To print to ISB multifunction printers using your personal device go to [Paper Cut MF](https://admin.print.ku.edu/user) and log in with your KUID.

Once logged in click on **Web Print** in the left hand menu. On the next page click **Submit a job**, select the **PCUTPRD01\Web-Print-B&W** option (*color printing is not available*) and then click **Print Options and Account Selection.**

In the next window:

1. Set the number of copies you would like to print.

2. Select **Charge to shared account** and choose the shared account appropriate to your dept. Examples are Chem\ISB-CHEM, Chem\ISB-PHSX. *NOTE*: Do not select to charge to your personal account.

Once you have completed your selections click **Upload Documents.**

On this page you can drag and drop a document into the window or select **Upload from computer** and browse to the document on your local computer. Click **Upload & Complete**. *NOTE:* The formats supported by Web Print are listed below the drag and drop area. If your file is not one of these formats it will fail to print.

The document will be processed in the next window. Once the **STATUS** column reads **Held in a queue**. You can now go to your favorite MFD and log in with your KUID and press the **Release Document** button.

*NOTE*: Submitted print jobs will be available for 12 hours before they are automatically deleted.