## Print from your Laptop to the School of Theology MyPrint Printer

At the beginning of each semester, Boston University allocates a number of sheets to you for free printing via MyPrint. If you surpass this allocation, you can purchase more sheets using Convenience Points. You can use BU’s MyPrint system to print from your own computer, or from computers in the School of Theology Library. **This guide outlines the steps to add the STH MyPrint Printer to your laptop so you are able to print.**

---


<table>
<thead>
<tr>
<th>Add sthlib printer using a PC</th>
<th>Add sthlib printer using Mac</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. If you are off campus, use the VPN</strong>&lt;br&gt; If you are in an off-campus location, you will first need to connect to the VPN - login at <a href="http://vpn.bu.edu">http://vpn.bu.edu</a>. Once you are connected to the VPN, you should follow the instructions below to begin printing. If you are printing from an on-campus location, or if you are already connected to the VPN, you are ready for the next step.</td>
<td><strong>1. If you are off campus, use the VPN</strong>&lt;br&gt; If you are in an off-campus location, you will first need to connect to the VPN - login at <a href="http://vpn.bu.edu">http://vpn.bu.edu</a>. Once you are connected to the VPN, you should follow the instructions below to begin printing. If you are printing from an on-campus location, or if you are already connected to the VPN, you are ready for the next step.</td>
</tr>
<tr>
<td><strong>2. Perform the following steps once to set up your printer(s)</strong></td>
<td><strong>2. Perform the following steps once to set up your printer(s)</strong></td>
</tr>
<tr>
<td>1. Go to the Start Menu and select <strong>Run</strong>. If you do not see the Run Program (e.g. Windows 7 users) go to &quot;Search Programs and Files&quot; and type &quot;Run&quot; (no quotes). You will then be able to see it and hit Enter to launch it.&lt;br&gt;2. Within the Run window, type <code>\myprint.ad.bu.edu</code> and click <strong>OK</strong>.</td>
<td>The following steps will only need to be performed once on each computer from which you plan to print.</td>
</tr>
</tbody>
</table>
| 3. When the authentication dialog appears, **enter the following information OR**<br> ![Run Program](image)
| 1. Go to the **Apple** menu and open **System Preferences**<br> 2. Click on **Print & Fax**. (If you do not see **Print & Fax**, click the **Show All** button.)<br> 3. Within the Printing section, click on the + icon to add a new printer.<br> 4. On the toolbar at the top part of the window, look for an **Advanced** (gear) icon.<br> ![Advanced Icon](image)
| If you do not see it, add it as described in step 5. If you do, skip to step 6. | ![Advanced Icon](image)
if an authentication request does not appear but you can see printers listed, you are already authenticated and can proceed to Step 4.

- Type your BU Login name in AD\login format.
  (Make sure you don't skip the AD\ so, just to repeat, that's AD\login.)
- Type your Kerberos password
- Check the Save Password box (As mentioned above, Windows Home does not have an option to save the password.)
- Click OK

4. A window will appear that displays available printers.

5. Double click the printer sthlib-ds (for double-sided) or sthlib-ss (for single-sided).

6. The driver will automatically be downloaded and installed on your system. If prompted, indicate that you "Trust the source" and "Install" the printer.

7. Once you've installed all the printers you want to install, you can close the myprint.ad.bu.edu window. You will not need to add the printer again.

5. Hold down the Control key while clicking anywhere on the toolbar of that window (for example, on the More Printers icon), then choose Customize Toolbar from the menu that appears. Drag the Advanced (gear) icon to the toolbar and click Done.

6. Click the Advanced (gear) icon.

7. From the Type menu, choose Windows. It could take a minute before you are able to choose anything from the Type menu.

8. Enter the Queue (or URL) as smb://myprint.ad.bu.edu/sthlib-ds or smb://myprint.ad.bu.edu/sthlib-ss.

9. In the Name field, type a nickname that you would like to use for this printer.

10. Select Generic Postscript Printer as the Print Using driver. Then click Add.

11. An Installable Options window will open next. Select the Duplex Printing Unit option in this window before selecting Continue.

12. Once you have added all of the printers you want to add, you can close the Print & Fax window.

13. You will be asked to type in a username and password before you print from your laptop for the first time- use your BU ID and Kerberos password and save to the keychain. You will not need to add the printer again.
After printing your desired document, you must **release the document** from www.bu.edu/myprint. After logging in with your BU username and Kerberos password, you will see a section titled “My Jobs:”

If you decide not to print the document out, you can just hit the red “X” button. To release, click the box next to the document you wish to print and hit “Release.”

Finally, **pick up your document at the School of Theology Library circulation desk.**

---

**Notes from the MyPrint website:**

- A "sheet" is counted once whether the print is single or double-sided.
- On the Charles River Campus, print allocations will be reset in early August after Summer Term ends, in early January after Intersession, and in late May after Commencement. Exact dates will be posted in advance in the bulletin area above MyJobs. Please note that **unused allocations do not carry over after a reset.**
- There are **no color printers** on the network.
- Please be aware that there is NO COLLATING. If you send more than one copy of a document, it will print as 1/1, 2/2, 3/3 rather than 123/123. With that in mind, if you want 2 copies of a multi-page document, you should submit and release it 2 times.
- The Mugar Print Center printers are the best choice when you need high speed printing or have particularly large jobs. Mugar printers run approximately 100 pages per minute, while all other MyPrint printers run 50 ppm. Also note that *very* large jobs are best printed to Mugar before 9:00 a.m. or after 5:00 p.m.
- **Jobs that are queued for print will be held for 24 hours** in your list at MyJobs and can be released at any point during that time period.
- **Try to avoid sending print jobs until you're certain you'll release them to print.** Print jobs that are posted unnecessarily require processing time that can cause delays for everyone using the MyPrint system.
- **You cannot print to a MyPrint printer from an iPad.** MyPrint printers are not compatible with AirPrint.