

Student printing from your own device (PrintMe)

To use this service you need to credit your account, upload the file, choose colour or black and white, and then print.

Please note, this web based service has reduced functionality:

- Files accepted are MS Office, PDF, JPG, GIF, PNG, TIF and BMP.
- All images will print full size on A4.
- PDFs or Microsoft Office files cannot be resized.

To sign in, please enter your username and password below.

Username:

Password:

Step 1

Go to:

<https://pharos.uwe.ac.uk/printme>

Log in with your ITS username and password (myUWE logon).

Upload Document To Print

Browse... **Next >**

Supported documents include Microsoft Office, PDF, JPG, GIF, PNG, TIF, BMP, TXT.

Step 2

Select '**Browse**' and find the file you want to print on your device.

File Explorer: TU-NAS01 (T:) > IMG_20190513_162017947

Name: DSC_0368 All Files (*.*)

Open Cancel

Step 3

Select '**Open**'.

Browse... **Next >**

Supported documents include Microsoft Office, PDF, JPG, GIF, PNG, TIF, BMP, TXT.

Step 4

Select '**Next**'.

| filename | Pages | Status |
|-------------------|-------|------------------|
| file to print.png | 1 | Awaiting release |

To print this job, select a printer below:

BWprinting Advanced

Number of copies:

Print from page to

Double-sided print (works only if the printer supports duplex):

None

Long-side (most common)

Short-side

Print in black/white even if document contains color:

Step 5

Wait for the status to say '**Awaiting release**'.

For more options such as the number of copies, choice of pages or double sided check the '**Advanced**' box.

Filename

File to print.png

To print this job, select a printer below:

BWprinting Advanced

COLOURprinting Advanced

Step 6

For black and white printing choose '**BWprinting**'. For colour printing choose '**COLOURprinting**'.

The file is not ready to print out until you complete Step 6.

Ready: Welcome

| Job name | Cost | Pages |
|-----------------------------------------------------------------------------|-------|-------|
| <input checked="" type="checkbox"/> Guide - 2018 - Printing Basics - AH.pub | £0.30 | 2 |
| <input type="checkbox"/> Guide - 2018 - Printing Basics - AH.pub | | |

Step 7

Finally, log on to a UWE printer, select the job and press print as usual.