

Using WebPrint – webprint.sienaheights.edu

WebPrint allows faculty, staff, and students to send documents to SHU-Print from anywhere. Print jobs submitted through WebPrint will stay in the virtual queue for one week, allowing for the document to be printed within those seven days.

Printing with WebPrint

To print with WebPrint, follow the instructions below.

Visit the WebPrint Portal

- Visit <http://s.aints.co/webprint> or <http://webprint.sienaheights.edu/>
- Log in with your SHU username and password.
- If you used the webprint.sienaheights.edu link, click on the “Web Print” option in the menu on the left.

Submitting Documents with WebPrint

- Click on the green “Submit a Job” button on the Web Print page.
- Select the number of copies you would like for each submitted document.
- Upload your documents. Multiple documents can be submitted at the same time. Most file types are supported.
- Click the “Upload & Complete” button to submit your documents to the virtual print queue.

Printing Your Documents

- Visit any Multi-function Printer (MFP) on campus to print your document(s).
- Log in with your username and password on the machine’s touchscreen or by using your ID card.
- Select the documents you would like to print from the queue and click the print option.