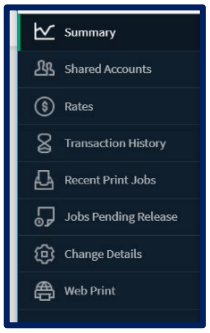
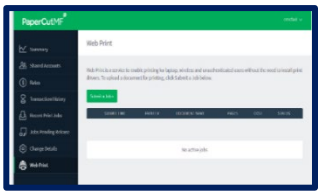
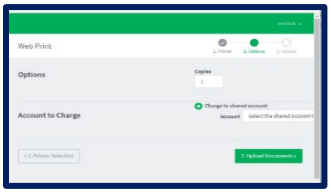
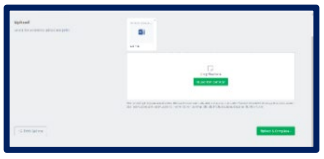
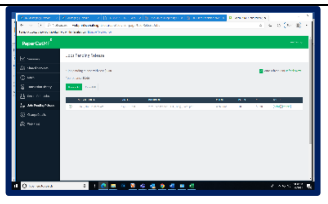
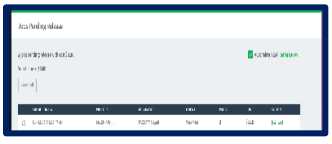
Paper Cut Web print from your own.
Mac or Windows device

Log in to the link: http://webprint.sienaheights.edu/app Using your Siena Heights student ID account credentials. **For username**: **MySiena username** **For password**: **My Siena 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 **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 the box**. Under the segment, **Charge to shared account**: **Select** the **drop-down arrow** directly on your department, which is associated with the account printout. Next, tap on the **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.**	 **Note: Documents must be .pdf, dib, Jfif, Tif, jpe, jpg, png, tif, tiff.**
Tap on the green submit button, for the job to be submitted for the print queue. Once your job is showing up on the "**Job Pending Release**" menu. Go to the nearest Copier, swipe **your ID Card** on the copier, and continue to print. Your **Web Print jobs** will stay in the print queue for **seven days**.	 

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