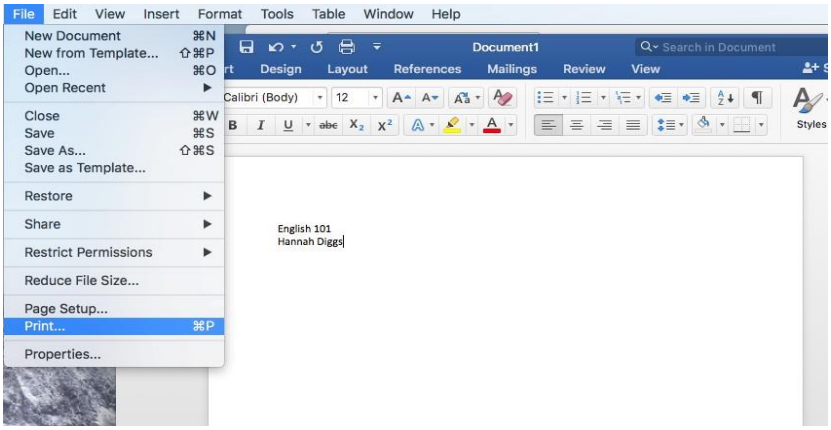
Printing from a Mac

Before beginning, verify that the device is connected to the BJU-Campus or BJU-ResNet Wi-Fi.

1. Open the document to be printed and select **Print**.

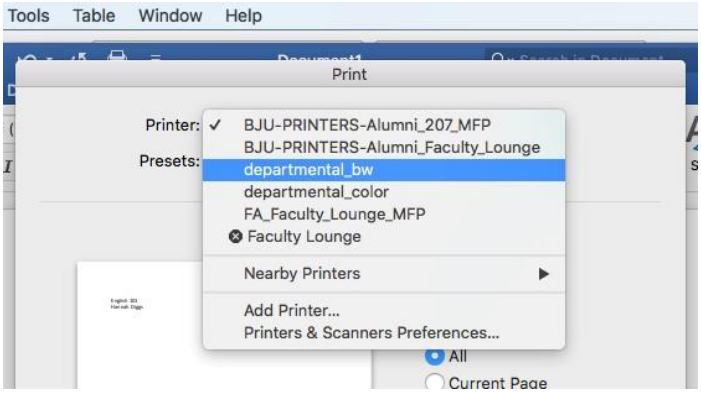


There are four cloud printers that you can print to. The four printers listed are not physical printers but are print queues where your documents are held for printing.

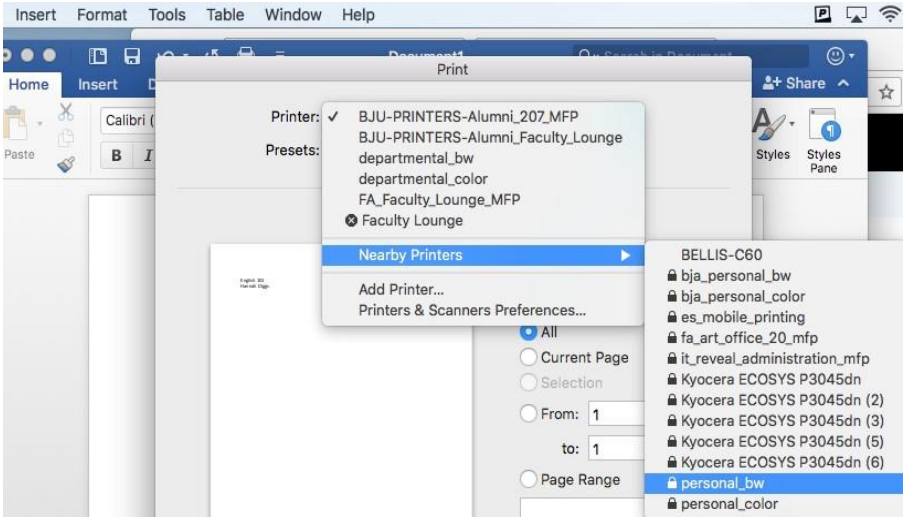
departmental_bw
departmental_color
personal_bw
personal_color

The "printer" selected will determine what account the print is charged to and what color it is printed in. Both departmental printers are for work use only and require student workers to use their staff credentials for departmental prints. The personal printers must be used for any personal prints and require student credentials.

2. Choose one of the above printers from the list.



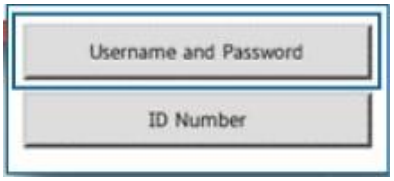
If you do not see the the printers listed, select **Nearby Printers**.



Select the printer that you need out of the printers listed above.

3. Put your BJU username and password into the box that appears.

4. Log in to a printer by scanning your BJU ID card at the card reader (usually located on the side of the printer) or by signing in with your BJU credentials on the printer's screen.



5. After logging in, all the pending items will appear on the left side of the screen. Touch the document to be printed and select **Print**.

6. After collecting the document from the printer, tap **Log Out**.