



## Configuring Self-Service Printing Software

### Overview

The University of Pittsburgh's Self-Service Printing service provides University of Pittsburgh students who possess valid University student ID cards with remote printing capability to self-service print stations located in the 230 David Lawrence Hall, 1200 Posvar Hall, 112 Hillman Library, C114 Sutherland Hall, and G-27 Cathedral of Learning computing labs. Using the Self-Service Printing service, jobs can be sent from any location to a self-service print queue. They can then be printed from the self-service print stations located in the campus computing labs.

Self-Service Printing enables remote printing from:

- Computers in the campus residence halls
- Computers connected to Wireless PittNet
- Off-campus computers connected through the University's Secure Remote Access Service

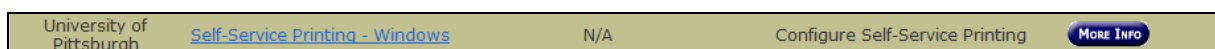
Self-Service Printing is available for 32-bit versions of Windows XP with at least SP 2, 32-bit versions of Windows Vista, and Mac OS X 10.4 and higher. Follow the instructions below to configure your computer to use Self-Service Printing

### Configure Your Computer

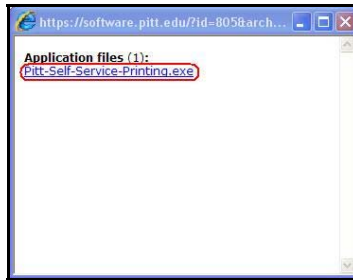
An Internet connection is required to download the Self Service Printing software via a Web browser. Self-Service Printing service software is also included on the *PittNet Complete CD*, available in campus computing labs and Software Licensing Services (105 Bellefield Hall). To download the Self-Service printing software, complete the following steps.

1. Using a Web browser, navigate to [software.pitt.edu](http://software.pitt.edu).
2. Click the **Log in** button.
3. In the login fields, enter your University Computing Account username and password, then click the **OK** or **Login** button.
4. Select **University of Pittsburgh** from the **All Vendors** drop-down menu. Select either **Windows** or **Macintosh** from the **Operating System** drop-down menu.

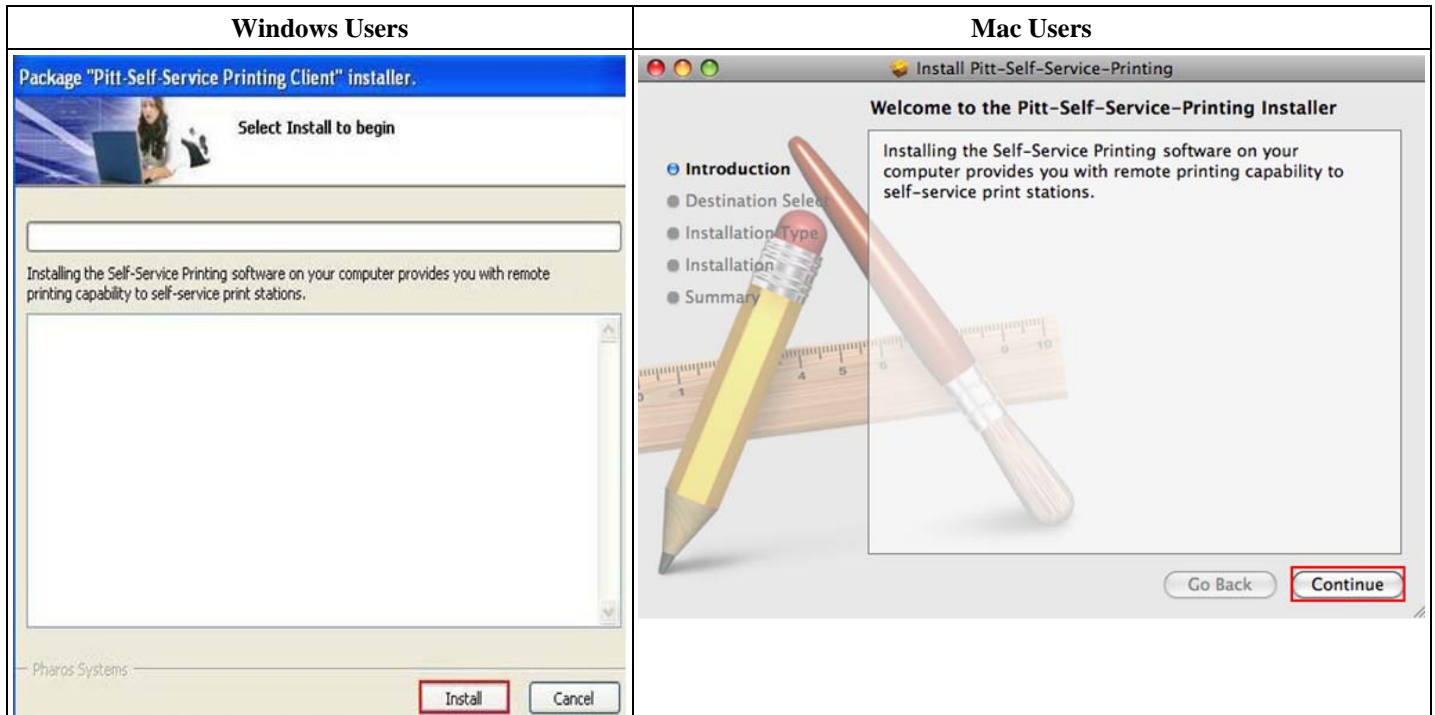
5. Click **Go**.
6. A list of matching results will display. Click the **Self-Service Printing** link.



7. In the file download window, click **Pitt-Self-Service-Printing.exe** or **Pitt-Self-Service-Printing.zip** link.



- If you are a Windows user, click the **Install** button to begin the installation. If you are a Mac user, click the **Continue** button.



- Follow the prompts to complete the installation process.
 

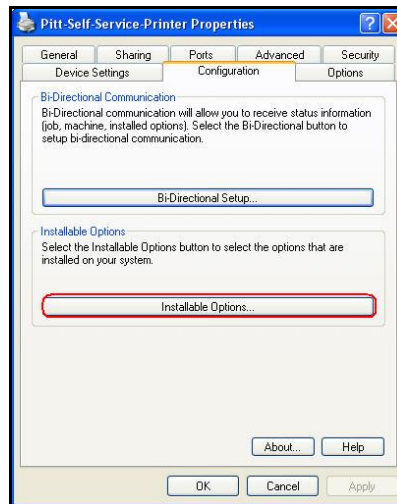
**Note:** During the installation Mac users will be prompted to enter the username and password for their computer.
- To log out of **software.pitt.edu**, close your Web browser.
- The Self-Service Printing software has now been installed on your computer. To use the service, follow the instructions in the help sheet titled *Using the Self-Service Printing Service*

### Using Duplex Printing in Windows

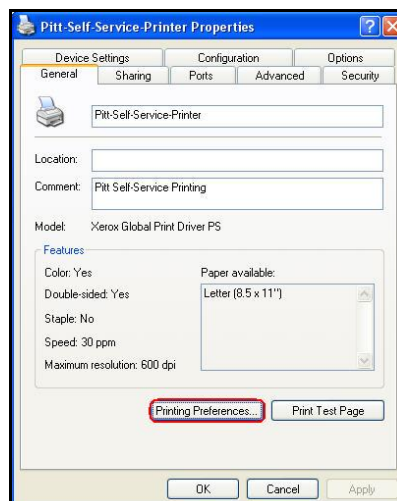
In Windows, Self-Service Printing is set up to print single-sided documents. Use the following instructions to change the settings so that you can print two-sided documents. After you have made this change, all documents that are sent to the self-service printer queue will be two-sided.

**Note:** This change will not affect jobs that are sent to other printers.

1. Locate the Pitt-Self-Service-Printer from the list of printers that have been installed on your Windows computer. A list of printers can be viewed by clicking **Start**, then **Control Panel**. The **Printers** control panel is usually found here or as part of the **Hardware** control panel. When you have located it, double click the **Printer** selection.
2. From the list of installed printers, right click **Pitt-Self-Service-Printer**, then click **Properties**.
3. A **Pitt-Self-Service-Printer Properties** window will display. Click the **Configuration** tab.
4. Click the **Installable Options...** button.

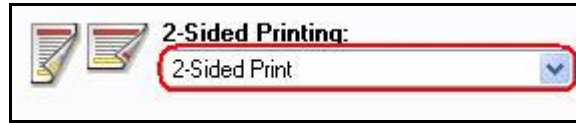


5. From the **Optional Duplex Unit:** drop-down menu, select **Installed**. Click **OK**.
6. Click **Apply**.
7. From the **Properties** window, click the **General** tab.
8. Click **Printing Preferences...**



9. Choose the **2-Sided Print** option from the **2-Sided Printing** drop-down menu.

**Note:** You may be able to choose more than one way to print two-sided documents here.



10. Click **Apply**.
11. Click **OK** twice.

## Questions and Feedback

The Technology Help Desk at 412 624-**HELP** [4357] is available 24 hours a day, seven days a week to answer your technology related questions. Questions can also be submitted via the Web at **technology.pitt.edu**.