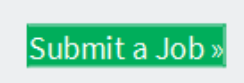
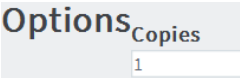
Web Print: from a personal mobile device or Library Mac Workstation

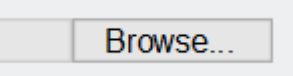
1. Go to https://papercut.madonna.edu
2. Enter your username (full email address) and your email password
3. Click login
4. Click Web Print in menu at left
5. Click Submit Job



6. Enter the number of copies , it's 1 by default



7. Click Browse to find the document on your device



8. Once all documents are added, click Upload and Complete

9. When the document is placed in the queue, go to any student printer/copier on campus Follow directions at the Ricoh printer that you choose, to release your work

Please note:
The student printers across campus are black print only.
For color printing, use the library PC workstations in #2300, in the Academic Building.

For assistance, contact helpdesk@madonna.edu
734-432-5800
Located in room #1724, at east end of Academic Building