University of HOLY CROSS

Printing from a Personal Device

Students, Faculty, and Staff

Print Directly from your Laptop, Smartphone, or Tablet*
* You must be on campus to print directly

First-time setup:
1. Ensure your device is connected to "UHC-Wifi"
   a. *Connect to "UHC-Wifi" using your UHC email address and password if not; the following directions will **not** work if connected to "UHC-Guest"*
2. Visit print.uhcno.edu:9164/setup (QR Code) and follow the directions on-screen to add "Find-Me-Printing" to your device

Printing:
3. Open the document or page(s) you would like printed
4. Tap or click your device's print button
5. Select the "Find-Me-Printing" printer and choose your print options
6. Tap or click print
7. Log in to any copier to pick up your print job

Web Print (upload to print)

1. Log in to the myUHC Portal from uhcno.edu/ and choose "PaperCut"
   *OR use the direct link; print.uhcno.edu/
2. Choose "Web Print" from the left navigation bar
3. Follow the directions on-screen to upload your document for printing
4. Log in to any copier to pick up your print job

Email to Print

1. Make an email from your University address (@uhcno.edu) to print@uhcno.edu
2. Add any documents you would like to have printed as attachments
3. Send the email
4. A confirmation email is sent back to you when your print job is ready
5. Log in to any copier to pick up your print job

Guests

Web Print (upload to print)

1. Visit print.uhcno.edu/app
2. Log in
   a. Already have an account? Use the username and password you created
   b. First time printing on campus? Click "Register as Guest User" and follow the directions on-screen. Once logged in, click "Add Credit" from the left navigation bar to add printing funds
3. Choose "Web Print" from the left navigation bar
4. Follow the directions on-screen to upload your document for printing
5. Log in to any copier to pick up your print job

IT Help Desk: 504-398-2106