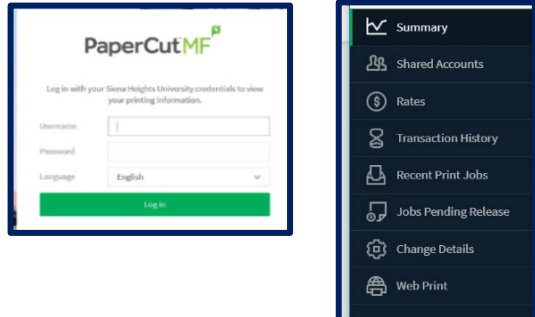
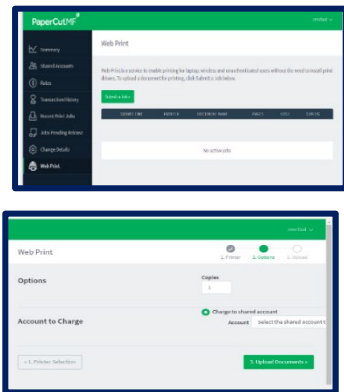
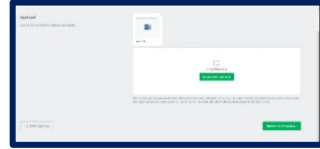
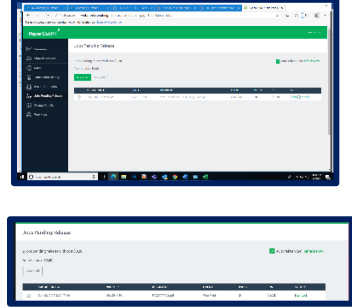


Paper Cut Web print from your own Mac or Windows device

<p>Logon to the link: 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.</p>	
<p>Under the Web Print 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.</p>	
<p>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.</p>	 <p>Note: Documents must be .pdf, dib, Jfif, Tif, jpe, jpg, png, tif, tiff.</p>
<p>To print your document, tap on the green submit a print green button, for the job to be submitted for the print queue. Once your job is showing up “Job Pending Release”. Go to the nearest Copier, swipe your ID Card on the copier, proceed to print. Your Web Print jobs will stay in the print queue for seven days.</p>	

On all Mac devices: Files can be **exported using Preview**; to PDF, JPG, PNG and Tiff file for printing.