

Print from Personal Device

This is how you print to a PaperCut enabled printer using a personal device.

Web Print

From your personal device:

1. Log in to PaperCut using your MBU credentials. <https://papercut.mobap.edu>
 - a. On a phone or tablet, after logging in, scroll down and select **View in Desktop mode**.
2. Select the **Web Print** tab in the left-hand navigation menu.
3. Select **Submit a Job**.
4. Select the printer you would like to print to and select **Print Options and Account Selection**.
5. Input the number of copies you want to print and select **Upload Documents**.
6. Select **Upload from computer** to add the documents.
7. When you are finished uploading your documents, select **Upload & Complete**.

At the printer:

1. Sign-in to the PaperCut printer you selected using either your **PaperCut ID** or **MBU credentials**.
2. Select the print job you would like to release and select **Print**.

Mobility Print

MBU has also enabled PaperCut's Mobility Print to make printing to University multi-function printers (MFPs) easier. If you are not authorized to print to a particular device, this job will be denied. Some devices will require installing the Mobility Print application from PaperCut. Please follow PaperCut's instructions linked below.

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