



Apple Laptop/Desktop

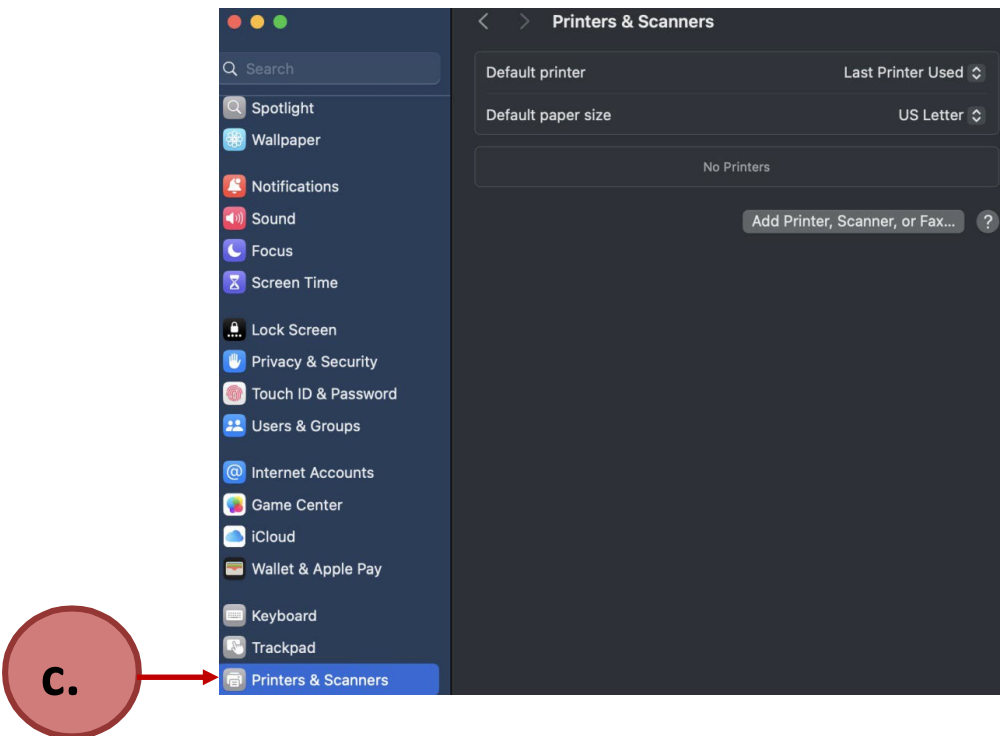
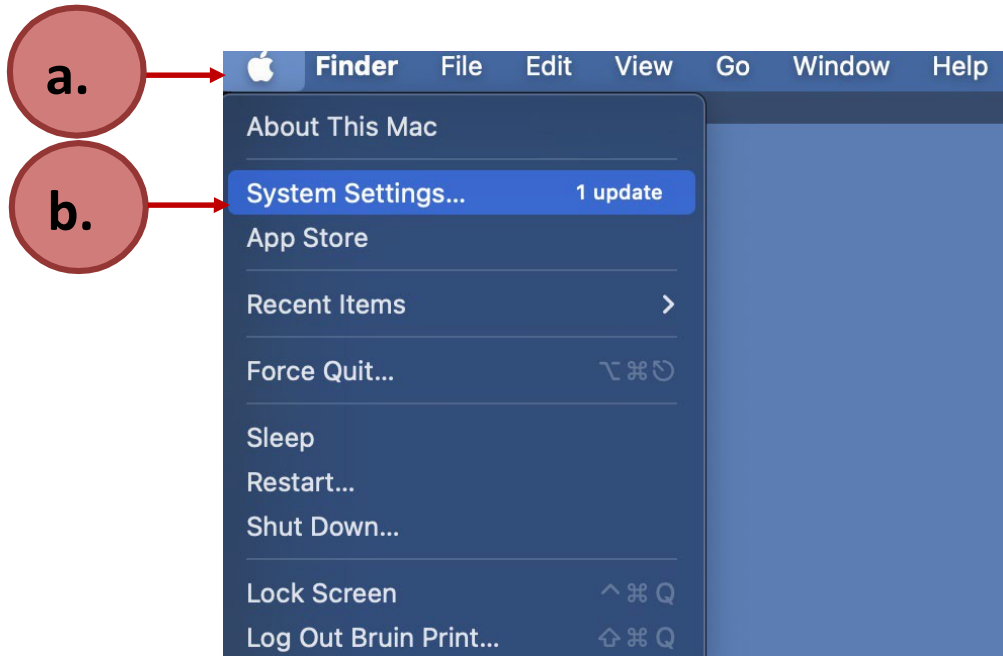
1. Open Printers and Scanners in System Settings.
2. Add "bruinprint" as a new printer.
3. Print a document or screen.
4. Enter BruinPrint login credentials.
5. Pick up printing.



BruinPrint requires a connection to a Belmont wireless network.

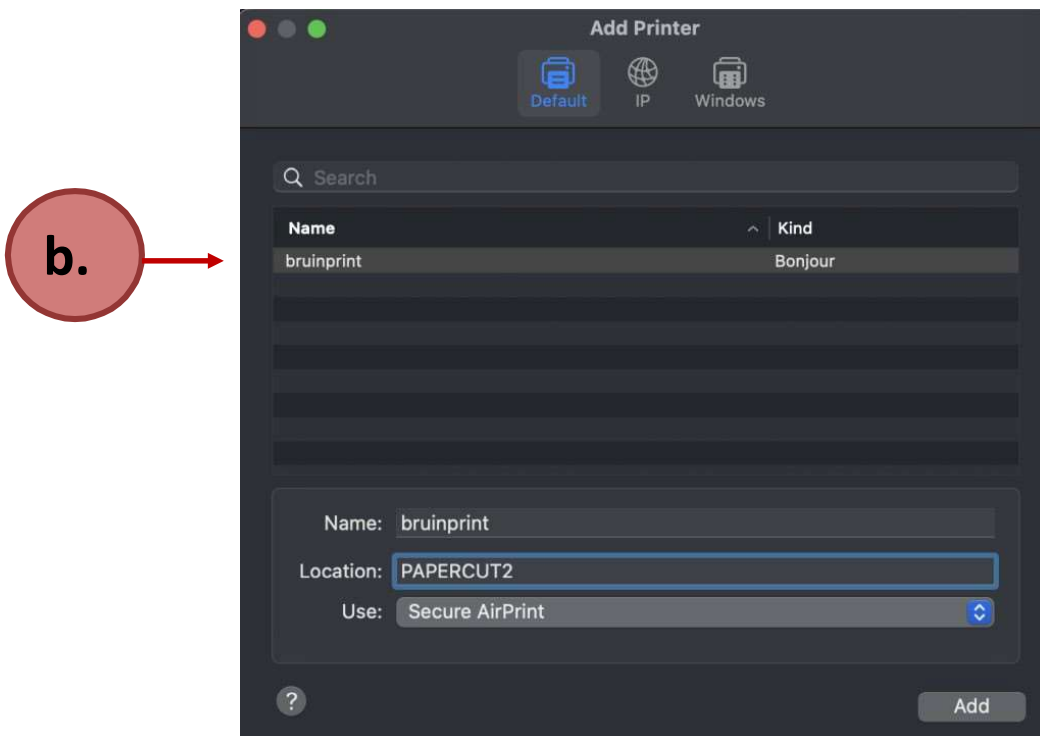
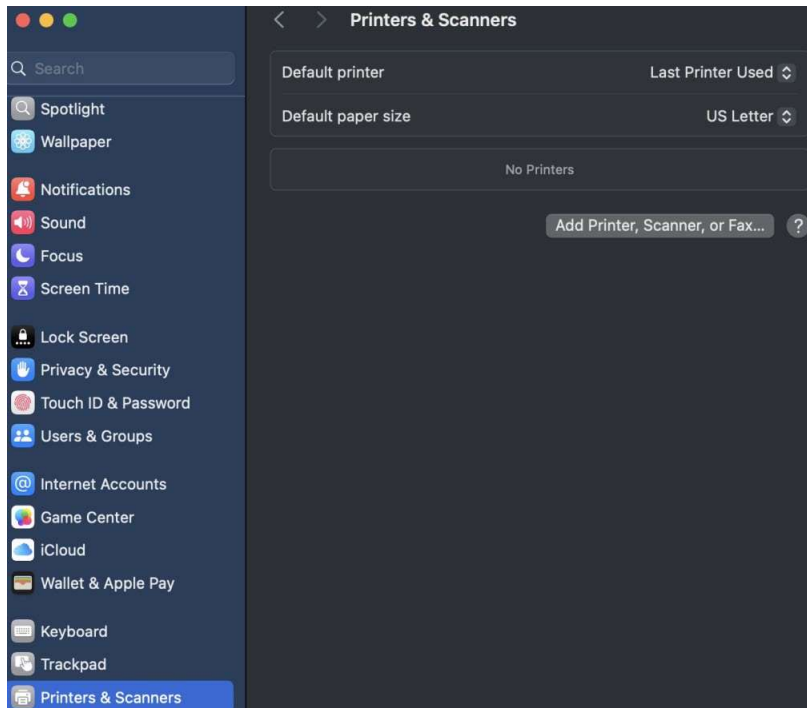
1. Open Printers and Scanners in System Preferences.

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

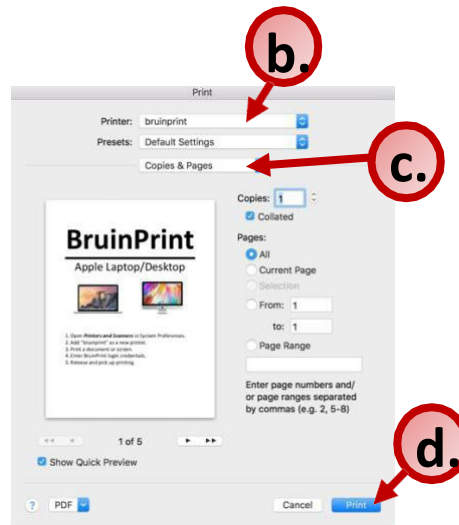
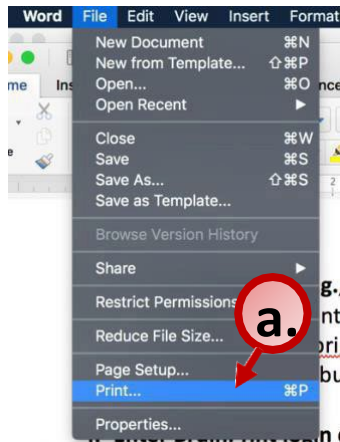


2. Add “bruinprint” as a new printer.

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

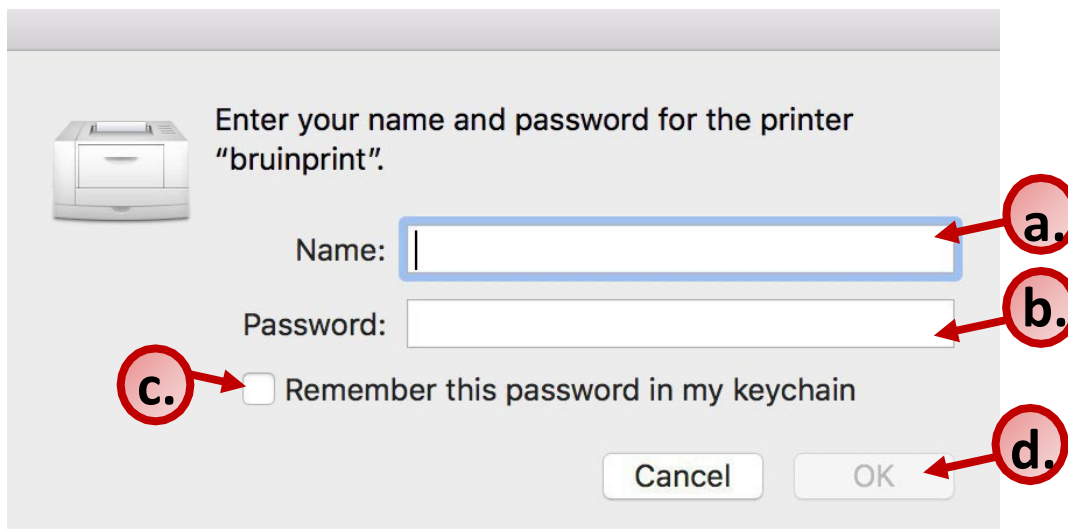


3. **Print a document (e.g., Word, PowerPoint, page from web browser).**
 - a. Choose the print function in the program (e.g., **File/Print** in Word).
 - b. Select “bruinprint” from Printer menu on the pop-up window.
 - c. Adjust advanced printing options (e.g., two-sided, color)
 - i. **Please be aware of your default settings – some devices are defaulted to COLOR PRINT.**
 - 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 my keychain*.
- d. Click the **OK** button.



5. Pick up printing.

- a. Walk to a BruinPrint station.
- b. Tap your BUID card or mobile wallet on the card reader.
- 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 top-right corner of the display screen.