This week’s Did You Know:

NO NEW MEDIASITE RESERVATIONS

As of this week, no new Mediasite recording requests will be accepted. Already scheduled recordings will take place as scheduled, but new recordings should use Panopto/My Pitt Video instead.

Panopto is installed in all Pitt Business classrooms, and is free to use for all Pitt faculty, staff, and students. To get started, check out [http://inet.katz.pitt.edu/tech-help/guides/my-pitt-video.pdf](http://inet.katz.pitt.edu/tech-help/guides/my-pitt-video.pdf). CSSD also has a number of help sheets available: [http://technology.pitt.edu/services/my-pitt-video-panopto](http://technology.pitt.edu/services/my-pitt-video-panopto).

Any questions should be directed to Katz IT Services at 412-648-1601, or to [it@katz.pitt.edu](mailto:it@katz.pitt.edu).

PLEASE USE COPIERS FOR LARGE NUMBERS OF PRINTS

When possible, please refrain (and encourage your students to refrain) from using the Mervis Hall printers when printing large numbers of the same long document. Copy Cat is also an option: [https://www.copycat.pitt.edu/networkprinting.htm](https://www.copycat.pitt.edu/networkprinting.htm).

BACKING UP FILES ON YOUR COMPUTERS

Do you have backups of your important files? Would your research survive if you had a catastrophic hard drive or malware incident? Contact Katz IT anytime at 412-648-1601 or [it@katz.pitt.edu](mailto:it@katz.pitt.edu) to talk about a backup solution for your data. Here are some tips:

- Have a critically important file? **Email it to yourself** to create an archived copy.

- A high-quality, 2TB external backup drive is less than $200. You can order one through KITS by going to the purchasing application at [joe.katz.pitt.edu/purchasing](http://joe.katz.pitt.edu/purchasing).

- You can use a **flash drive** for temporary backups – it’s better than nothing – but **don’t rely on a flash drive** as your sole backup solution.

And don’t forget:

When you step away from your desk, you should **lock your computer** by clicking the Windows key (⊞️) + L.