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.
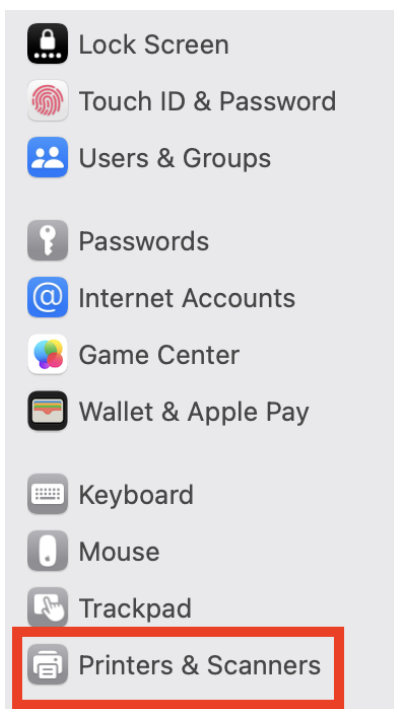

2. Below the list of printers on the left, click the **Add Printer, Scanner, or Fax...** button to add a printer.
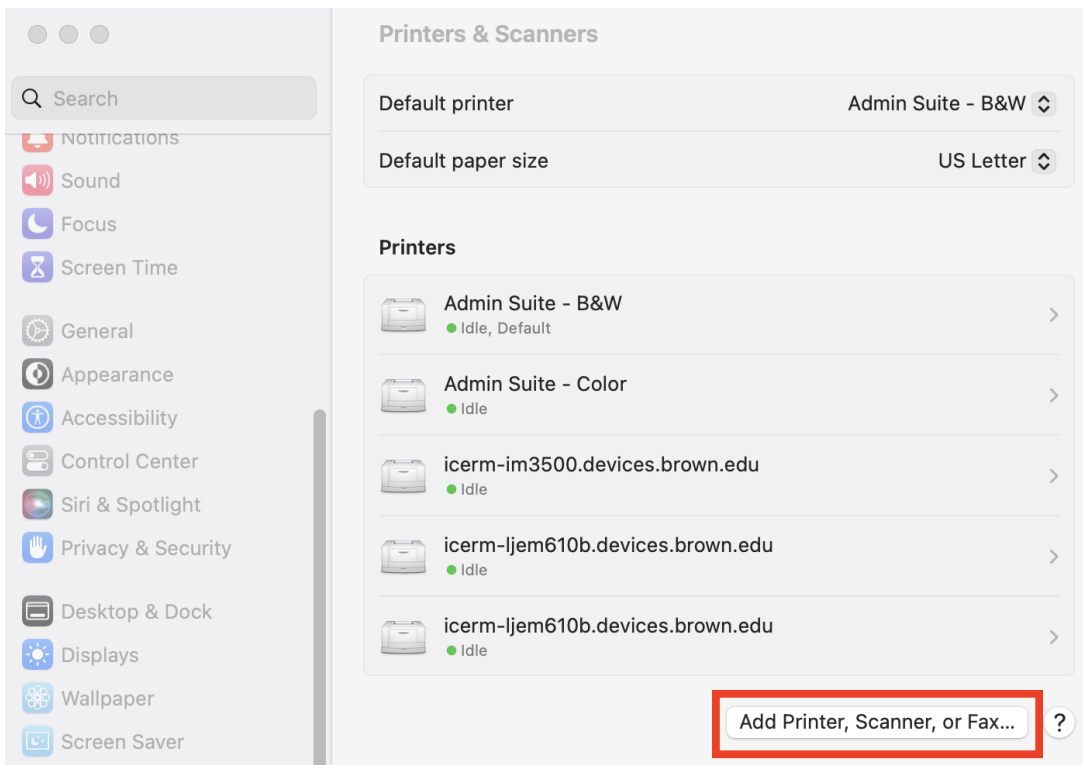
3. In the add printer dialog that opens, click the "IP" tab and enter the printer's hostname for the printer you wish to add, and select **Line Printer Daemon – LPD** in the **protocol** dropdown.

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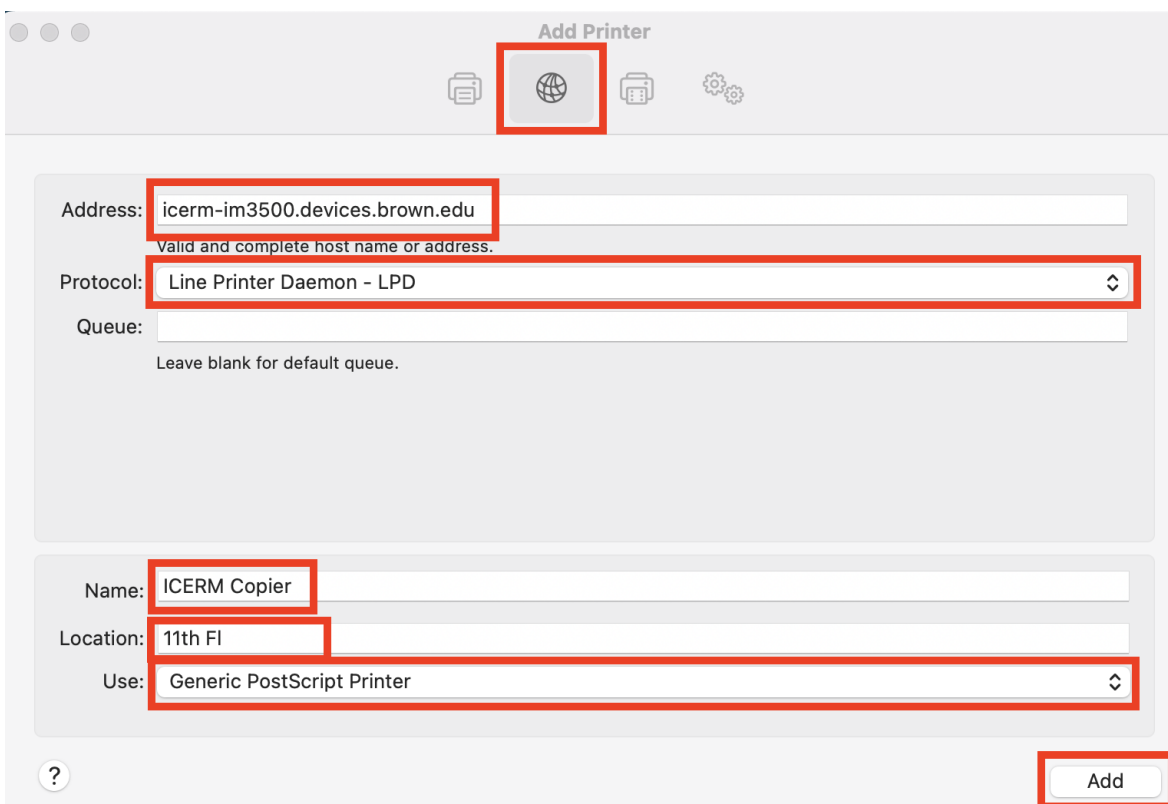
4. The system should then detect the printer and automatically fill the **Name** and **Use** fields at the bottom of the add printer window. If it does not, name the printer, select **Generic PostScript Printer** in the **Use** dropdown, then click **Add**.

5. A settings options window may appear. Select "duplex printing" and save.
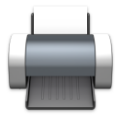
Setting up 'ICERM Copier...'

Make sure your printer's options are accurately shown here so you can take full advantage of them.

☑ Duplex Printing Unit

Cancel   OK

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.
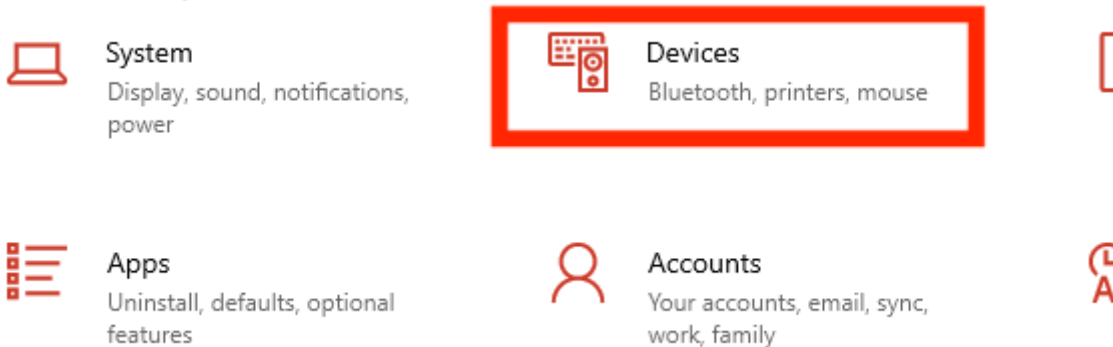
Printing on Windows

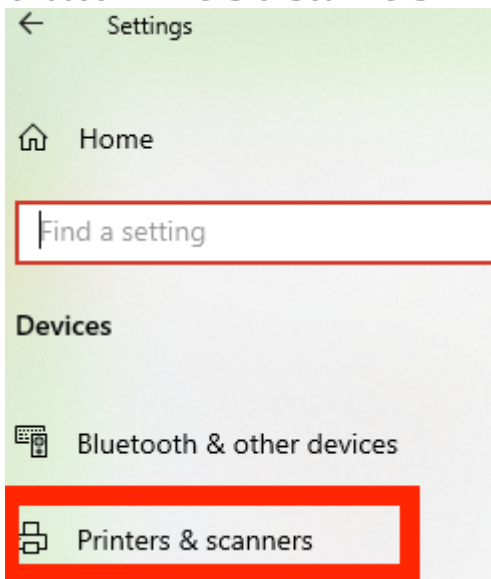**Before setting up your printers, please review the overview of <u>Printing at ICERM</u>.**

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

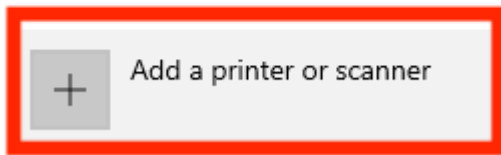# Setup Instructions

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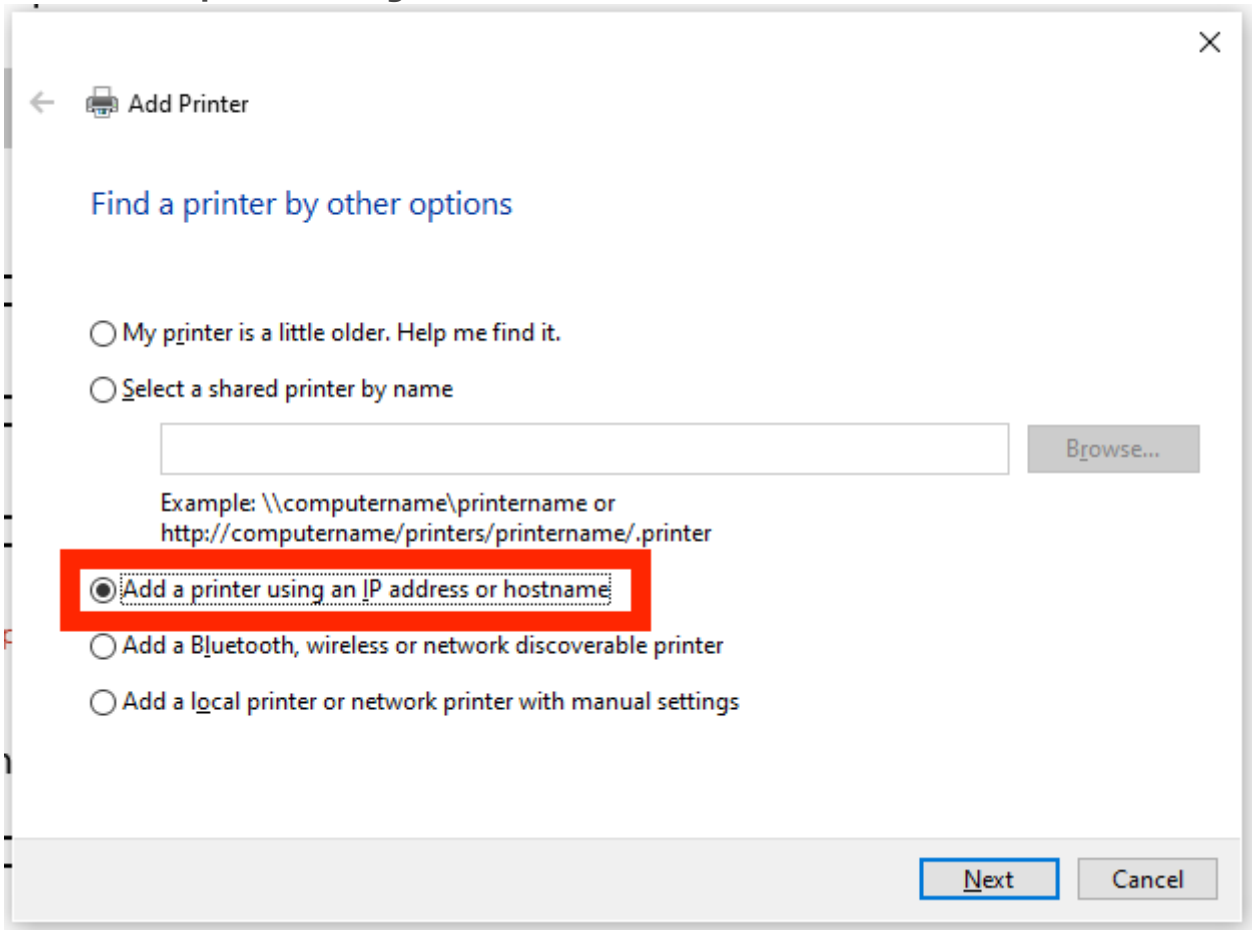

2. Choose **Printers & scanners**:

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

Printers & scanners

Add printers & scanners

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**
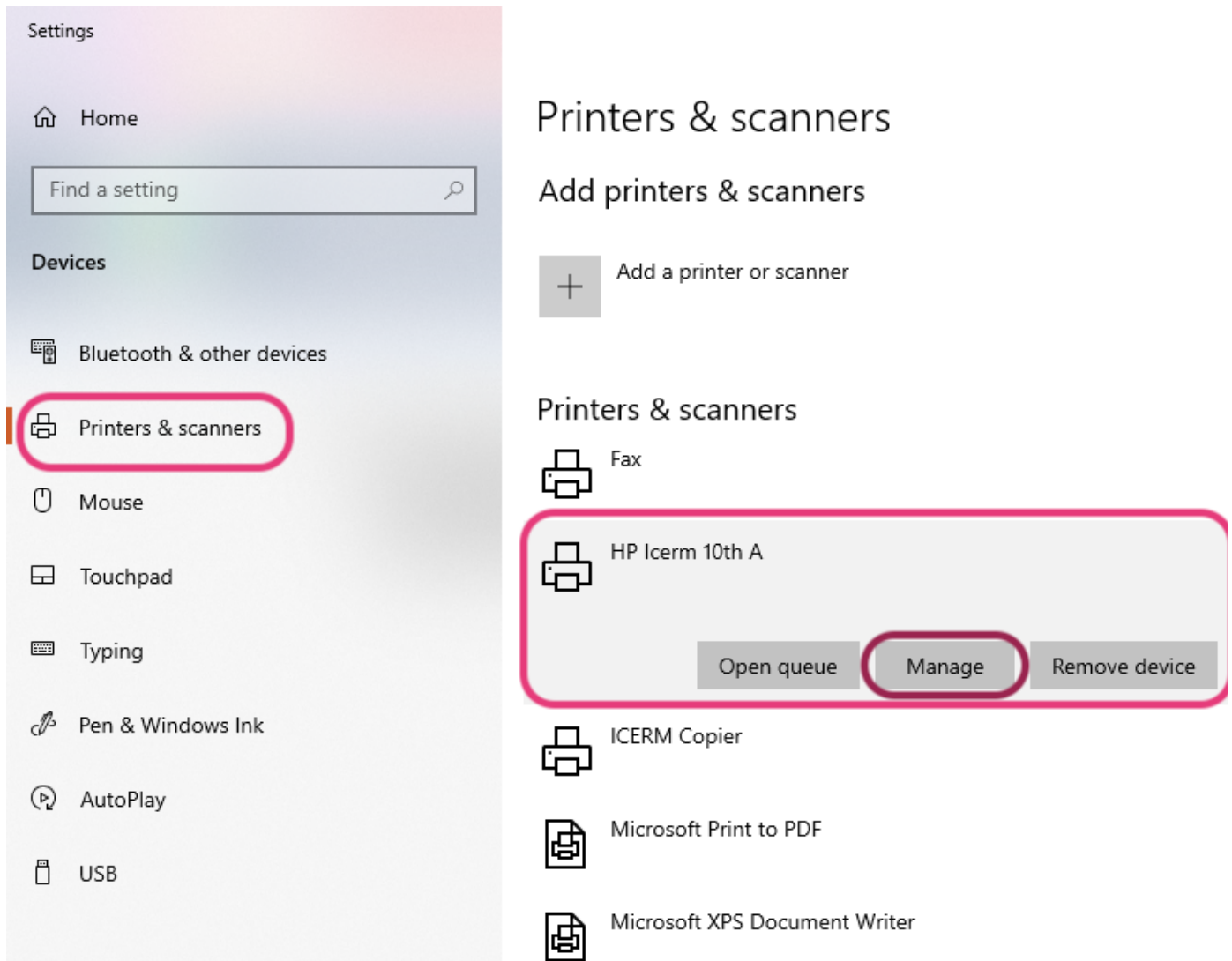
2. Click **Printing preferences**, and within **Printing Shortcuts** find <u>Print on both sides</u>, click **Yes, flip over**. Then hit **OK.**
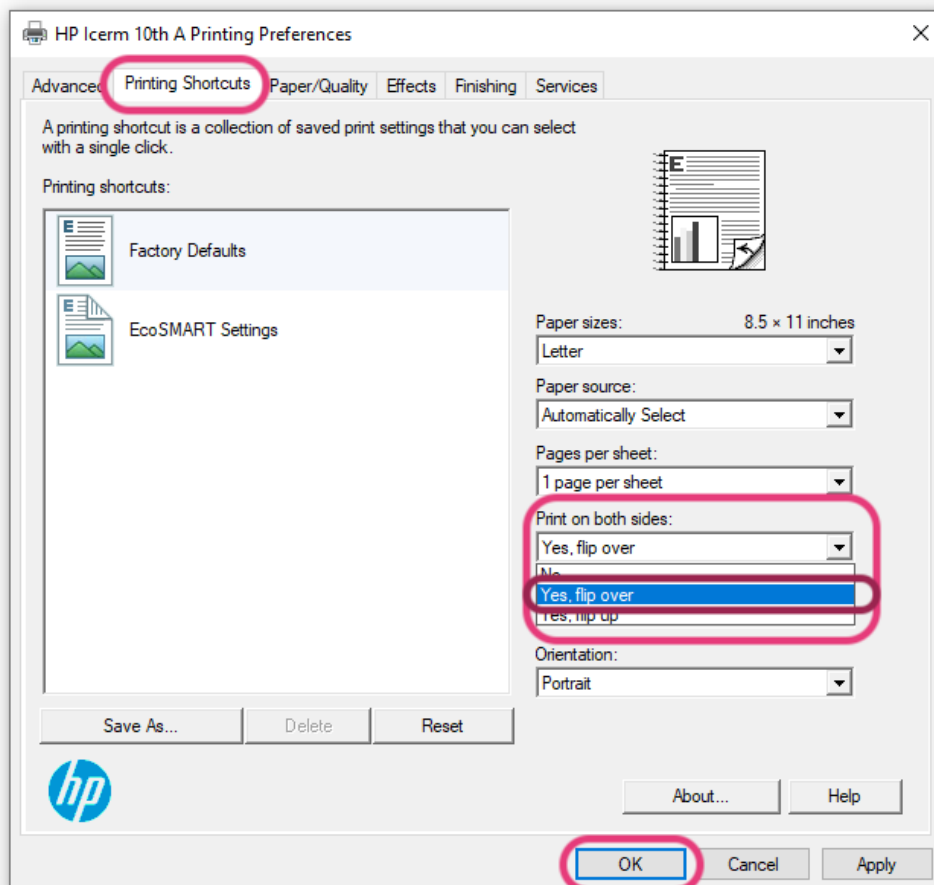
You did it!! 📖

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 <u>Printing at ICERM</u>.

The following instructions assume you are connected to the Brown University network via <u>wireless</u> (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, 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).

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