

Paper Cut Web print from your own Mac or Windows device

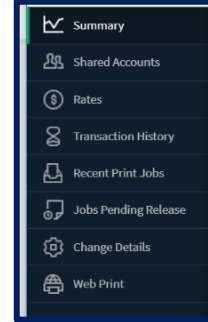
Logon to the Google Chrome
<http://webprint.sienaheights.edu/app>
Using your Siena Heights student ID
account credentials.

For username: Type only your **MySiena**
username account.

For password: Type only your **MySiena**
password.

Next, tap on the **green login button**.

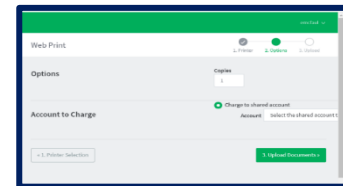
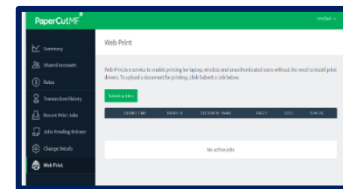
The **Papercut MF menu** will open, look
over on the left side of the menu
summary options, and directly **tap** on the
Web Print link.



Under the **WebPrint menu**, select the
Submit a job green button.

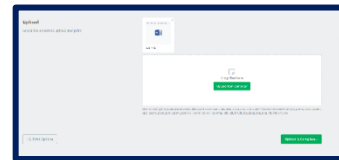
Next, to the **options section**, **type the**
number of copies you would like to print,
under the copies, **open box**. Under the
segment, **Charge to shared account:**
Select the drop-down arrow directly on
your department, which associates for the
account printout.

Next, tap on the **3. Upload documents,**
green button, and then tap on the
Upload from computer green button.



Locate your documents from your
computer, or your **OneDrive location**,
select open and then click on the **Upload**
& Complete, green button.

Next, tap on the **green upload & print**
button.



To print your document, tap on the **green**
submit a print green button, for the job to
be submitted for the print queue.

Use the **slider on the right scroll bar** to
tap on and **select the appropriate MFP-**
printer for your location, then you will
need to release your print job. Your **Web**
Print jobs will stay in the print queue for
seven days.

