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Set up MyPrint on Your Windows Computer

Stephanie Obodda - 2025-04-15 - Comments (0) - Windows and PC Computers

Set up MyPrint on a Windows Computer

The following steps will add a MyPrint print queue to your Windows computer. They do not currently work with devices with an Arm processor. These instructions are primarily for students or others who have computers that aren't managed by Brown. If you have a computer managed by Brown, you can ask your computing support staff (ITSC or DCC) to add the queue(s) to your computer.

Undergraduate students should use the MyPrint-BW and MyPrint-Color queues.

Faculty, staff, and graduate and medical students should use the MyPrint-Pro-BW and MyPrint-Pro-Color queues.

Add the Print Queue to Your Windows Computer

- 1. Connect to Brown wireless (not *Brown-Guest* or *Eduroam*). If off campus, connect to the VPN.
- 2. Download and run the <u>PaperCut Mobility Print Printer Setup</u> application.
- 3. Follow the on-screen instructions.
- 4. Select setup language.

| | Select Setup Language | × |
|----|---|---|
| | Select the language to use during the installation: | |
| | English | ~ |
| 5. | OK Calicel | |

6. Agree to the license.

| Setup - Mobility Print Printer | – 🗆 X | | | | | | |
|--|--|--|--|--|--|--|--|
| License Agreement Please read the following important information before o | continuing. | | | | | | |
| Please read the following License Agreement. You must agreement before continuing with the installation. | accept the terms of this | | | | | | |
| END USER LICENSE AGREEN | IENT | | | | | | |
| 1 AGREEMENT | | | | | | | |
| This End User License Agreement is betwee International Pty Ltd (ACN 124 440 400) of Lev Camberwell, Victoria, 3124, Australia (PaperCut | en PaperCut Software el 1, 3 Prospect Hill Rd,), and: | | | | | | |
| | <u>.</u> Y | | | | | | |
| I accept the agreement | | | | | | | |
| O I do not accept the agreement Mobility Print Printer by PaperCut | | | | | | | |
| Next > Cancel | | | | | | | |
| 3. Select your desired MyPrint printer queue(s) to install. | | | | | | | |
| Setup - Mobility Print Printer | Setup - Mobility Print Printer | | | | | | |
| Printer selection | p | | | | | | |
| Select the printer you want to add to Windows: | | | | | | | |
| MyPrint-BW [ppcutprcit] | | | | | | | |
| MyPrint-Color [ppcutprcit] | | | | | | | |
| MyPrint-Pro-Color [ppcutprcit] | | | | | | | |
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| Mobility Print Printer by PaperCut | | | | | | | |
| < Back | Next > Cancel | | | | | | |

10. Enter your Brown username and password.

| Setup | • Mobility Print P | rinter | | | _ | | × |
|----------------------|---|------------------|----------|------|------|-----|------|
| Your n The | etwork login login details provid | ded by your orga | nisation | | | | p |
| Ente | er your username a | and the passwor | d below: | | | | |
| Use | name: | | | | | | |
| jcar | berr | | | | | | |
| Pas | sword: | | | | | | |
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| Mobility Prin | t Printer by Paper | | (De als | Net | | 6-1 | |
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12. Click Finish to complete installation.

| Setup - Mobility Print Print | er — 🗆 🗙 |
|------------------------------|---|
| | Completing the Mobility Print Printer Setup Wizard |
| <u> </u> | Setup has finished installing Mobility Print Printer on your computer. |
| | Click Finish to exit Setup. |
| 13. | Finish |

After following these steps, you can now Print to MyPrint from Your Windows Computer.