

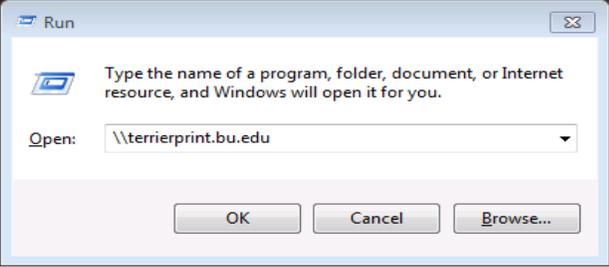
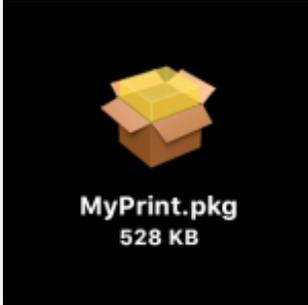
# MyPrint Service Enhancement: What you need to do to print from your laptop to **any Boston University MyPrint printer!**

## 1. What has changed?

Throughout campus, new printers have been installed that allow university students to **self-release printing** simply by swiping their BU ID! With self-release, there are **no more trips to the library circulation desk to pick up printing, no more coversheets and no more sending a print job to the wrong printer**, never to be picked up. Also, there is now the ability to **print in color** from several printers on campus (you will be charged in Convenience Points to print in color).

## 2. That sounds awesome, but what do I have to do to use the new printers?

Our old printers are now out of commission. You should **delete all the old BU Printers** from your computer and set up the **new printers** that allow you to print from any MyPrint printer on BU's campus.

| <b>Add BU printers using a PC</b>   | <b>Add BU printers using Mac (OS X 10.7 and higher)</b>  |
|---|--|
| <p data-bbox="73 1079 764 1150">The following steps will only need to be performed once on each computer from which you plan to print.</p> <ol data-bbox="89 1171 792 1360" style="list-style-type: none"><li>1. Go to the Start Menu and select <b>Run</b>. If you do not see "Run" (Windows 7 and above) go to "Search Programs and Files" and type "Run."</li><li>2. Within the Run window, type <b>\\terrierprint.bu.edu</b> and click <b>OK</b>.</li></ol>  <ol data-bbox="89 1705 792 1963" style="list-style-type: none"><li>3. When the authentication dialog appears, <b>enter your BU Login name in AD\login format</b> (for example, if your email is <a href="mailto:rhett@bu.edu">rhett@bu.edu</a>, AD\login will look like AD\rhett), and your <b>Kerberos password</b>. Make sure you <b>save the password</b>.</li><li>4. A window will appear that displays available printers. Double click the printer you wish to add.</li></ol> | <p data-bbox="826 1079 1518 1150">The following steps will only need to be performed once on each computer from which you plan to print.</p> <ol data-bbox="873 1171 1539 1474" style="list-style-type: none"><li>1. Visit the following website: <a href="https://www.bu.edu/tech/services/support/printing/myprint/myprint-configure/">https://www.bu.edu/tech/services/support/printing/myprint/myprint-configure/</a>.</li><li>2. Once there, click on the link to download the printer Installer package.</li><li>3. After clicking the link, double-click the MyPrint.pkg icon. Then follow the installer directions.</li></ol>  <ol data-bbox="873 1831 1539 1963" style="list-style-type: none"><li>4. When attempting to print for the first time from your laptop, you will be asked to type in a username and password. Your Apple ID may autofill in the username bar. <b>Delete everything</b></li></ol> |



MYPRINT-BW



MYPRINT-BW-STAPLED



MYPRINT-COLOR

The standard is MyPrint-BW. MyPrint-BW-Stapled is only available at Mugar.

5. The driver will automatically be downloaded and installed on your system. If prompted, indicate that you "Trust the source" and "Install" the printer.
6. Once you've installed all the printers you want to install, you can close the terrierprint.bu.edu window. **You will not need to add the printer again.**

**and type in your BU Username and Kerberos password into these fields.**

5. Make sure you save the information you entered to your keychain. **You will not need to add the printer again!**

**If you use an older version of the Mac OS (before X 10.7), visit the link in the top of this box, and follow the instructions to install the MyPrint printer manually.**



### 3. The printers are added, how do I pick up my printing?

There is **no more need to go to the circulation desk to pick up your printing!** The printer for the STH Library is now located next to the scanners, about halfway down the hallway. Swipe your **BU ID in the card swipe** on the right of the printer and **select on the touchscreen the document you wish to print.** It will immediately begin to print your document!

Full-time graduate students usually receive **500 free printed sheets**, or \$40.00 per semester of printing. To monitor your account balance or the environmental impact of your printing, visit [www.bu.edu/myprint](http://www.bu.edu/myprint).