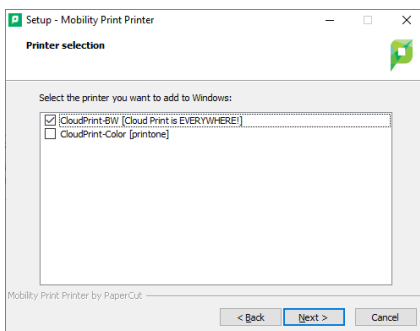


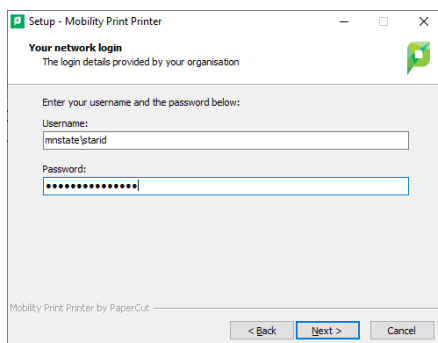
## Topic: Print release instructions for Windows PC and MAC computers

### Windows PC

1. You must be connected to the campus wifi for printing to work (DragonConnect- Employees or DragonConnect-Students).
2. [Click this link](#) to download and run the Mobility Print installer. Go through the screen prompts and accept the license agreement to continue the installation.
3. A window will open with a list of available printers. The two you will be able to install and utilize are the CloudPrint-BW and CloudPrint-Color printers. Put a check mark on the ones you want to use to install and then click "Next".



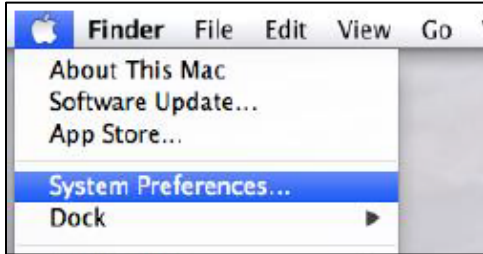
4. Enter your user name in the format of mnstate\Starid and your password. Click on "Next" and finish the installation



4. Now you can print from your device to the CloudPrint-Color and CloudPrint-BW printers on campus. Once you print you can release it at any release station on campus using your Dragon ID card.

## MAC OSX

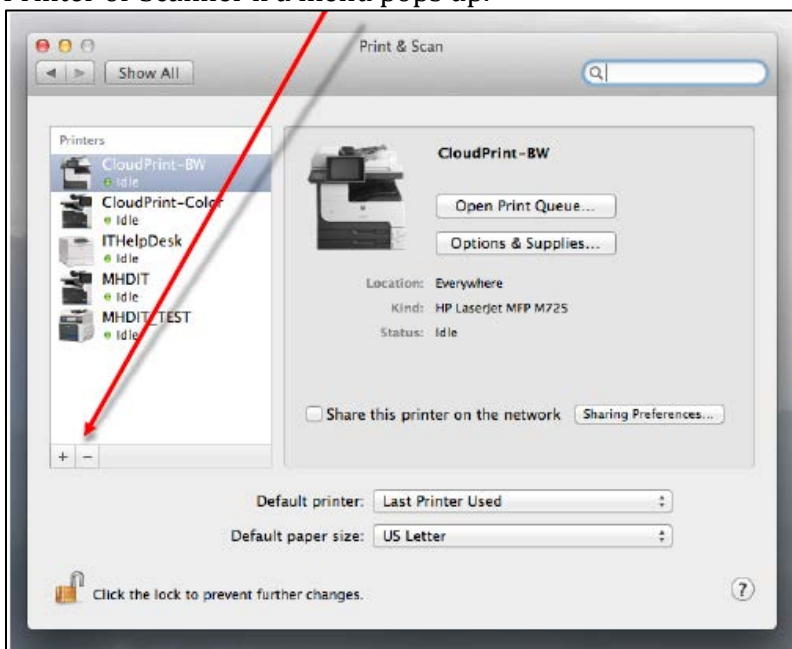
1. Click on the Apple on the menu bar in upper left corner and choose System Preferences.



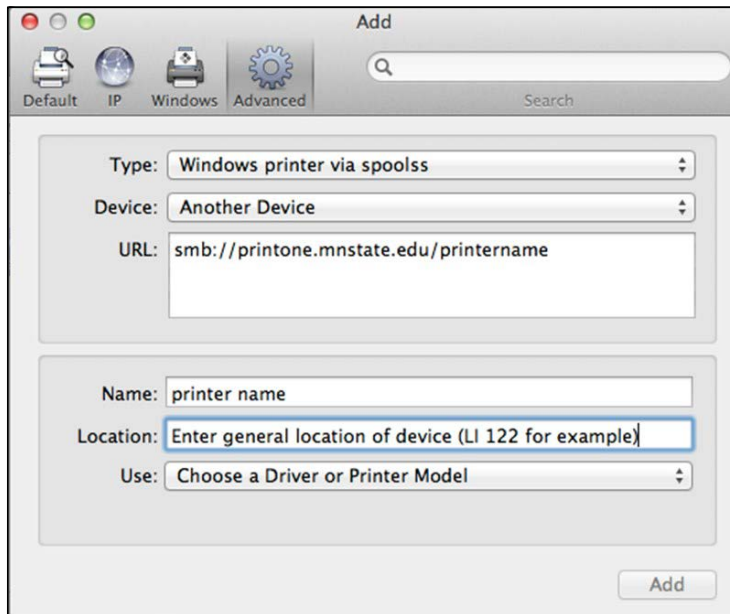
2. Click on the Print & Scan icon.



3. Click the + in the lower left corner of the Printers & Scanners box and choose Add Printer or Scanner if a menu pops up.



- Click on the Advanced button on the following screen. If you don't have the Advanced button you will need to add it by using the Secondary click (or control + primary click) in the top of the pane (in the area where Fax, IP, Windows, Default and a search bar may appear). Select Customize Toolbar. You can then grab and drag the advanced button to the toolbar by the magnifying glass and click on done. Once you have the advanced button on the tool bar you can then click on it.



- Wait for the searching for printers to finish and then change the following fields:

**Type:** Windows printer via spools

**Device:** Another Device

**URL:** smb://printone.mnstate.edu/CloudPrint-BWfor color use  
smb://printone.mnstate.edu/CloudPrint-Color

**Name:** CloudPrint-BW OR CloudPrint-Color

**Location:** MSUM Cloud Print

**USE:** Generic PostScript PrinterClick on Add in the lower right corner. You will be prompted for theoption to make Duplex printing. Check the box in front of duplexprinting unit and choose the OK button.

- The printer is now configured for your computer.

\*\*\* Every time you print you will be asked to enter a username and password. Please use your StarID and StarID password and we recommend not to save in the keychain.\*\*\*

## For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.