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)

Print	Save PDF File As ← → * ↑ ■ > This PC > Desktop v ♂ Search Desktop
Copies: 1 2	File name: test file to print Save as type: PDF files (*.PDF)
Printer O	
Printer Properties	✓ Browse Folders Save

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

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

Your connection is not private	Hide advanced Back to safety
Attackers might be trying to steal your information from cis-print.cis.monroeccc.edu (for example, passwords, messages, or credit cards). Learn more	
NET::ERR_CERT_AUTHORITY_INVALID	This server could not prove that it is cis-print.cis.monroeccc.edu ; its security certificate is
	not trusted by your computer's operating system. This may be caused by a
Q To get Chrome's highest level of security, <u>turn on enhanced protection</u>	misconfiguration or an attacker intercepting your connection.
Advanced Back to safety	Proceed to cis-print.cis.monroeccc.edu (unsafe)

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.

		PaperCut [®] MF				
		🗠 Summary	Web Print		0 0 0	
		 Rates Redeem Card 	Web Print is a service to enable printing for laptop, wireless and unauthenticat print drivers. To upload a document for printing, click Submit a Job below.			1. Printer 2. Options 3. Upload
	aperCut 23.0), Transfers	Submit a Job »			
		Transaction History	SUBMIT TIME	PRINTER	DOCUMENT NAME	Drag files here
	Log in	Recent Print Jobs	Apr 26, 2024 9:20:32 AM	cis- print\C128_MFP_Xerox_B7035H2	test word to pdf print.pdf	Upload from computer
Username	tstudent1	Jobs Pending Release				
Password		(D) Change Details				
	Login	Heb Print				The following file types are allowed: PDF pdf