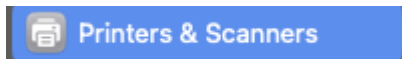# Set up MyPrint on a Mac via URL

Anna-Mariya Shepherd - 2024-06-17 - Comments (0) - MyPrint

The following steps will add a MyPrint print queue to your Mac computer. These instructions are primarily for students or others who have computers that aren't managed by Brown. If you have a computer managed by Brown, you can ask your computing support staff (ITSC or DCC) to add the queue(s) to your computer. If you encounter any problems, contact the IT Service center at help@brown.edu.
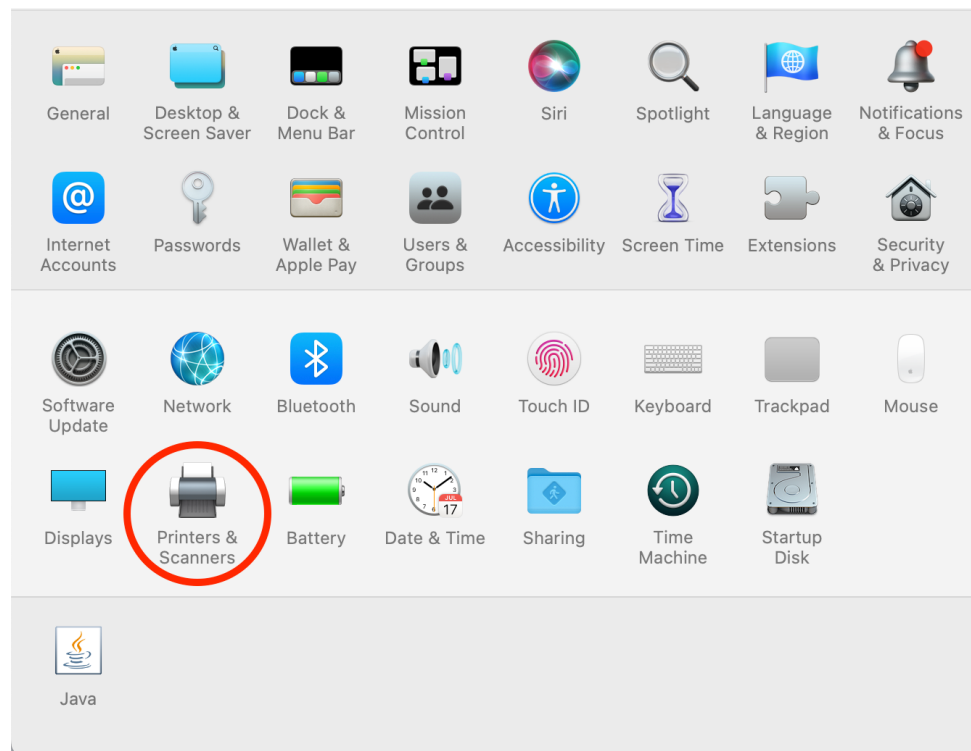
Undergraduate students should use the MyPrint-BW and MyPrint-Color queues. Faculty/staff/grad/med students should use the MyPrint-Pro-BW and MyPrint-Pro-Color queues.

Add the Print Queue to Your Mac

1. Connect to **Brown Wireless** (not Brown-Guest or Eduroam). If off campus, connect to the VPN.

2. Click the Apple (⬜) menu and select System Settings...

3. Scroll down and select Printers and Scanners.

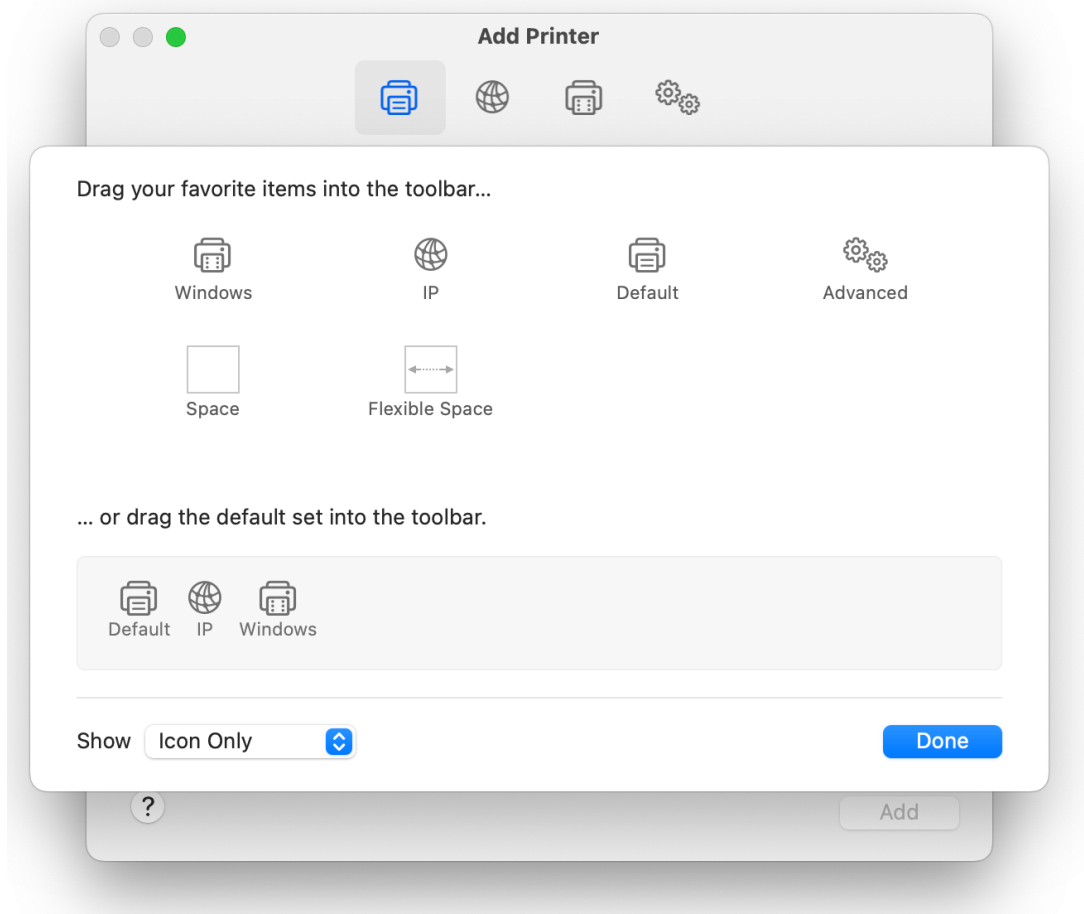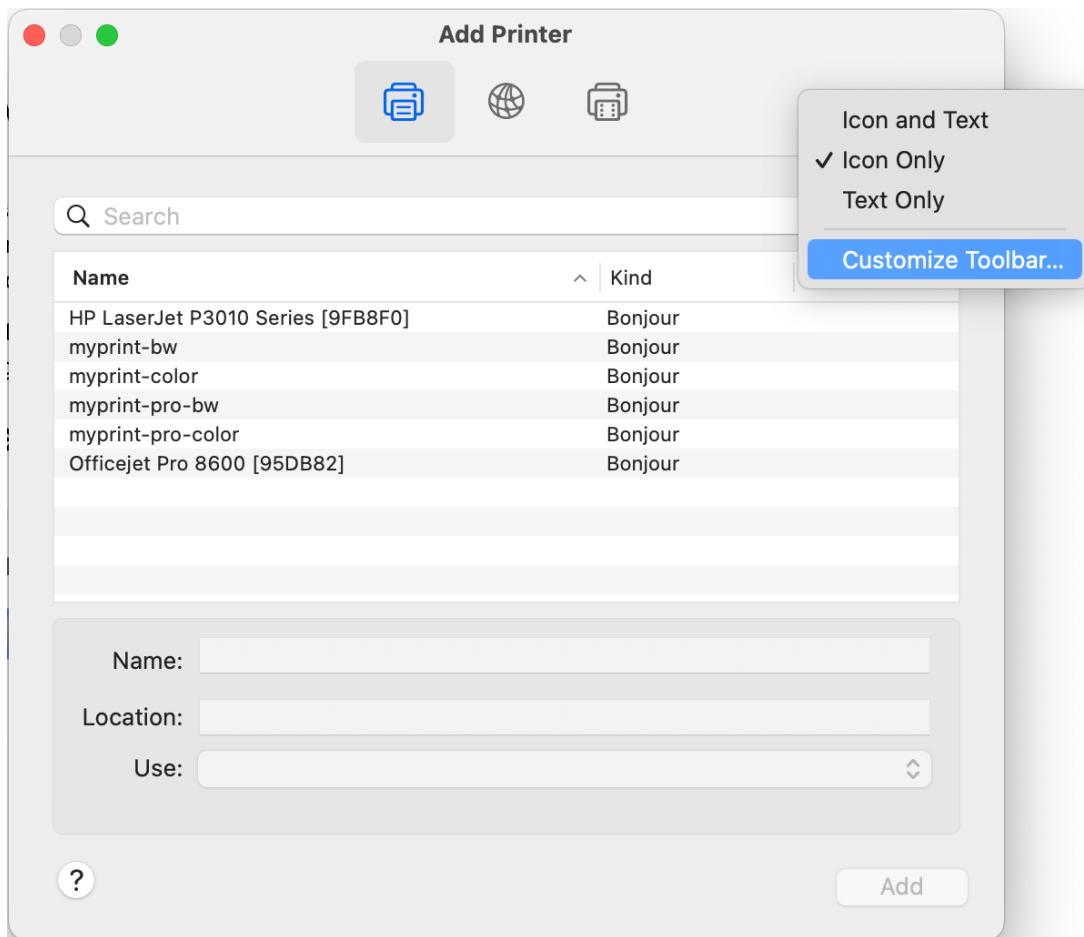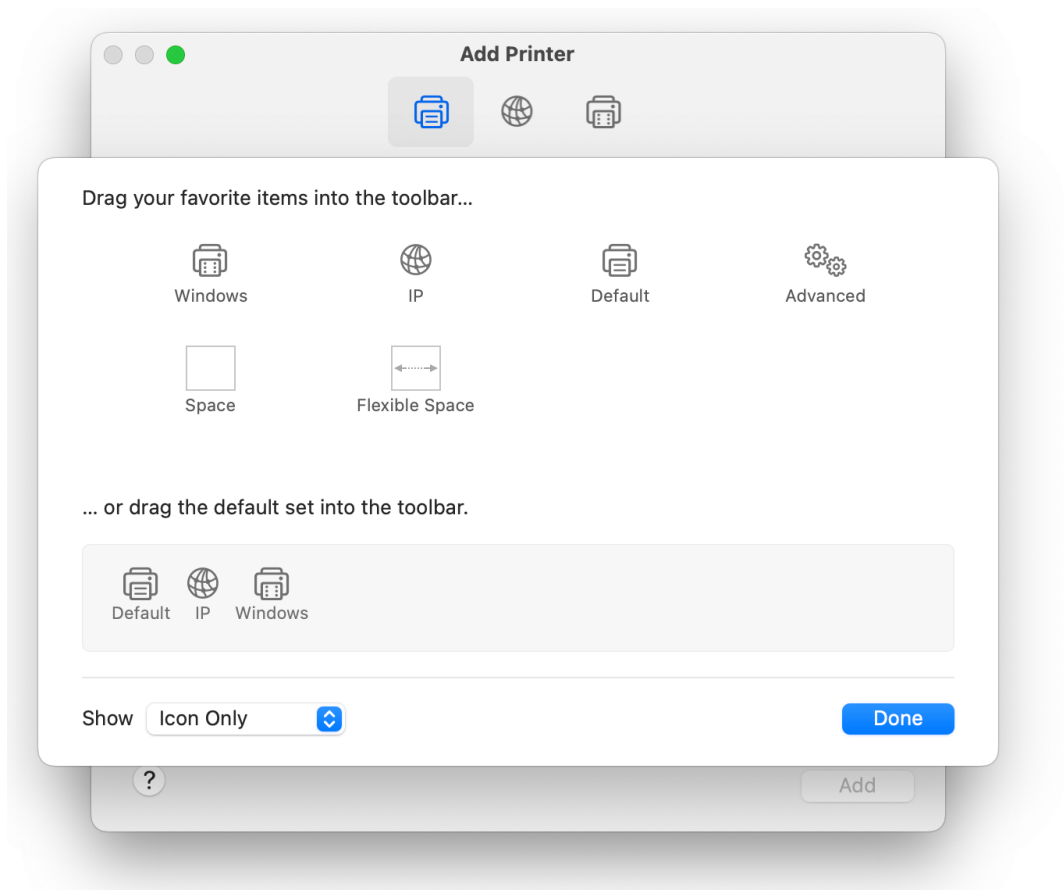- For OS earlier than 13 (Ventura) see below

4. Click the Add Printer, Scanner, or Fax... button in the lower right-hand corner

5. Right click on the Add Printer window and select customise toolbar

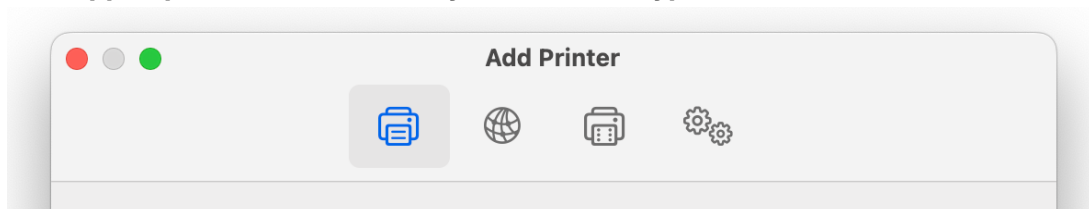6. Drag and drop the "Advanced" cog into the toolbar above

Add Printer

Icon and Text
✓ Icon Only
Text Only

Customize Toolbar...

🔍 Search

Name	^	Kind
HP LaserJet P3010 Series [9FB8F0]		Bonjour
myprint-bw		Bonjour
myprint-color		Bonjour
myprint-pro-bw		Bonjour
myprint-pro-color		Bonjour
Officejet Pro 8600 [95DB82]		Bonjour

Name:

Location:

Use:

? Add

Add Printer

Drag your favorite items into the toolbar...

Windows   IP   Default   Advanced

Space   Flexible Space

... or drag the default set into the toolbar.

Default   IP   Windows
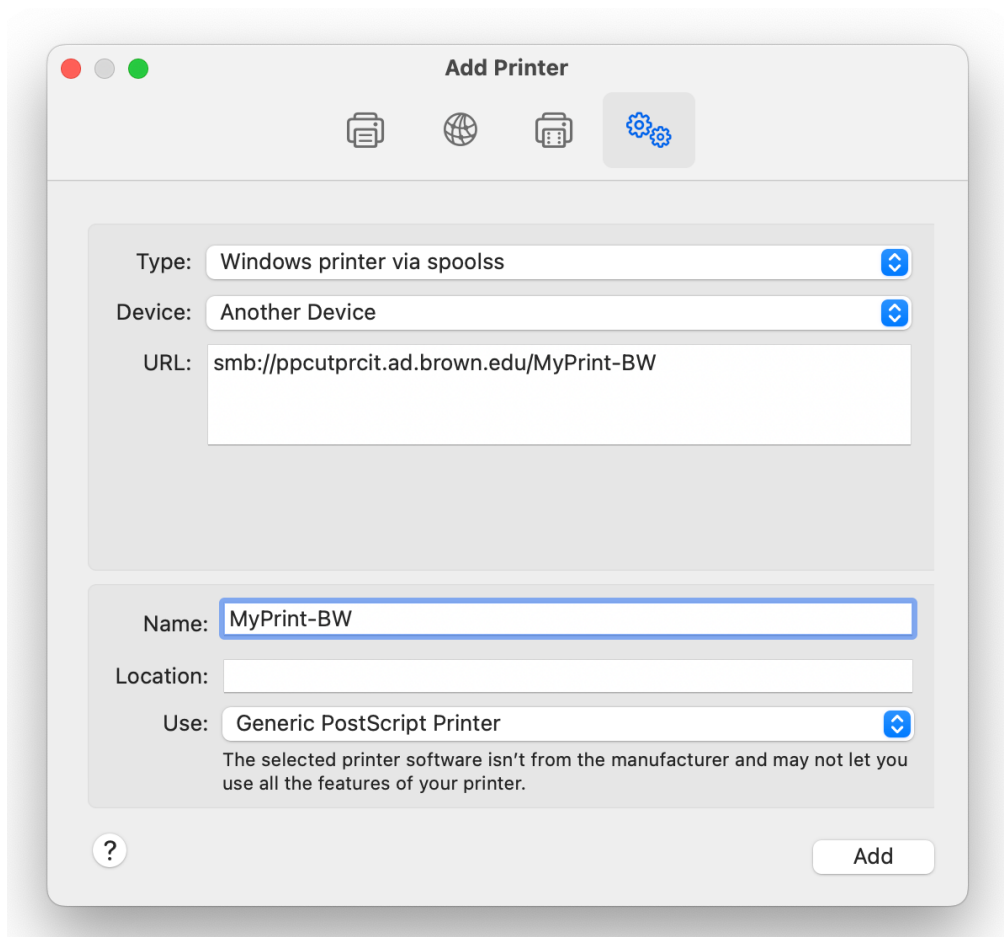
Show Icon Only   Done

? Add

7. Click Done and then click the cog

8. For Black and White printing fill in the Add Printer dialogue as shown below. The url is **smb://ppcutprcit.ad.brown.edu/MyPrint-BW?encryption=no**

- If you need to use MyPrint-Pro-BW, replace MyPrint-BW with **MyPrint-Pro-BW** in the URL

9. For Colour printing fill in the Add Printer dialogue as shown below. The url is **smb://ppcutprcit.ad.brown.edu/MyPrint-Color**

- If you need to use MyPrint-Pro-BW, replace MyPrint-Color with **MyPrint-Pro-Color** in the URL