



University of
Pittsburgh

Greensburg
Information Technology

How to use Paw Print at Pitt Greensburg

My Print Center

To use **My Print Center** – simply go to print.pitt.edu and login with your University credentials. After the multi-factor authentication, you will see your print center through which you can upload documents, see your remaining print quota, and any jobs that are ready for you to print. After that, you can go to any secure release station and print your jobs.

Secure release stations are in the following locations:

- Chambers Hall Lobby
- Village Hall Lobby
- Smith Hall Lounge
- Cassell Hall Computing Lab (inside and outside locations)
- Westmoreland Hall
- Robertshaw Hall
- College Hall
- University Courts
- Millstein Library

Mobile Print

To print from email – send your jobs to mobileprint@pitt.edu

- You can either attach the document to the email or have what you want to print in the body of the email itself
- You may only attach / print one document per email
- You do not need to use your University email to use this function
 - o If you use another email address (ie gmail, yahoo, etc) – an initial email will be sent to register that email address with your university account and then the second email will tell you that your document is ready to print.

To print from your Apple or Android smartphone:

- Go to either the Apple App Store or Google Play Store and search for “**Pharos Print**” by Pharos Systems International and install on your device
 - o Enter **print.pitt.edu** for the server address
 - o Enter **443** for the server port
 - o Click **Connect**
 - o Login with your Pitt username (without the @pitt.edu) and password and click **Log On**
 - o **See below for device specific characteristics:**

Android

The Android version of Pharos Print contains many of the features of My Print Center. You can upload documents by clicking the Upload button and selecting any supported file on the Android file system. Features such as viewing print

quota, deleting jobs from the queue, editing print options, and viewing job activity work similarly to the web interface of My Print Center.

iOS

The iOS version of Pharos Print allows users to view jobs in the queue, edit print options, and see the remaining print quota on the account.

Supported files can be uploaded with the Pharos Print App. Unlike My Print Center and the Android app, there is not an upload button, but supported files can be uploaded by loading the file and sharing it with the Pharos Print app.

Open the file to be uploaded and click the iOS share icon. From the list of apps that the file can be shared with, click the “More” icon. Enable “Share with Pharos Print” and click “Done.” You will now see “Share with Pharos Print” along with the other app options. Click this icon and then click “Print” to confirm the upload to Pharos Print.

File Types that you can print using Mobile Print

- Adobe PDF (.pdf)
- Microsoft Word (.doc, .docx)
- Microsoft Excel (.xls, .xlsx, .xlt)
- Microsoft PowerPoint (.ppt, .pptx, .pptm)
- Open Office (.odt, .ods, .odp)
- Images (.jpg, .gif, .png)
- Text (.txt, .rtf, .csv)

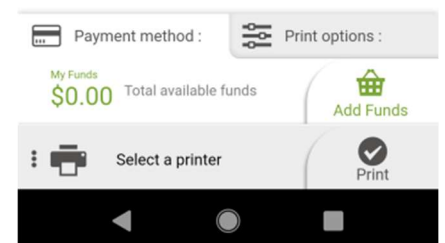
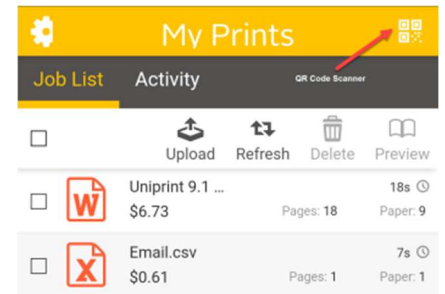
Touchless Print Release

Touchless Printing is simple and fast: simply walk up to a printer and use the Pharos Print app (iOS and Android) to scan the QR Code next to the printer’s touch screen. You can manage your print jobs in your queue and confirm or change job details right from your mobile device—without ever touching the printer!

The QR Code scanner can be found in the upper right corner of the mobile app. If you don’t have the Pharos Print app installed, you can scan the QR Code from your camera app. This will launch My Print Center via a web browser. After logging in, you can release all of the jobs in your queue. Please note that it is not possible to select individual jobs or adjust print settings when releasing print jobs using this method.

Installing the Pharos Print App

- Download the Pharos Print app from the Google Play Store or the Apple App Store by searching for "Pharos Print" by Pharos Systems International.
- Enter print.pitt.edu for the server address.
- Enter 443 for the server port.
- Click Connect.
- Log in with your Pitt username (without @pitt.edu) and university password and click Log On.



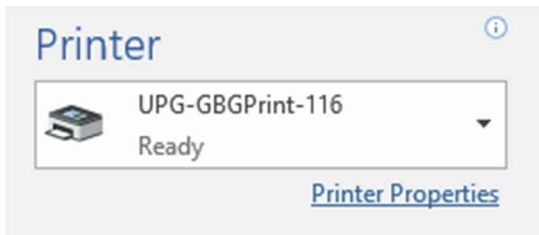
Printing from your Windows / Mac laptop

Please uninstall the current PawPrint client on your computer and then go to software.pitt.edu and redownload and install the new PawPrint client to your specific device. Due to the upgrade, the current PawPrint application on your PC/Mac will no longer work.

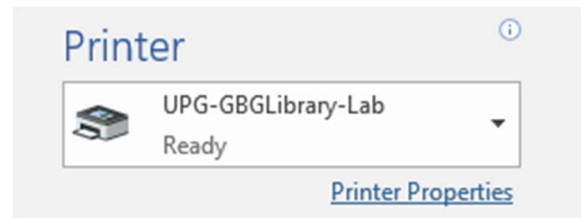
Lab / Classroom Printing

You will use the same process as before but the only difference you will see is that the printers are now labeled with the "UPG-" prefix rather than "GBG-" as they previously had been identified.

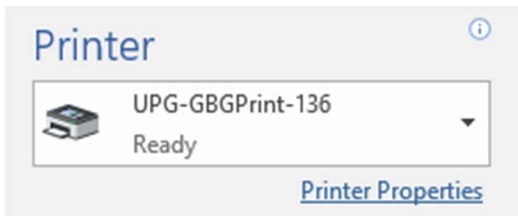
You will see the following printers listed in the computer classrooms / library – please make sure to choose the printer that corresponds to the classroom where you are located:



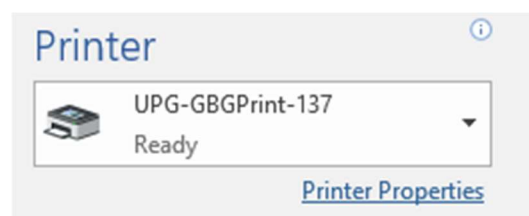
Cassell Hall 116



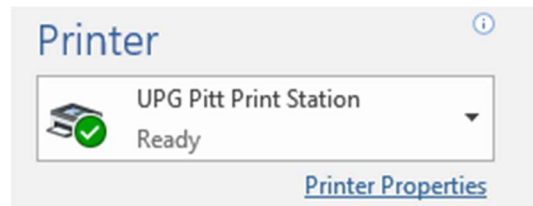
Millstein Library Lab



McKenna Hall 136



McKenna Hall 137



Campus Release Stations / Cassell Hall 113 Computing Lab

Should you have any problems or questions, you can call our Help Desk at 724-836-9925 or submit a ticket to our Help Desk

<https://gbg.on.spiceworks.com/portal>