

How to Print on the Middlebury College Main Campus

Public Printer Locations on Middlebury College Main Campus

Printing will only be available at the following locations this fall due to COVID-19:

Printer Queue Names on Papercut	Printer Locations
Library_Printers	Davis Family Library 303 Armstrong Library (McCardell Bicentennial Hall) 155 & 203
MiddXpress	McCullough Student Center (lobby outside MiddXpress)
Non_Library_Printers	Axinn Center (outside room 105), LaForce 122, Mahaney Arts Center (adjacent to Box Office), Proctor Hall, Woodstove Lounge (main level) Sunderland Language Center 121
Library_Color	Davis Family Library 142 (COLOR CAPABLE) McCardell Bicentennial Hall – Armstrong, lower level
Posters	Plotter in Davis Family Library 242

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.)

Printing from Public Computers (<http://go/howtoprint/>)

Due to COVID-19 concerns, public computers labs will be **offline** for the fall semester and the number of public use computers will be greatly reduced. Guest printing is currently unavailable.

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.
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 above).
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**.