

Printing at the Middlebury Institute (MIIS) Monterey, California

MIIS students may print either black and white or color documents. Print jobs may be released at one of four printers at the locations listed below. This document helps you configure your own computer for printing on campus.

Public Printer Locations in Monterey, California (MIIS)

Printer Locations	Printer Queues on Papercut
Munras Student Housing, 2nd floor	MiddBW (black & white, double -sided)
William Tell Coleman Library, (1st and 2nd floors)	MiddColor (color, single-sided)
Samson Student Center (Reading Room to the left)	*defaults may be changed as needed
McGowan Building, 411 Pacific St. (1st floor lobby)	

Printing from PERSONALLY OWNED PC and MAC Computers should be done with MIIS Mobility Print. On campus, download and install from <https://go.miis.edu/mobilityprint/> This will automatically install and configure the MiddBW and MiddColor print queues for you. We are providing the information below as reference from Middlebury College.

IMPORTANT – BEFORE YOU BEGIN

- ☐ Mobility Print is Middlebury’s system for managing printing on personally owned computers. Mobility Print is **not** intended for college-owned computers. (see page 2)
- ☐ (Your device must be connected to the **MiddleburyCollege** wireless network before proceeding.

macOS (one-time setup instructions)

1. Download and run the installer at <https://go.miis.edu/mobilityprint> .
2. Check System Preferences (System Settings on Ventura) then ‘Printers and Scanners’ to make sure MiddBW and MiddColor are listed as printers.
3. Print your document. When prompted to log in, enter your **full Middlebury email address and password** and choose “save to keychain” or "Remember this password in my keychain." If your Mac account is already entered you must remove it and enter your Middlebury credentials.
4. Proceed to any public printer and log in on the printer panel using your Middlebury username and password. (After 24 hours have elapsed your print job will be erased from the system.)
5. Press **Print** to release some or all your print jobs.

Windows 10/11 (one-time installation instructions)

1. Click the link to download, then run the [Mobility Print Installer](#) (pc-mobility-print-printer-setup-1.0.XXX.exe). You may need to allow the app to make changes.
2. Choose the installation language. On the *License Agreement* screen, **accept** the agreement, then click **Next**.
3. Select MiddBW and MiddColor if they are not already selected, then click **Next**.
4. Enter your **full Middlebury College email address and password**, then click **Next**.
5. Click **Finish**. Print your document.
6. Proceed to any public printer and log in on the printer panel using your Middlebury username and password. (After 24 hours have elapsed your print job will be erased from the system.)
7. Press **Print** to release some or all your print jobs.

NOTE: If Mobility Print is installed on a College-owned device, full features of the print driver will **not** be available. Use these printer installation instructions for full functionality: For Windows <http://go.middlebury.edu/print?win> for Mac <http://go.middlebury.edu/print?mac>.

Troubleshooting Common Issues

- Check the wireless network. Mobility Print does not work on the MiddleburyGuest network. You must be connected to wireless using **MiddleburyCollege**.
- Be sure you are using valid login credentials when prompted to authenticate. You need to use your **full** Middlebury email address and password. You can confirm your password is correct by using it to log in to a different service, such as Webmail (<http://go.middlebury.edu/mail/>).
- "Hold for Authentication" may appear in the print queue window when using Mobility Print on Macs. Click the refresh button next to the job. A login prompt should appear. Provide your Middlebury email address (*username@middlebury.edu* format) and password. The print job should proceed. For more tips on fixing this error, [please see this article](#).
- Mac users can often fix issues by removing/reinstalling MiddBW/MiddColor from **System Preferences** (or **System Settings** on macOS Ventura) > **Printers & Scanners**. If a "Hold for Authentication" error appears, [clearing the keychain](#) will often resolve matters.
- If you have previously printed at the college in Vermont, you will need to remove your middbw and middcolor printers then install MIIS [Mobility Print](#) using this guide.

Getting Help with Printer Issues

Contact the **HELPDESK** (831) 647-6656 or by Zoom: <http://go.middlebury.edu/zoom2helpdesk> for issues including:

- Low paper / out of paper
- Low toner issues (print is light overall or in patches)
- Unresponsive display

The MIIS Helpdesk is located in Casa Fuente 320 on the Institute campus, between Pacific and Pierce St. Hours of operation are 9am - 5pm, Monday through Friday. For more information about Printing at MIIS, please visit <https://go.miis.edu/printingatmiis/>