

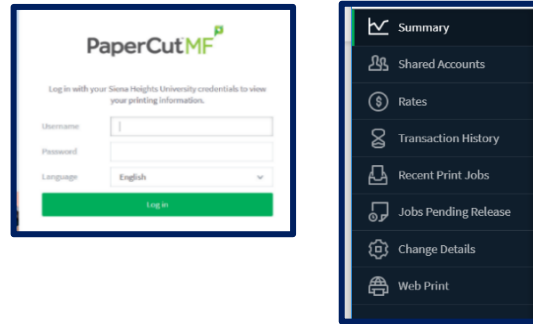
Paper Cut Web print from your own Mac or Windows device

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

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

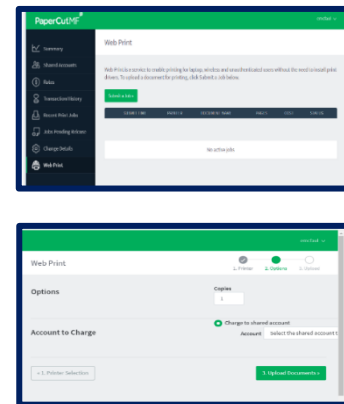
For password: Type only your **MySiena** password.

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**.



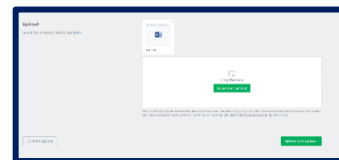
Under the **WebPrint menu**, select the **Submit a job green button**.
Next, to the **options section**, **type the number** of copies you would like to print, under the copies, **open box**. Under the segment, **Charge to shared account:** **Select the drop-down arrow** directly on your department, 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. The **Web Print jobs** will stay in the print queue for **seven days**.

