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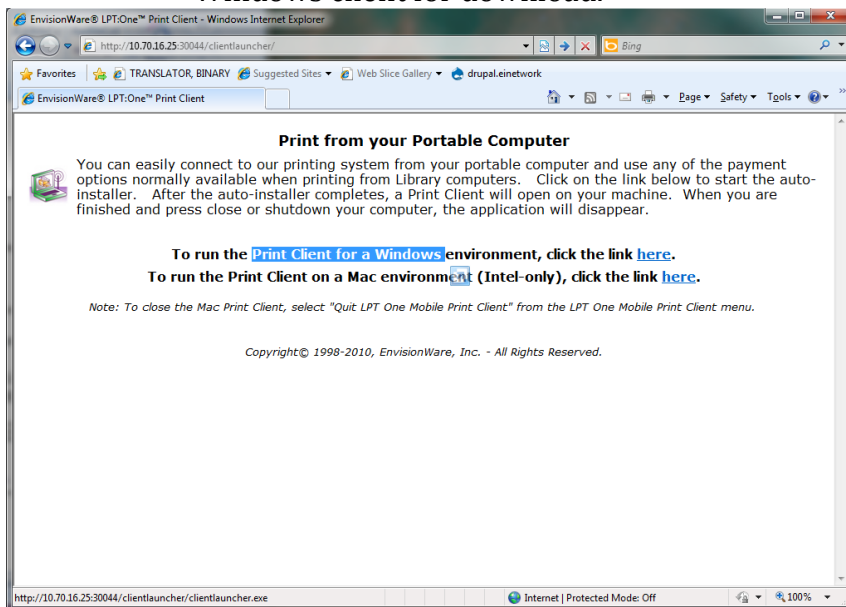
## Mobile Printing for Windows

### Description:

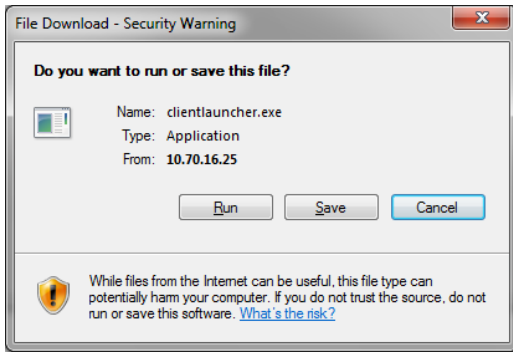
*The following instructions walkthrough the processes of downloading and running the Mobile Print Client for Windows*

### How to install the Mobile Print Client

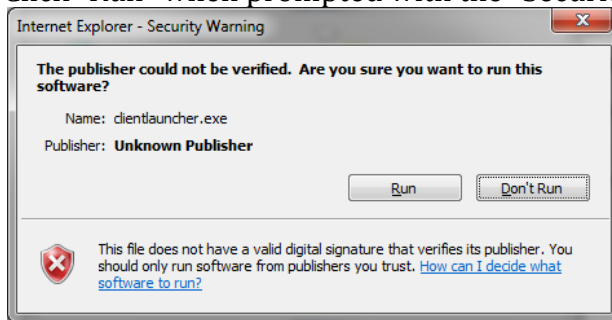
1. Click on the “Windows Mobile Print Client” link on the library’s homepage
  - a. For this example we will be using a default webpage with links to the Windows client for download.



2. Once you click on the link you will be prompted with the following window



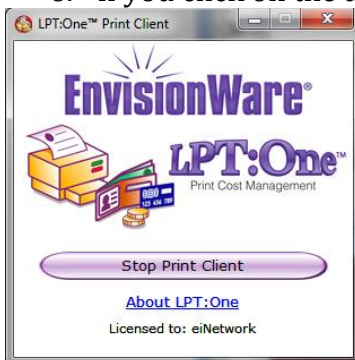
3. Click "Run"
4. Click "Run" when prompted with the "Security Warning" message



5. Once the install completes the Windows Mobile print client will be present on your task bar



6. If you click on the application the following window will open



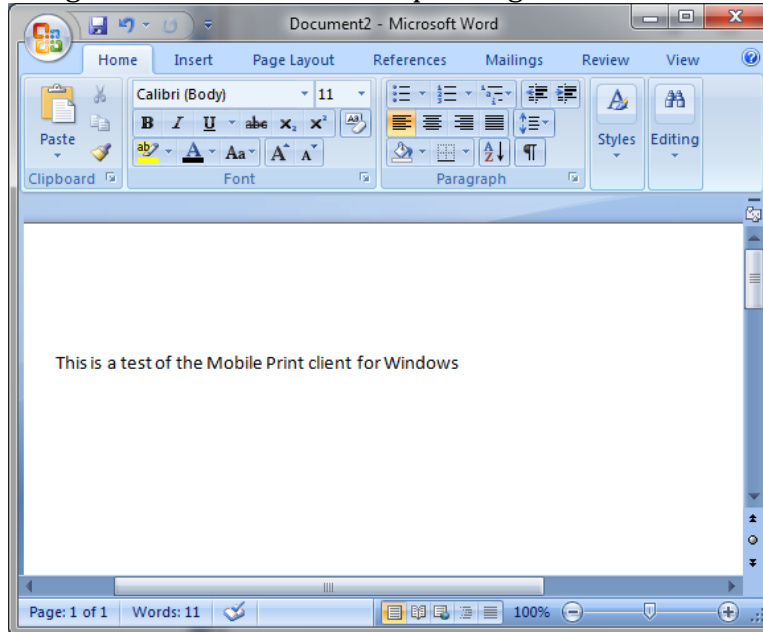
7. You are now able to print to the library owned and managed printers
  - a. ***Note this client installs virtual printers and once the client is closed all printers will be removed from your computer.***

## How to print once the Mobile Client is installed:

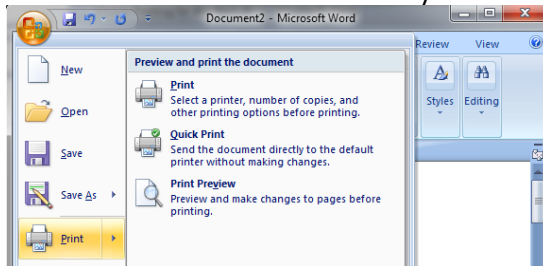
Description:

*The following will show what mobile printing looks like once the client is installed. For this example the “Microsoft Word” application was used.*

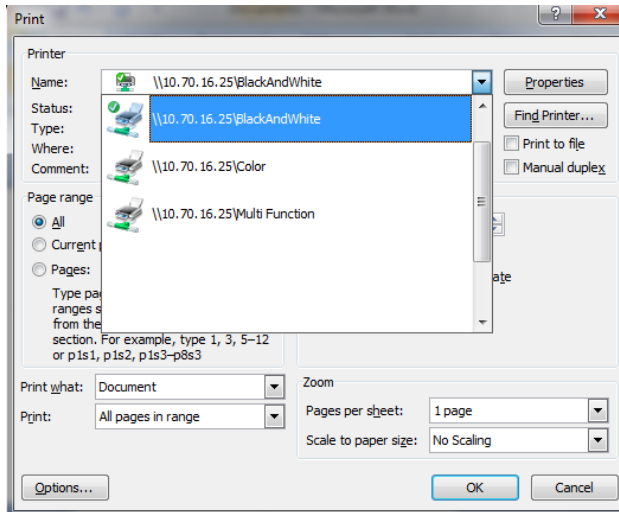
1. Using “Microsoft Word 2007” printing works as follows



2. Click the “Office Button / Print” from the menu options



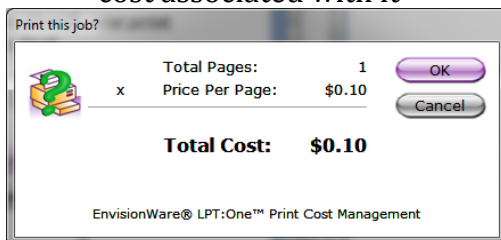
3. Once the print menu opens you will now see the libraries printers in the drop menu to select from



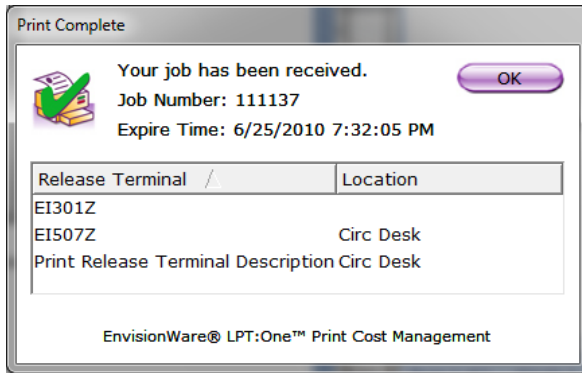
4. With the BlackAndWhite printer selected click "Print"
5. Once "Print" is selected you will be prompted to enter your name
  - a. **Note : This name is used so that library staff can identify your print job when you collect it from the Circ / Reference Desk**



6. Click "OK" to submit your print job
7. The next screen will show you how many pages you want to print and the cost associated with it



8. Click "OK"
9. The following screen will show you the location where you can pickup your print job
10. Click "OK" to continue



11. Go to the Circulation / Reference desk to pickup your print job

12. Done