



Windows Laptop/Desktop

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

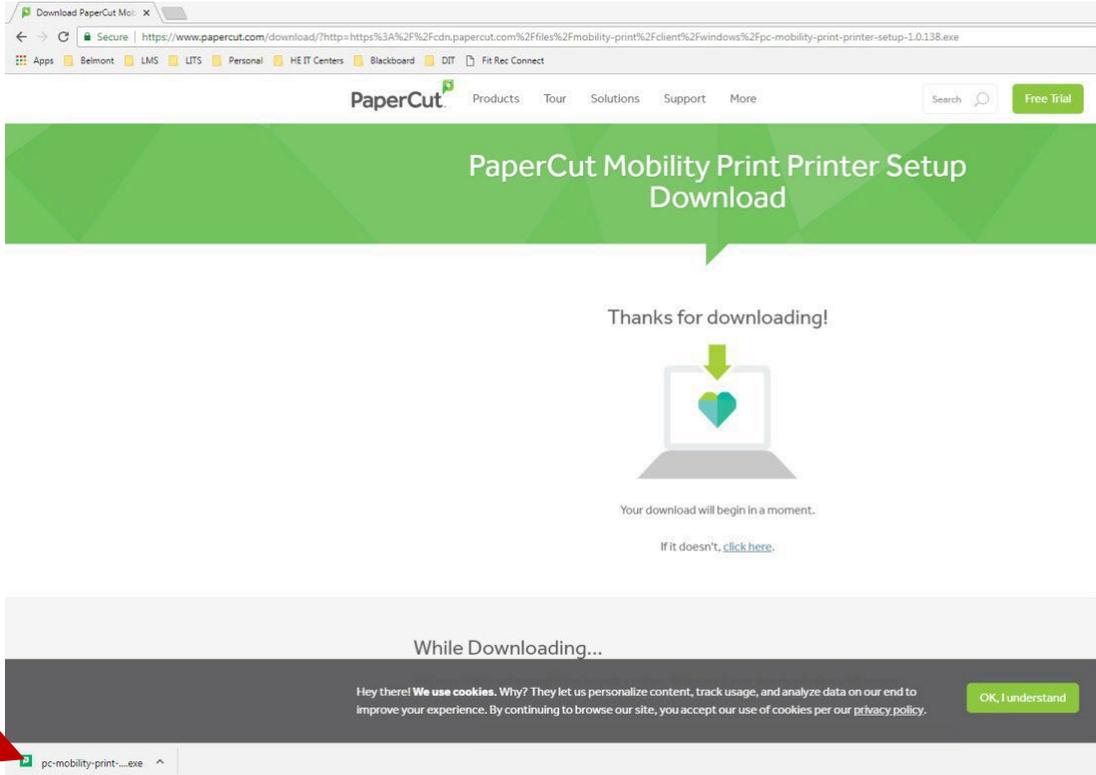


BruinPrint requires a connection to a Belmont wireless network.

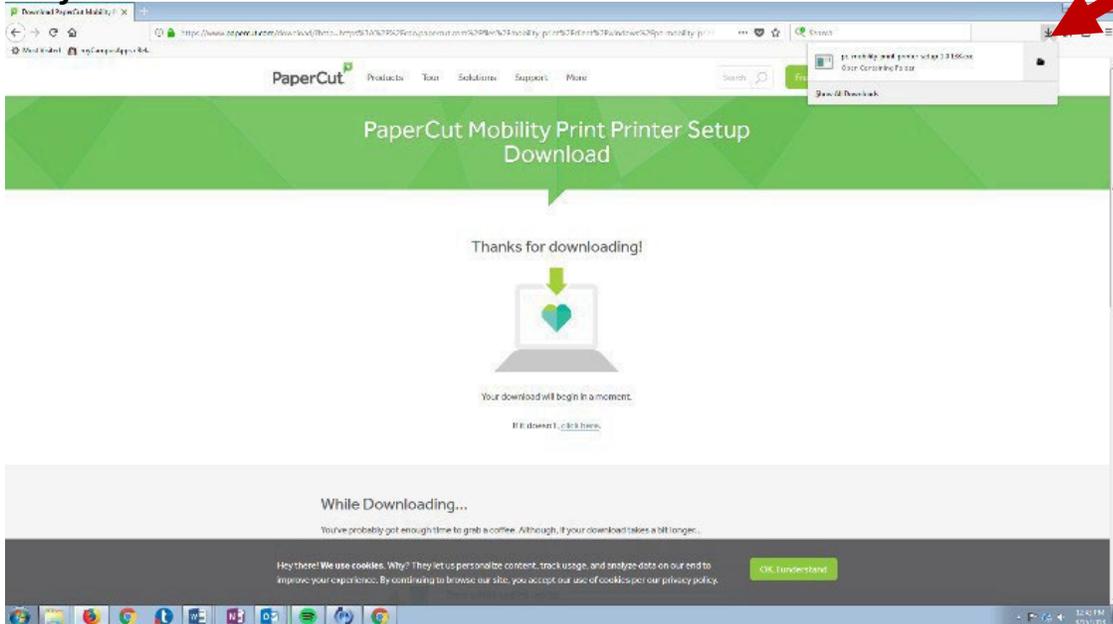
1. Download the Windows Mobility Print App.

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

Chrome

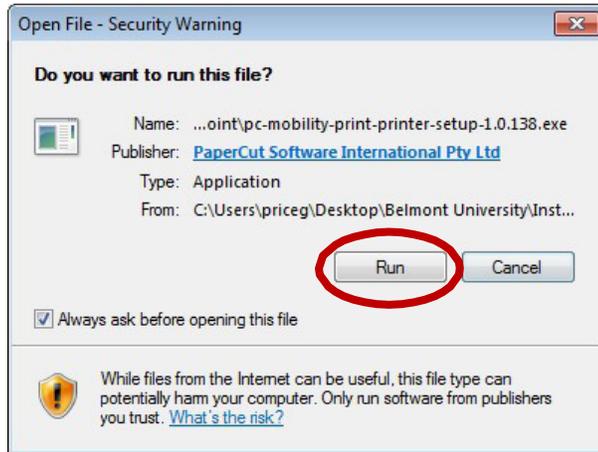


Firefox



2. Complete the Windows Mobility Print App Installation.

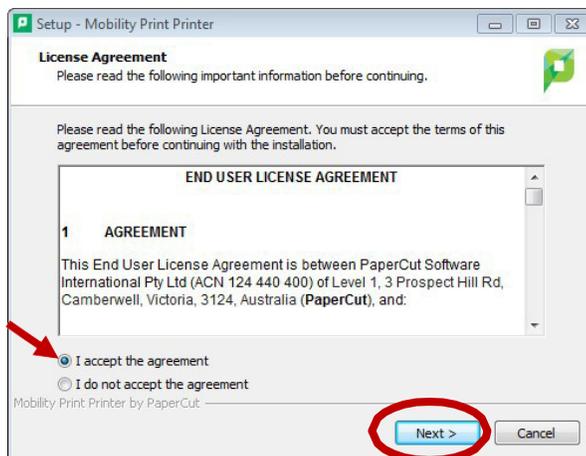
- a. Locate and open the downloaded file (.exe file).
- b. Click **Run** on the pop-up window.



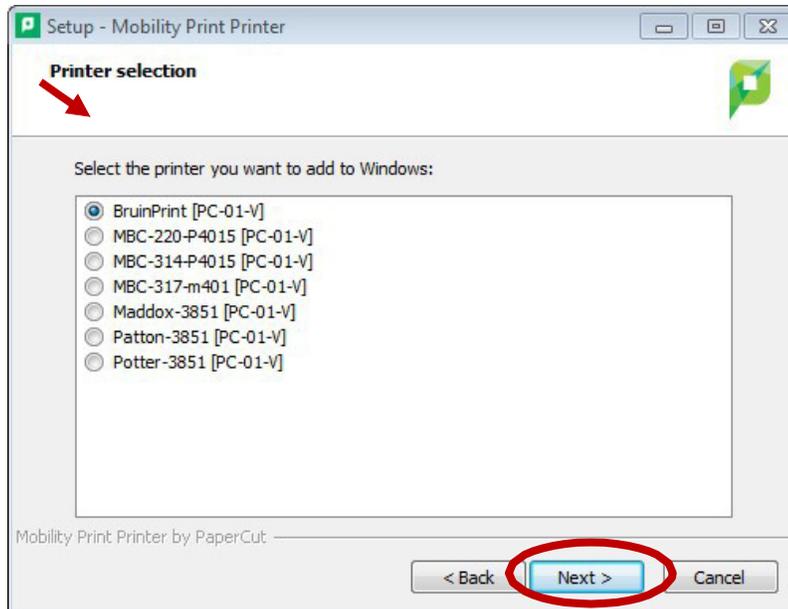
- c. Select **English** from the menu and click **OK**.



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



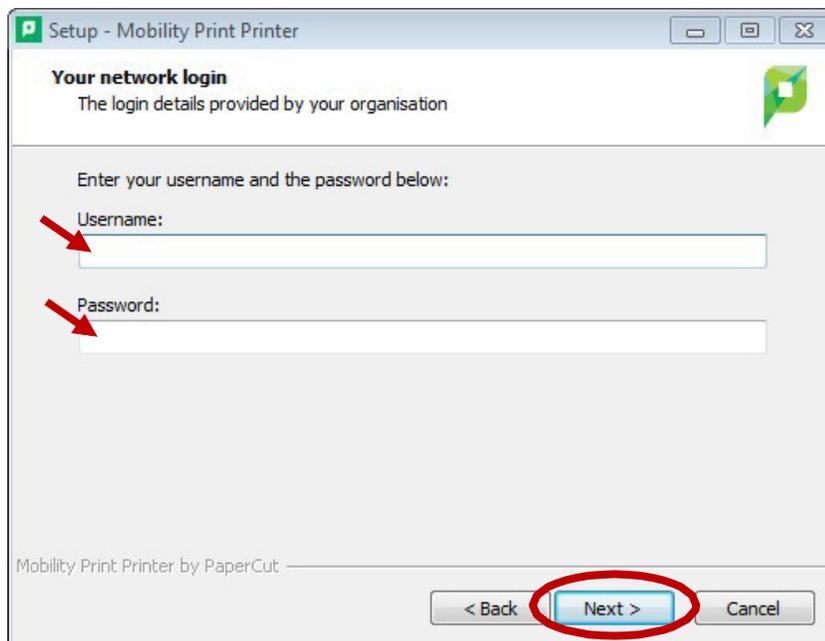
- e. Click the **BruinPrint** option and click **Next**.



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

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

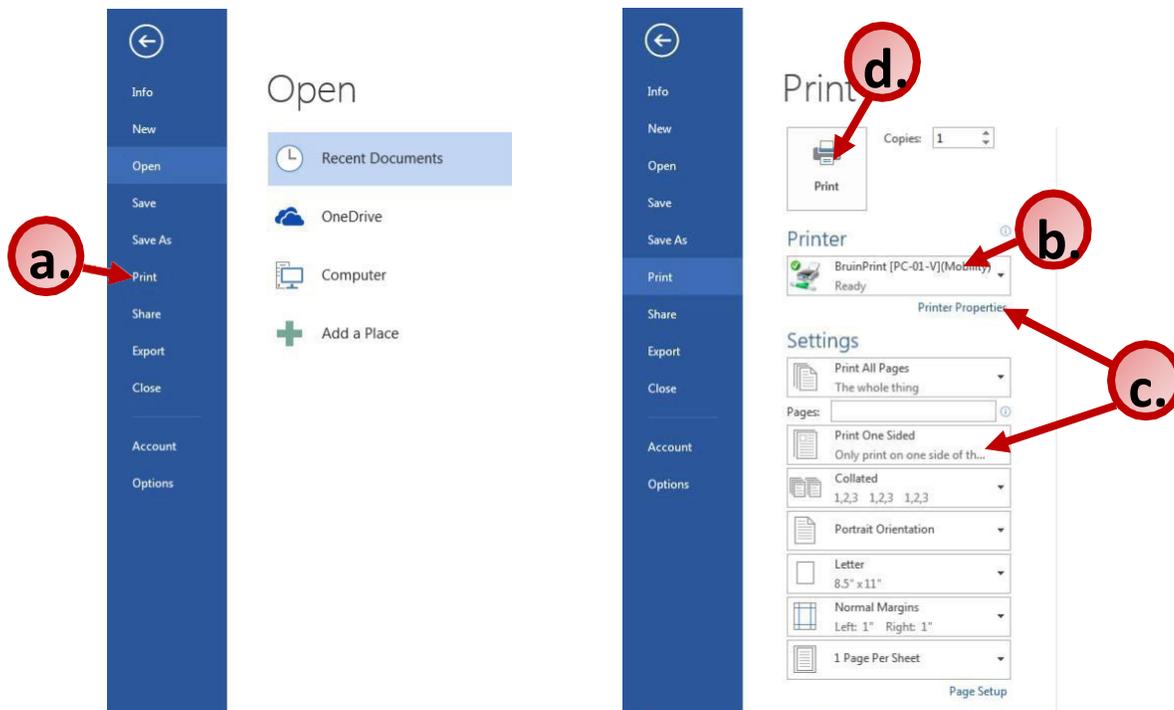
Type your BruinPrint password (**i.e., Belmont email password**).



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 “bruinprint” from the **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.**
 - ii. **Do not use A3 or A4 paper sizes. Use Letter size instead.**
 - d. Click the **Print** button.



4. Pick up printing.

- a. Walk to a BruinPrint station.
- b. Swipe your BUID card in the card reader (black stripe facing down).
- c. Click Print Release.
- d. The display screen will list current printings.
- e. Tap the document you want to print.
- f. Tap the **Print** button on the bottom-right corner of the display screen.
- g. Once the document is printed, tap the **Log Out** button at the top-right corner of the display screen.