**Anywhere Print Web Client Instructions – workstation, tablet, smartphone**

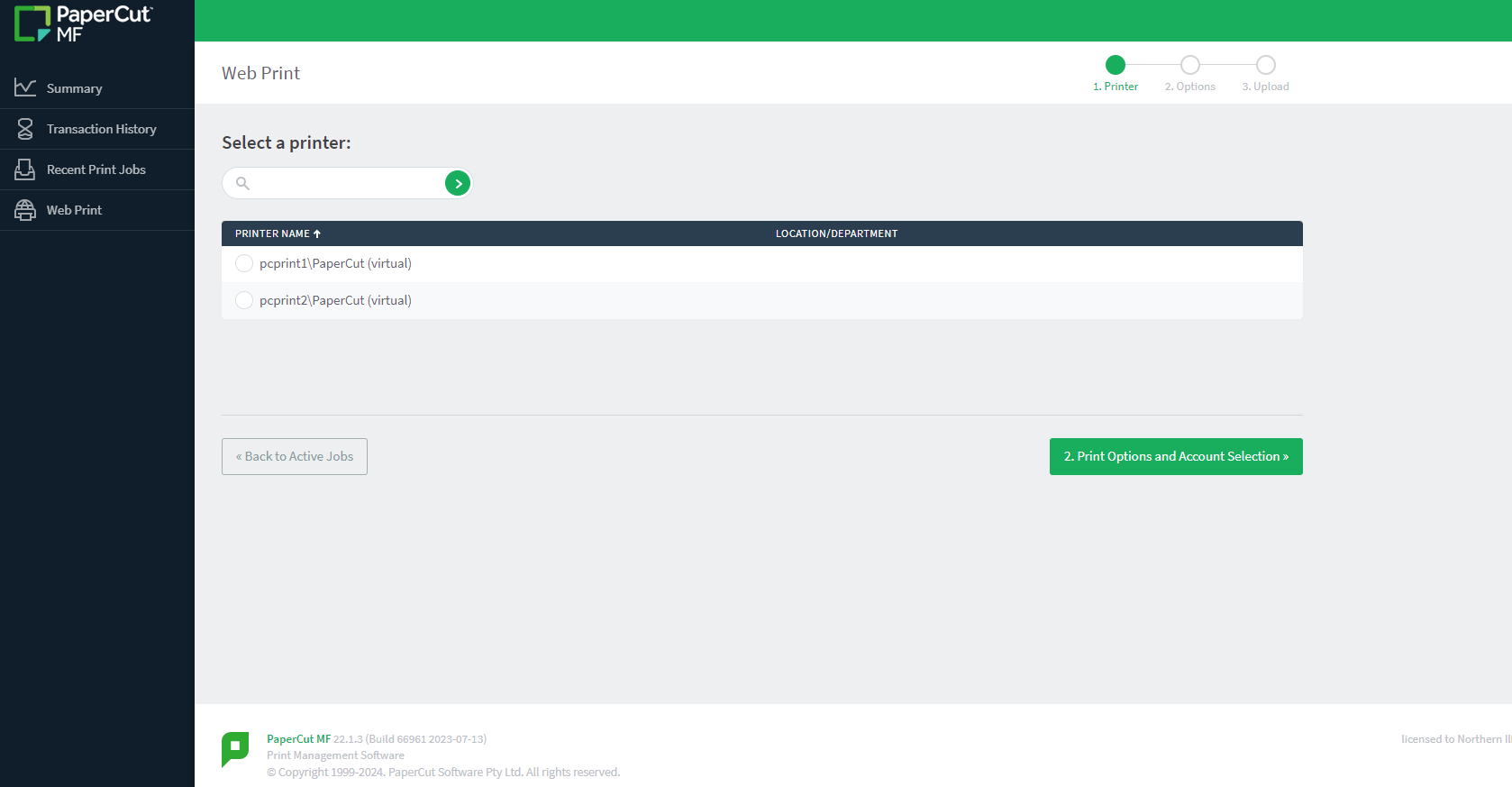
webprint.niu.edu

Enter\_**Username and** **Password**   


Select\_**Web Print**

Select\_**Submit a Job**

Select\_**pcprint1\PaperCut (virtual) or pcprint2\PaperCut (virtual)**

Select\_**2. Print Options and Account Selection**

Select\_**Charge to my personal account or Charge to shared account**

Select\_**3. Upload Documents**

Select\_**Upload from computer**

Select\_**Upload & Complete**



Status\_ **Held in a queue**

Screen notification of pending document ready for release at an AWP printer