



## Print from your personal device – Windows laptop

This guide explains how to set up your personal Windows laptop to print to the [University's Multi-Function Devices](#).

### Please note:

- These instructions are for **personal or unmanaged Windows laptops (Windows 10/11) only** and are not applicable for ENU Managed devices such as [student laptops for loan](#).
- In order to install the **PaperCut Client** and **Follow Me Q** – You **MUST** be on campus and connected to [eduroam Wi-Fi](#).
- Printing to the **Follow Me Q** will **only** work when on campus and connected to **eduroam** Wi-Fi.

### Installation Instructions:

You need to set up the Follow Me Q and then set up the PaperCut client:

1. Ensure you are connected to [eduroam Wi-Fi](#).
2. To set up the **Follow Me Q**
  - Launch a Web-browser and enter the following URL  
<https://print-1.napier.ac.uk:9164/setup> or  
<https://print-1.napier.ac.uk:9164/client-setup/known-host/windows.html>
  - You should be presented with the “**Set up printing for Windows**” page.
  - Read and follow the instructions to download the **Mobility Print** client.

Please note: the download may be marked as insecure, and you should click “Keep” (Windows 10) or “Download Insecure file” (Windows 11):



## Set up printing for Windows

### Step 1

Click the button below to download Mobility Print

Download

### Step 2

Run the Mobility Print installer to install your printers

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

- Once the file has downloaded, **run** the file – e.g. **pc-mobility-print-printer-setup-1.0.250[prnt-app-liv-01].exe**
  - Select **Setup Language** – change if appropriate and click **OK**.
  - On the License Agreement screen – select “**I accept the agreement**” and click **Next**.
  - On the Printer Selection screen – you should see “**Follow Me Q [Virtual Print Q]**” – click **Next**.
  - When prompted to enter your network login – enter your **University student or staff number** (e.g. 40013493) and **password**, click **Next**.
  - Click **Finish** – this installation is complete, and you should see the Follow Me Q in your list of printers – it will appear as “**Follow Me Q [Virtual Print Q](Mobility)**”.
- 3. To set up the Papercut Client** - The client is required to show various notification messages, your print credit balance and account selection (if applicable):
- While **holding down** the **Windows** Key, also press “R”.
  - The “Run” box will appear, enter the following into the box:  
[\\print-1\PCClient\follow.bat](#)

- You may be asked to confirm that you trust the file “This file is from an untrusted location. Are you sure that you want to run it?”, click **Yes**.
- The Papercut client will start to install, once complete you will see the message: “**Press any key to continue...**”.
- You then need to **restart your device**.
- After restart, you will be prompted to **login** to the **Papercut client** – enter your **University student or staff number** (e.g. 40013493) and **password**. Choose **Do not remember password**.

### Printing instructions:

- When printing choose “Follow Me Q Mobility Print”, you may be prompted to enter your network login – enter your **University student or staff number** (e.g. 40013493) and **password**, click **Next**.

Your items should then print, and you will receive a notification that your print job was successful.

Please note: your printout will be held in the Follow Me Q for 24 hours, available for release to any of the [University's Multi-Function Devices](#).

You can check your account, and pending jobs by logging into the Papercut website – <https://print-1.napier.ac.uk/user>.