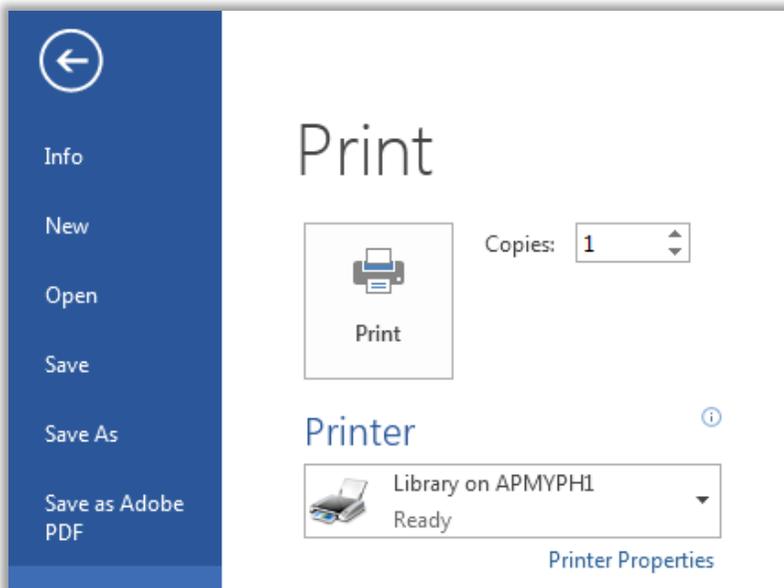


All student-use printers in the Library are accompanied by a Pharos print release station. A print release station consists of a computer and a printer. Currently, there are eight Pharos print release stations in the Library. These release stations allow you to release a print job(s). Below are different ways that you can send a print job(s) to Pharos and release them at the print release stations in the Library. *Students must have a valid APSU ID issued to them in order to be able to print.*

Direct Printing

- **"File" --> "Print":** When you print a document from within a program (e.g., Microsoft Word, Excel, Adobe Reader, etc.), click "File" and "Print". A default printer named "Library on APMYPH1" is installed on all student-use computers. When you print, make sure that this print is selected. Once you have sent a print job to the printer, you will be able to release it from ANY Pharos print release stations in the Library. See a set of instructions below on **"How to Use the Pharos Print Release Stations"** to release a print job(s).



Web Portal

- **Upload a document(s) through Pharos Web Portal:** Login to Pharos Print Center (or a web portal) at myprintcenter.apsu.edu and upload a document(s) and manage print queues. After you upload a document through Pharos web portal, you will be able to release it at any of the print release stations in the Library. See a set of instructions below on **“How to Use the Pharos Print Release Stations”** to release a print job(s). Most standard file formats are supported for uploading to Pharos through the web portal. Students using personal or library laptop computers may use this option for printing documents in the Library.

Web Portal Logon

Secure Login


PHAROS

Username

Password

Keep me logged in

Version 3.0.2.1335

Pharos Print Center

PHAROS  Print Center ? Help

Job List Activity

<input type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date
<input type="checkbox"/>		WebPAC_training.doc		14	7	12 seconds ago

Navigation: 20 items per page

Payment method :  **My Funds : \$0.00**
Total available funds

Print options :

 Color:  Pages per side:

 Sides:  Copies:

Email

- **Email Attachments:** You can forward a document(s) as an email attachment(s) to bw@apsu.edu from your APSU email account to print to Pharos. Once the email attachment is submitted to Pharos, the sender will receive an email confirming a list of submitted documents which are ready to be released at any Pharos print release stations. You can use this option to send a document to Pharos from anywhere and release it at the library's release stations.

Example of email notification

Hello,

Your documents are being processed.

How to print:



Either

1. Go to a printer to release your job.
2. Log on to a secure printer.
3. Print your documents.

or [Click to open the Print Center website](#)

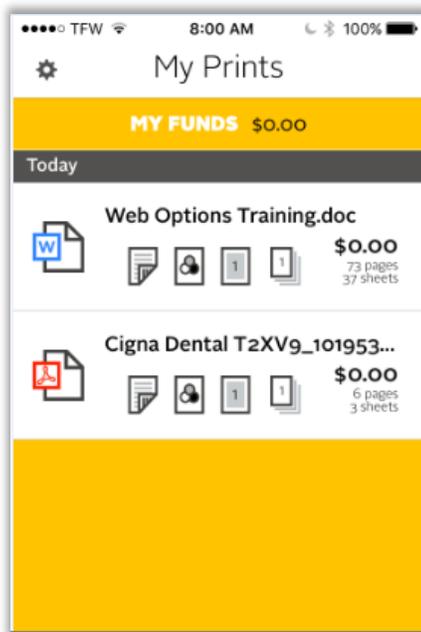
1. Log on to the Print Center.
2. Select a printer.
3. Print your documents.

Documents	Status
Name	
Cigna Dental T2XV9_10195377.pdf	✓ Processing

App

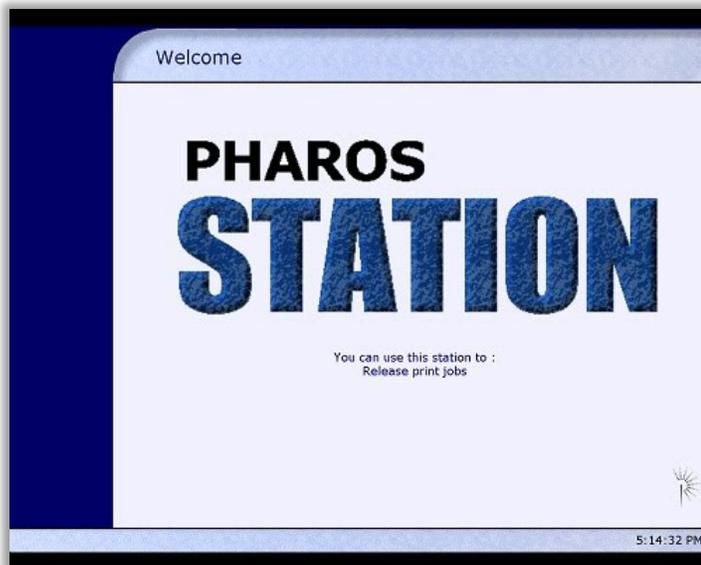
- **Pharos Print App:** You can download the Pharos Print app from the [iTunes App Store](#) for Apple devices or from the [Google Play App Store](#) for Android devices (by searching the app stores for Pharos Print). After downloading the app, you need to configure it by entering the server name [myprintcenter.apsu.edu](#) and the port number **443** in the app configuration. Then, use your username and password to login. The Pharos Print app will allow you to edit printing options, preview, and delete print queues already submitted to Pharos Print Center. Not all apps will support, but for those that do, select the “Open in” option, then find “open in Pharos”.

Pharos Print app

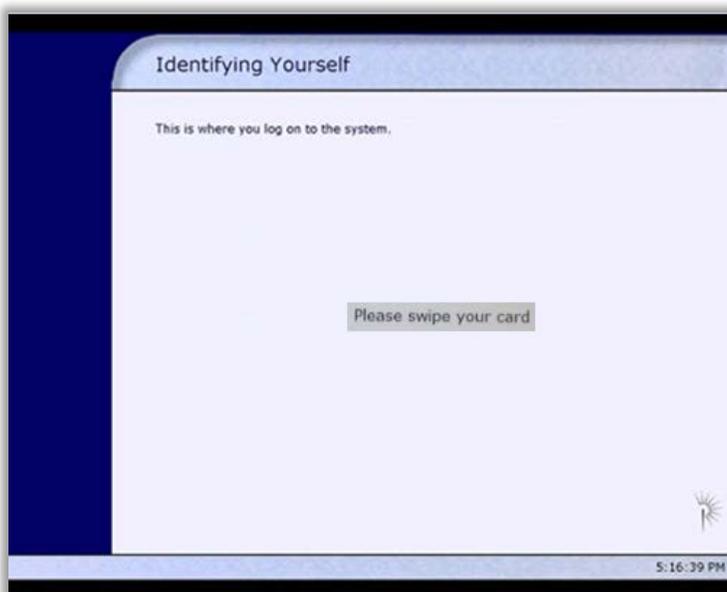


Release Station

1. Go to one of the Pharos print release stations in the Library and release your print job(s). All students must have a valid APSU ID card issued to them.



2. At a release station, swipe your Govs ID card or enter your login and password to identify yourself and release a print job(s). Two release stations in the Library use keyboard logon while the rest use card logon to release print jobs. So, you need to swipe your ID card at one of the card Logon release stations (numbered "**Printer 2**" thru "**Printer 6**"); but if you do not have your ID with you, you can login to Pharos with your username (same as your OneStop login) and password at the release stations (numbered "**Printer 1**" and "**Printer 7**").



3. When you log in to a Pharos release station, you will see the document pending to be printed on your account. Select the document(s) individually and then click "Print" on the bottom right-hand corner. The document will print at the printer. Pick up your document(s) and click "Logoff" at the bottom left corner when you are done.

Note: Your document will remain in the print queue for two hours; and after two hours it will be purged from the queue and you will need to resend the job to the printer.



The screenshot shows a web-based login interface. At the top, a blue header contains the text "Identifying Yourself". Below the header, a light blue box contains the instruction: "This is where you log on to the system. Please enter your Logon ID and Password." There are two input fields: the first is labeled "Logon ID" and contains the text "username"; the second is labeled "Password" and contains a series of asterisks. Below these fields is a blue button labeled "Logon". In the bottom right corner of the page, there is a small sun icon and the time "5:16:39 PM".