1. Open Printers and Scanners in System Preferences.
2. Add “bruinprint” as a new printer.
3. Print a document or screen.
4. Enter BruinPrint login credentials.
5. Pick up printing.

BruinPrint requires a connection to the Belmont wireless network.
1. **Open Printers and Scanners in System Preferences.**
   a. Click on the Apple icon located at the top-left corner of your screen.
   b. Click *System Preferences* on the menu.
   c. Click *Printers and Scanners* in the pop-up window.
2. Add “bruinprint” as a new printer.
   a. Click the “+” icon in the Printers and Scanners window.
   b. If “bruinprint” automatically appears in the menu, click “bruinprint”.
   c. If “bruinprint” doesn’t automatically appear, click Add Printer or Scanner.
   d. In the printer list window, click “bruinprint”.
   e. Click Add.
3. Print a document (e.g., Word, PowerPoint, page from web browser).
   a. Choose the print function in the program (e.g., File/Print in Word).
   b. Select “bruinprint” from Printer menu on the pop-up window.
   c. Adjust advanced printing options (e.g., two-sided, color)
      i. Please be aware of your default settings – some devices are defaulted to COLOR PRINT.
   d. Click the Print button.

4. Enter BruinPrint login credentials.
   a. Type your BruinPrint account name (i.e., MyBelmont username).
   b. Type your BruinPrint password (i.e., MyBelmont password).
   c. Do not check the box that says Remember this password in my keychain.
   d. Click the OK button.
5. **Pick up printing.**
   a. Walk to a BruinPrint station.
   b. Swipe your BUID card in the card reader.
   c. The display screen will list current printings.
   d. Tap the document you want to print.
   e. Tap the **Print** button on the bottom-right corner of the display screen.
   f. Once the document prints, tap the **Log Out** button at the top-right corner of the display screen.