

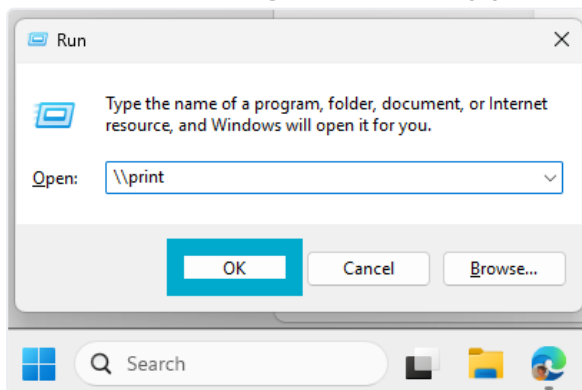
Direct Printing

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.

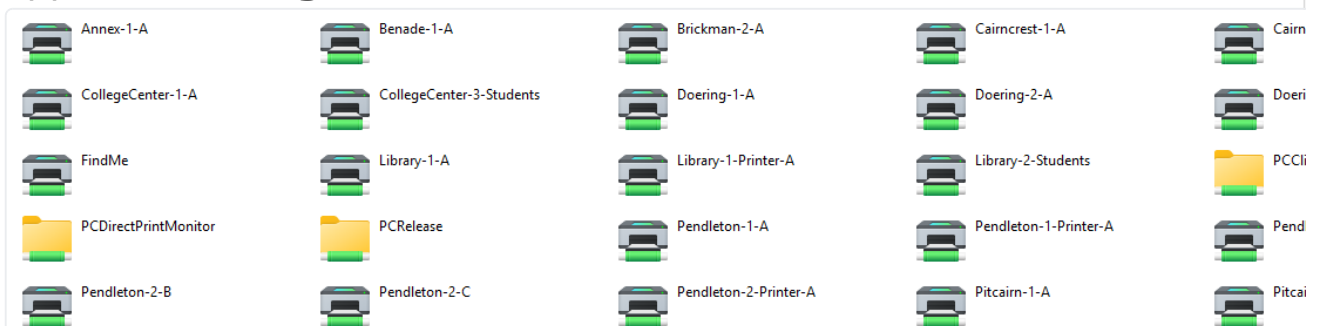


2. Type \\print and then click **OK**.

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

What is my Username and Password?

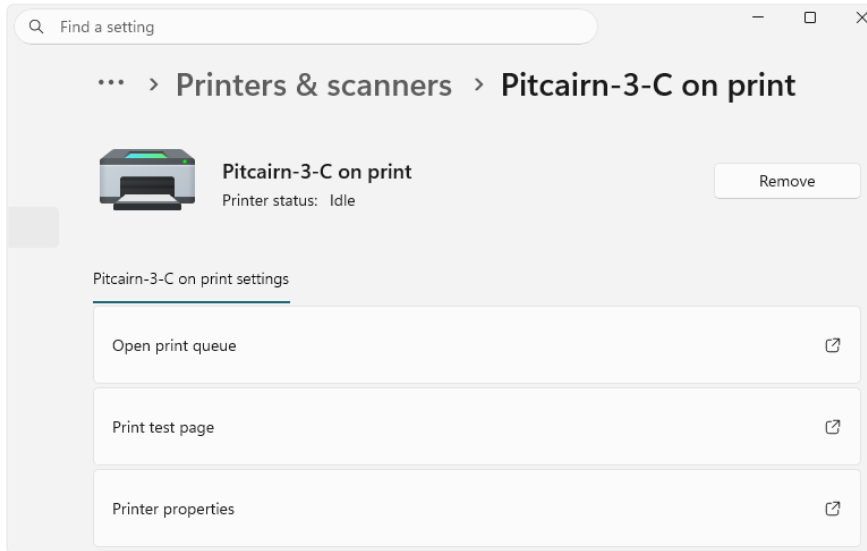
3. Find the printer you'd like to connect to in the window that appears, then **right click** on it and click **Connect...**



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

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

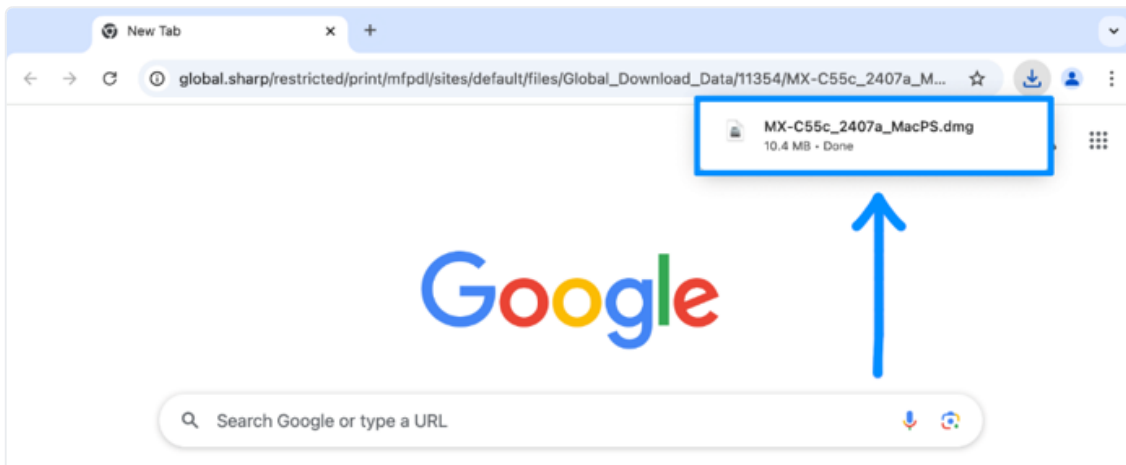
- a. Going to **Settings** > **Bluetooth & devices** > **Printers & scanners** and looking for the chosen copier.



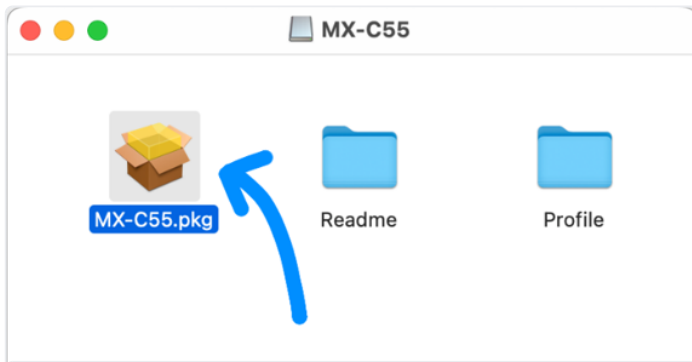
- b. Doing a test print from software like Notepad, Word, etc.

MacOS

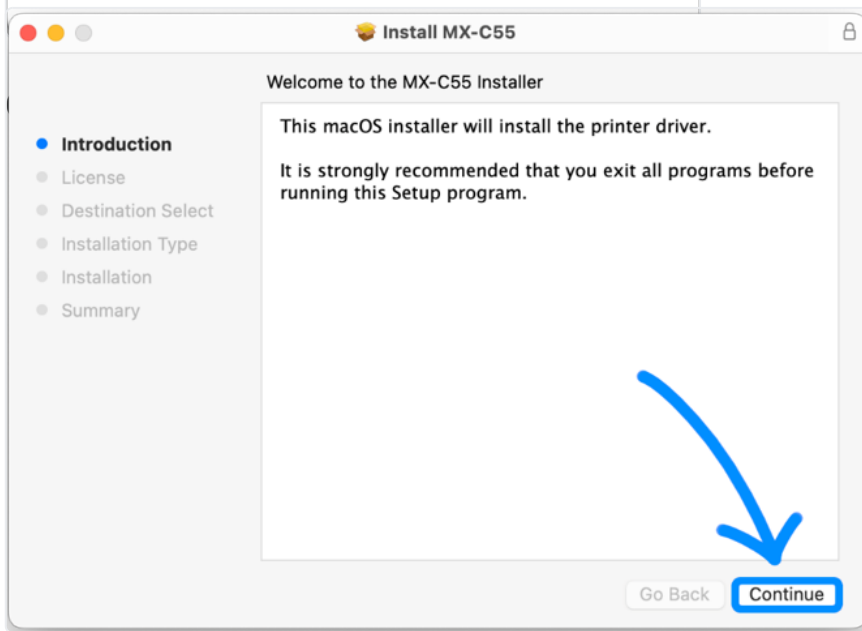
1. Download the print driver by clicking [this link](#). After it downloads, click on it to begin the installation by opening the .dmg file.



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



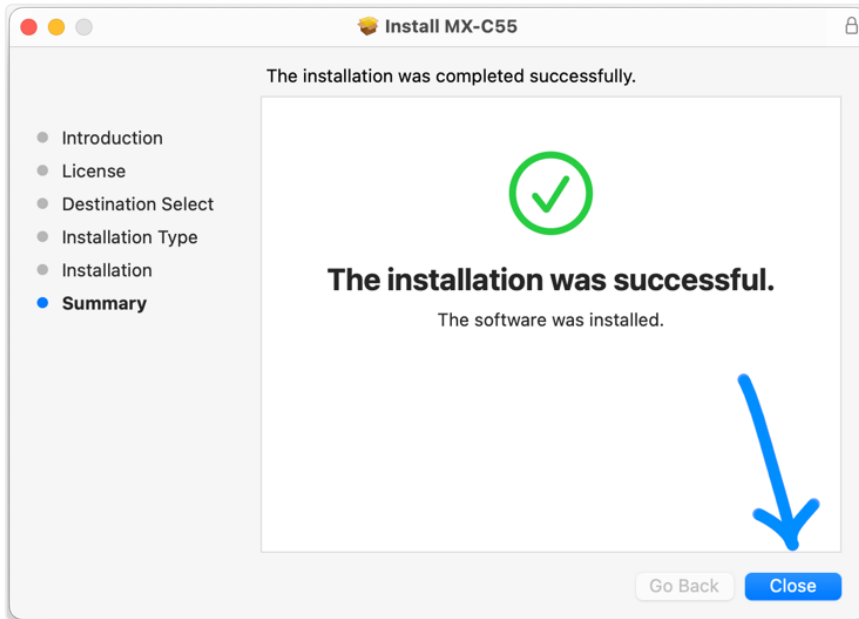
3.



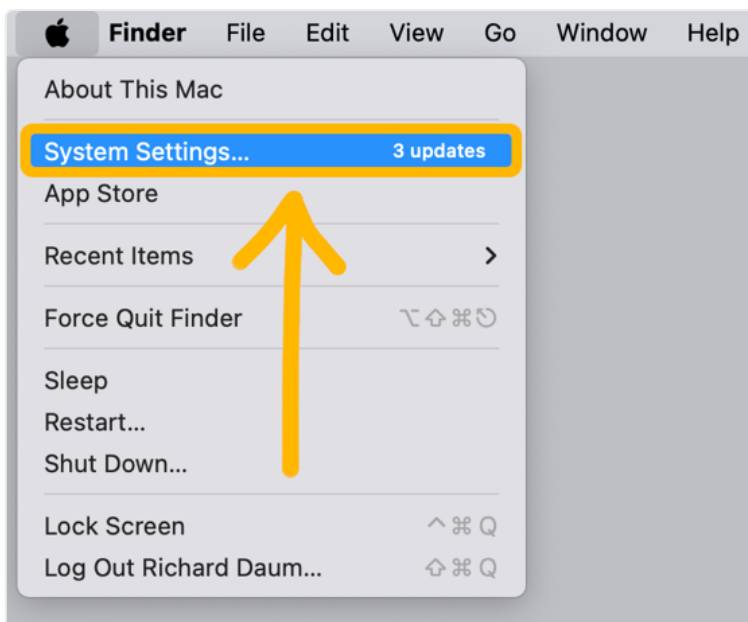
a. Make sure to authenticate when prompted.



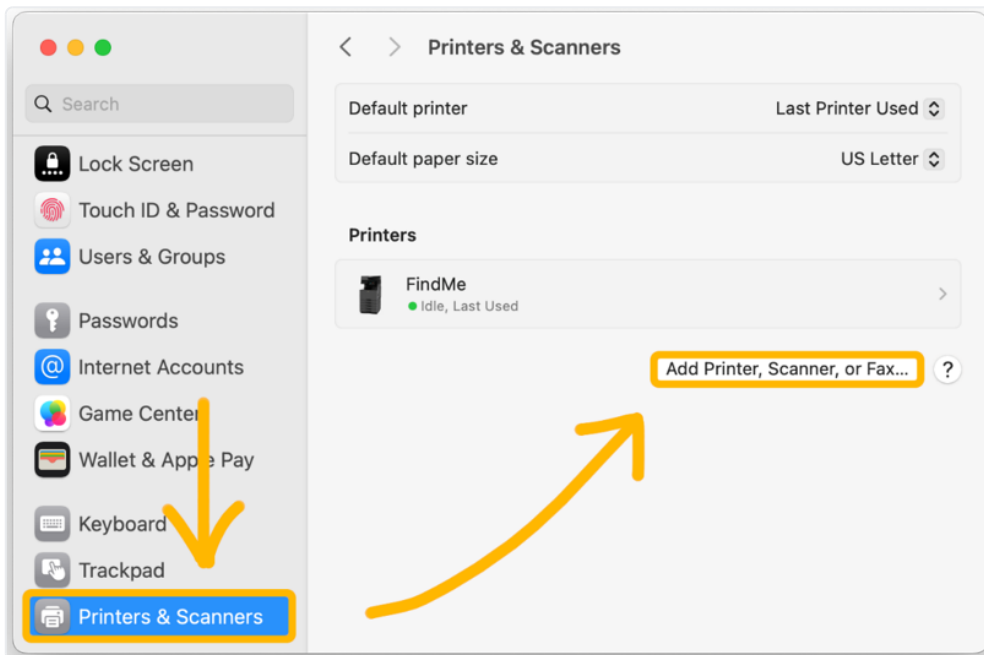
4. When the installation has finished, close the installer.



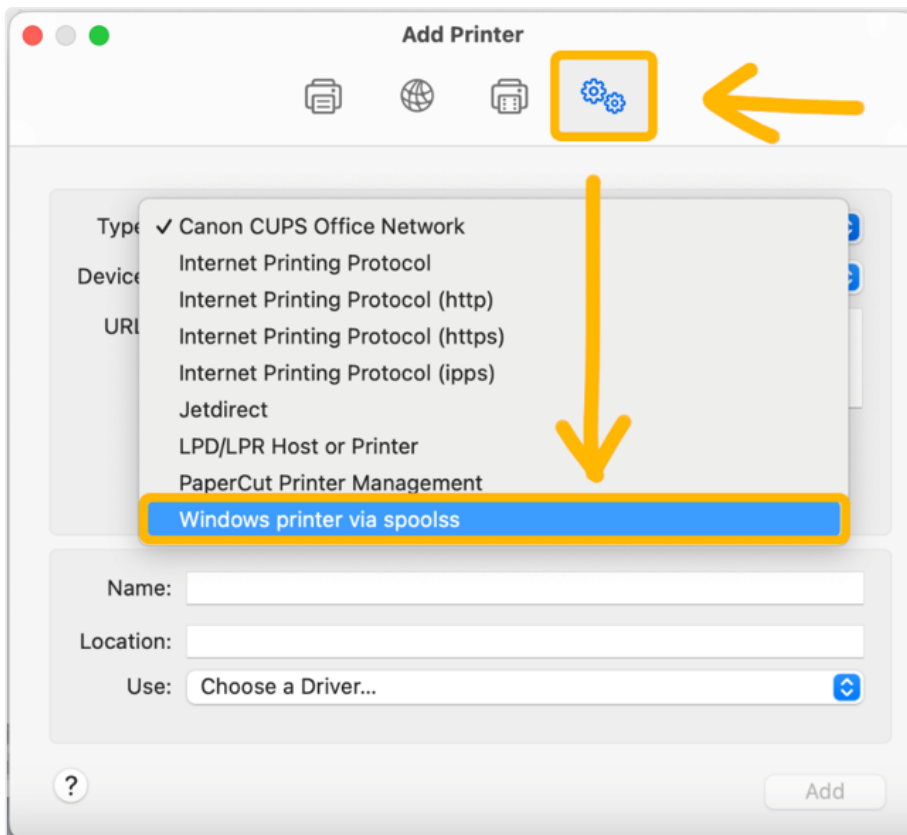
5. Click the **Apple** icon in the top left, then click **System Settings...**



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

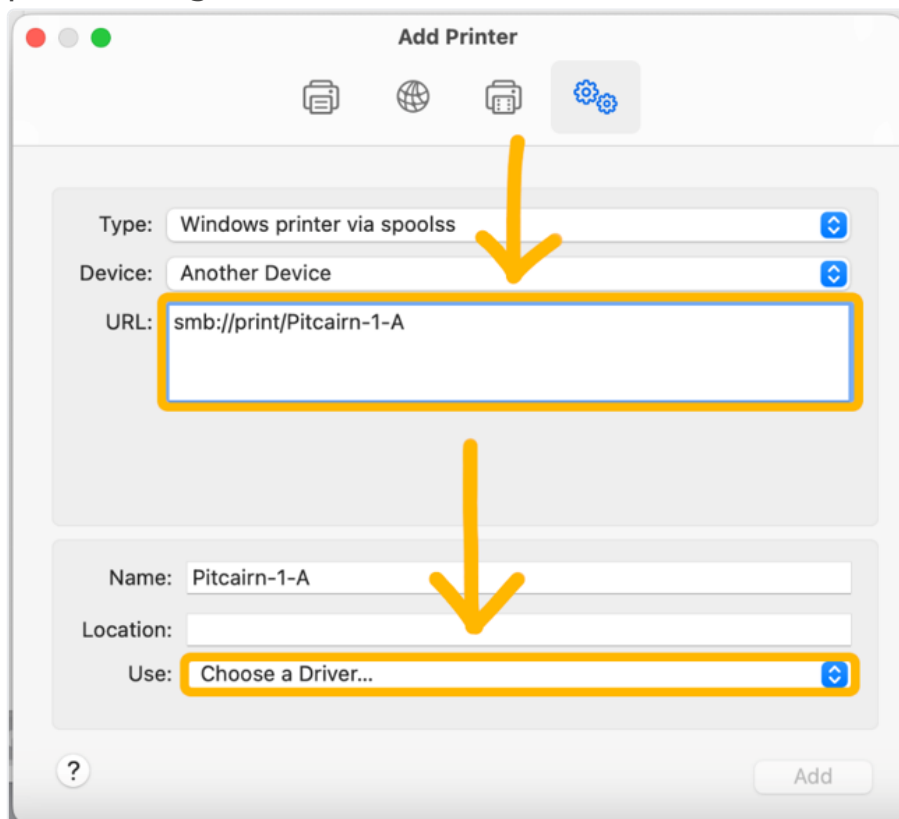


7. Click the **Advanced** icon (gears) and then click the **Type** dropdown menu and select **Windows printer via spoolss**.



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`).

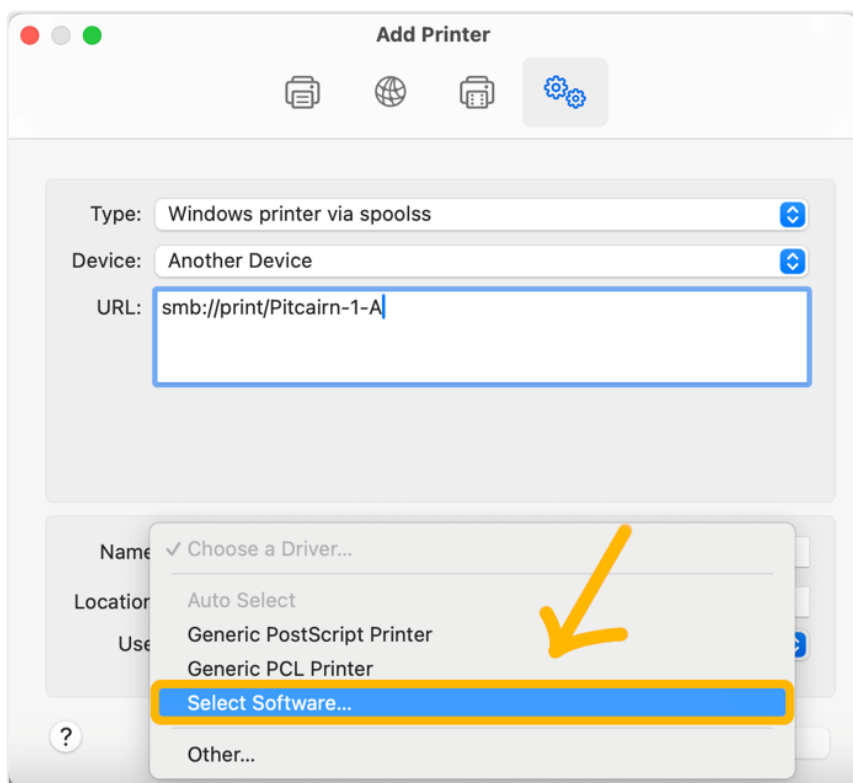


9. On the **Use:** drop-down menu, select **Choose a Driver...**
- a. See the table below for complete list of names:

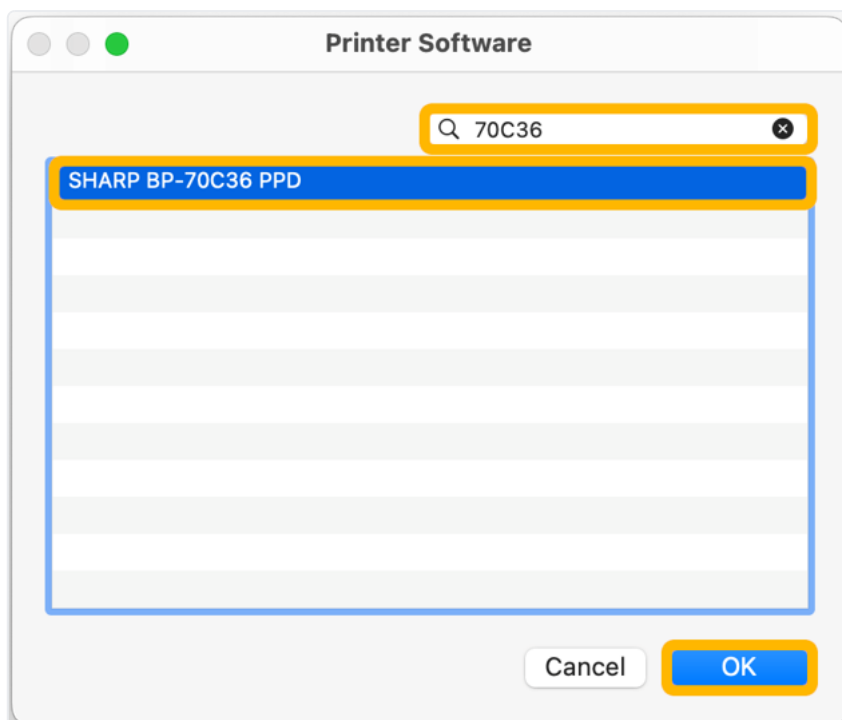
Printer Name	Model Number	Location
Annex-1-A	Sharp 70C36	1st Floor
Benade-1-A	Sharp 70C36	CPO

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

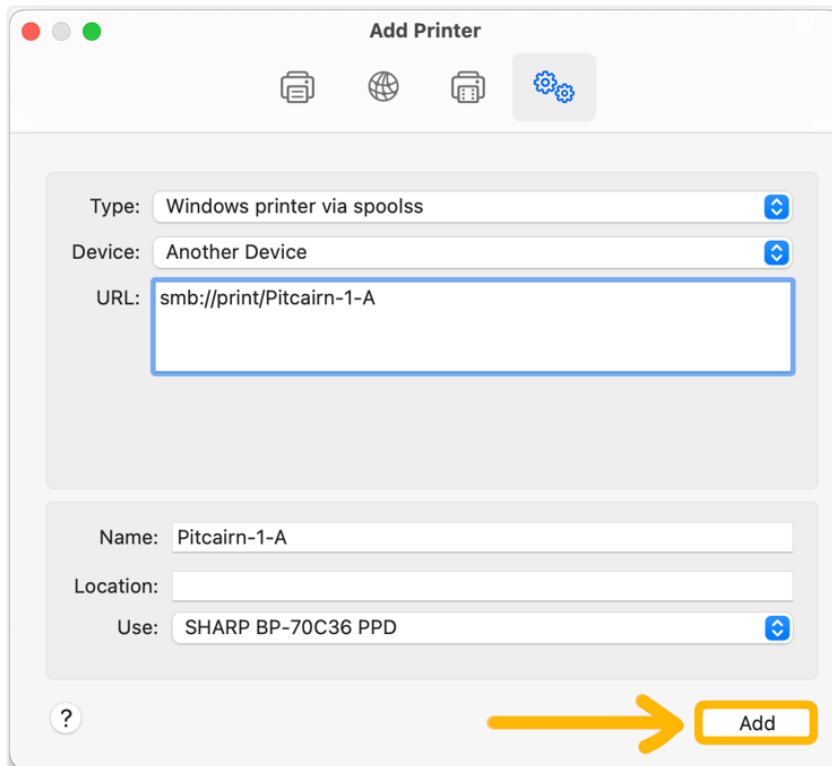
10. Click **Select Software...**



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



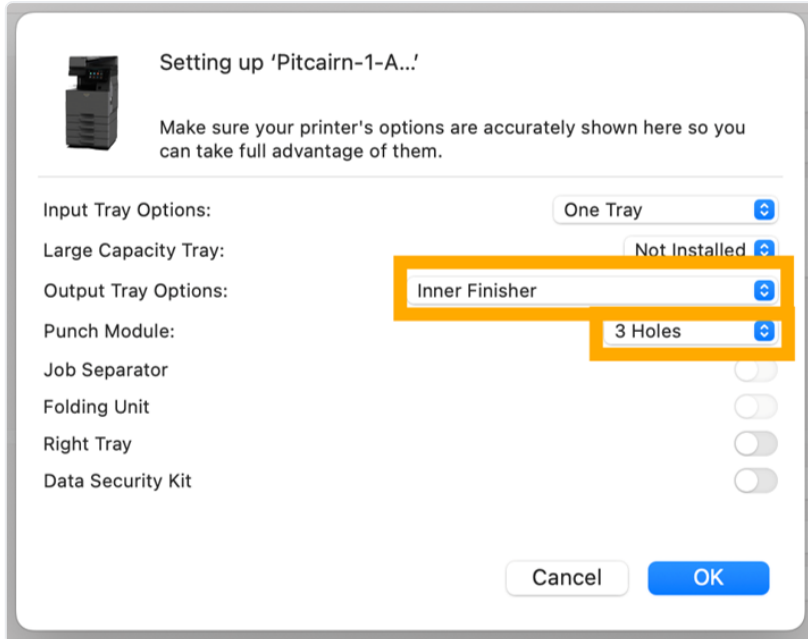
12. Click Add.



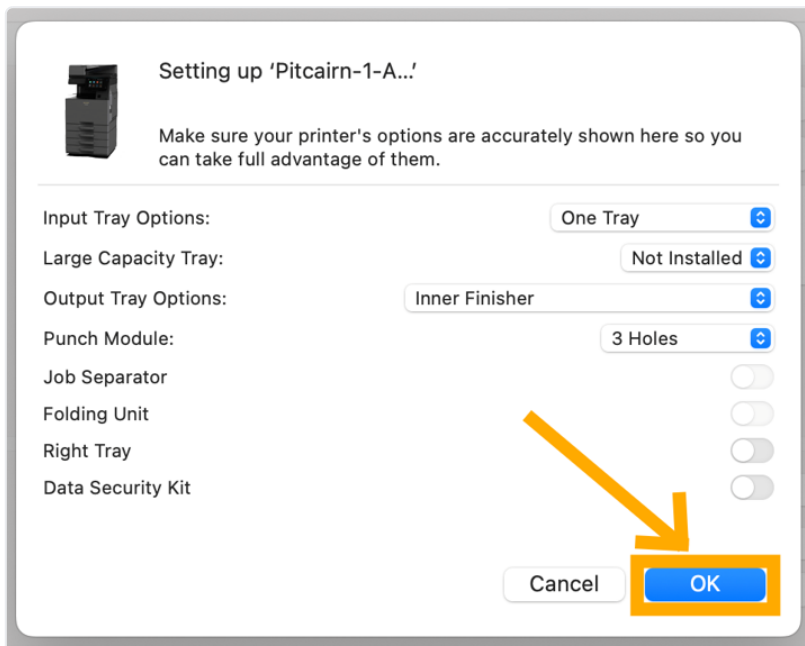
- a. When you first direct connect to a printer, it will prompt you for your network credentials. It is important that you include `anc\` at the beginning, e.g. `anc\`

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

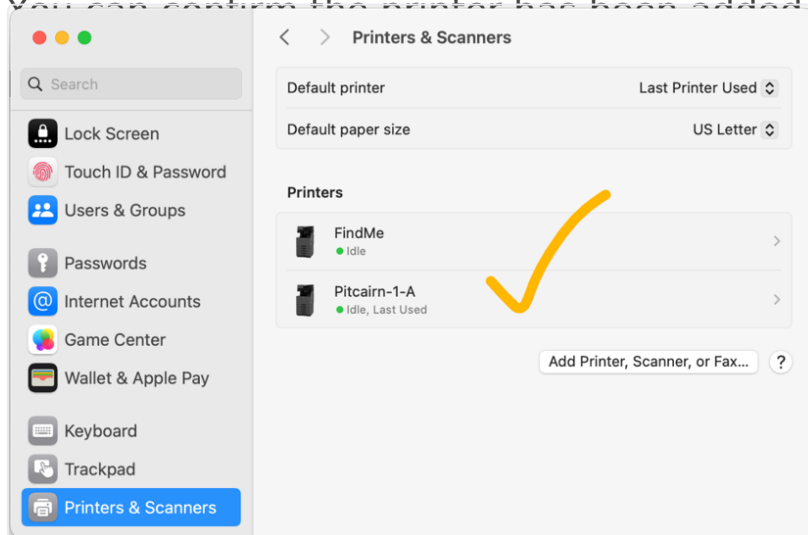
13. To set up punching and stapling, change **Output Tray Options:** to **Inner Finisher** and **Punch Module** to **3 Holes** if the options appear. Otherwise, leave the default settings.



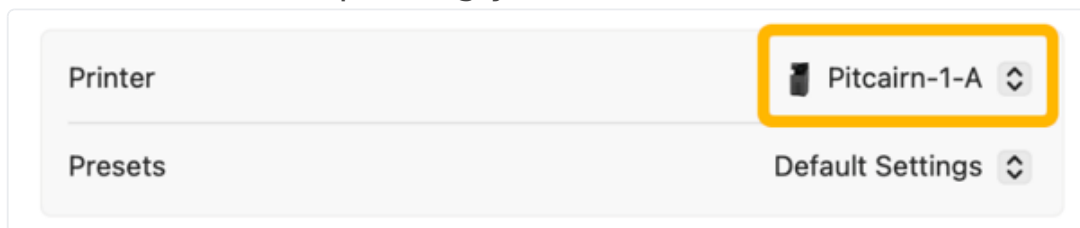
14. Click **OK** on the setup pop-up box.



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.



Revision #9

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