

How to Print at the Middlebury Institute of International Studies at Monterey


Public Printer Locations at the Monterey Campus

Printer Queue Names on Papercut	Printer Locations
MiddBW (defaults to black & white, double-sided) MiddColor (defaults to color, single-sided) Please note: You need to set up the new MiddBW & MiddColor queues for use on a <u>personal</u> device. Follow the appropriate Mobility Print instructions below.	William Tell Coleman Library, (1 st and 2 nd Floors) Samson Student Center (Reading Room to the left) McGowan Building, 411 Pacific St. (1 st floor lobby)

Printing from PERSONALLY-OWNED Computers via Mobility Print go.miis.edu/mobilityprint

- IMPORTANT: Your device must be connected to the **MiddleburyCollege** wireless network with [Mobility Print](#) installed 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. Run the Mobility Print installer.
2. Navigate to **System Preferences > Printers & Scanners**.
3. Click the  icon below the *Printers* pane. 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 to **MiddBW** or **MiddColor**. When prompted to authenticate, do NOT use your default Mac login! Enter your **full Middlebury email address and password**.
7. Release print job at the printer.

Windows 10 (one time installation instructions)

1. Run the Mobility Print installer.
2. Choose the installation language. On the *License Agreement* screen, **accept** the agreement, then click **Next**.
3. Select **MiddBW** and **MiddColor**; then click **Next**.
4. Enter your **full Middlebury College email address 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 documents to **MiddBW** or **MiddColor** and release print job at the printer.

Troubleshooting Common Issues

- Check the wireless network. Mobility Print does not work on the MiddleburyGuest network; you must be connected to wireless using **MiddleburyCollege**.
- Mac users can often fix issues by removing/reinstalling printers from System Preferences > Printers & Scanners.
- Be sure you are using valid login credentials when prompted to authenticate; you need 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/mail/>).
- Do not install Mobility Print on College-owned devices; use info at <http://go.middlebury.edu/print?win> or <http://go.middlebury.edu/print?mac>
- Still need a hand? See "Getting Help with Printer Issues" on reverse.

Getting Help with Printer Issues

➤ **IMPORTANT:** Always make note of the Printer name, MBS tag number, and any error message.

Contact **MBS (Monterey Bay Systems)** (800-848-7575 or service@mbsworks.com) for the following:

- Print quality (blotchiness, streaks, lines)
- Jams
- Error message on the printer

Contact the **HELPDESK** (see <http://go/helpdesk/> for specifics) for the following:

- Low paper / out of paper
- Low toner issues (print is light overall or in patches)
- Issues with print release stations that are separate devices.
- Anything not specifically listed above as a MBS issue!