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