



Apple Laptop/Desktop

- 1. Open Printers and Scanners in System Settings.
- 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 a Belmont wireless network.

1. Open Printers and Scanners in System Preferences.

- a. Click on the Apple icon located at the top-left corner of yourscreen.
- b. Click System Settings (or System Preferences) on the menu.
- c. Click Printers and Scanners.

a.)–	Finder File	Edit View	Go	Window	Help
\leq	About This Mac				
b.)-	System Settings App Store	1 update			
	Recent Items	>			
	Force Quit				
	Sleep Restart Shut Down				
	Lock Screen	へ # Q			
	Lock Screen Log Out Bruin Print	^			



2. Add "bruinprint" as a new printer.

- a. Click Add Printer, Scanner, or Fax.
- b. When "bruinprint" automatically appears in the menu, click "bruinprint".
- c. Click Add.



		Default	₽	Windows				
Q Search								
Name					Kind			
bruinprint					Bonjour			
Name:	bruinprint							
Location:	PAPERCUT2							
Use:	Secure AirPrir	nt						
?						Add	•	_



_____C.

3. Print a document (e.g., Word, PowerPoint, page from webbrowser).

- 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.
 - ii. Do not use A3 or A4 paper sizes. Use Letter instead.
- d. Click the **Print** button.





4. Enter BruinPrint login credentials.

- a. Type your BruinPrint username (i.e., Belmont email address).
- b. Type your BruinPrint password (i.e., Belmont email password).
- c. Do not check the box that says Remember this password in mykeychain.
- d. Click the **OK** button.

	Enter your name and password for the printer "bruinprint".	
	Name:	a .
	Password:	b .
c .	Remember this password in my keychain	
	Cancel OK	d.

5. Pick up printing.

- a. Walk to a BruinPrint station.
- b. Swipe your BUID card into the card reader (black stripe facingdown).
- c. Click the Print Release option.
- d. The display screen will list current printings.
- e. Tap the document you want to print.
- f. Tap the **Print** button on the bottom-right corner of the display screen.
- g. Once the document is printed, tap the **Log Out** button at the topright corner of the display screen.