

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 7+.

- Connect to the library's Wi-Fi network (*Carter Memorial Library*).
- 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.)
- On the License Agreement screen select "I accept the agreement" then click **Next**.
- Select **Omro Printer [Gorf]** (uncheck "Brandon Printer" so only "Omro Printer" is selected), then click **Next**.
- ***You will be asked for a username/password. Enter the username ***om-print*** and the password ***date***. Then click **Next**.
- Click **Finish**.
- Open the content you wish to print.
- Select the printer **Omro Printer [Gorf][Mobility]**, configure print options if necessary, then print your document.
- **Important:** Please make note of the time when you send your document to the printer, and if possible, the number of pages.
- After submitting your item to print, ask staff at the front desk to release it.
- All items printed are \$0.15/page.