Step-by-Step Printing Setup Instructions

This section provides detailed OS-specific setup instructions for installing ICERM printers on your laptop.

- Printing on macOS
- Printing on Windows
- Printing on Linux

Printing on macOS

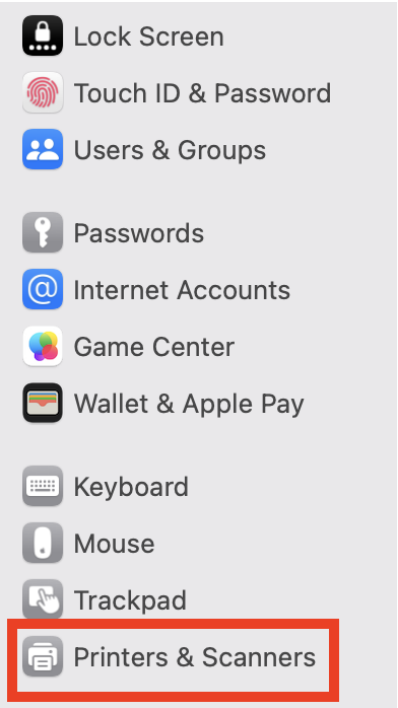
Before setting up your printers, please review the overview of Printing at ICERM.

The following instructions assume you are connected to the Brown University network via wireless (Brown, Brown-Guest, or eduroam).

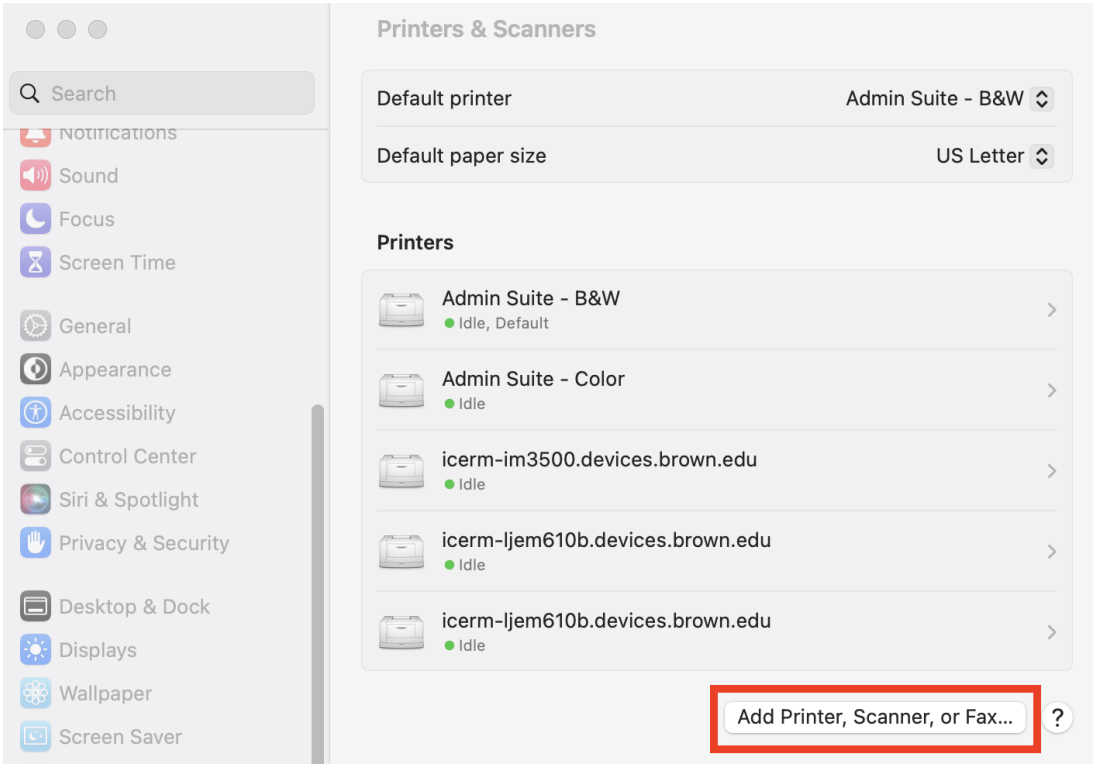
Setup Instructions

> These photos are for macOS Ventura and newer. If your computer runs an older version of macOS, System Settings will look a bit different. For steps 1 & 2, Look for "Printers & Scanners" in the System Preferences, then click "Add Printer, Scanner, of Fax..." Steps 3 - 6 will be the same.

1. Open **System Settings** (Apple Menu > System Settings) and click on the “Printers & Scanners” tab in the left sidebar.

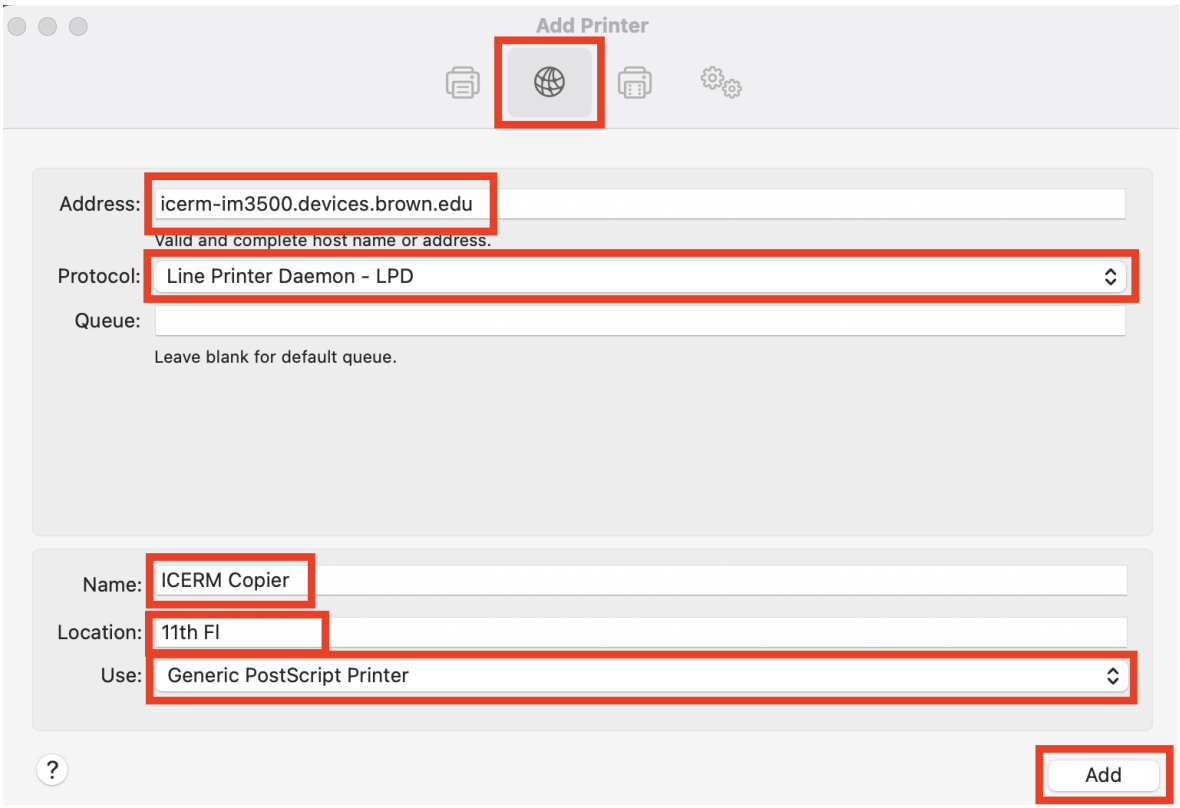


2. Below the list of printers on the left, click the **Add Printer, Scanner, or Fax...** button to add a printer.



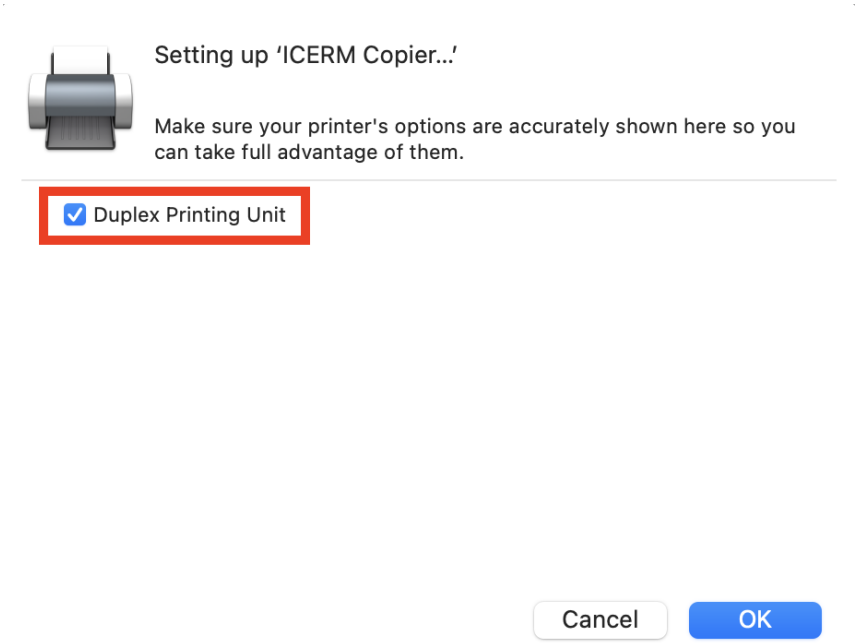
3. In the add printer dialog that opens, click the “IP” tab and enter the printer’s hostname for the printer you wish to add, and select **Line Printer Daemon – LPD** in the **protocol** dropdown.

- 11th Floor Copier: **icerm-im3500.devices.brown.edu**
- 10th Floor LaserJet A: **icerm-ljem610a.devices.brown.edu**
- 10th Floor LaserJet B: **icerm-ljem610b.devices.brown.edu**



4. The system should then detect the printer and automatically fill the **Name** and **Use** fields at the bottom of the add printer window. If it does not, name the printer, select **Generic PostScript Printer** in the **Use** dropdown, then click **Add**.

5. A settings options window may appear. **Select “duplex printing” and save**.



6. The printer should be configured and ready to use. **Print a test page** to verify.

If you have questions about these instructions or require further assistance, please contact the ICERM IT staff by dropping by the administrative offices or emailing support@icerm.brown.edu.

Printing on Windows

IMPORTANT NOTE FOR Printing:

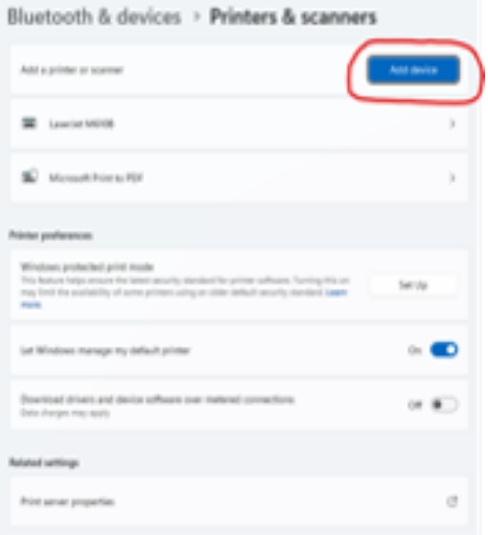
ICERM uses North American Paper sizes for printing. Before sending a print job to a printer, please ensure that Letter (8.5x11) is selected. (A3 paper sizes will not work and cause the job to fail.)

Before setting up your printers, please review the overview of Printing at ICERM. The following instructions assume you are connected to the Brown University network via wireless (Brown, Brown-Guest, or eduroam)

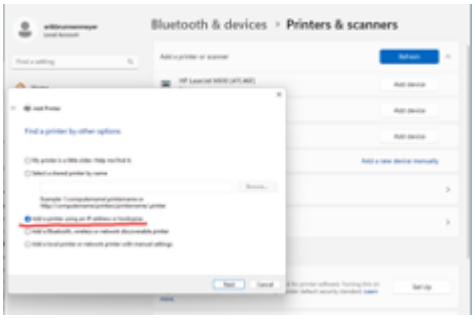
Windows 11 instructions:

1) Navigate to the SEARCH field (located center bottom of screen), Type "printers", and Press Enter

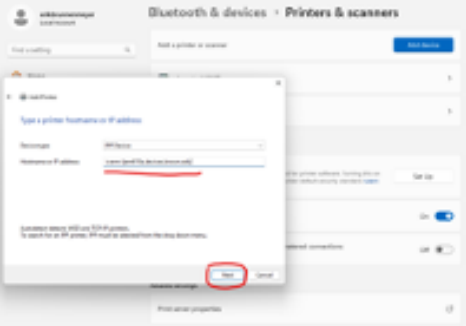
2) Click the "Add Device" button (This will cause a brief delay while your device searches for printers)



3) Click the link "Add a new device manually", when the next pane appears, click the option "Add a printer using an IP address or Hostname" and click Next



4) In the Hostname or IP address field, Enter in the following information for the 10th floor LaserJet A Printer:
icerm-ljem610a.devices.brown.edu and Press Enter, the click Finish

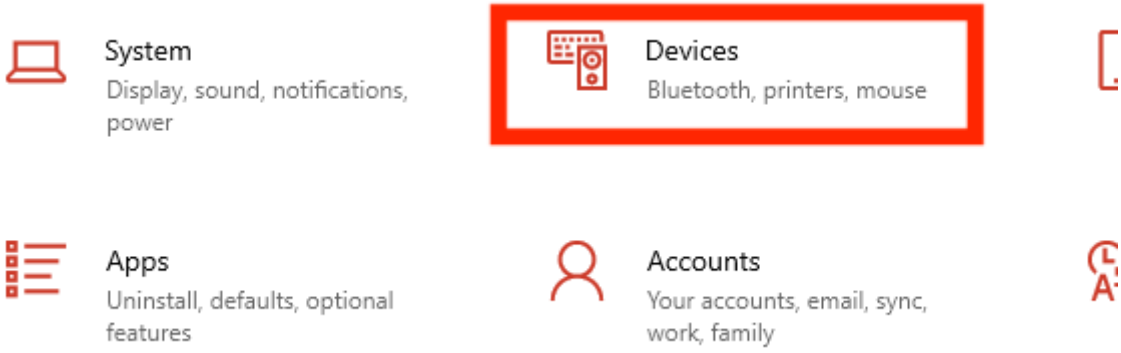


5) Repeat steps 2 thru 4 and also add the following printers:
10th floor LaserJet B Printer: icerm.ljem610b.devices.brown.edu
11th floor copier: icerm-im3500.devices.brown.edu

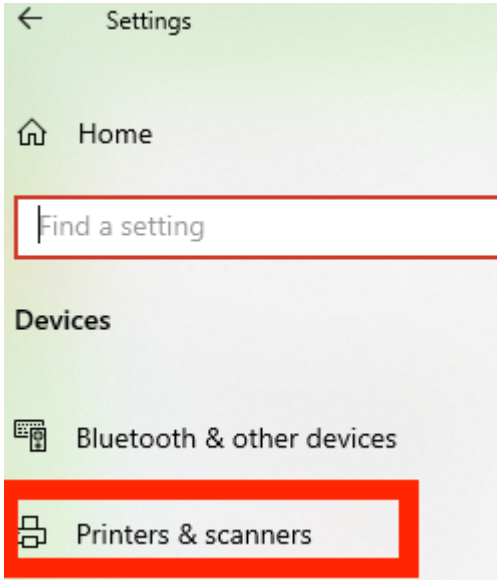
Windows 10 instructions:

Setup Instructions

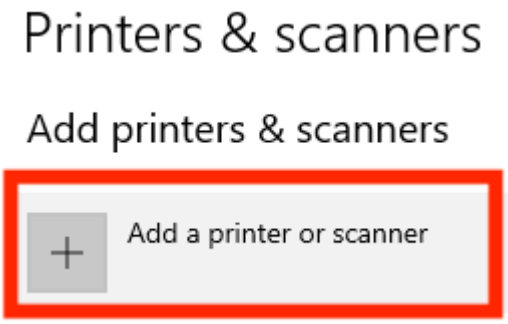
1. Open **Settings** and choose **Devices:**



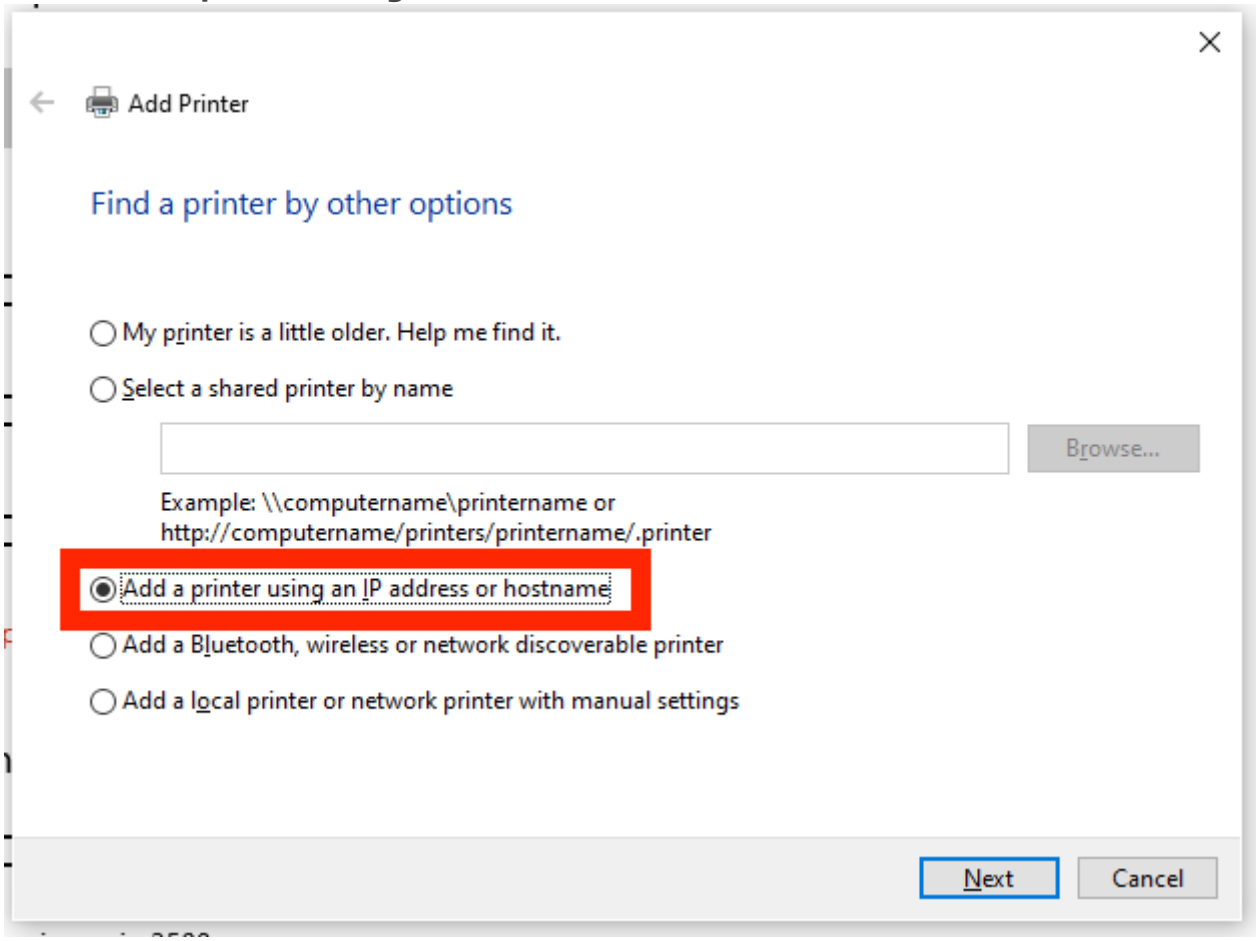
2. Choose **Printers & scanners**:



3. Choose **Add a printer or scanner**:



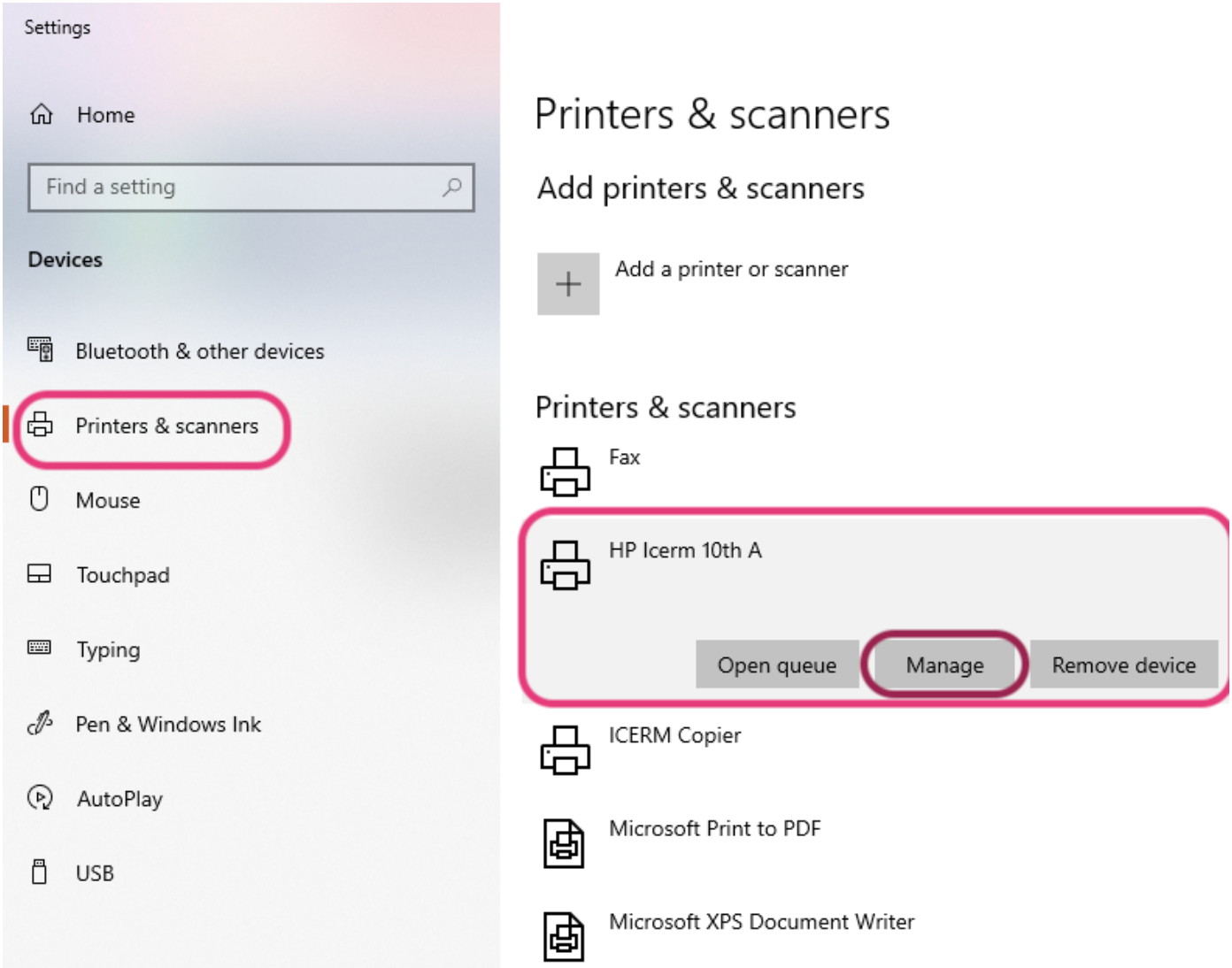
4. Choose **The printer that I want isn't listed**
5. Select **Add a printer using an IP address or hostname**:



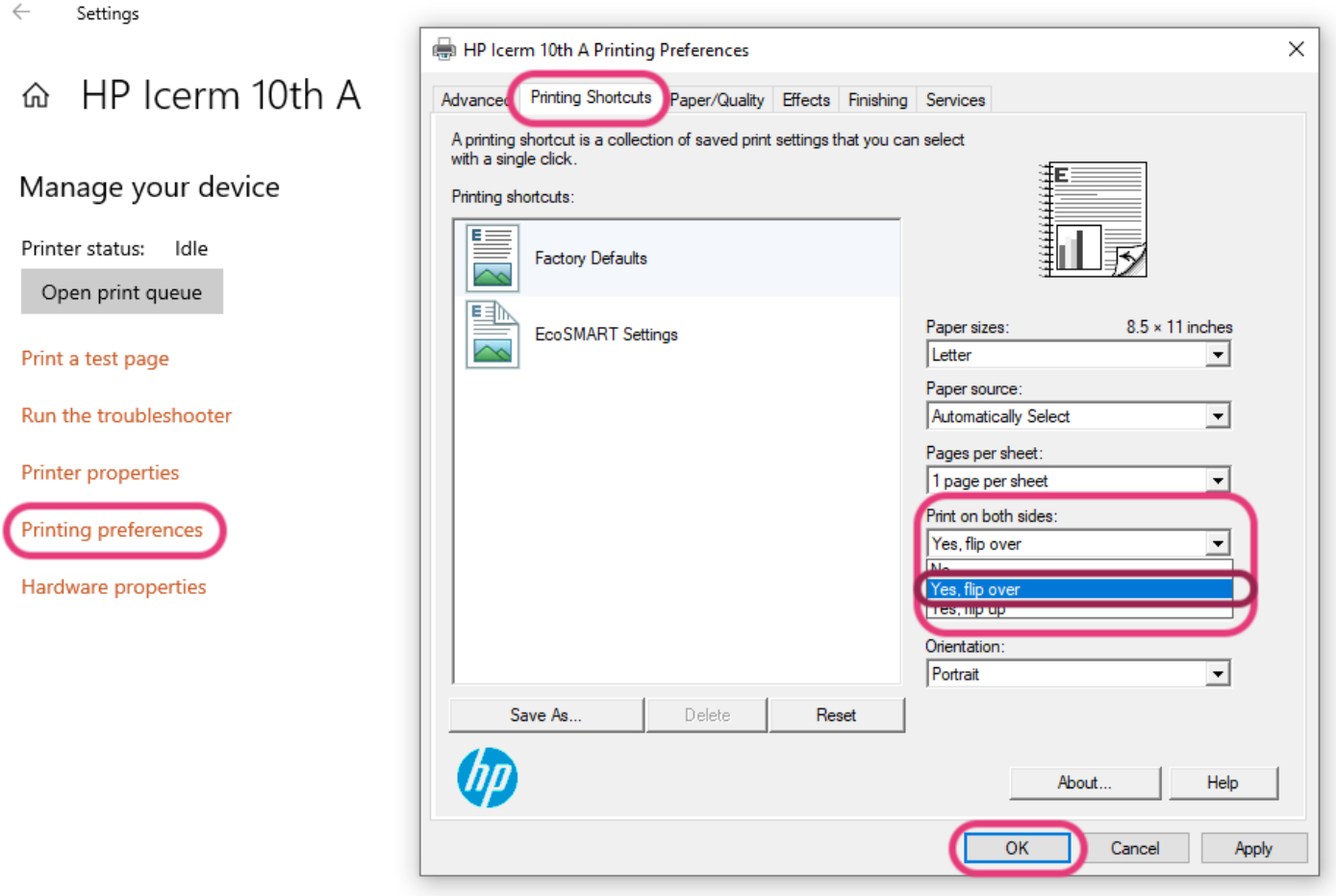
6. On the next screen, enter:
    - Device Type: **Autodetect**
    - Hostname or IP address: Write in the hostname of the printer you are adding -
        - 11th Floor copier: **icerm-im3500.devices.brown.edu**
        - 10th Floor LaserJet A**: icerm-ljem610a.devices.brown.edu**
        - 10th Floor LaserJet B**: icerm-ljem610b.devices.brown.edu**
7. (**For the ICERM Copier only**): Choose the **Microsoft PS Class Driver** and click **Next**
8. Enter a printer name and click **Next**. Recommended names are:
    - 11th Floor copier: **ICERM Copier**
    - 10th Floor LaserJet A**: HP LaserJet M610A**
    - 10th Floor LaserJet B**: HP LaserJet M610B**
9. Select **Do not share this printer**
10. Click **Next**
11. Click **Print a test page** to verify the new printer works
12. Click **Finish**

Enabling Duplexing (Two-Sided Printing)

1. Click **Start**- > **Settings** -> **Devices** -> **Printers & scanners** -> Click the printer you just added -> **Manage**



2. Click **Printing preferences**, and within **Printing Shortcuts** find Print on both sides, click **Yes, flip over**. Then hit **OK.**



You did it!! □□

If you have questions about these instructions or require further assistance, please contact the ICERM IT staff by dropping by the administrative offices or emailing support@icerm.brown.edu.

Printing on Linux

Before setting up your printers, please review the overview of Printing at ICERM.

The following instructions assume you are connected to the Brown University network via wireless (Brown, Brown-Guest, or eduroam).

Setup Instructions

1. Open the New Printer dialog, and select **Network Printer → LPD/LPR**.

2. Enter the hostname of the printer you wish to add, ignore other options/fields, then click "Forward".

- 11th Floor Copier: **icerm-im3500.devices.brown.edu**
- 10th Floor LaserJet A: **icerm-ljem610a.devices.brown.edu**
- 10th Floor LaserJet B: **icerm-ljem610b.devices.brown.edu**

3. The OS may detect the printer software. If not, search for **HP LaserJet Enterprise M610** for the 10th floor printers or **Ricoh IM3500** for the 11th Floor Copier. If your system does not have these drivers installed, you may use the **Generic PostScript Printer** drivers.

4. All printers support duplexing (two-sided printing) - **make sure to select this duplex option** in the final printer setup step as it is typically not selected by default.

If you have questions about these instructions or require further assistance, please contact the ICERM IT staff by dropping by the administrative offices or emailing support@icerm.brown.edu.