

# How to Print on the Middlebury College Main Campus

## Printing from Public Computers – Recommended Method (<http://go/howtoprint/>)

1. Log on to an available public computer with your Middlebury username and password.
  - Designated walk-up computers that don't require a login cannot be used for this method.
  - Guests without a Middlebury user account should use one of the two designated guest print stations at the front of the Davis Family Library.
2. Open the file you would like to print.
3. Print to one of the printers in the dropdown menu (refer to printer location table below).
4. Proceed to a Print Release Station near or on the printer then log on with your Middlebury username and password. Note: After 24 hours have elapsed your print job will be erased from the system.
5. Release your print job by clicking **Print**.

### Public Printer Locations on Middlebury College Main Campus

Printer Queue Names	Printer Locations
Library_Printers	Davis Family Library 142, 242 & 303 Armstrong Library (McCardell Bicentennial Hall) 155 & 203
Non_Library_Printers	Axinn Center (outside room 105), LaForce 122, Le Chateau 001, Mahaney Center for the Arts (adjacent to Box Office), Munroe Hall 214, Proctor Hall – Woodstove Lounge Robert A. Jones House (Basement), Sunderland Language Center 121
Library_Color	Davis Family Library 142 (COLOR CAPABLE) McCardell Bicentennial Hall – Armstrong, lower level
MiddXpress	McCullough Student Center (MidExpress)

## Installing printers on Middlebury College-issued computers

Make sure your computer is connected to the Middlebury College network, then:

- For **Windows** computers, follow instructions: <http://go/print?win/>
- For **Mac OS X** computers, follow instructions: <http://go/print?mac/>

## Printing from personally-owned computers via Web Print (<http://go/webprint/>)

*Important:* Web Print is not designed for high volume use. For fastest results, print from a public computer (see above).

1. Go to <http://go/webprint/> or <https://papercut.middlebury.edu/user>.
2. Log on with your Middlebury username and password.
3. Select **Web Print** from the menu options at left.
4. Click the **Submit a Job** button.
5. Select a **printer** (refer to the table above for recommended printers), then click the **2. Print Options and Account Selection** button.
6. Enter desired number of copies then click the **3. Upload Documents** button.
7. Upload files you would like to print by dragging them to the indicated area or by using the **Upload from computer** button to select them. Finish by clicking the **“Upload & Complete”** button.
8. Proceed to a Print Release Station near or on the printer then log on with your Middlebury username and password. Note: After 24 hours have elapsed your print job will be erased from the system.
9. Release your print job by selecting **Print**.