Print from any device!
www.wpunj.edu/webprint

Upload

Change Print Options

Select or Search for Printer

How to use webprint in a few simple steps:

1. Visit www.wpunj.edu/webprint and login.

2. Use the *Upload* button to add document for printing.

3. Place a checkmark next to document you want to print.

    a. If applicable, modify *Print Options*.

4. **Be careful when selecting a printer!**

    a. Be sure to select the printer nearest you.

    b. As soon as you click print, the document will print immediately.

    c. If you wish to delay printing, upload the document, **walk to the printer, sign-in or tap your ID to release the print.**

Commonly Used Campus Printers

Printer Name	Location
AT120-A or B	Atrium Room 120
BOOKSTORE	Student Center outside of Bookstore
BS201	Ben Shahn Room 201
CELOBBY	Century Residence Hall Lobby
HA144	Hamilton Hall Room 144
LI2NDFLR	Library 2nd Floor, Next to the Main Staircase
LIREFDESK	Library 1st Floor, Next to the *Reference Desk*
LIIRT	Library 1st Floor, Outside IRT Office
LIERC	Library 1st Floor Public Lab Also Known as ERC
PHLOBBY	Preakness Hall Lobby, Next to the Elevators
POWERARTSLOBBY	Power Arts Lobby
SE3054-A or B	Science East Room 3037
SKLOBBY	Skyline Lobby outside of Classroom
VR1040-A or B	Valley Road Room 1040
UHLOBBY	University Hall Lobby, Next to the Elevators

All printers can print in color and are multi-function devices.

FAQs

What is a Multi-Function Printer?
These printers have the ability to scan, copy and print. You can also scan or copy documents and send them directly to your email.

What do I do when a document looks strange when I print it?
The best solution is to save any document as a PDF, then upload it to webprint.

Why does webprint show 'Free Print' next to one of my documents?
This usually means that there was a technical issue with the printer when your document was sent. Select a different printer to reprint for free.

I am out of prints! What do I do?
No worries, once your print quota is all used up, webprint will automatically use your Pioneer Express funds and if you don't have any funds you can easily add funds through the VTM in the Library, Student Center, or at Valley Road. Additionally you can also make an online deposit at www.wpunj.edu/getfunds or call 973-720-6200 for more assistance.

My document didn't print! What do I do now?
Please submit an online Web Help Desk request at www.wpunj.edu/helpdesk. Use the category Printing/Multi-Function Device – Uniprint – Technical Problem. You can also ask a Technical Assistant for help at the Library, Science East 3054, or the Atrium Printing Room.

I need more information on how to print!
To access a full guide on how to print, visit this link to find out more information on printing www.wpunj.edu/printwiki.