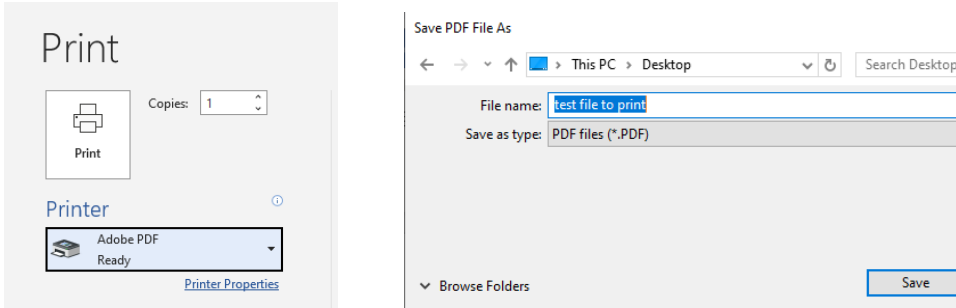


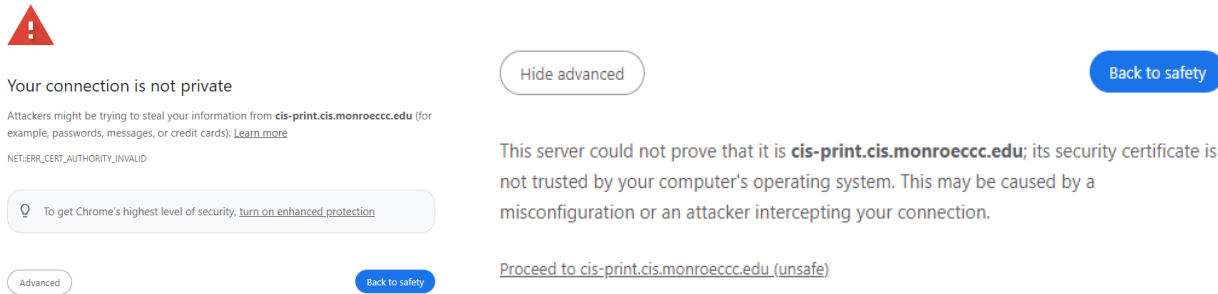
WiFi Printing in the HEB-

Open a Word Doc, Go to **File Print** – Click the **printer drop-down arrow**, Chose **Adobe PDF**—Click on **PRINT** then **NAME** and **Save to the Desktop**. (It will default to save in the **Documents** folder)



Go to a web browser, and add this address: <https://cis-print.cis.monroecc.edu:9192/app>

*If you get this message, click on **advanced** and click on: **proceed to cis-print link**



Log in to PaperCut with your **college email** and **password**, then chose **Web Print**, Click on **Submit a Job**:

- 1. Chose **cis-print\H104_Xerox_B400DN** as your printer.
- 2. Print Options-How many copies.
- 3. Upload Documents, **MUST be an Adobe PDF document**.

Last click on Upload & Complete. Go to the printer and retrieve your document.

