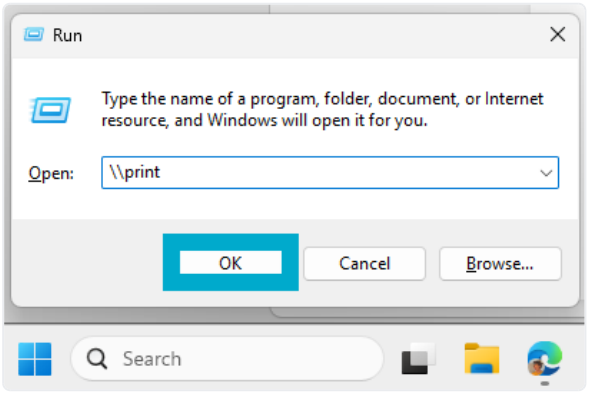
Direct printing

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.

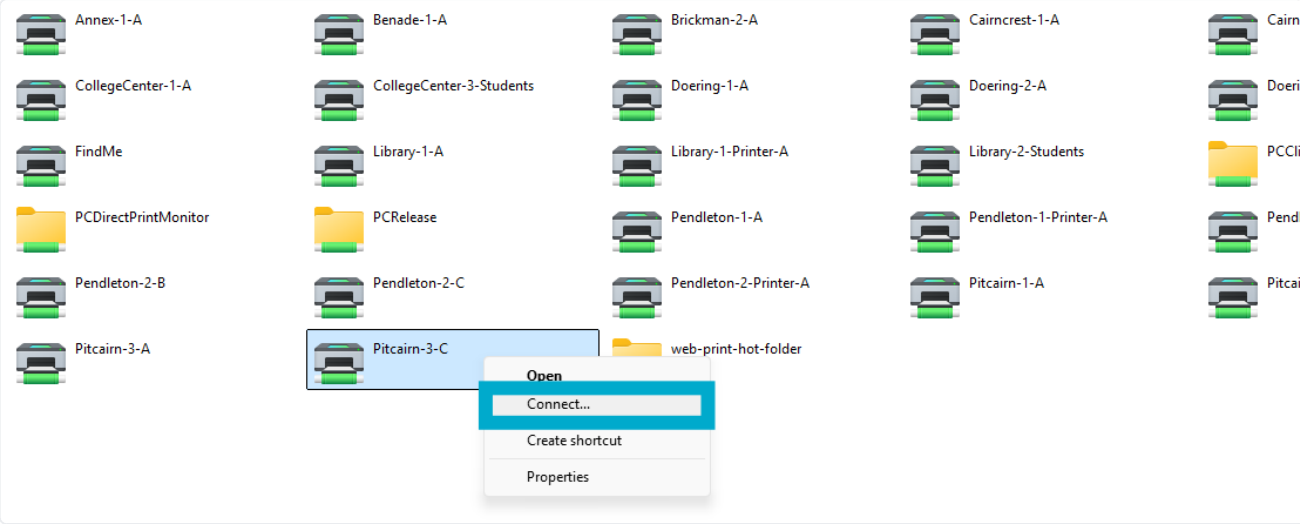
1. Right click the **Start Menu** icon on the bottom of your screen and click **Run**.
   a. Alternatively, use `Win+R`.
   b. The **Run** dialog box will appear in the bottom left.



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.



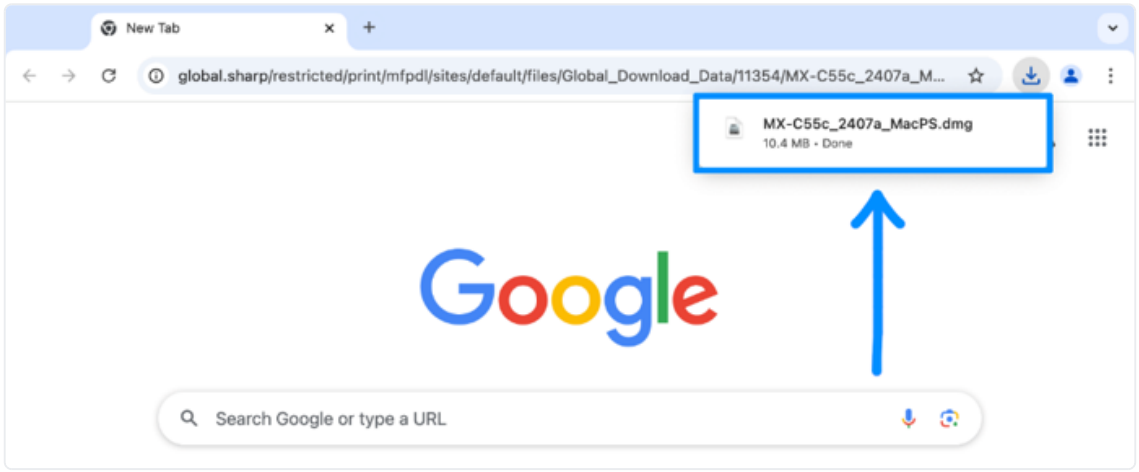
   b. Doing a test print from software like Notepad, Word, etc.

macOS

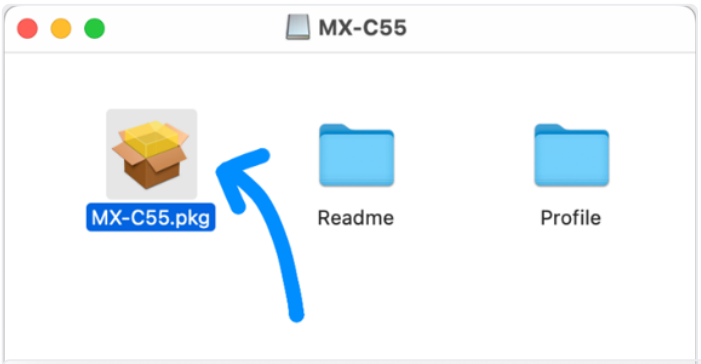
1. Find the copier you'd like to print to from the list below. Click the model number to download the driver.

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

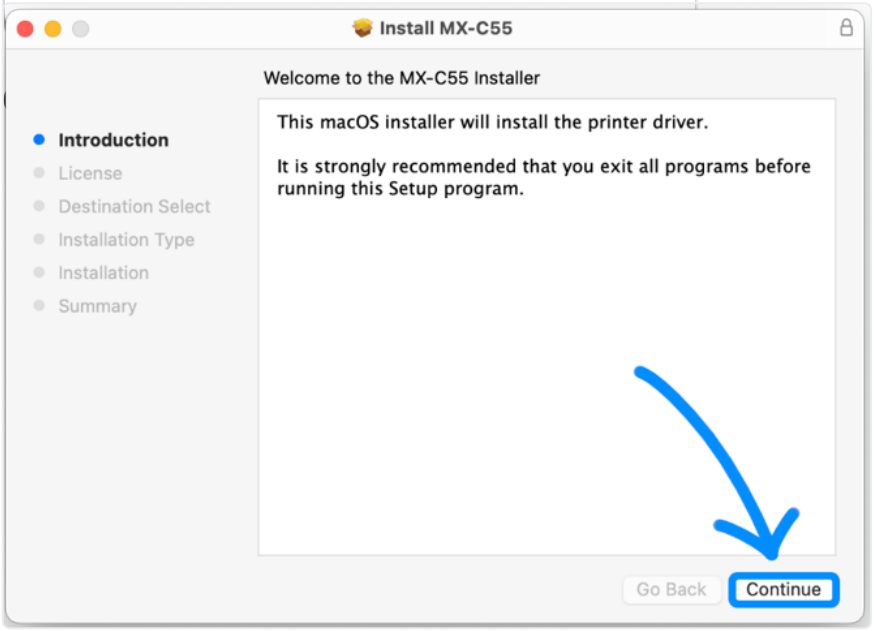
2. After it downloads, click on it to begin the installation by opening the .dmg file.



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



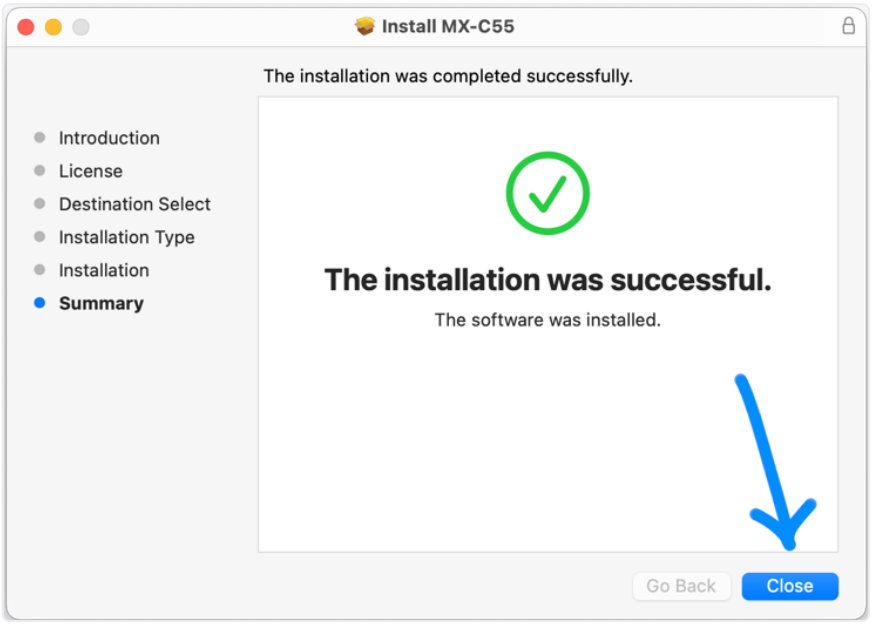
4.



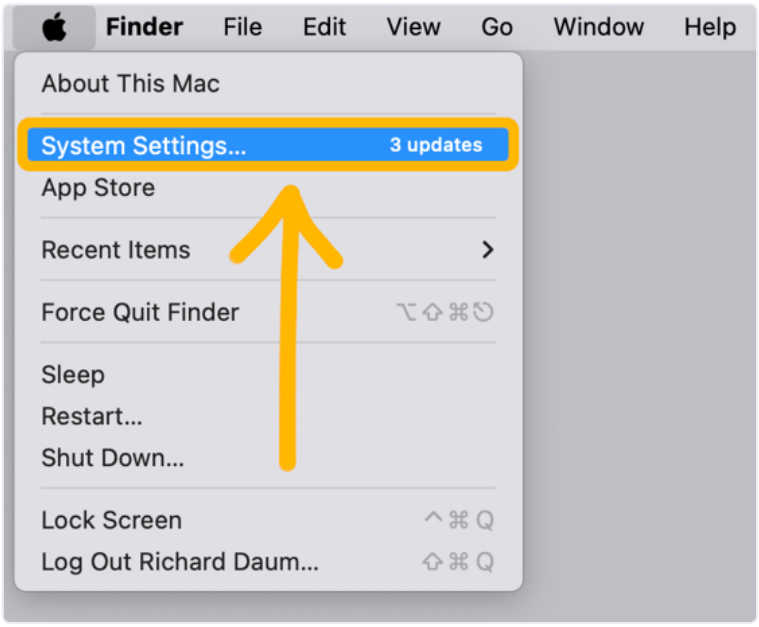
a. Make sure to authenticate when prompted.



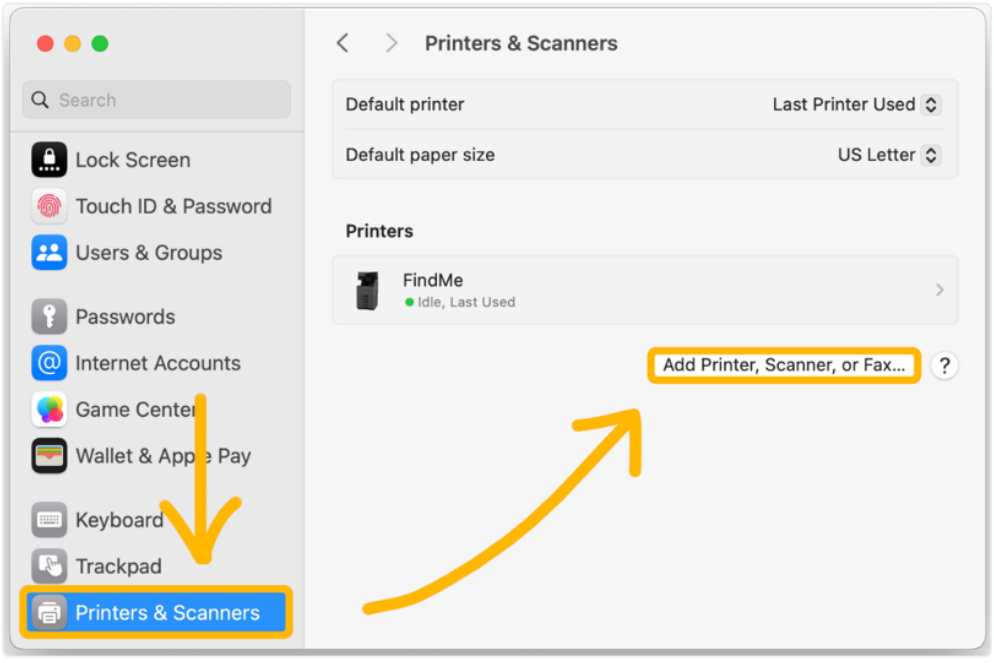
5. When the installation has finished, close the installer.



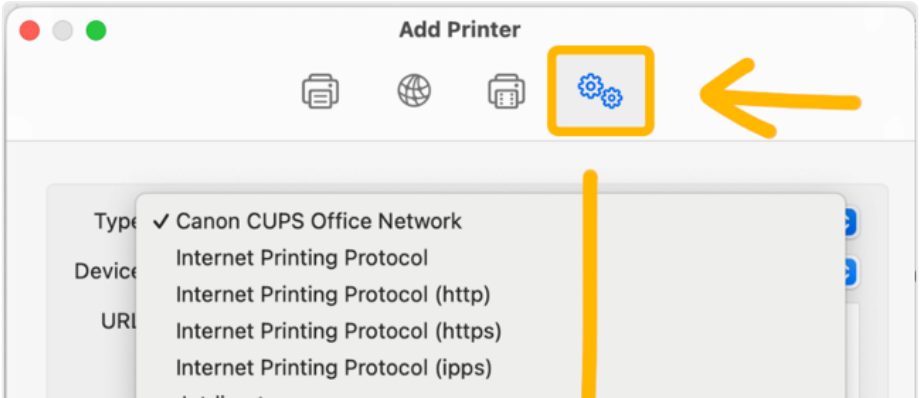
6. Click the **Apple** icon in the top left, then click **System Settings…**



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

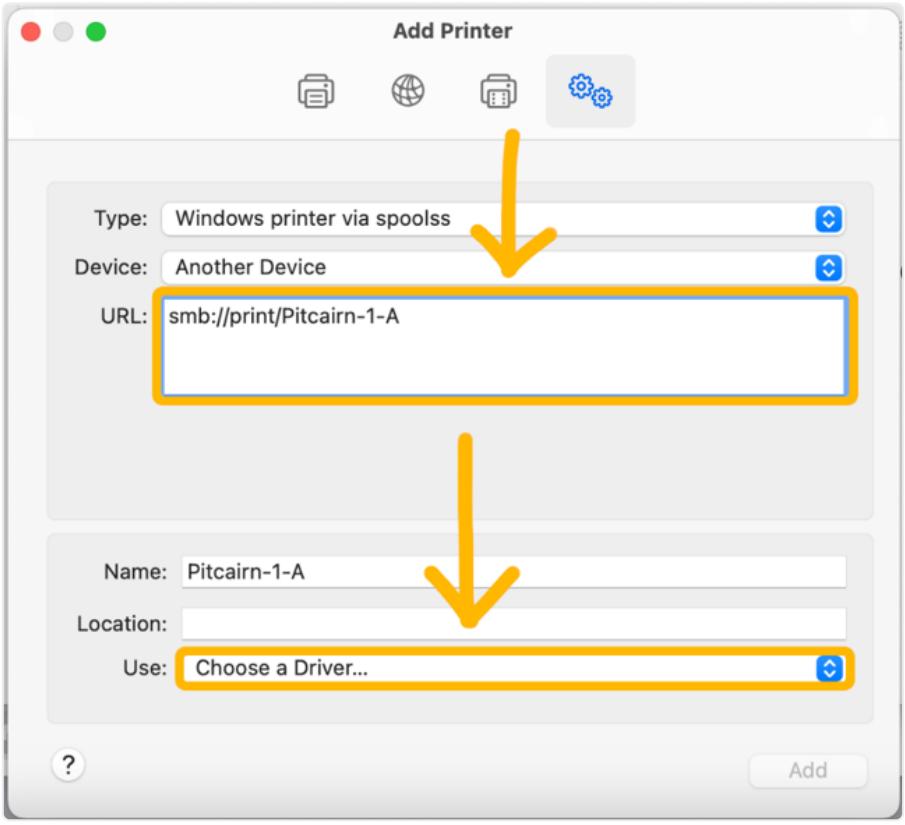


8. Click the **Advanced** icon (gears) and then click the **Type** drop-down menu and select **Windows printer via spoolss**.



> 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`).

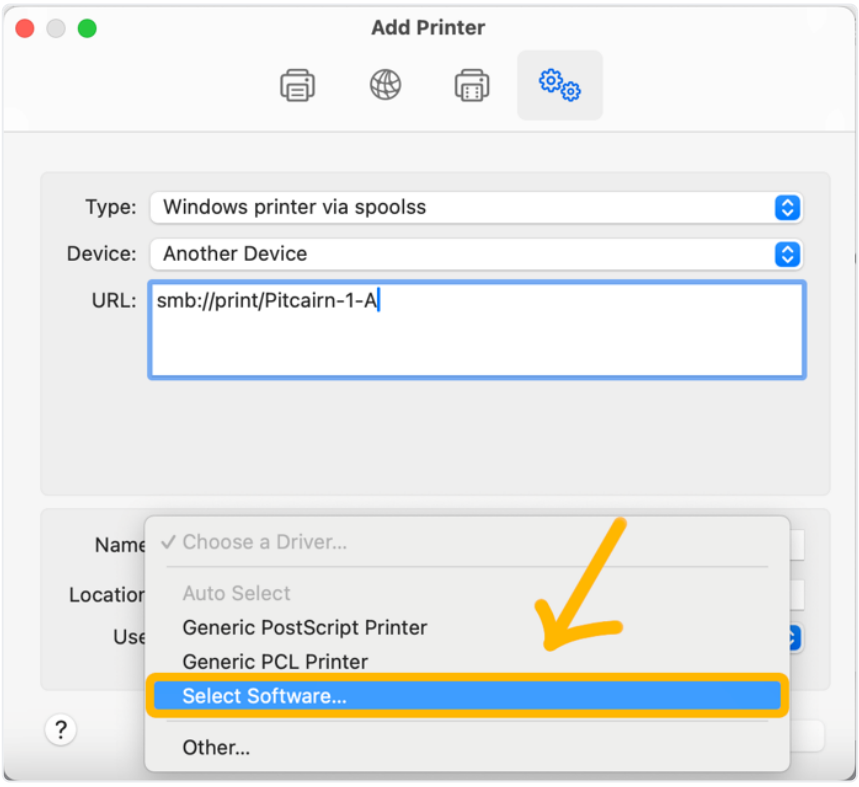


10. On the **Use:** drop-down menu, select **Choose a Driver…**
    a. See the table below for complete list of names:

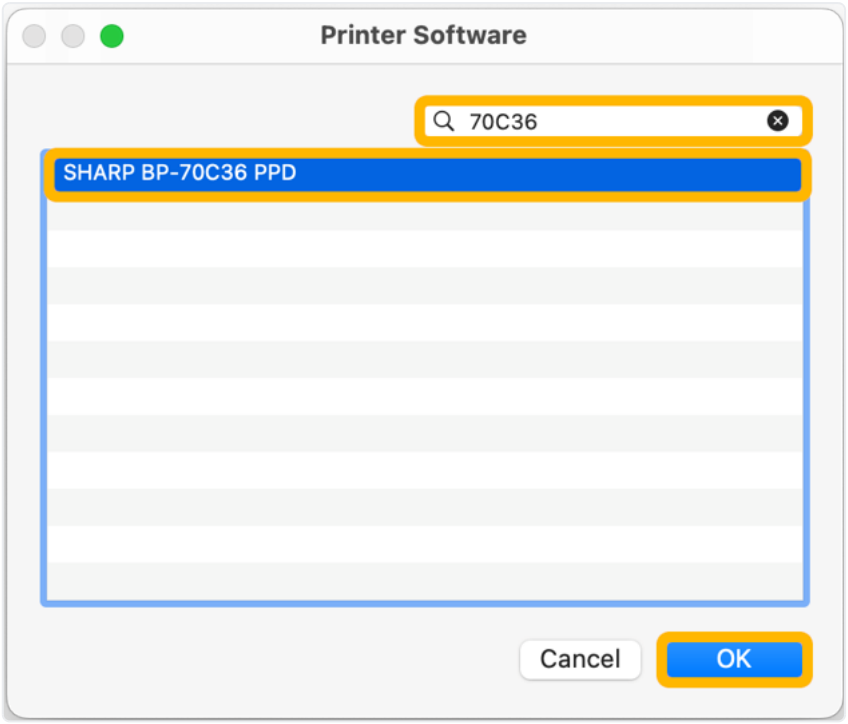
Name	Model	Location
Brickman-2-A	Sharp 70C45	Admissions 2nd floor

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

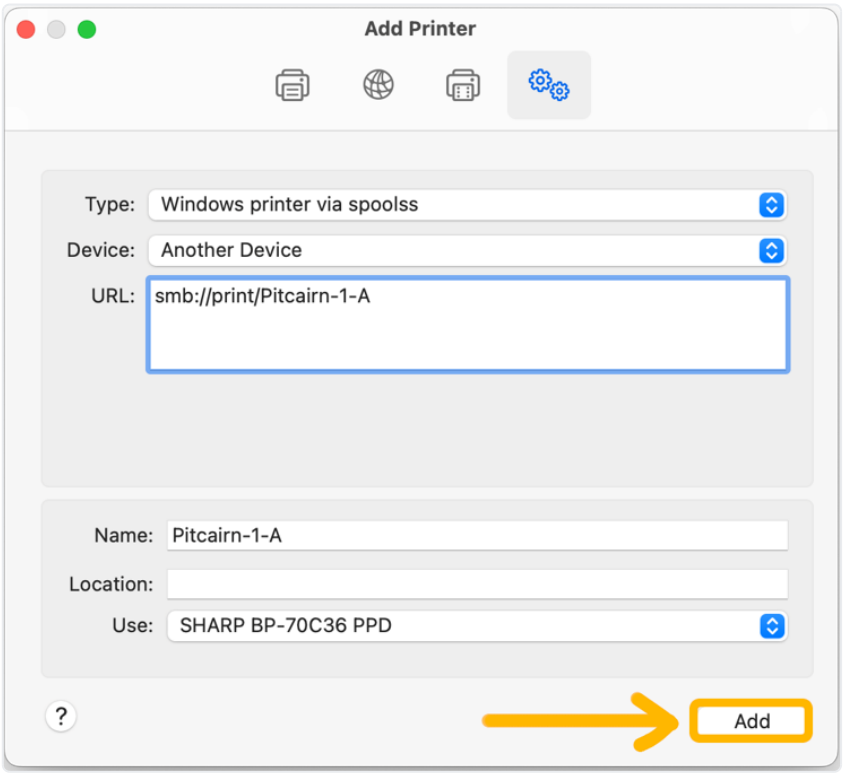
11. Click **Select Software…**



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



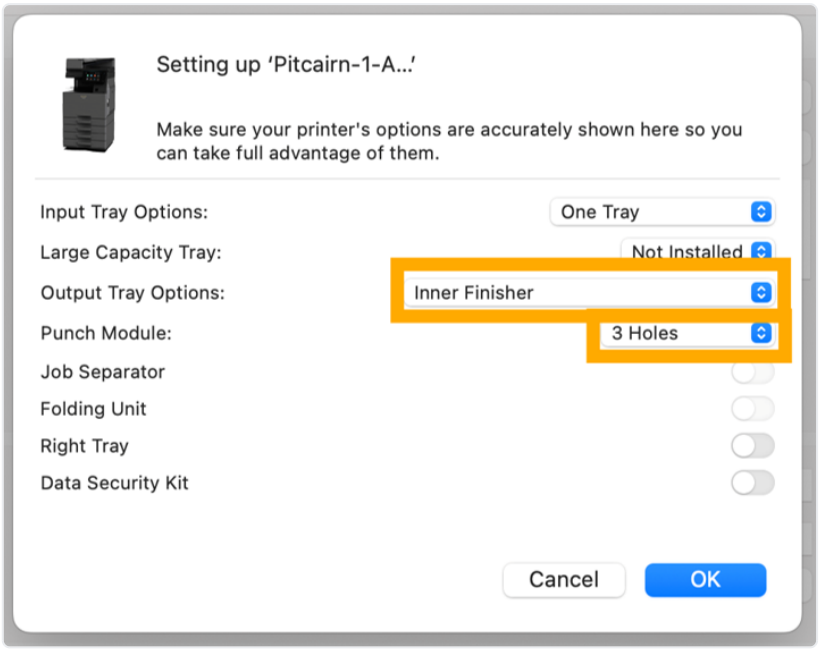
13. Click Add.



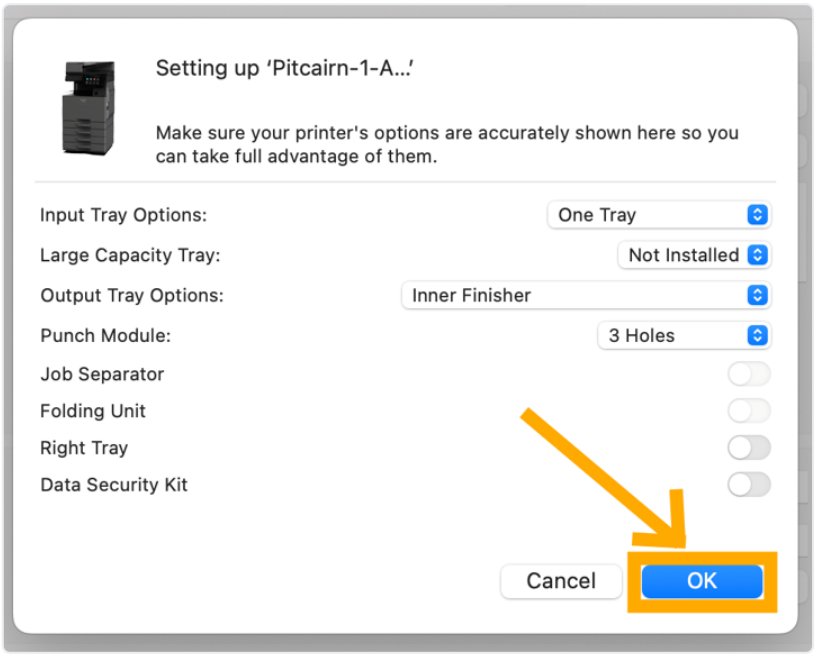
a. When you first direct connect to a printer, it will prompt you for your network credentials. It is important that you include `anc\` at the beginning, e.g. `anc\<network username>`

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

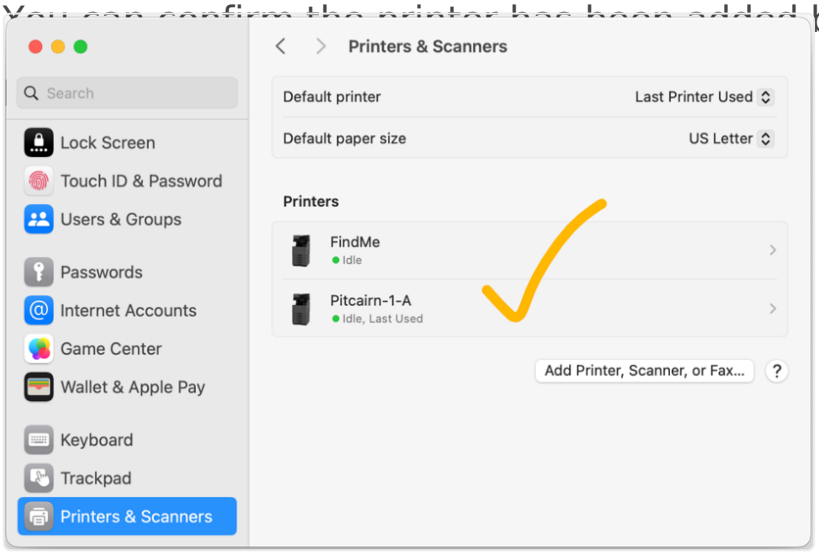
14. To set up punching and stapling, change **Output Tray Options:** to **Inner Finisher** and **Punch Module** to **3 Holes** if the options appear. Otherwise, leave the default settings.



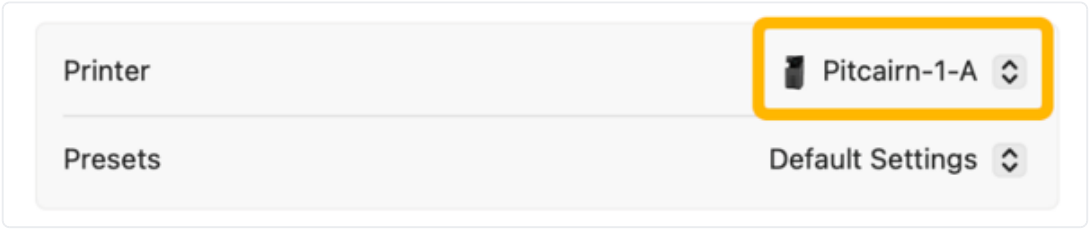
15. Click **OK** on the setup pop-up box.



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.



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Updated 2026-07-13 15:53:50 EDT by Benjamin Evans