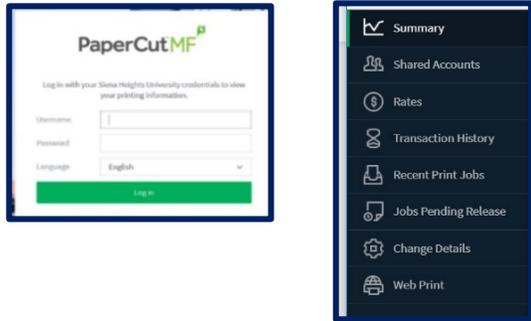
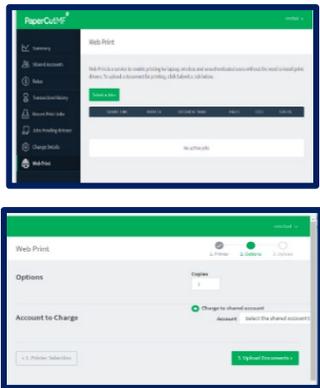
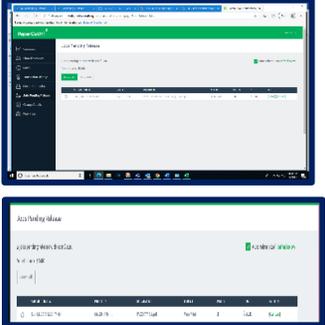


Paper Cut Web print from your own. Mac or Windows device

<p>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.</p>	 <p>The image shows two screenshots. The left one is the login page for PaperCut MF, with fields for Username and Password, and a green 'Log In' button. The right one is a mobile app menu with options: Summary, Shared Accounts, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, and Web Print.</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 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.</p>	 <p>The image shows two screenshots of the 'Web Print' options screen. The top one shows the 'Options' section with a 'Copies' field and a 'Charge to shared account' section. The bottom one shows the 'Account to Charge' dropdown menu.</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>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.</p>	 <p>The image shows two screenshots. The top one is the 'Job Pending Release' menu in the PaperCut MF app, showing a list of print jobs. The bottom one is the copier interface, showing the 'Job Pending Release' status and a green 'Submit' button.</p>

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