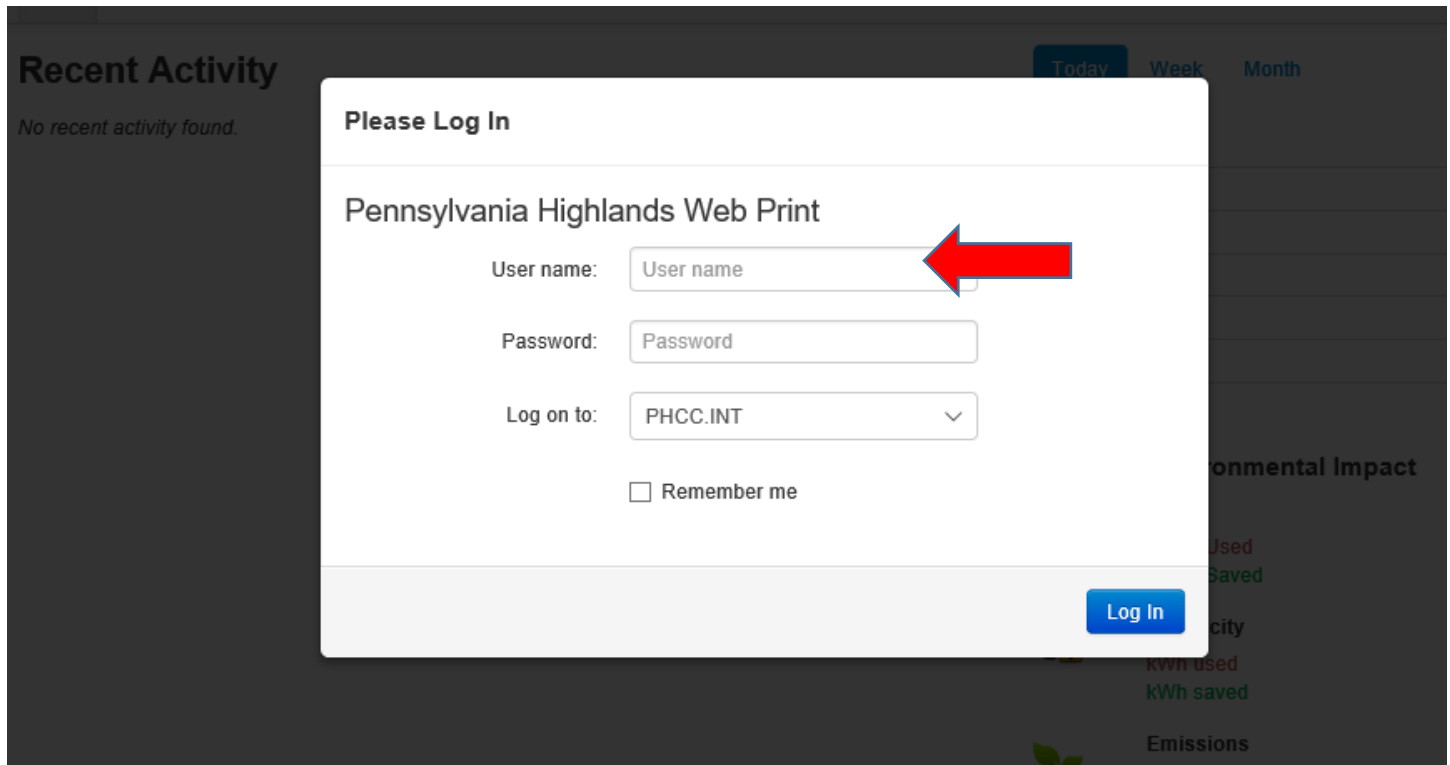


# Print from your mobile device on campus!

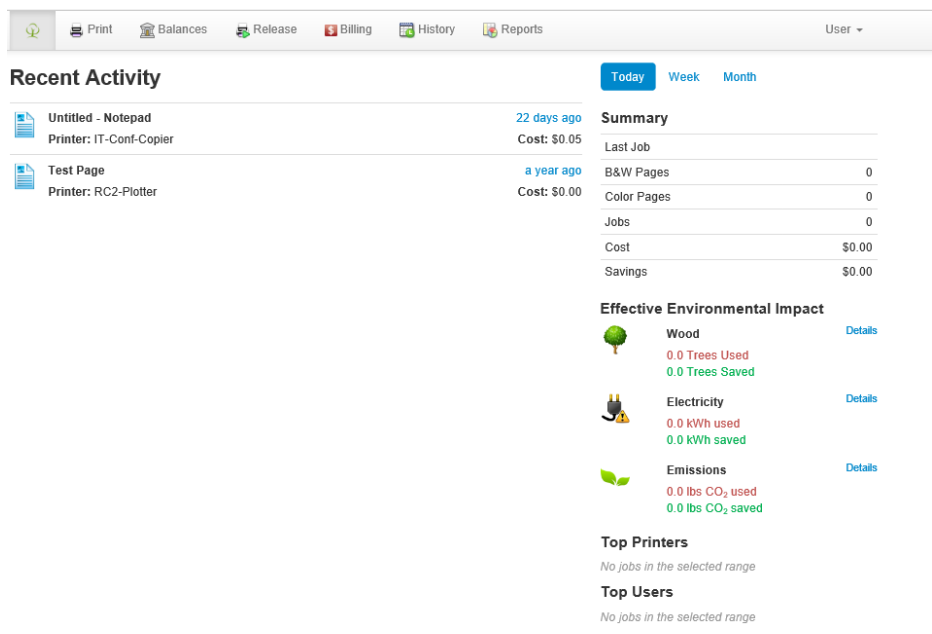
You can now print from your laptop, tablet, or phone while at any Pennsylvania Highlands location. Just log on to the myPHCC Wi-Fi, and open a browser to [print.pennhighlands.edu](http://print.pennhighlands.edu)

## Getting started:

Open a web browser (Firefox recommended) and browse to [print.pennhighlands.edu](http://print.pennhighlands.edu)



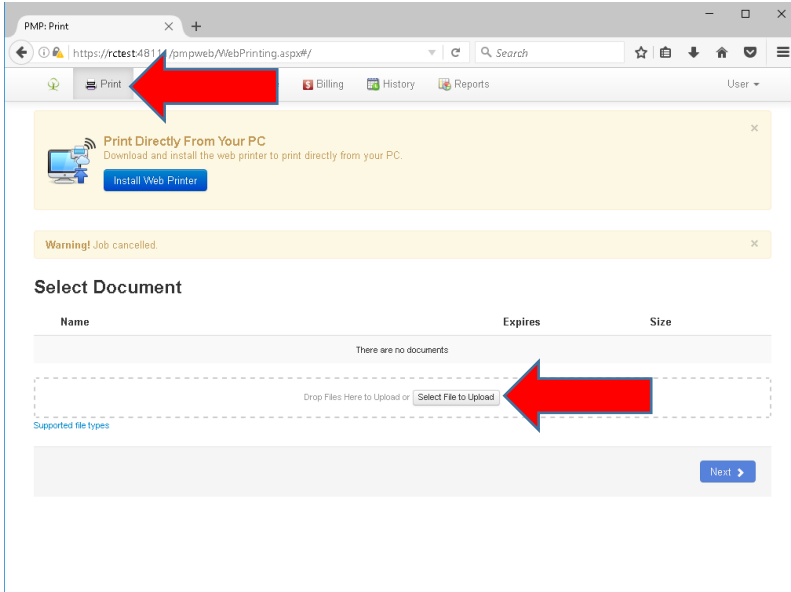
Enter your Penn Highlands username and password, you can leave **Log on to:** as `phcc.int`, then click **Log In**



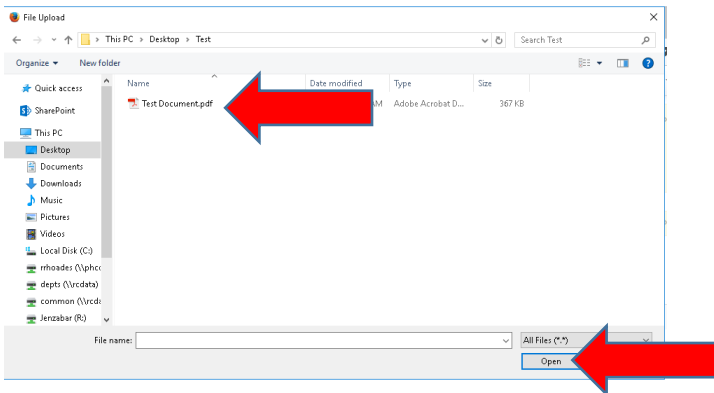
You will be taken to your print dashboard where you can see your recent printing, balances.

## Printing a document:

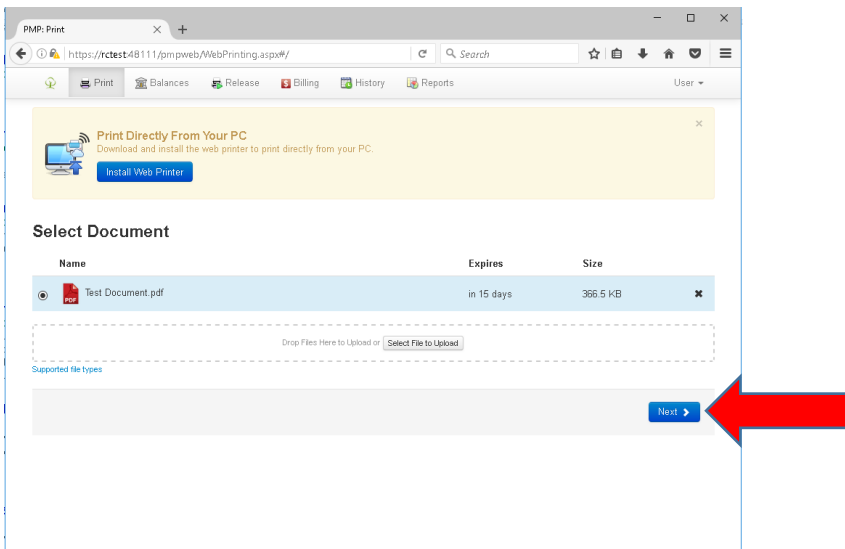
On the **Print** tab, click on **Select File to Upload**



Using your computer's file explorer, find and select the file you would like to print, and click **Open**



Make sure you have the correct file, and click **Next**



Select the printer from the available list. Be sure to check the site. Printers are listed as <printer name> on <server>

Site server names follow the format:

RCPRINT - Richland

BCPRINT- Blair

EECPrint- Ebsburg

HCPRINT – Huntingdon

SCPRINT - Somerset

Print Document

Printer: -- Select --

- BC-Copier (BCPRINT) on BCPRINT
- BusOff-Copier (RCPRINT) on RCPRINT
- EEC-Lnge (EECPrint) on EECPrint
- EEC-Lobby (EECPrint) on EECPrint
- Fac-Wrk-Copier1 (RCPRINT) on RCPRINT
- Fac-Wrk-Copier2 (RCPRINT) on RCPRINT
- HC-Copier (HCPRINT) on HCPRINT
- Helpdesk-Copier (RCPRINT) on RCPRINT
- Library-Copier (RCPRINT) on RCPRINT
- PresOff-Color (RCPRINT) on RCPRINT
- RC-Lab1 (RCPRINT) on RCPRINT
- RC-Lab2 (RCPRINT) on RCPRINT
- RC-Lab3 (RCPRINT) on RCPRINT
- RC-Lab4 (RCPRINT) on RCPRINT
- SC-Lobby (SCPRINT) on SCPRINT
- Std-Activities (RCPRINT) on RCPRINT
- StudentSuccess-Copier (RCPRINT) on RCPRINT

Copies:

Pages per sheet:

Page range:

This is a test Excel File(2).xlsx

Previewing Page 1 of 1

< >

< Back Next >

Review your print balance, then click **Print Now** to begin printing.

PMP: Print

https://rcctest48111/pmpweb/WebPrinting.aspx#/confirm

Success! Your job is ready to be printed.

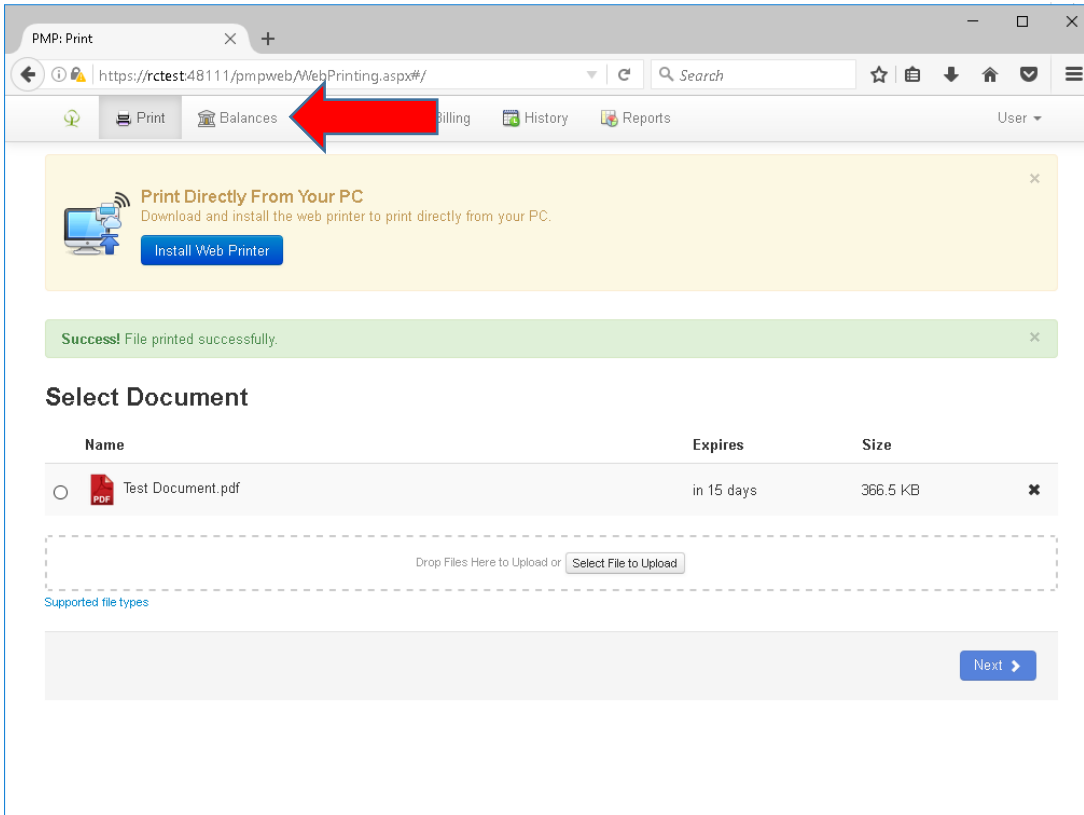
**Confirmation**

**Printer:** Helpdesk-Copier  
**Document:** Test Document.pdf  
**Total Pages:** 2  
**Job Cost:** \$0.10


Cancel Print Now

## To check your print balance

From the Print Manager page, click on the **Balances** tab

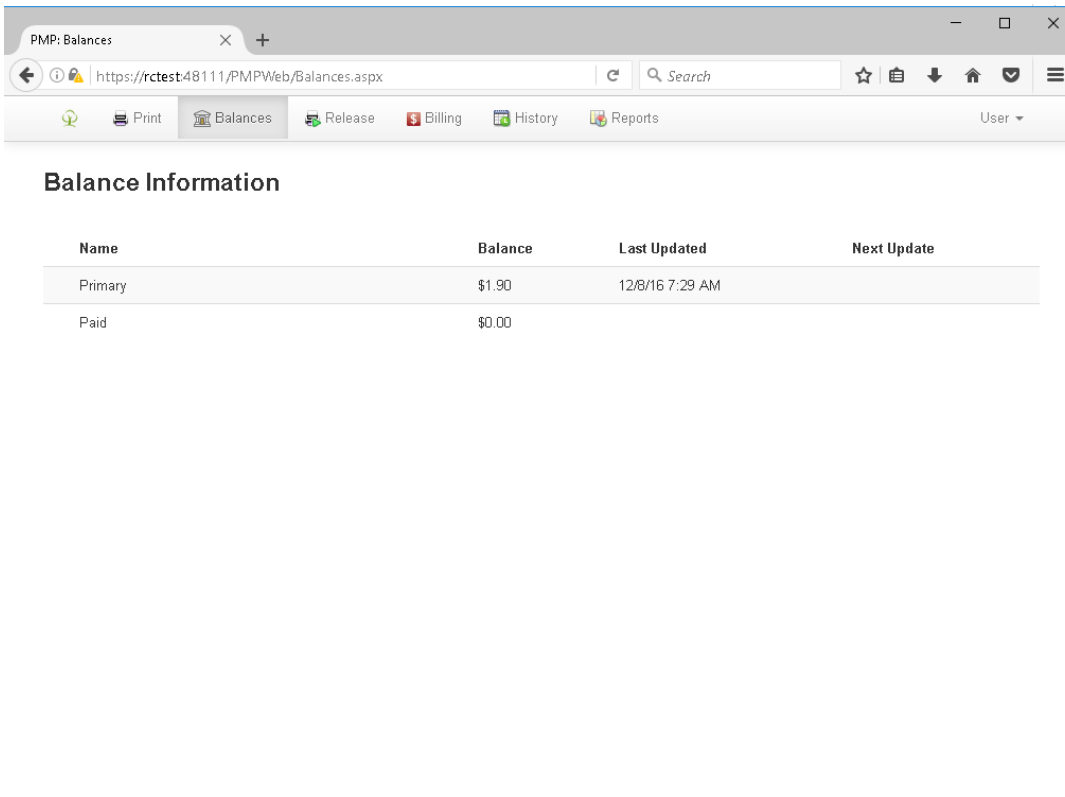


The screenshot shows a web browser window with the URL `https://rctest:48111/pmpweb/WebPrinting.aspx/#/`. The navigation menu includes **Print**, **Balances** (highlighted with a red arrow), **Billing**, **History**, and **Reports**. Below the navigation bar, there is a yellow banner for "Print Directly From Your PC" with an "Install Web Printer" button. A green success message states "Success! File printed successfully." The main content area is titled "Select Document" and contains a table with the following data:

Name	Expires	Size
<input type="radio"/>  Test Document.pdf	in 15 days	366.5 KB

Below the table is a dashed box for file uploads with the text "Drop Files Here to Upload or [Select File to Upload](#)". A "Next >" button is located at the bottom right of the document selection area.

Your primary balance is how much printing paper is on your account. Paid balance is not used.

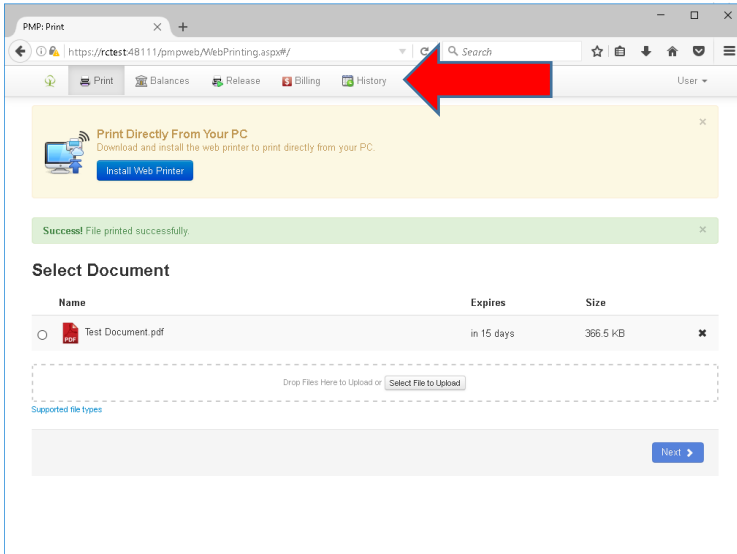


The screenshot shows a web browser window with the URL `https://rctest:48111/PMPWeb/Balances.aspx`. The navigation menu includes **Print**, **Balances**, **Release**, **Billing**, **History**, and **Reports**. The main content area is titled "Balance Information" and contains a table with the following data:

Name	Balance	Last Updated	Next Update
Primary	\$1.90	12/8/16 7:29 AM	
Paid	\$0.00		

## Reviewing your print history

From the Print Manager page, click on the **History** tab



This will display your print history, and can retain all print jobs across multiple semesters.

The screenshot shows the 'PMP: Report Viewer' interface. The report title is 'My Printing History'. The report is filtered for user 'rr365-RM' from 12/8/2016 12:00:00 AM to 12/8/2016 11:59:59 PM. The report displays a table of print jobs with columns for Time, Printer, Document, User, B&W, Color, Total, and Cost. A summary table is also provided at the bottom.

Time	Printer	Document	User	B&W	Color	Total	Cost
12/8/2016 7:29:35 AM	Helpdesk-Copier	Test Document.pdf	rr365-RM	2	0	2	\$0.100
12/8/2016 7:26:11 AM	Helpdesk-Copier	Test Document.pdf	rr365-RM	2	0	2	\$0.100

Total For rr365-RM:		Jobs	Sheets	B&W	Color	Pages	Cost
Ron Cloud, Rhoades		2	4	4	0	4	\$8.20

You can also check the history of printing payments made.

The screenshot shows the 'PMP: Report Viewer' interface. The report title is 'My Credit History'. The report is filtered for user 'rr365-RM' from 12/8/2016 12:00:00 AM to 12/8/2016 11:59:59 PM. The report displays a table of credit history entries with columns for Detail, Time, Change, and Result. A summary table is also provided at the bottom.

Detail	Time	Change	Result
Balance Adjustment by RRhoades	12/8/2016 7:29:20 AM	\$2.00	\$2.00
Job : Test Document.pdf	12/8/2016 7:29:39 AM	(\$0.10)	\$1.90