

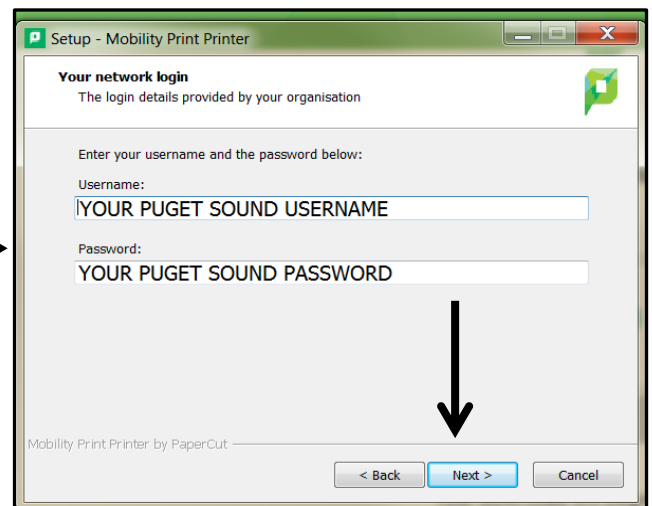
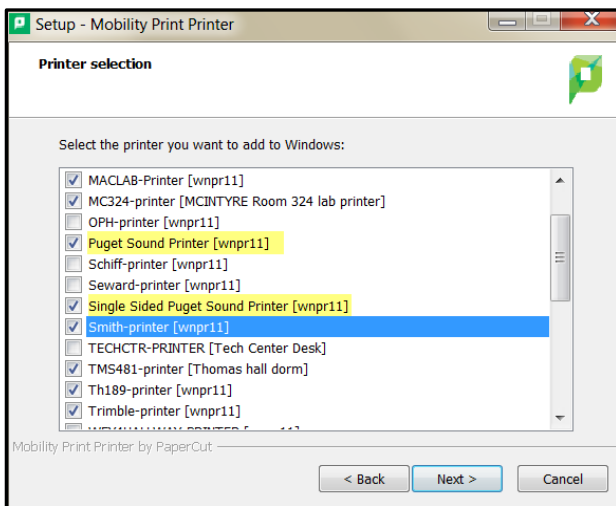
HOW TO SETUP PRINTING FOR WINDOWS

1. Ensure that your computer or device is connected to campus wifi: **PS-CampusAccess**
2. Download and run the Mobility Print Printer Setup link below

<https://cdn1.papercut.com/web/products/mobility-print/installers/client/windows/pc-mobility-print-printer-setup-1.0.240.exe>

3. Run the file and follow setup instructions
4. Wait for the setup to complete the install and Click > Finish
5. Select a printer or multiple printers click Next

Enter your Puget Sound credentials



You are now ready to send your printouts to any student designated printer!

Search your computer under **Devices and Printer** for the printer(s) that you selected to install, and send your document(s) to that printer. To learn how to release your printout when sending to a virtual printer, visit the Student Technology website at: pugetsound.edu/stutech.

Read **How to Print and Release a Document**

Puget Sound Printer Terminology

Virtual Printer is a non physical printer that is controlled and located on a print server.

Puget Sound Printer AND **Single Sided Puget Sound Printer** are the only virtual student printers.

Puget Sound Printer is a virtual printer that only prints by default double-sided.

Single Sided Puget Sound Printer is a virtual printer that only prints by default single-sided.

Physical Printer is a printer located in a specific building. The printer's name is the building where the printer is located.

For more information or training support, contact servicedesk@pugetsound.edu or visit the Technology Service Desk Monday-Thursday 8am-7pm, Friday 8am-5pm, Saturday & Sunday 12-4pm during normal academic hours.