

SIPA Printers Locations

- Room 321 B
- Room 510A
- 6th Floor

Username and password for printing

- The format is UNI@sipa.columbia.edu UNI@sipa.columbia.edu
(This is your Microsoft 365 account) and password.

WebPrint Instructions

1. Using any web browser, go to
<http://sipaps3.sipac.sipa.columbia.edu:48110/PMPWeb/> (or click on this [LINK](#)). Please note that this webpage will only appear when your device is on the University network.
2. Next log in with your UNI@sipa.columbia.edu (This is your Microsoft 365 account) and password.

Please Log In

Print Manager Plus Web Portal is being run in Insecure mode. Username, password and interactions will be transmitted unencrypted in plain text.

Welcome to Print Manager Plus!

User name:

Password:

Log on to: ▼

Remember me

Log In

- Click on the **“Print”** on the top menu. Then click **“Select Files to Upload”** and select the document(s) that you want to send to the print queue.

The screenshot shows the top navigation bar with icons for Print, Balances, Release, History, and Reports. The 'Print' icon is active. Below the navigation bar, the 'Select Document' section is displayed. It features a table with columns for Name, Expires, and Size. One document is listed: 'Pharos iMFP for HP Deployment Guide.pdf' with an expiration of 'in an hour' and a size of '3.6 MB'. Below the table is a dashed box for file uploads with the text 'Drop Files Here to Upload or Select File to Upload'. At the bottom right, there is a 'Next >' button.

| Name | Expires | Size |
|---|------------|--------|
|  Pharos iMFP for HP Deployment Guide.pdf | in an hour | 3.6 MB |

Drop Files Here to Upload or [Select File to Upload](#)

Supported file types

Next >

- Use the drop-down menu and select a printer. Click on **“Next”** and choose **“Hold Job in Queue”**. Finally, click **“Release”** to send the job to the printers.

Print Document

Printer: 510A-2 (SIPAPS3) on SIPAPS3

Ready 1 job(s) in queue

Copies: 1

Pages per sheet: 1 2 4 6 9 16

Print on: Both sides, flip vertically

Page range: All
 e.g., 2, 3-5, odd

Paper tray: Automatically Select

Pharos iMFP for HP Deployment Guide.pdf



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Print Balances Release History Reports

User ▾

Success! Your job is ready to be printed. ✕

Confirmation

Printer: 510A-2 (SIPAPS3)
Document: Pharos iMFP for HP Deployment Guide.pdf
Total Pages: 48
Job Cost: \$0.96

Cancel

Hold Job In Queue

Print Options to select additional preferences.

- **Copies:** Changes the number of copies to print (default is 1 copy).
- **Print on:** Changes single-sided printing (Default is double-sided).
- **Page range:** Allows the option to print selected pages.