PrintAnywhere How It Works on the Web

Printing just got easier!
PrintAnywhere has come to the Residence Halls!

Print virtually **any** document from your computer to **any** of our PrintAnywhere printers including from the residence halls!  
*Send from anywhere, pickup anywhere!*

**START**

Go to Millersville.edu/PrintAnywhere or use the **QR code**! 
Then Follow the steps below

**Printer**

**Printer Selection:** Make sure that the Printer is set to  
*Millersville University*

**User Information**

**Password:** 4 digit release code of your choosing.  
*Ex 4321 (you don’t need to memorize this!)*

**Name:** *My’Ville UserID or MU email address*
*Ex J Doe or J Doe@millersville.edu*

**Select Document**

**Browse** for the file or document you wish to print.  
*Or*

Enter the **URL** of a web page you want printed

**Print or Discard**

**Print:** To release print job select the **green printer icon**  
**Discard:** To cancel print job select the **grey X icon**

**QUESTIONS? CALL THE HELPDESK**

717-871-7777