MyPrint
BROWN’S SHARED PRINTING SYSTEM

SEND YOUR CONTENT TO THIS PRINTER:

FROM YOUR COMPUTER
Use the website: visit brown.edu/go/print and upload files such as PDFs, spreadsheets, or Word documents.

Set up the printer on your computer: Instructions are available at brown.edu/go/printing. After the setup, you’ll be able to print to MyPrint-BW or MyPrint-Color directly.

FROM A MOBILE DEVICE
On Android, you must first install the Mobility Print app and enable printing as prompted.

On iOS or Android: Make sure you’re on the wifi network Brown. From most apps, tap the Share icon and then choose Print. Choose MyPrint-BW or MyPrint-Color.

FROM A COMPUTER LAB
When you print, choose MyPrint-BW or MyPrint-Color.

PICK UP YOUR PRINTS:
Swipe your Brown ID card firmly and slowly at the print release station.

You’ll see files you’ve sent in the last 24 hours on the screen of the release station. Choose a file to print.

For printer locations and additional instructions, see brown.edu/go/printing.

WHAT’S THE DIFFERENCE BETWEEN MYPRINT –BW AND –COLOR?
You can pick up either at a black and white or color printer, but if you print to the BW queue, your document will always come out in black and white.

HOW MUCH DOES PRINTING COST?
B&W, one side: $0.07
B&W, both sides: $0.10
Color, one side: $0.25
Color, both sides: $0.42

HOW DO I ADD MONEY TO MY CARD?
Brown undergraduate and graduate students can add money for printing at a ValuePort machine or online at brown.edu/getportal. Summer students, please contact the IT Service Center.

CIS IT SERVICE CENTER, PAGE-ROBINSON HALL, 5TH FLOOR
HELP@BROWN.EDU | (401) 863-4357 | HELPCHAT.BROWN.EDU