

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 and follow instructions at <http://go/guestprint/>.
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 on Papercut	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), McCullough Student Center (MidExpress) 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
Posters	Plotters in Davis Family Library 220 (Wilson Media Lab) and Armstrong Library (McCardell Bicentennial Hall)

Printing from personally-owned computers via Mobility Print (<http://go/mobileprint/>)

- Important: Your device must be connected to the Middlebury College network before proceeding!

macOS

1. Navigate to **System Preferences > Printers & Scanners**.
2. Click the **+** icon below the *Printers* pane, then choose **Add Printer or Scanner**.
3. The *Add* dialog box appears listing all discovered printers on the network.
4. Click to select a printer. Its *Name*, *Location*, and *Use* will display.
5. Confirm that *Use* is set to **Secure AirPrint**, then click **Add** to set up the desired printer.
6. Print your document. When prompted, enter your Middlebury username and password.
(Repeat steps 1 – 5 above to add any other desired printers.)

Windows 7 and up

1. Visit <http://go/mobileprint/> then click the **Mobility Print Printer Setup** link to download and run the setup program (pc-mobility-print-printer-setup.exe).
2. On the *License Agreement* screen, **accept** the agreement, then click **Next**.
3. Select a printer; then click **Next**.
4. Enter your Middlebury College username and password; then click **Next**.
Important! The credentials used to install individual printers will be charged for any print jobs submitted to it, regardless of who is logged on to the computer.
5. Click **Finish**, then print your document.
(To add more printers, run the downloaded **Mobility Print Printer Setup** program again.)