

How to Install PaperCut Mobility Cloud Printers and Print from Home

1. Create a PaperCut account. (Skip this step if you already have one). Fill out the form and check your email to verify your email address with PaperCut. This only needs to be completed once during first time setup.

<http://print-cn.picnet.org:9191/app?service=page/RegisterInternalUser>

The screenshot shows a web browser window with the address bar displaying the URL: `print-cn.picnet.org:9191/app?service=direct/1/Home/$DirectLink&lang=en`. The page header features the PaperCutMF logo. A dark sidebar on the left contains navigation links for 'Register User' and 'Log In'. The main content area is titled 'Register New User Account' and contains the following text: 'Welcome to the Pickering Public Library's Mobile Printer Service. * Central Branch'. Below this, it instructs the user to 'Please enter the following information and click Register to create your account.' The registration form consists of several input fields: 'Full Name' (containing 'My Name'), 'Email Address' (containing 'MyEmail@XYZ.com'), 'Username' (containing 'MyUsername'), and 'Password' and 'Verify Password' (both containing masked characters). A note below the username field states 'Your full username will be: M-MyUsername'. A green 'Register' button is positioned at the bottom right of the form.

2. After you have a valid PaperCut Account, visit [Pickering Library's Cloud Print page for Mobility Print](#). Download the PaperCut Mobility Print Client application on your personal computer.

Mobility Print Cloud Print- Windo x +

mp.cloud.papercut.com/windows?token=eyJhbGciOiJSUzI1NiIsIm9yZyI6Im9yZy1aR...

Set up printing for Windows

Step 1

Install Mobility Print and come back here

[Download and run Mobility Print](#)

Step 2

Now we'll connect you to your school or organization to get your printers.



[Connect and get my printers](#)

When the browser message appears, click **Open PaperCut Mobility Print**.

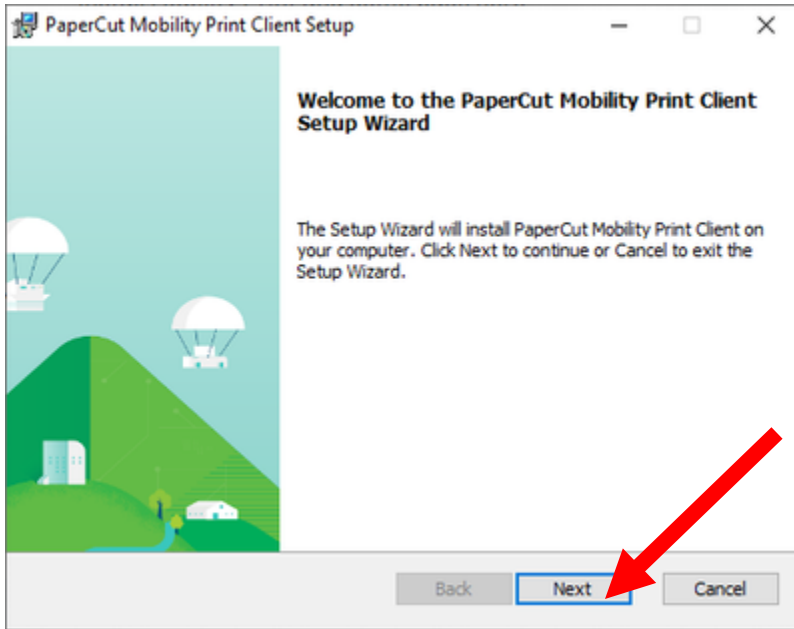
You should receive a notification when your printers are installed. You're then done with this page - you can close it.

When it's time to print, just print like you normally do

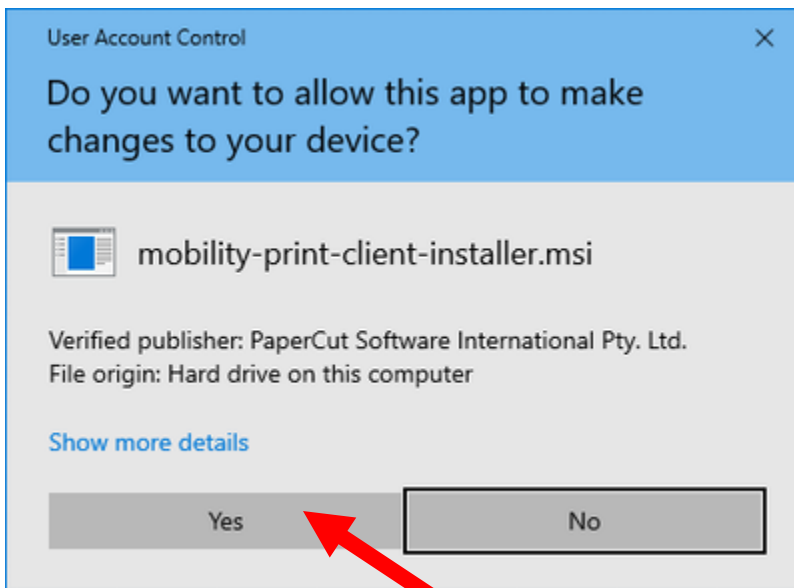
Not your operating system? Try one of these!



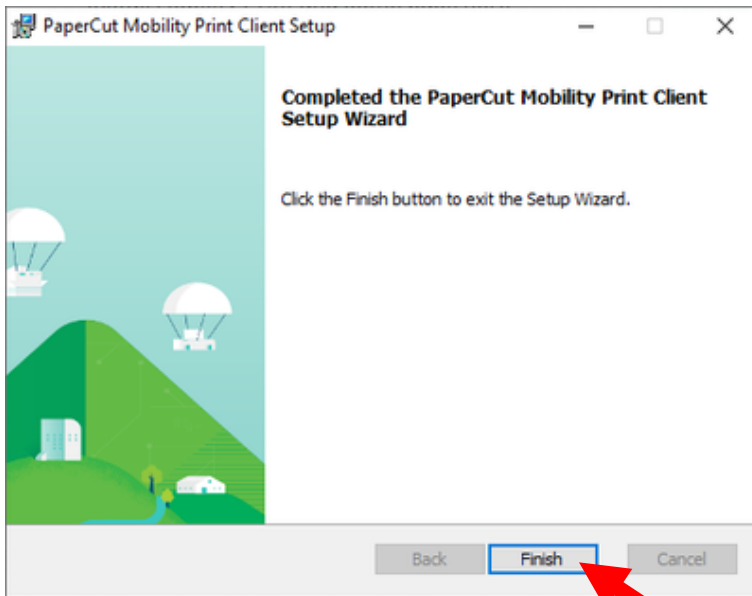
3. Run the PaperCut Mobility Print Client Setup.



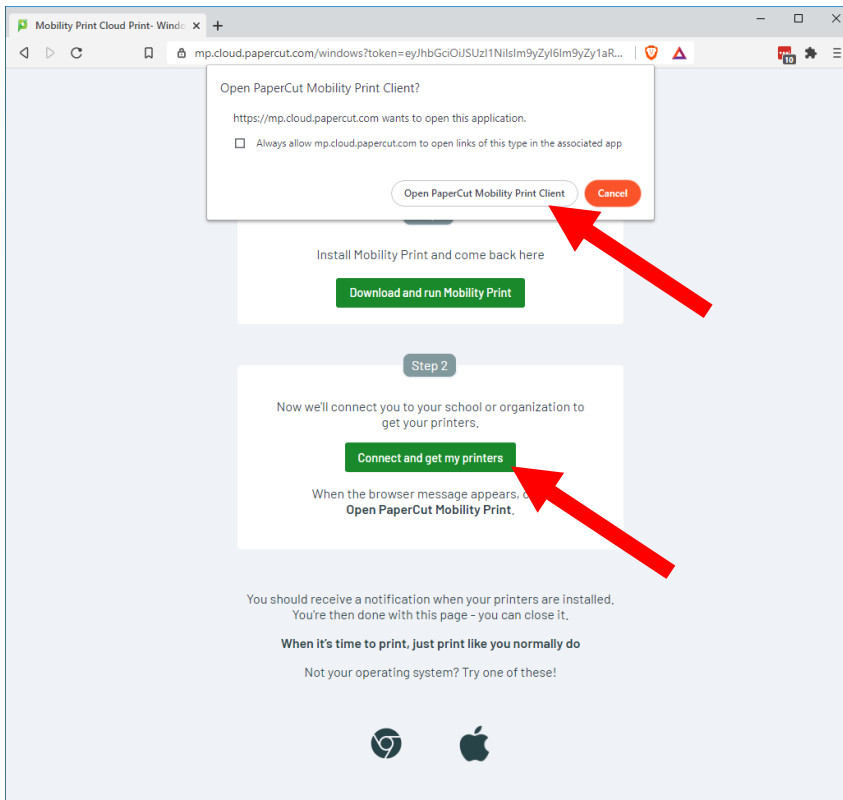
4. Allow the app to make changes to your device.



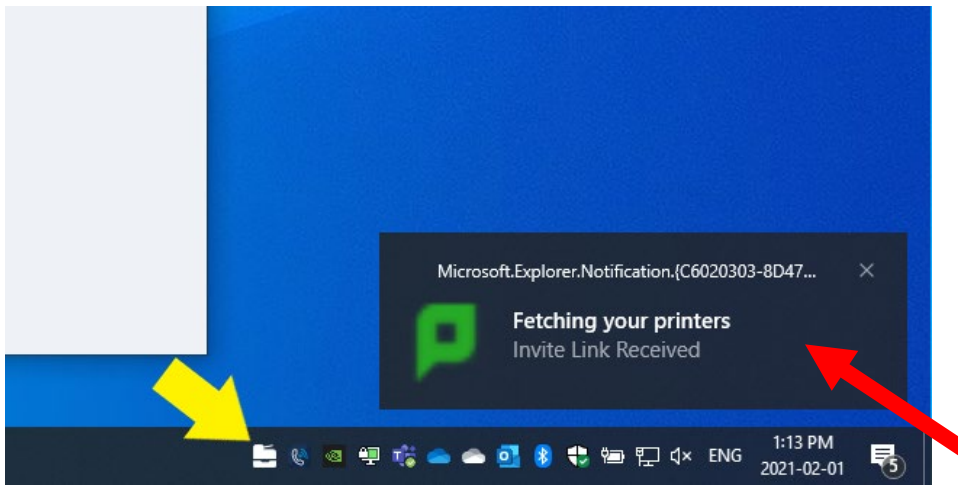
5. Complete the app Setup.



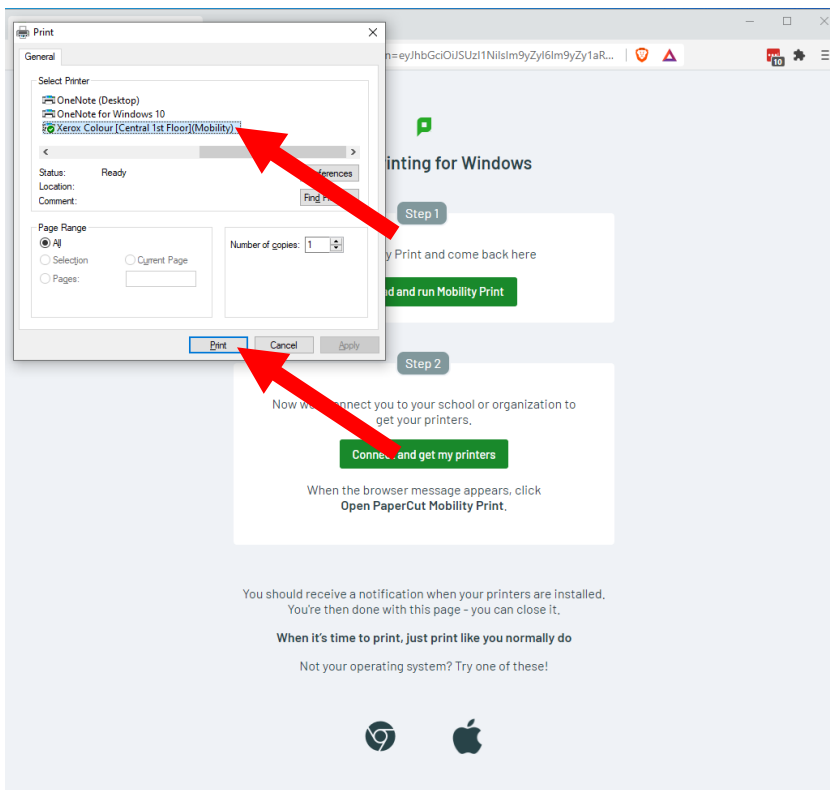
6. Connect and get printers. First, click "Connect and get my printers". Then, click "Open PaperCut Mobility Print Client" when prompted.



7. You will see a notification in the notification tray/area to let you know that printers are being setup and fetched.



8. From your web browser or office application, select "Print" and then choose the printer labelled "Xerox Colour [Central 1st Floor] (Mobility)" for Central Library printing, or select "Xerox Colour GA [George Ash] (Mobility)" for George Ashe Library printing. Then click "Print".



9. Finally, enter your PaperCut credentials when prompted. You will be prompted to login with your PaperCut credentials the first time you submit a print job to a Cloud Print printer.

Sign In

PaperCut
MobilityPrint

Sign In
Enter your printing credentials.

Username
m-myusername

Password
••••

Sign in and print

10. You are done! Check your email for further instructions on how you can pick up your print job.