PawPrint allows you to print a document on your laptop, using designated University printers and without installing software.

- Union University provides this service to all current students and employees.
- For the updated list of PawPrint-designated printers, go to **www.uu.edu/it** and look on your group page (Students, Faculty or Staff). Open the **Accounts** section and select **Locations** for **PawPrint**.
- Students: PawPrint works with the PaperWise system that monitors your printing consumption at the university, so documents printed with PawPrint will be included in your per-term PaperWise totals.
- You can use the PawPrint service only when on campus and connected to the UU campus network. Be sure to connect to the network using UU_Wireless or using a wired network connection before beginning the steps below.
- This service is available 24 hours a day, 7 seven days a week.
- PawPrint has been tested using PCs and Macs with various browsers. The service does not currently work with iPhones or iPads. It may work with other devices.
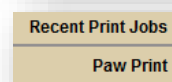- Follow the steps below to print copies of one document. You can print multiple documents, one at a time.

Special note if you are printing a PowerPoint document (or from any program that can generate a PDF/XPS file):

- If you want to print one PowerPoint slide per page, proceed to step 1 below.
- Otherwise, you need to make PowerPoint-specific printing choices before you complete the printing steps below. For example, you may want to print 'multiple slides per page' (to save paper), 'slides with notes' or a text-based 'outline.'
  - You need to choose those settings within PowerPoint's Print options.
  - While still in PowerPoint's Print window, **rather than selecting a printer for your slides instead select Adobe PDF or Microsoft XPS as the 'printer.'**
  - This will allow you to save a new PDF/XPS document with a different name (with the settings for multiple slides per page, notes, outline, etc.).
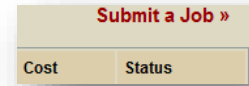 - Then print the newly saved PDF/XPS document using the steps below.

To print a document from your laptop:

1. Open a browser on your laptop (Internet Explorer, Chrome, Firefox, Safari, etc.)
2. In the address bar, go to **printing.uu.edu** (Don't type www before this.) You should then see this login box.
   a. In the Username box…
      - **If you are a student, enter your full Union e-mail address (first.last123@my.uu.edu)**
      - **If you are an employee, enter your normal Union username**
   b. **Enter the Union password you use for all other Union systems**
   c. **Click 'Log in'**
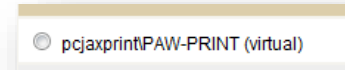3. On the page that appears, **click 'PawPrint'**

   (continued)

4. On the <u>right</u> side of the Paw Print page, **click 'Submit a Job'**
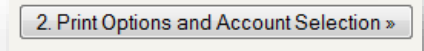
5. *(This step may not be required. If you see 'Options/Copies', go to the next step.)*
   On the next page, **click the radio button (circle) beside the name of the PawPrint printer**
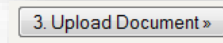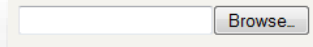   then **click 'Print Options and Account Selection.'**

6. If you want more than one copy of this document, **change 1 to the number of copies you need.** After you have indicated the number of copies to print**, click 'Upload Documents.'**
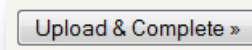   Students: Keep in mind that each page is counted against your per-term PaperWise printing allotment.

7. On the page that appears**, click the Browse (or Upload From Computer) button.**
   (In Safari, click the 'Choose file' button).

8. Using your laptop's standard folder-navigation and file-selection tools, **find the document you wish to print and select it.**
   You will be able to print any of the following types of documents.

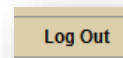| Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsb, xlsm, xlsx, xltm, xltx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx
Microsoft XPS	xps
PDF	pdf

9. **Click 'Upload & Complete'**

10. On the PawPrint page that appears, you will see a status report update as your document is prepared. Once your document's Status is 'Held in a queue' it is ready to be printed.

Submit Time	Printer	Document Name	Pages	Cost	Status
Mar 23, 2011 9:24:34 AM	pcjaxprint\PAW-PRINT	iPhone instructions.doc	2	2	Held in a queue

11. **To print another document, return to step 4**.

12. After you are finished submitting your documents, **click 'Log Out.'**

13. Go to any PawPrint printer to release your document for printing. If you do not release your document within eight hours, it will be removed from the print queue.

14. If there are pages you don't need, place them in a recycling bin or use them for scratch paper.

Last updated: 1/13/17