

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 spring due to COVID-19:

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 personal device. Follow the appropriate Mobility Print instructions below.	Davis Family Library 142, 242, & 303 Armstrong Library (McCardell Bicentennial Hall) 155 & 203 McCullough Student Center (lobby outside MiddXpress)
Non_Library_Printers (defaults to black & white, double-sided)	Axinn Center (outside room 105), LaForce 122, Mahaney Arts Center (adjacent to Box Office), Proctor Hall, Woodstove Lounge (main level) Sunderland Language Center 121
Posters	Plotter in Davis Family Library 242 Armstrong Library (McCardell Bicentennial Hall) 209

Getting Help with Printer Issues

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

Contact **SYMQUEST** (800-374-9900 or tac@symquest.com) for the following:

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

Contact the **HELPDESK** (visit <http://go/helpdesk/> for contact details) 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 SymQuest issue!

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

➤ **IMPORTANT:** 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 spring 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**.