**AnywherePrints Webprint Instructions**

When printing from workstation, laptop, tablet, or smartphone

Visit: **webprint.niu.edu**

1. Enter\_**Username and** **Password**



1. Select\_**Web Print** from the left panel



1. Select\_**Submit a Job**
2. Select either: **pcprint1\Papercut-Black/Grayscale** for black printing only, *or* **pcprint2\PaperCut-Color** for color printing

**A screenshot of a computer

Description automatically generated**

1. Select **2. Print Options and Account Selection**
2. Select\_**Charge to my personal account or Charge to shared account**
3. Select\_**3. Upload Documents**
4. Select\_**Upload from computer** by dragging your file as indicated.
5. Your document icon will be displayed. You may now Select **Upload & Complete**

You should now see your print job with a Status of **Held in a queue**

You will receive a screen notification of pending document ready for release at an AWP printer. Proceed to any Ricoh device to release your job.



At the Ricoh print device, you will be able to change a color doc to print as grayscale and/or change   
to 2-sided printing before you select to “Print” your document(s). You can do this as a single document or all documents pending print.