How to Print on the Middlebury College Main Campus

Printing from Public Computers (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 Davis Family Library (Research Desk & room 242) and follow instructions at **http://go/guestprinting/**.
2. Open the file you would like to print.
3. Print to one of the printers in the drop-down 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
MiddXpress	McCullough Student Center (MiddXpress)
Non_Library_Printers	Axinn Center (outside room 105), LaForce 122, Le Chateau 001, Mahaney Arts Center (adjacent to Box Office), Proctor Hall, Woodstove Lounge (main level) 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 242 and Armstrong Library (McCardell Bicentennial Hall)

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

➢ Important notes: Your device must be connected to the Middlebury College network before proceeding!
Certain printers have restricted access; you may see ones included in the printer list that you cannot use.

macOS (one time setup instructions)

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

Windows 10 (one time installation instructions)

1. Visit **http://go/mobileprint/**. 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 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**. Print your document.
   (To add more printers, run the downloaded **Mobility Print Installer** program again.)