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