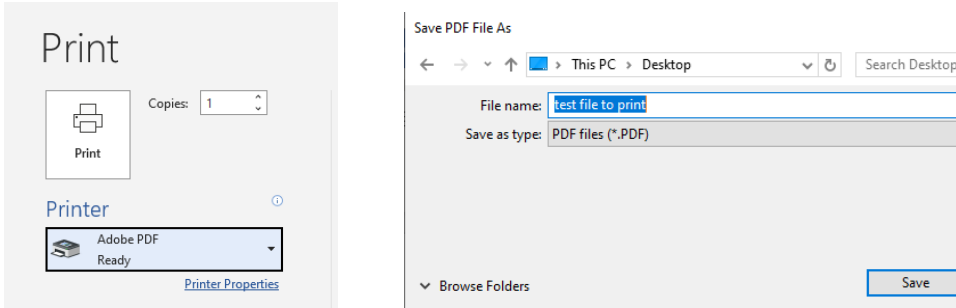


WiFi Printing in the Founders Hall Open Lab-

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**



Your connection is not private

Attackers might be trying to steal your information from cis-print.cis.monroecc.edu (for example, passwords, messages, or credit cards). [Learn more](#)

NET-ERR_CERT_AUTHORITY_INVALID

To get Chrome's highest level of security, [turn on enhanced protection](#)

Advanced

Back to safety

Hide advanced

Back to safety

This server could not prove that it is cis-print.cis.monroecc.edu; its security certificate is not trusted by your computer's operating system. This may be caused by a misconfiguration or an attacker intercepting your connection.

[Proceed to cis-print.cis.monroecc.edu \(unsafe\)](https://cis-print.cis.monroecc.edu)

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

- 1. Chose **cis-print\F144a_MFP_Xerox_B8155H2** 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.

