

TO PRINT FROM YOUR MOBILE DEVICE

WINDOWS LAPTOP

Important: Your device must be connected to the library's public Wi-Fi network in order to print to our printer. *****Device requirements:** Mobility Print supports Microsoft Windows 10+.

1. Connect to the library's Wi-Fi network (*Carter Memorial Library*).
2. In your internet browser, go to **<http://papercut.com/products/ng/mobility-print/download/client/windows/>** and download and run the Mobility Print Printer Setup. (Instructions for this step will vary based on the internet browser you are using.)
3. On the License Agreement screen select "I accept the agreement" then click **Next**.
4. Select **Omro Printer [Gorf]** (uncheck "Brandon Printer" so only "Omro Printer" is selected), then click **Next**.
5. ***You will be asked for a username/password. Enter the username **om-print** and the password **date**. Then click **Next**.
6. Click **Finish**.
7. Open the content you wish to print.
8. Select the printer **Omro Printer [Gorf][Mobility]**, configure print options if necessary, then print your document.
9. **Important:** Please make note of the time when you send your document to the printer, and if possible, the number of pages.
10. After submitting your item to print, ask staff at the front desk to release it.
11. All items printed are \$0.15/page.