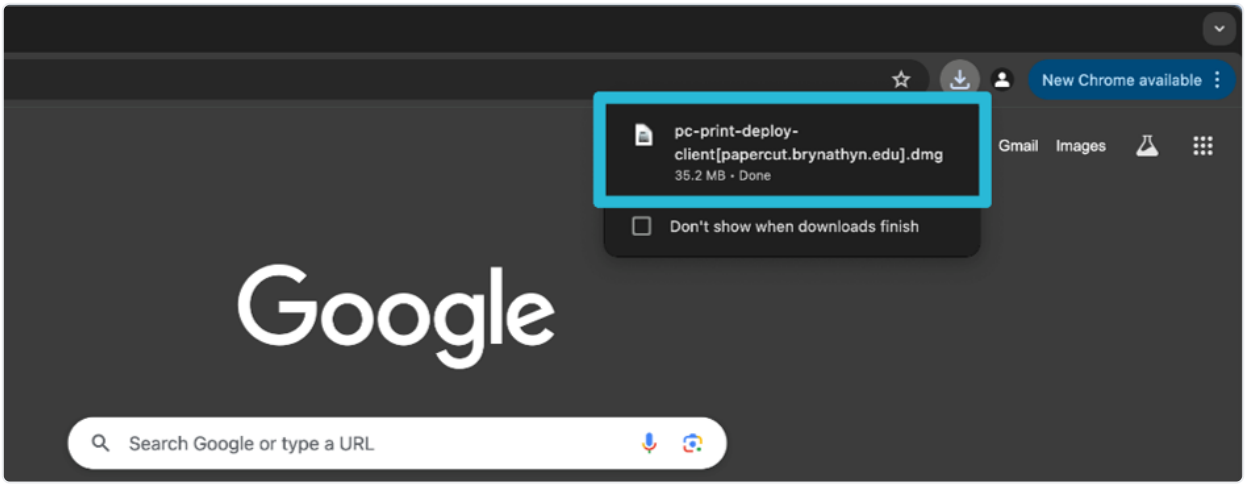
   a. Ensure that FindMe says **Installed** on the righthand side.

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

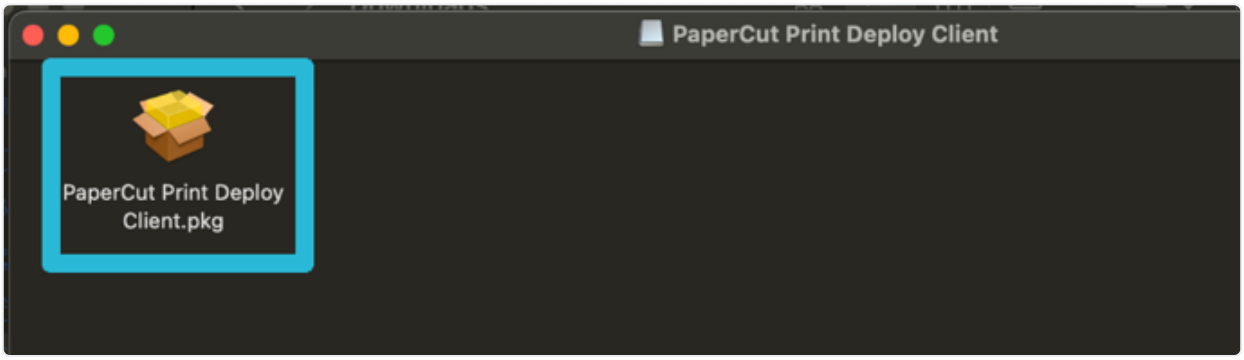
6. When printing a document, select **FindMe** and print to it. You can then go to one of the campus copiers and release the print there.
    a. If you have your Bryn Athyn College ID card, scan it to release the print.
    b. If you don’t have your ID card, you can use the pin found on the PaperCut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

macOS

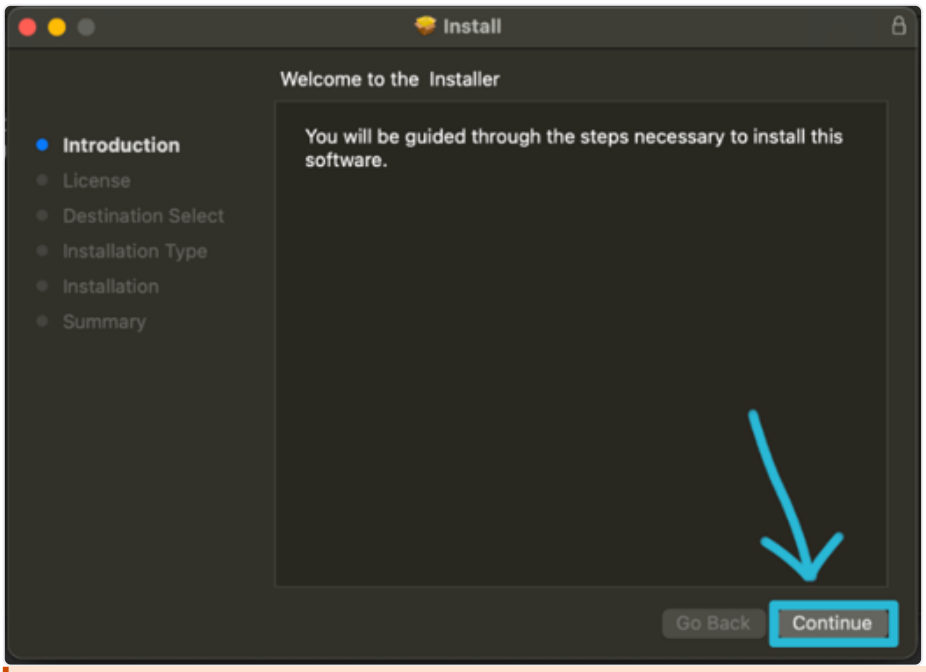
1. Go to bit.ly/bacmacprint in your browser.
    - This will automatically begin downloading the installer.
2. Click the installer from your downloads history to open it.



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

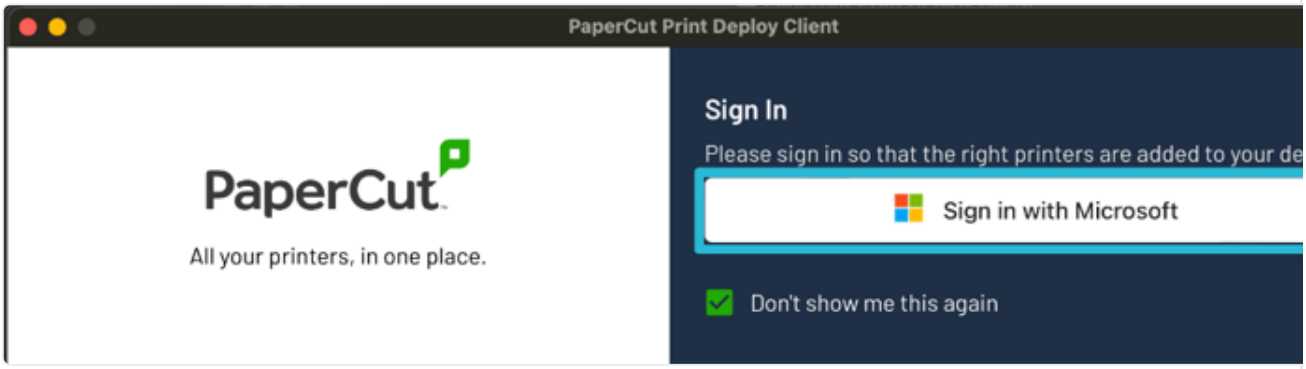


4. Click **Continue** and follow the prompts to install Print Deploy.

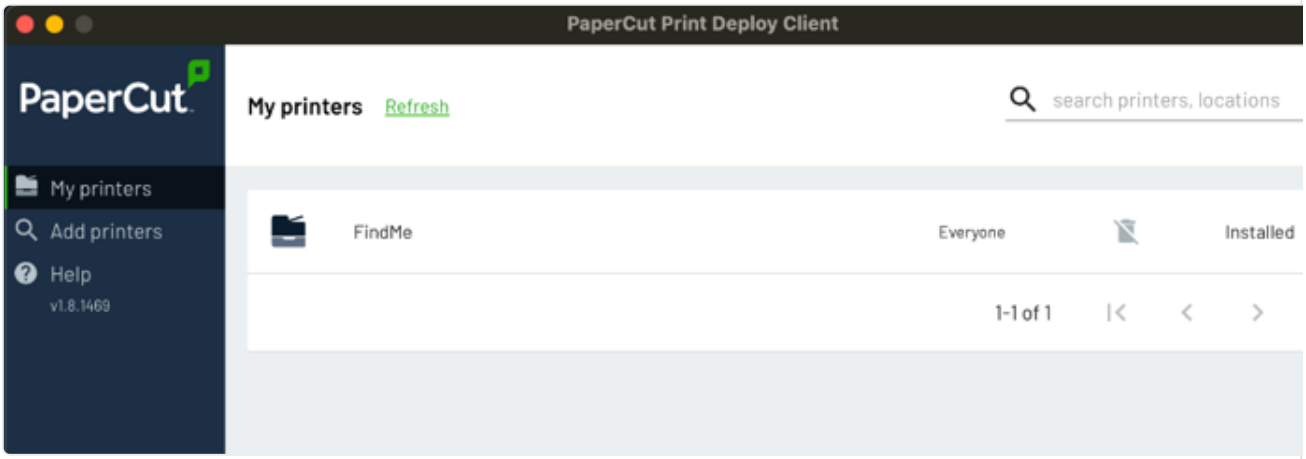


> Make sure to allow any permissions requests and to authenticate when prompted.

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



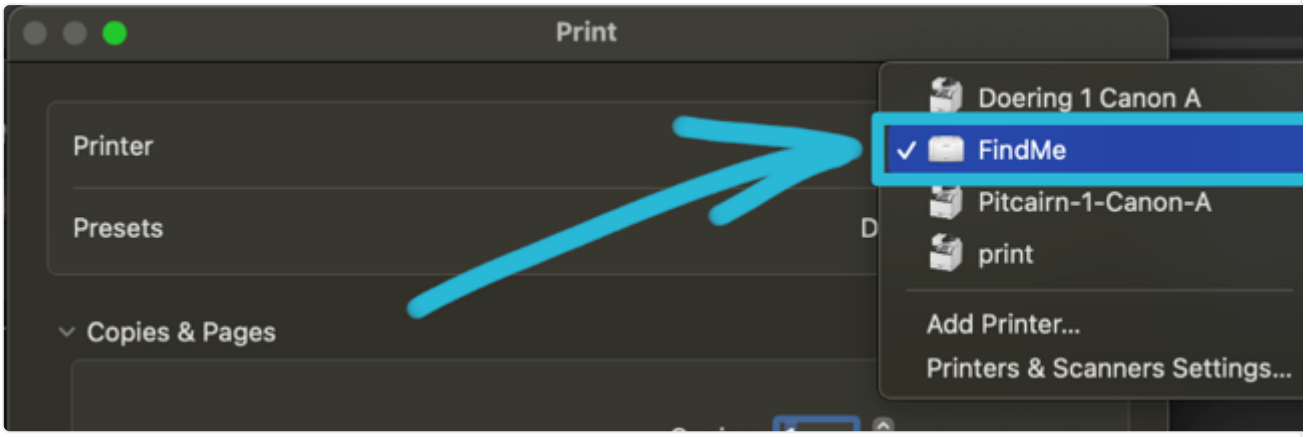
6. After the installation is finished, Print Deploy should look like this.



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

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

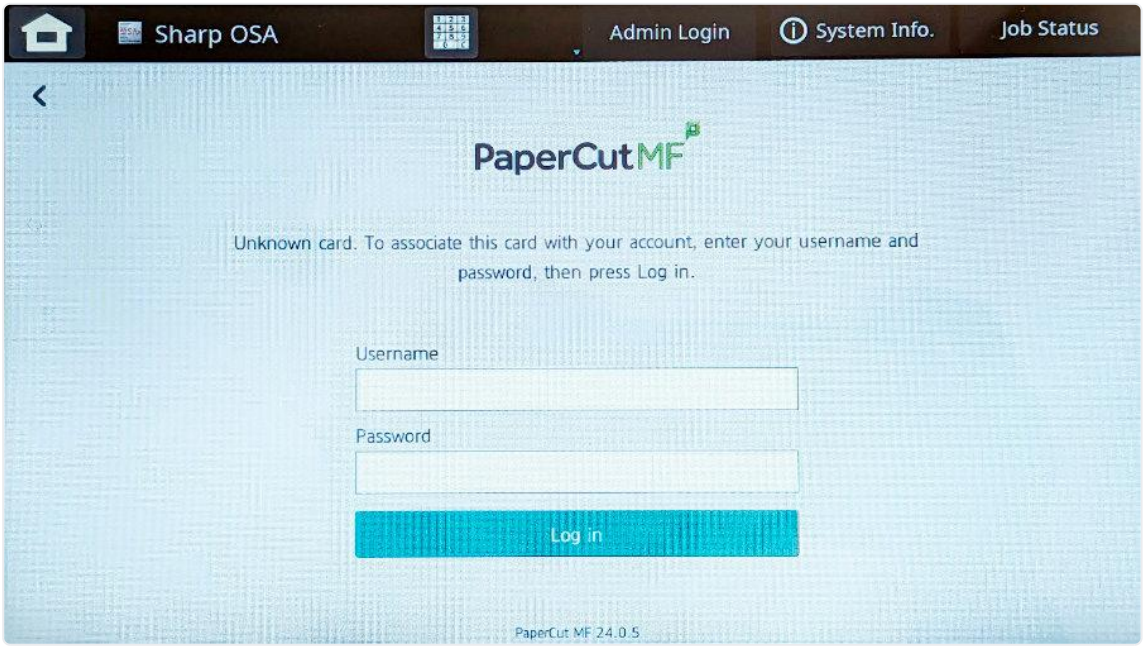
7. When printing from the software of your choice, select **FindMe** and print to it. You can then go to any of the campus copiers and release the print there with your ID card or PaperCut ID.



Associating your ID with copiers

To access the copiers on campus, you must associate your ID card once. After associating, you can scan your ID to release prints, scan, and make copies.

1. Scan your ID on the copier's card scanner.
    a. This should prompt the following menu to appear on the screen:

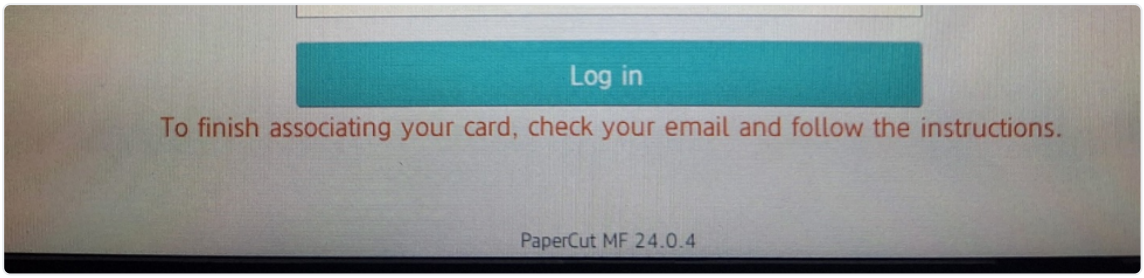


2. Enter the following credentials:
    - **Username**: `<College email address>`
    - **Password**: `<College Microsoft account password>`
        - For help, see What is my Username and Password?

>

> Most copiers have a pull-out keyboard behind the display.

- After entering your credentials, you should see the following notification:



3. Follow the instructions emailed to you by **bac.noreply@brynathyn.edu**.

> If you don’t see the email, make sure you check your Junk Email folder.

> Now that you have associated your card, you can scan or copy using the campus copiers.

Scanning & copying

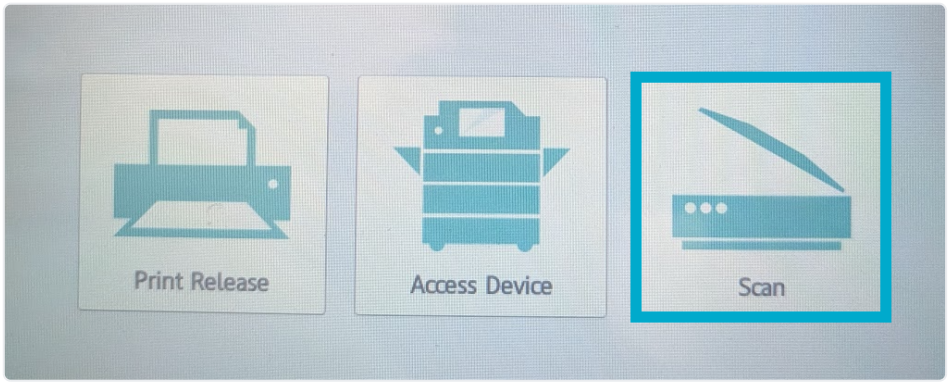
> If this is your first time accessing the copiers, start with Associating your ID with copiers.

Scanning

1. Place the pages you wish to scan in the top tray of the copier, **face up**.
2. Scan your ID card on the copier's card scanner.

   > If you have already associated your ID and it says **Unknown card**, try scanning again slowly.

3. Press **Scan** on the menu that appears on the screen.



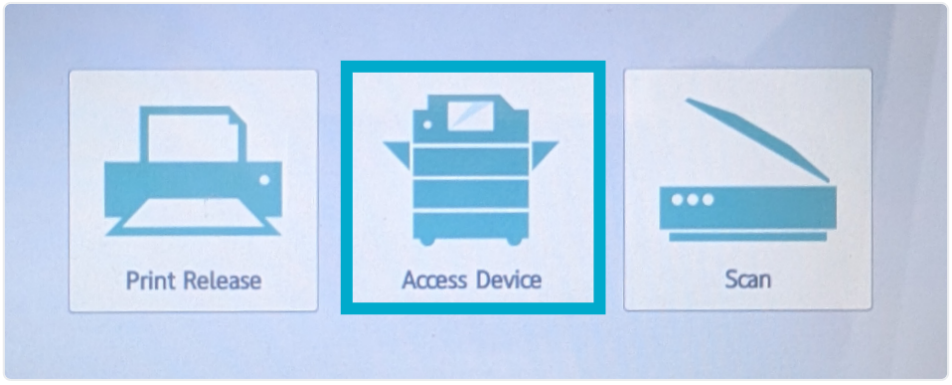
4. Chose an option to scan to:
   a. **Scan to My Email** will automatically fill in your BAC Email address.

b. **Scan to Email** will allow you to enter any email address to send the scanned document to.

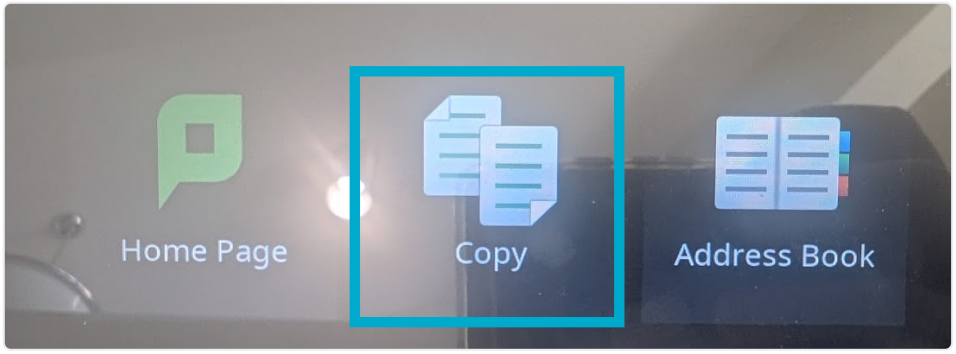
> Press **Start** to begin. You will be sent a PDF of your scan from bac.noreply@brynathyn.edu.

Copying

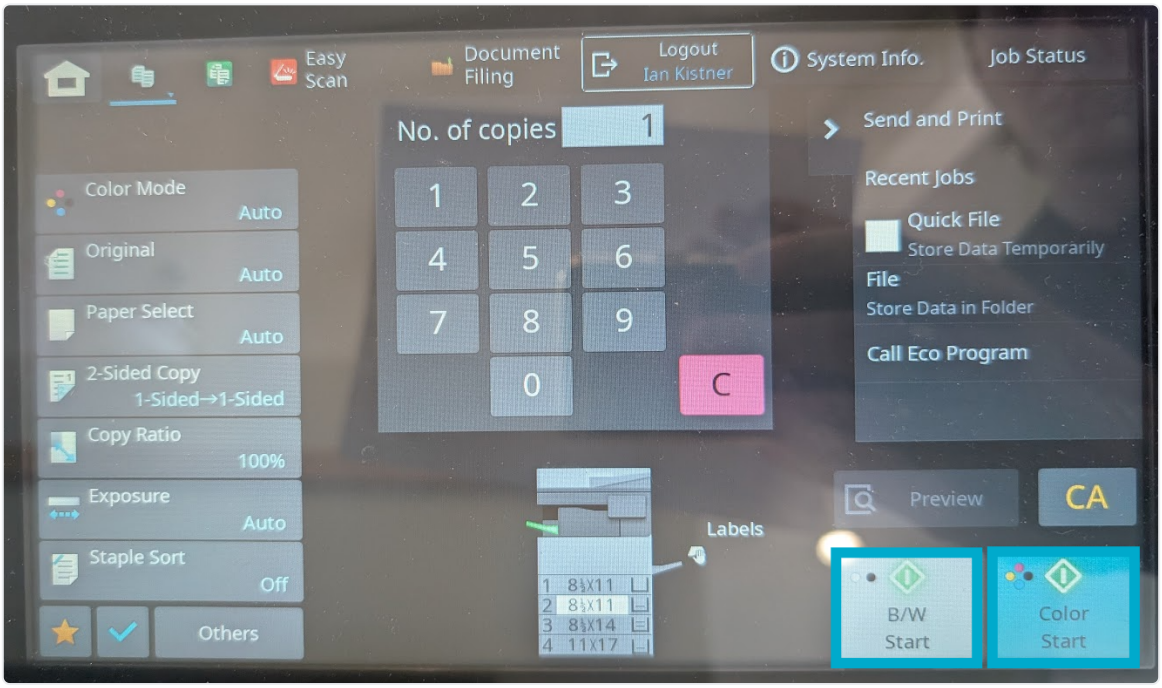
1. Place the pages you wish to copy in the top tray of the copier, **face up**.
2. Scan your ID card on the copier's card scanner.
3. Press **Access Device**.



4. Press **Copy**.



5. Select the number of copies you want and adjust the settings for copying as desired in the menu that appears.



6. Press either **Black/White Start** or **Color Start** to begin the copying job.

> The copier will spit out the original pages it is processing immediately, then will begin printing the copies after a brief delay.

Printing on non-standard paper

Installing drivers

Using special paper types may require the use of specific drivers for the copier. If you are printing on heavy paper, glossy paper, etc. please contact the Helpdesk and ask for the non-universal PostScript drivers to be installed for the relevant copier on your computer.

Using the bypass tray

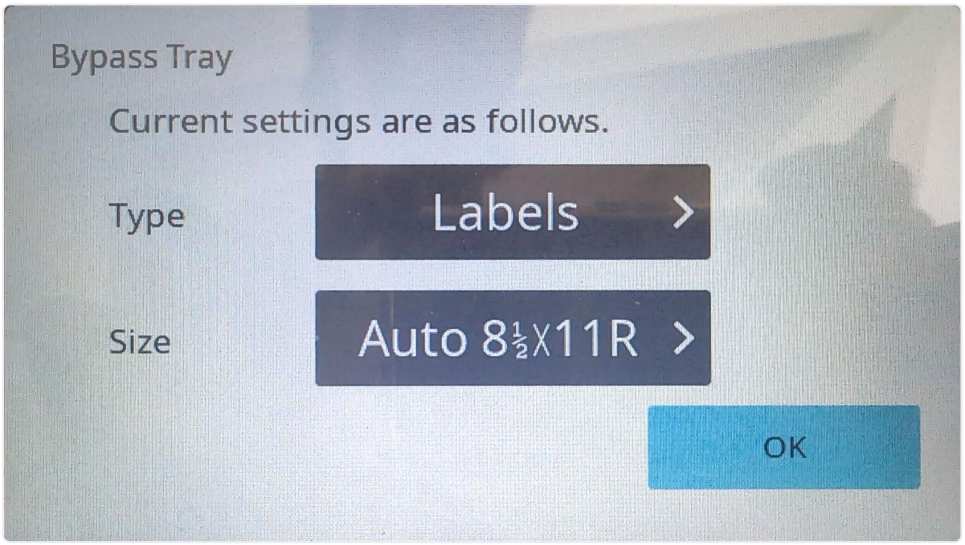
The **bypass tray** on a copier is an optional side tray that can be used for feeding abnormal paper, such as envelopes, glossy paper, or weighted paper. To use the bypass tray correctly, you will need to start at the physical copier before doing anything on your computer.

1. Sign into the copier by scanning your ID card or entering your pin code.

2. Press **Access Device**.



3. Open the bypass tray and insert the paper you wish to print to.
    a. Make sure that you adjust the paper guides to line the paper up and keep it secure.
    b. Once your paper is in the bypass tray you should see a pop-up window on the copier display. This will display whatever the last selected options for the bypass tray were.



4. If the displayed settings are correct, press **OK**.

> Formatting issues may arise if the document format being submitted does not align with the settings configured on the

> copier when paper is loaded into the bypass tray.

a. If you need to adjust the type or size setting, use the touchscreen to select each and adjust as needed.

b. When selecting the size, you can usually select **auto-inch** and use the physical paper guides on the bypass tray for the copier to recognize the size. Otherwise, enter it manually.

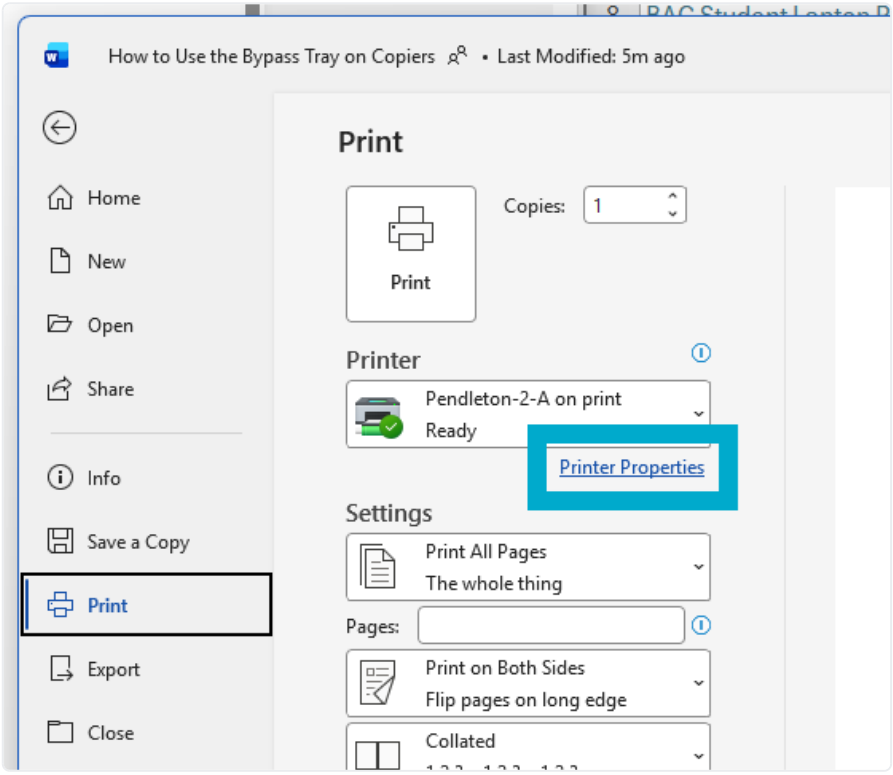
5. Sign out of the copier.

6. Open the document you need to print on your computer.

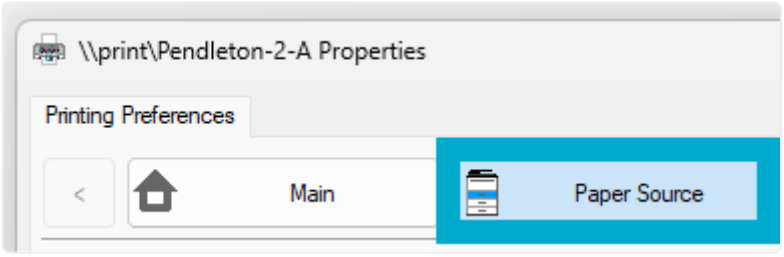
> The attached screenshots are of printing from Word. If you're printing from a non-Microsoft product, getting to the print menu may be slightly different, but the printer properties will look the same.

7. Go to the **Print** menu for the software you are printing from.

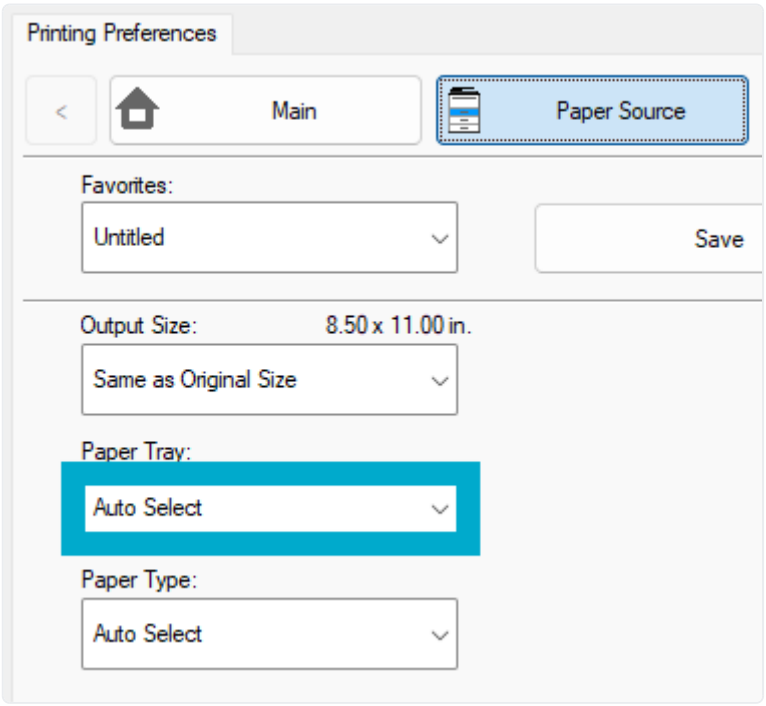
8. Select the **Printer Properties** link underneath the printer selection dropdown.



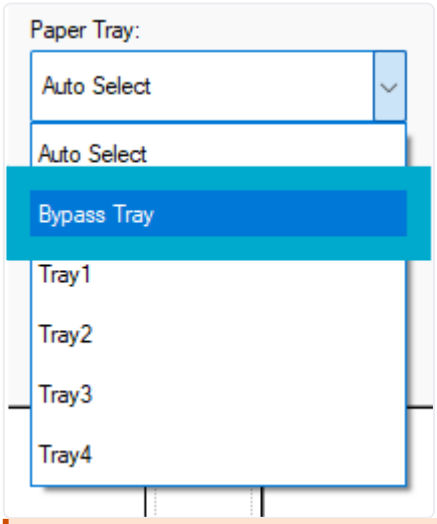
9. Click the **Paper Source** tab in the window that appears.



10. Select the **Paper Tray** drop down menu.



11. Choose the **Bypass Tray** option.



For subsequent print jobs to the same printer, you will need to repeat steps **7-11** but instead set the paper tray to **Auto Select**. This will allow you to print normal pages without issue.

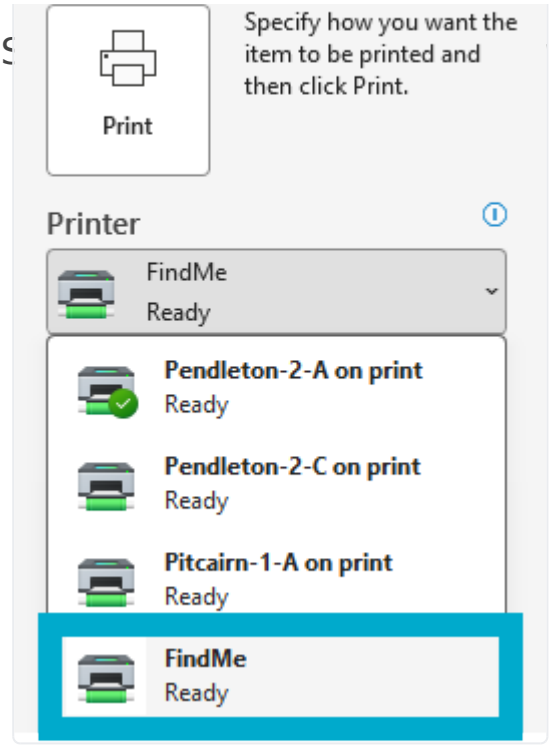
Your document can now be printed using the bypass tray!

Secure printing

Secure printing allows you to set up a confidential/sensitive print job so that it won't print until you are physically at the copier. This prevents sensitive and protected information from being accessible to anyone else that uses the copier before you get to it. The two methods for secure printing are listed below.

FindMe

Printing to **FindMe** is secure by default, as the print job is not released anywhere until you scan your ID at a copier. See the page for PaperCut for instructions on how to set this method up for the first time.

1. S

hatever software you’re printing from.

2. After printing to **FindMe**, go to the copier that you'd like to print to, and scan your ID card to release the print there.
   A close up of a cardDescription automatically generated

Web printing

If you don’t have PaperCut Print Deploy installed and you’re only planning on printing a few things securely, you can follow the instructions in Web printing . This accomplishes the same thing as printing to **FindMe**.

Campus copier list

Below is the list of all the copiers on the Bryn Athyn College campus. Each model number has a link to the appropriate driver.

Name	Model	Location
Brickman-2-A	Sharp 70C45	Admissions 2nd floor
Doering-2-A	Sharp 70C45	2nd floor
Pendleton-2-B	Sharp 50C26	Theological school
Pendleton-2-C	Sharp 50C26	College office
Library-1-A	Sharp 50C26	Archives
CollegeCenter-3-Students	Sharp 50C26	3rd floor
Pendleton-1-A	Sharp 70C36	1st floor
Pendleton-2-A	Sharp 70C36	Mail room
Doering-1-A	Sharp 70C36	1st floor
Library-2-Students	Sharp 70C36	Front desk
CollegeCenter-1-A	Sharp B540WR	Health center