



Printing to Public Printers from Personal and College Laptops Windows Vista

As of August 2009, new software called GoPrint has been added to our public printing environments requiring that each print job be released. Once you have installed a printer, you will need to follow the print release procedure found at <http://techbar.blogs.brynmawr.edu/2009/08/17/printing-in-public-labs-releasing-print-jobs>

Choosing a Printer

The following printers are available for public printing:

Location	Queue	Driver
Canaday A Floor Lab Includes Lusty Cup and Media Lab	\\public-printing.brynmawr.edu\GP_Cdy_Lab_Pool	HP LaserJet 4350
Canaday 1st Floor Pool A	\\public-printing.brynmawr.edu\GP_Cdy_Public_PoolA	HP LaserJet 4350
Canaday 1st Floor Pool B	\\public-printing.brynmawr.edu\GP_Cdy_Public_PoolB	HP LaserJet 4350
Collier Lab	\\public-printing.brynmawr.edu\GP_Col_Lab_Pool	HP LaserJet 4350
Guild Basement	\\public-printing.brynmawr.edu\GP_Gld_Public_Pool	HP LaserJet 4250
Canaday Color	\\public-printing.brynmawr.edu\GP_Cdy_Public_Color	HP Color LJ 4700
Carpenter Lab	\\public-printing.brynmawr.edu\GP_Carp_Lab_HP4250	HP LaserJet 4250
Carpenter Library	\\public-printing.brynmawr.edu\GP_Carp_Circ_Pool	HP LaserJet 4350
GSSW Lab	\\public-printing.brynmawr.edu\GP_GSSW_Lab_Pool	HP LaserJet 4350

If you need to print from a personally-owned computer to a printer not listed above, please contact the **Help Desk (x7440, help@brynmawr.edu)** for assistance.

Installing the chosen Printer

Note: You must be logged on to Windows Vista with Administrator privileges.

1. From your Start Menu, go to the Control Panel and choose **Printers**.
2. Along the top of the window, choose **Add a Printer**.
3. When the "Add Printer" dialog appears, choose "Add a network, wireless or Bluetooth printer".
4. Select "The printer that I want isn't listed."
5. Choose "Select a shared printer by name" and type in one of the queue names listed above. Click **Next**.
6. You will be prompted by a dialog box telling you that the server will automatically install a print driver, and asking if you would like to continue. Click **Yes**.
7. Choose whether you would like this printer to be the default printer. Click **Next** and then **Finish**. This printer should already be set to accept duplex printing. However, if this is not the case, you can do so manually.