

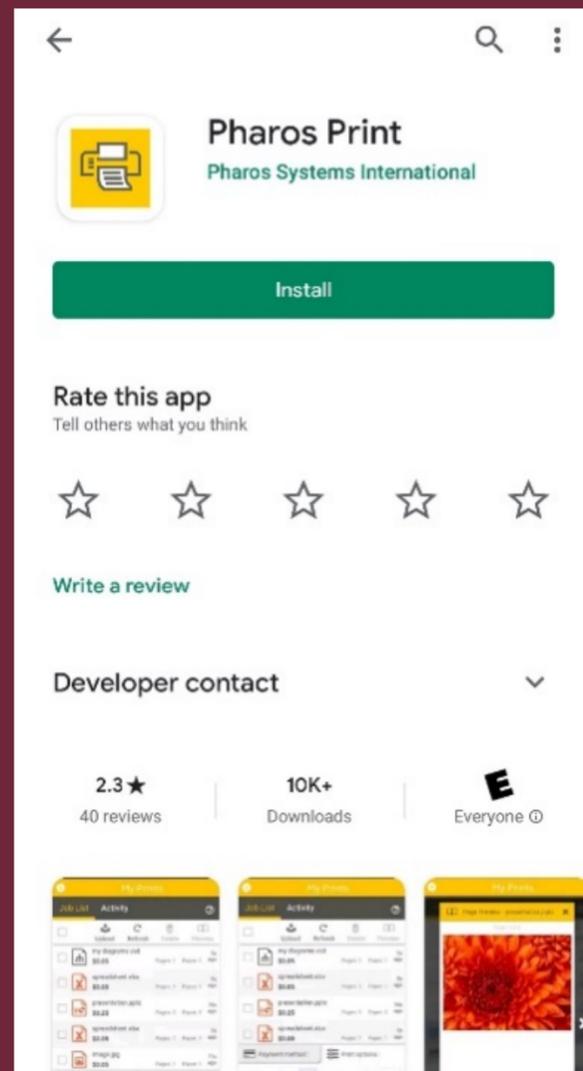
# MOBILE PRINT

OTTENHEIMER  
LIBRARY'S NEW  
MOBILE PRINT

Print jobs from  
wherever you are.

Download the Pharos print app for Android phones





# INSTALLATION AND INITIAL LOGIN

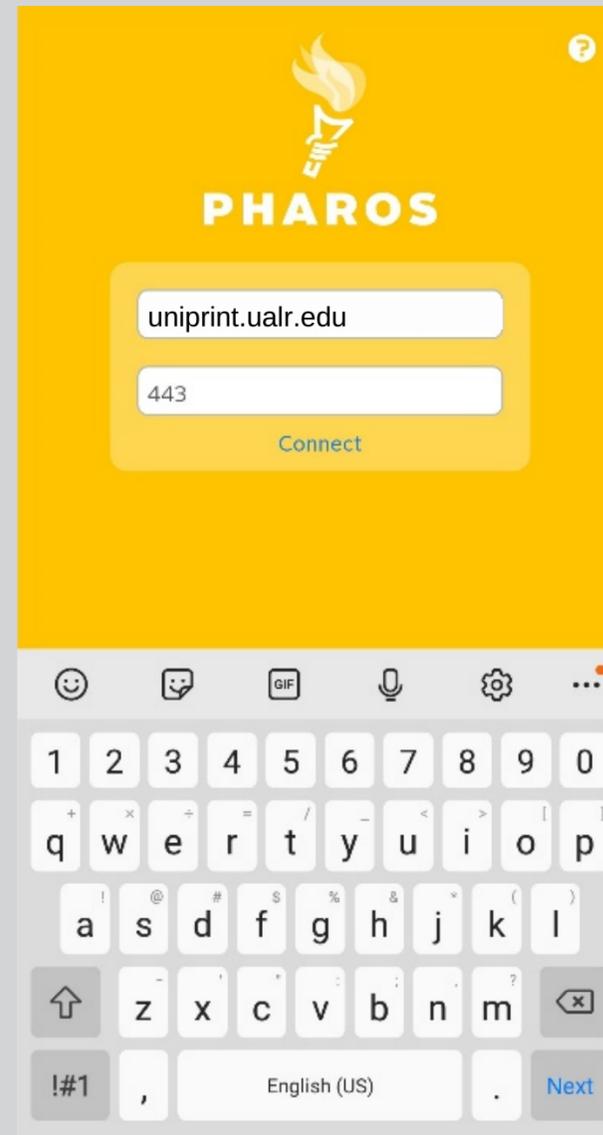
1. Go to the Google Play Store and search for “Pharos print”
2. Once installed, launch the Pharos Print app
3. In the “Server Address” field, type **uniprint.ualr.edu** of the Print Center you wish to connect to (image A.)
4. In the “Port” field, type in 443 if it is not already filled in (image B.)

5. Tap “Connect”

6. Enter your Active Directory Username and Password

7. Tap “Log On”

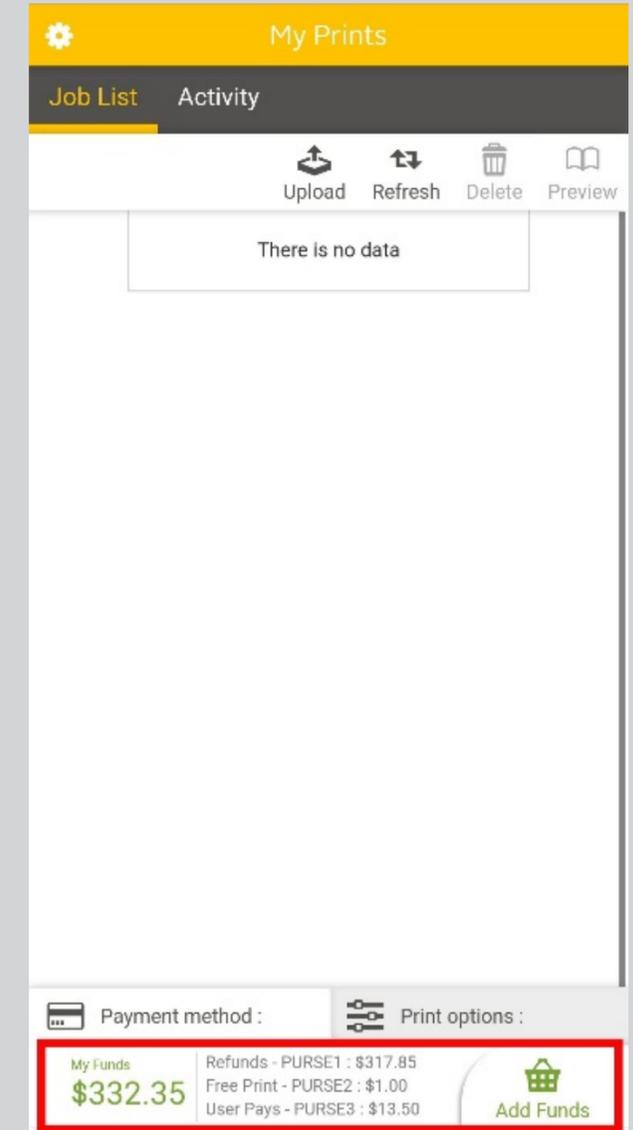
8. Upon successful login, you will see a screen like image C., showing your current available funds



A.



B.



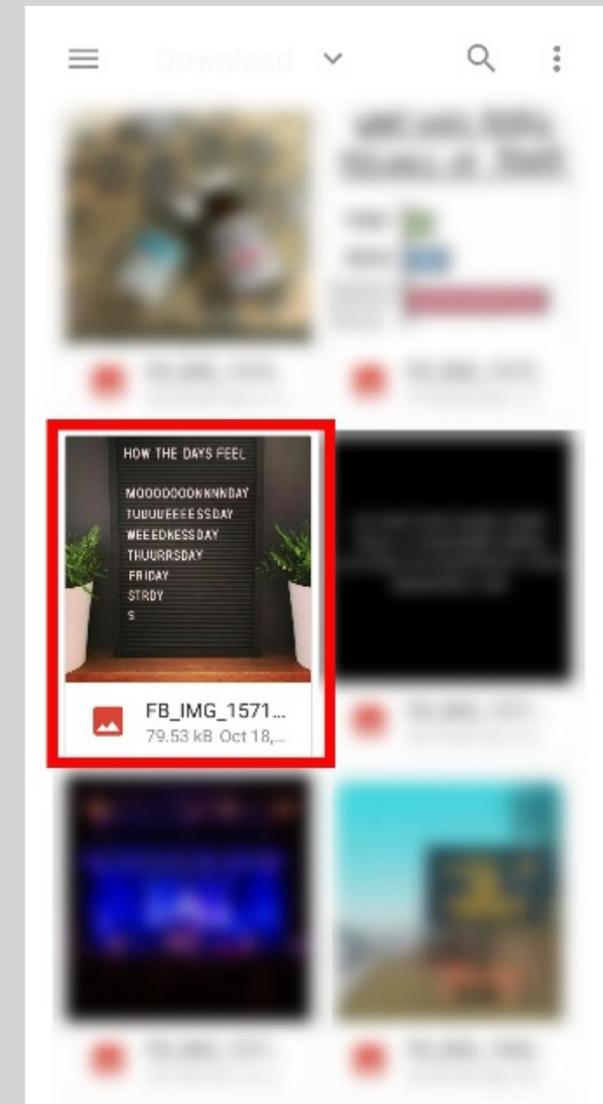
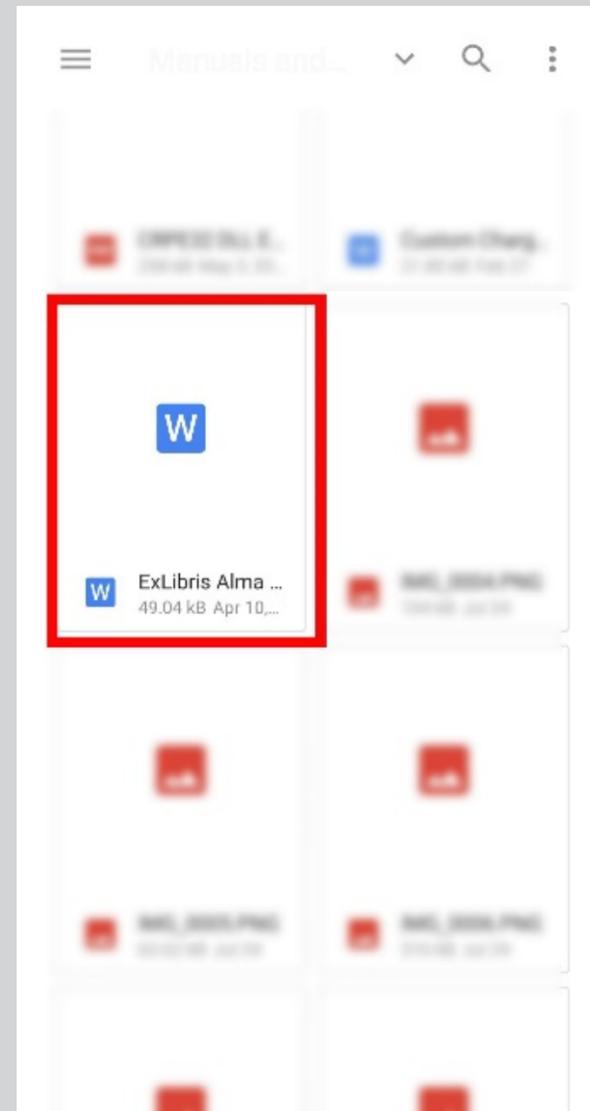
C.

# UPLOADING A FILE/PICTURE TO PHAROS PRINT

1. If you have a file (.docx, .pdf, etc.) or picture (.jpg, screenshot, photo, etc.) on your mobile device that you wish to print, tap on the Upload button in the Pharos Print app.

2. Browse to the location of the file/picture you wish to upload for printing (Files on phone, Dropbox, Onedrive, etc.)

3. Tap on the desired file/picture, and it will upload into the Pharos Print app and be processed to determine its cost

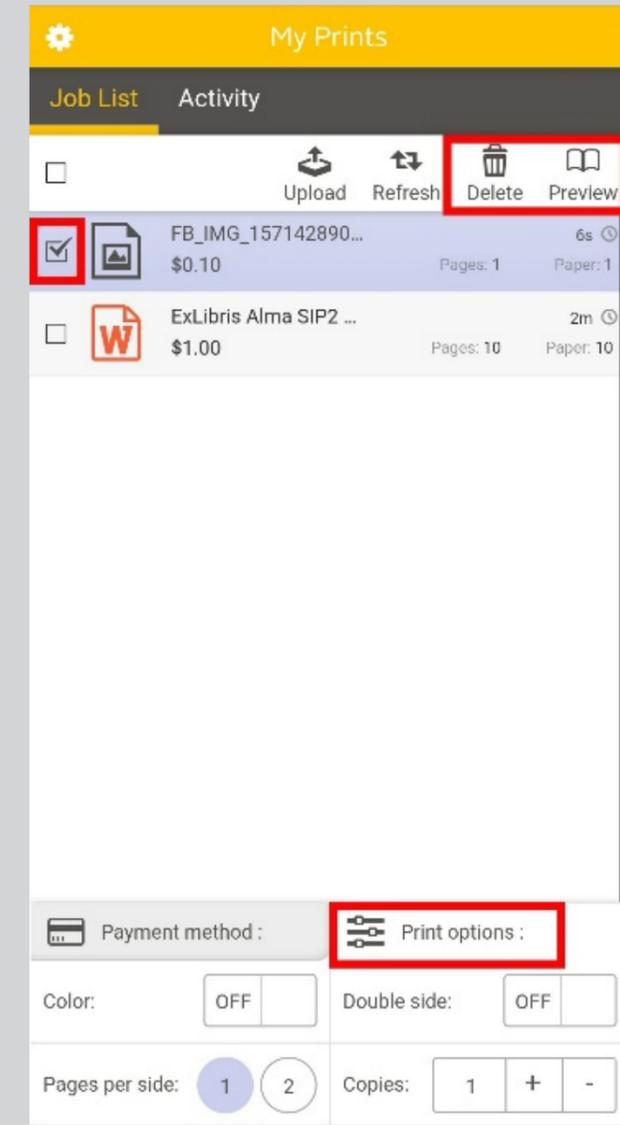
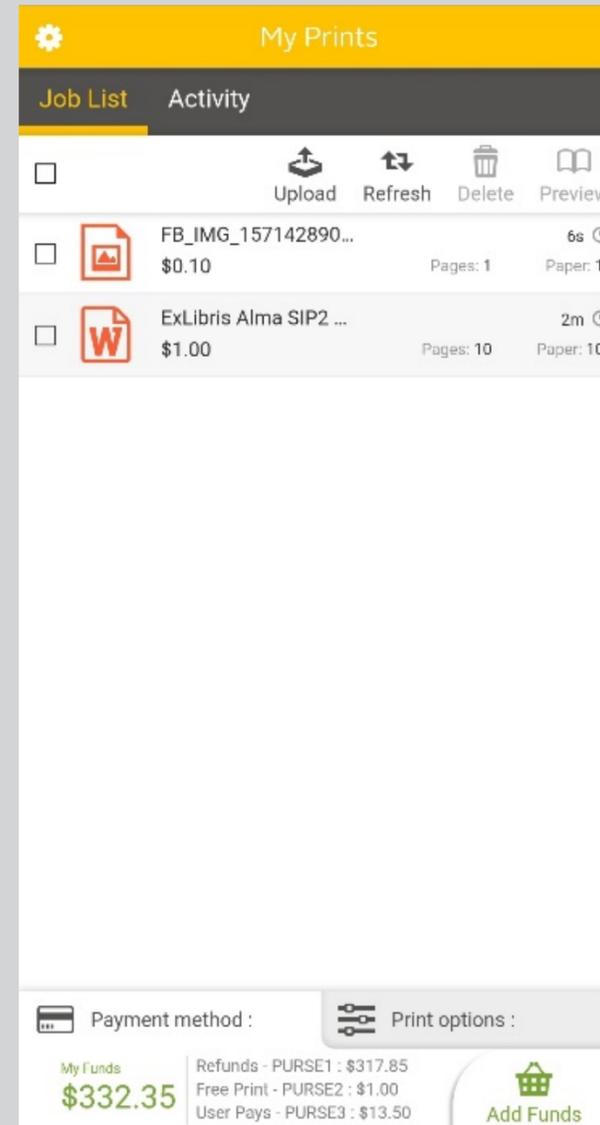


# VIEWING PRINT JOBS IN PHAROS PRINT

1. Once you have uploaded your print jobs to the Pharos Print app, you will see them listed along with the estimated cost and other details for each print job

2. Tap the checkbox next to a print job to enable a preview and to edit the finishing options

3. When you are ready, go to the Ottenheimer Library where the physical printers are located, and you will be able to release the print jobs



**Note: Print jobs will only be available for release for a 24-hour period.**