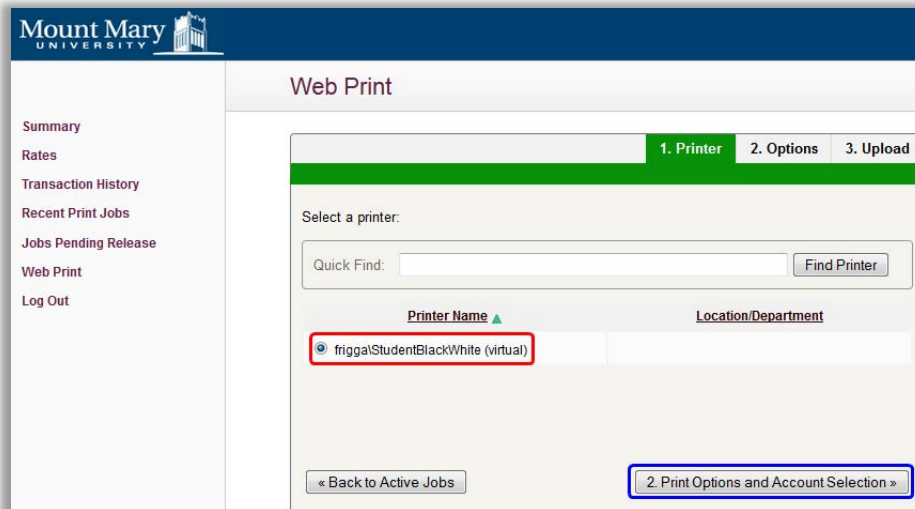


1. Log into your PaperCut account by visiting <https://papercut.mtmary.edu:9192> in a web browser. **NOTE: You must be connected to the MMU-COMMUNITY wireless network.**

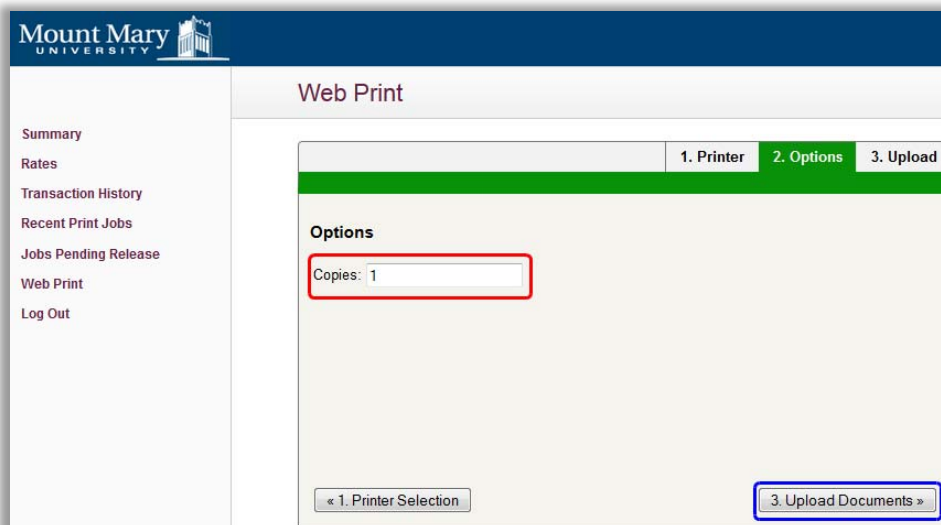
2. Click on the **Web Print** link on the left navigation bar (highlighted in red). To start a print job, click the **Submit a Job** link (highlighted in blue).



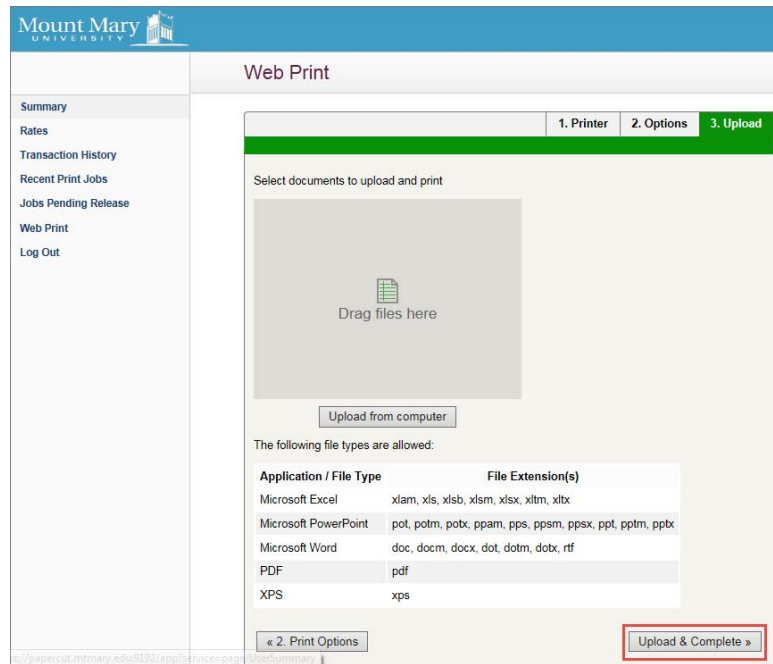
3. At the **Printer** screen, select the Secure Print queue you wish to print to (e.g. the StudentBlackWhite or StudentColor depending on if you want to print in black and white or color). Then press the **Print Options and Account Selection** button (highlighted in blue).



4. At the **Options** screen, enter the number of copies you wish to print in the **Copies** box (highlighted in red). Then click the **Upload documents** button.



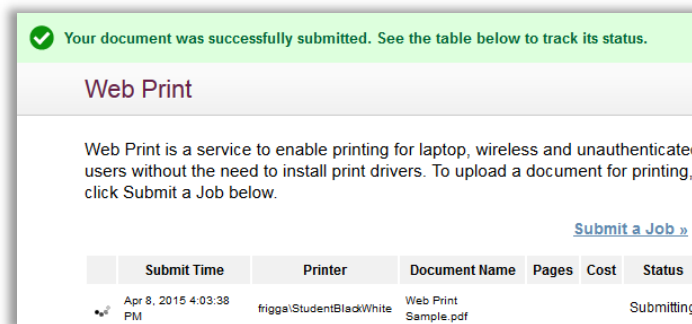
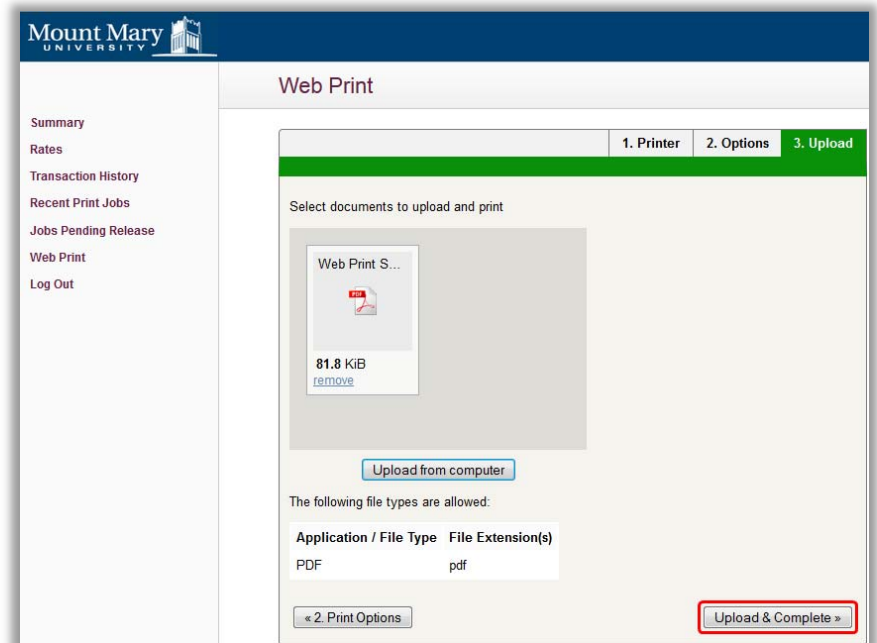
- At the **Upload** screen, you will select the documents that you wish to upload and print. A list of the supported document types (PDF, Office, etc.) that can be uploaded and printed is shown at the bottom of the screen. To select documents, click the **Upload from Computer** button (highlighted in red).



- A standard file selection box will appear, allowing you to select one or more documents on your device to upload. Browse and select your files.

**NOTE: The maximum file size that can be uploaded for printing is 25 MB.**

- Selected files will appear in the box above the **Upload from Computer** button. When you have selected all the files you wish to print, click the **Upload & Complete** button (highlighted in red).
- Once you have clicked the **Upload & Complete** button, you will see a notification that your document(s) have been successfully submitted. A progress indicator will show the status of your upload.



Your print job(s) can now be released from any release station using the posted instructions.

**If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.**