



Windows Laptop/Desktop

1. Download Windows Printer Driver.
2. Complete Mobility Print Printer installation.
3. Print a document or screen.
4. Pick up printing.

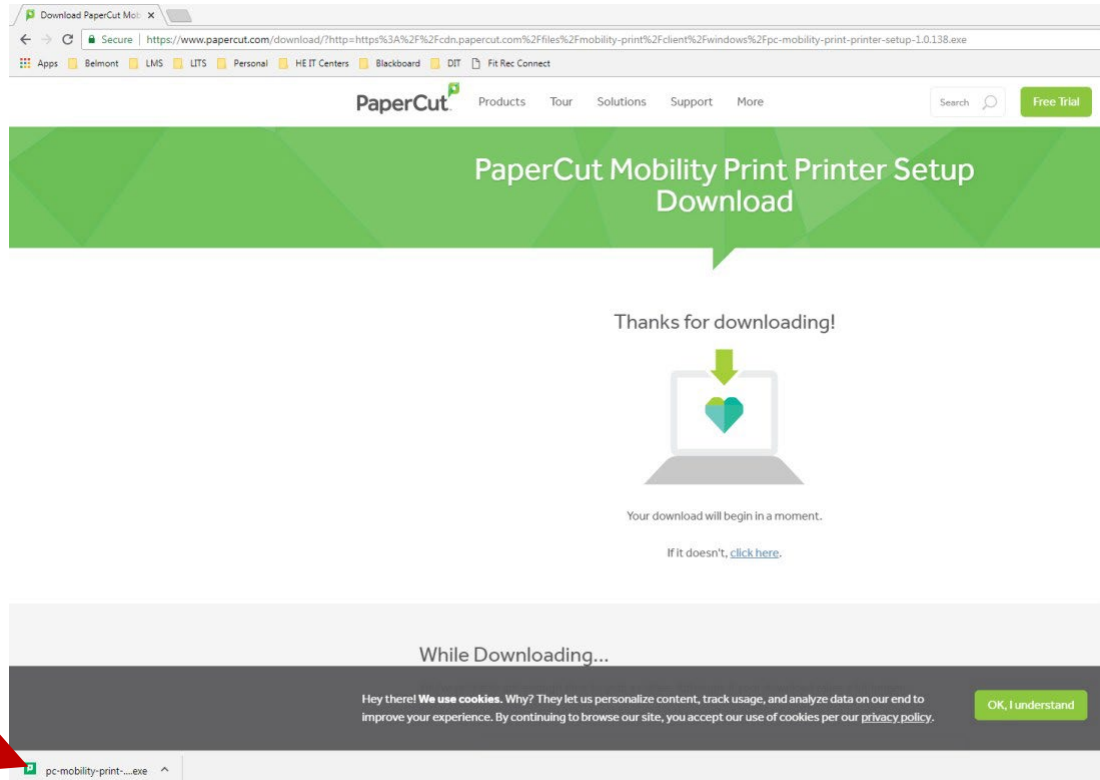


BruinPrint requires a connection to the Belmont wireless network.

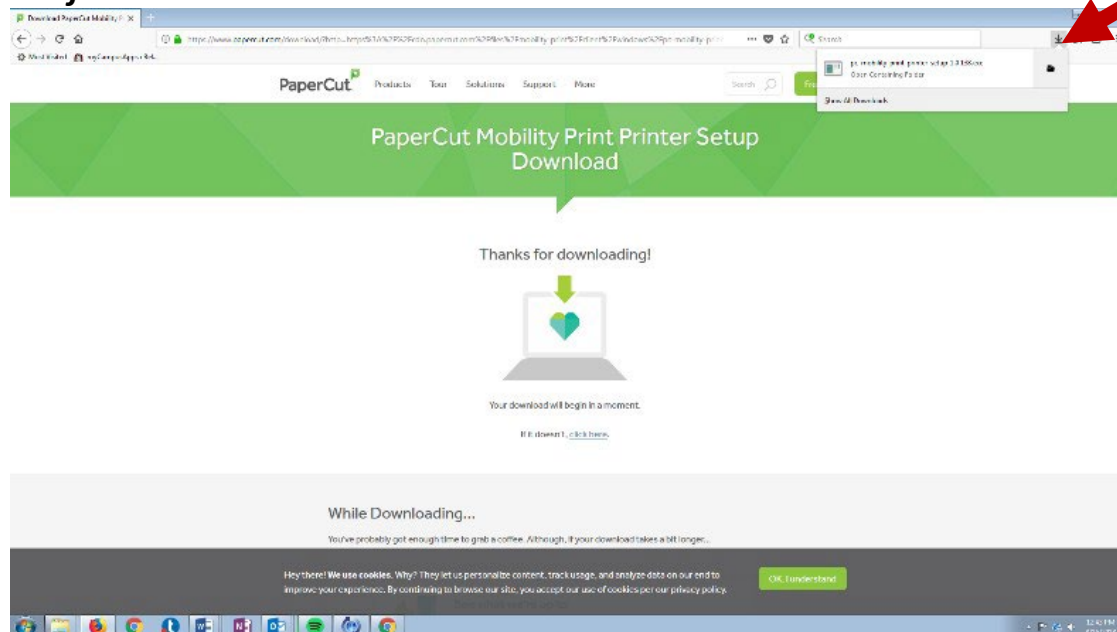
1. Download Windows Printer Driver.

- a. Open a browser and type in the following URL: bpdriver.belmont.edu
- b. A .exe file will automatically download to the Downloads folder.

Chrome

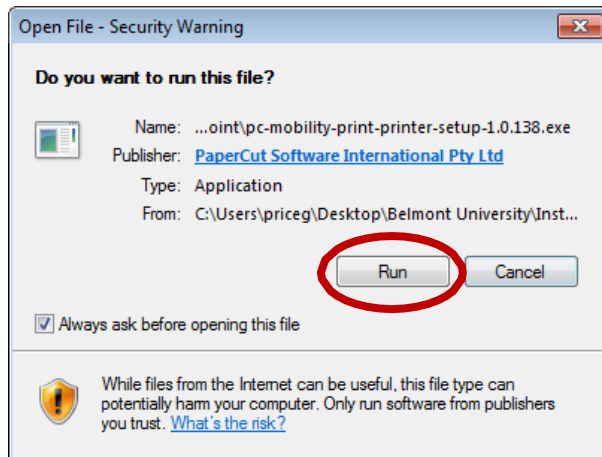


Firefox

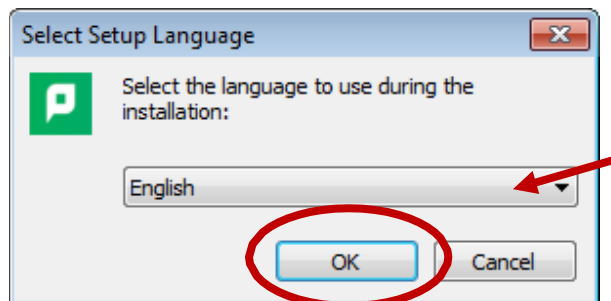


2. Complete Mobility Print Printer Installation.

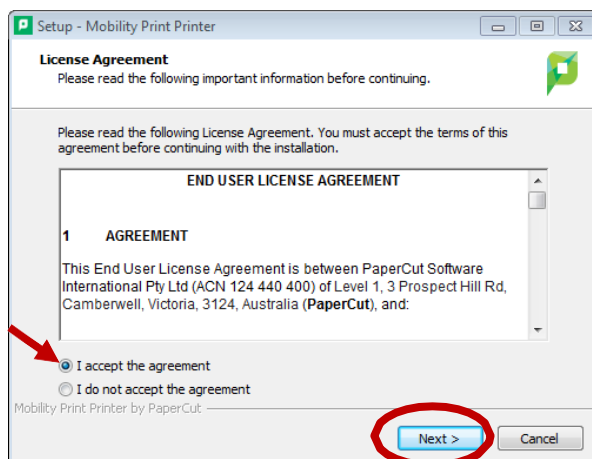
- a. Locate and open the downloaded file (.exe file).
- b. Click **Run** on the pop-up window.



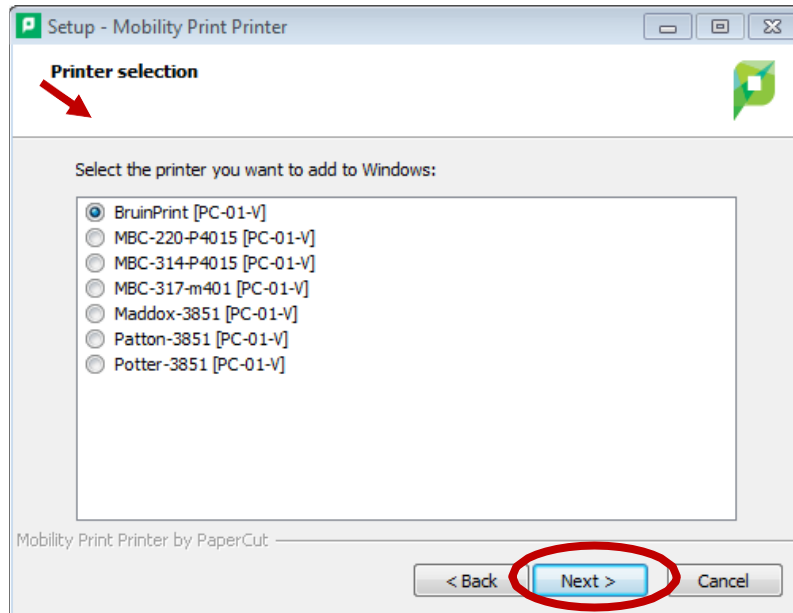
- c. Select **English** from the menu and click **OK**.



- d. Click the **I accept the agreement** option and click **Next**.



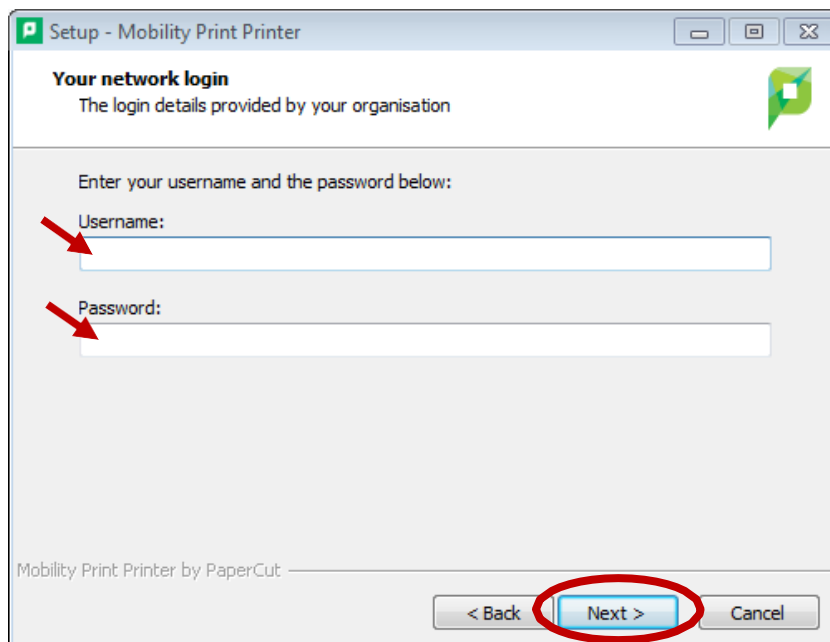
- e. Click the **BruinPrint** option and click **Next**.



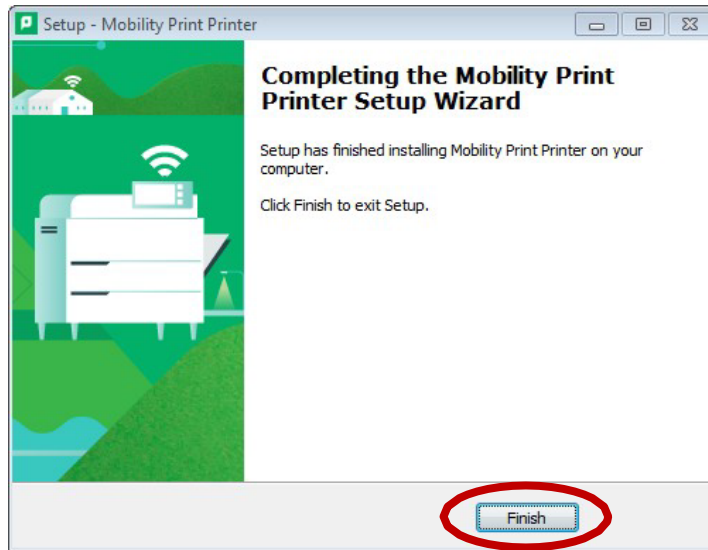
- f. Enter your BruinPrint login credentials. Click **Next**.

Type your BruinPrint username (**i.e., Belmont email address**).

Type your BruinPrint password (**i.e., Belmont email password**).

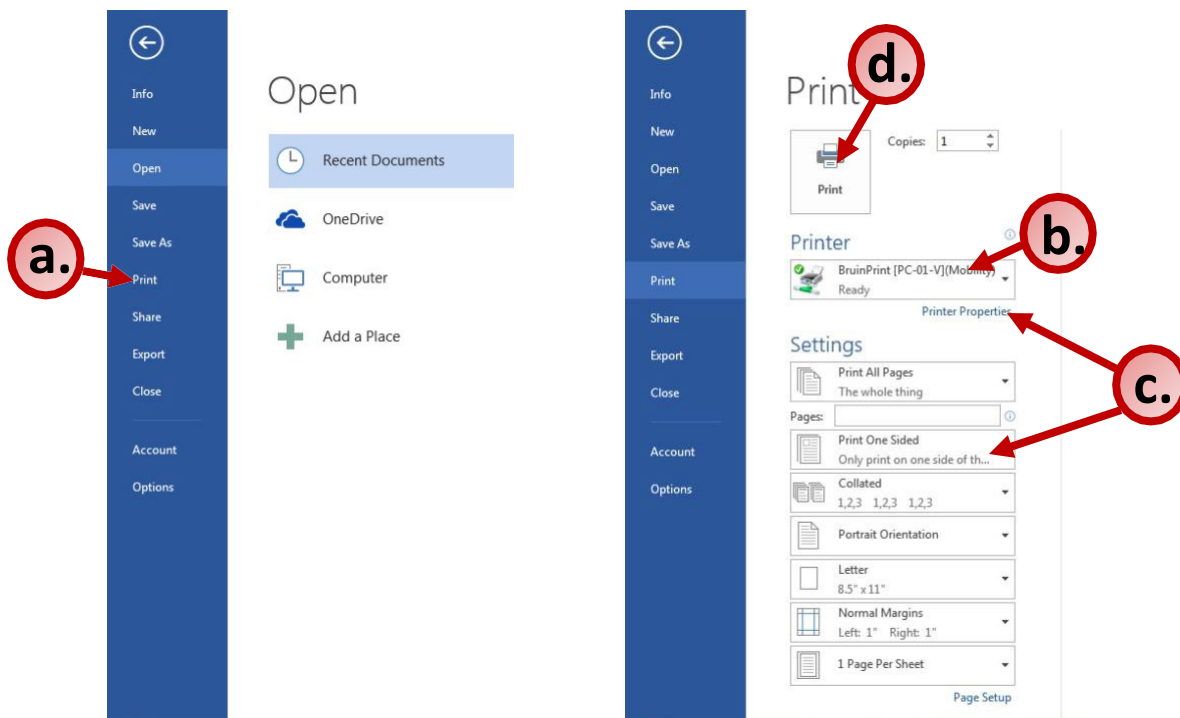


g. Click **Finish**.



3. Print a document (e.g., Word, PowerPoint, page from web browser).

- a. Choose the print function in the program (e.g., **File/Print** in Word).
- b. Select “bруintprint” from **Printer** menu on the pop-up window.
- c. Adjust advanced printing options (e.g., two-sided, color)
 - i. **Please be aware of your default settings – some devices are defaulted to COLOR PRINT.**
- d. Click the **Print** button.



4. Pick up printing.

- a. Walk to a BruinPrint station.
- b. Swipe your BUID card in the card reader.
- c. The display screen will list current printings.
- d. Tap the document you want to print.
- e. Tap the **Print** button on the bottom-right corner of the display screen.
- f. Once the document prints, tap the **Log Out** button at the top-right corner of the display screen.

