

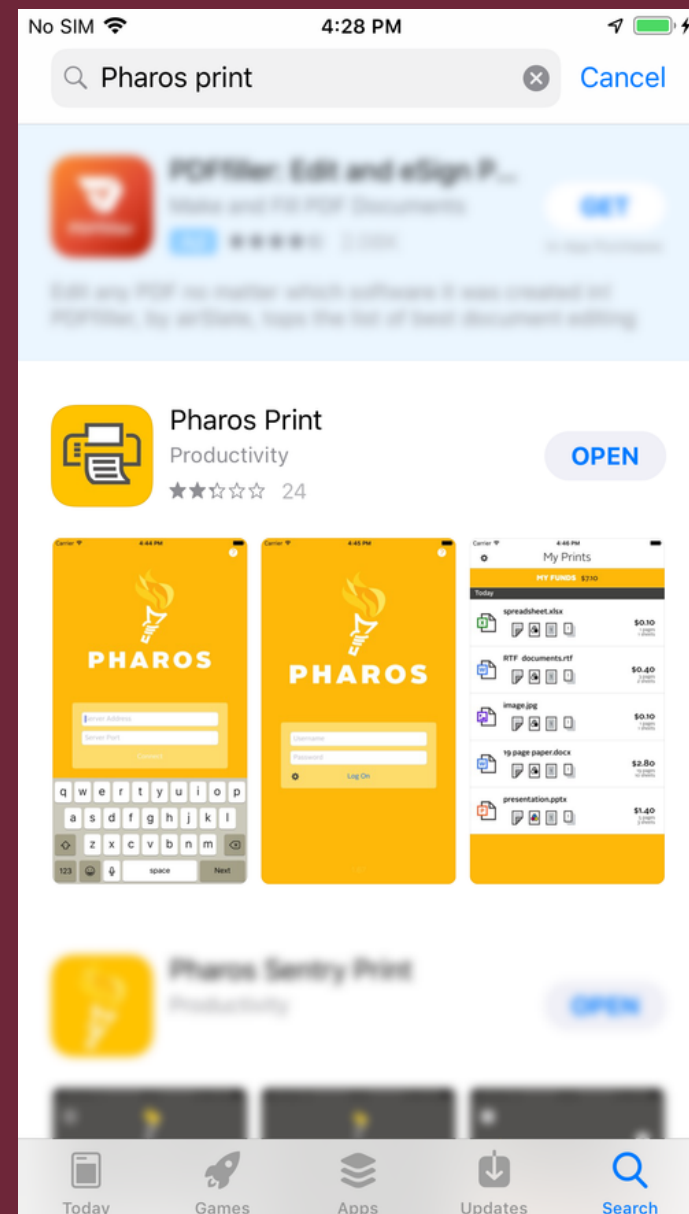
# MOBILE PRINT

## OTTENHEIMER LIBRARY'S NEW MOBILE PRINT

Print jobs from  
wherever you are.

**Download the Pharos print app for Apple phones**





# INSTALLATION AND INITIAL LOGIN

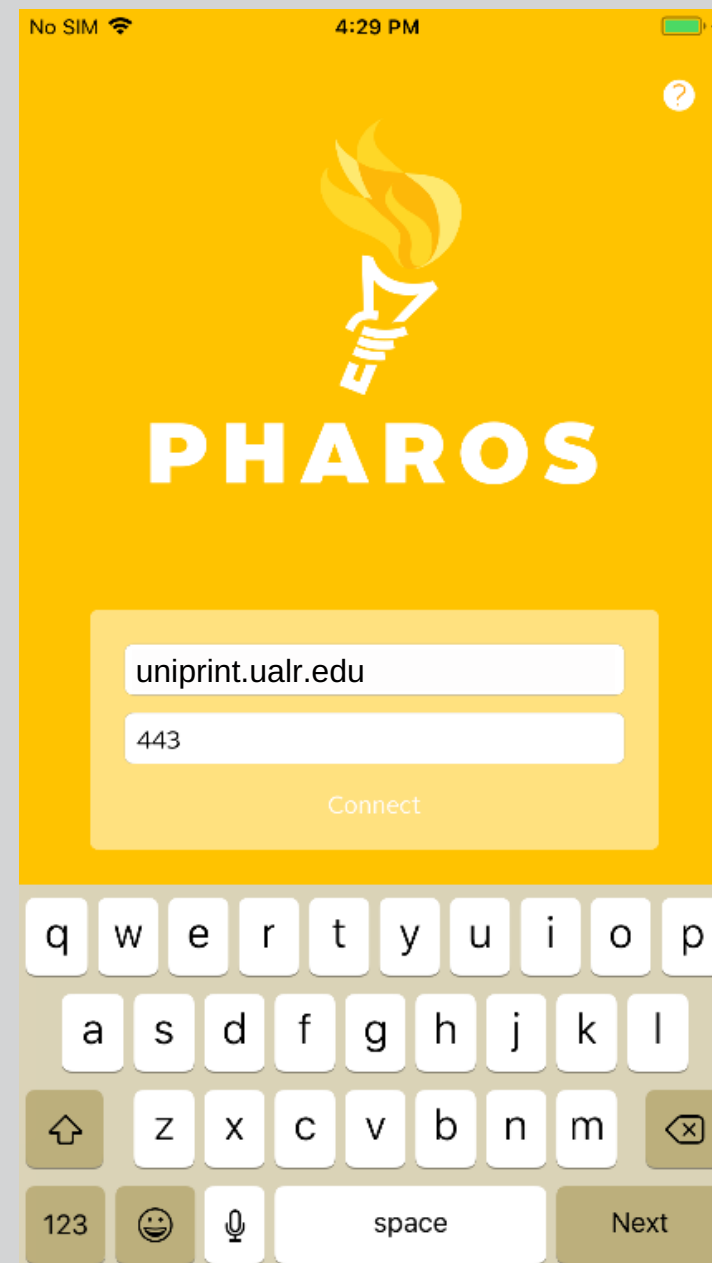
1. Go to the App Store and search for “Pharos print”
2. Once installed, launch the Pharos Print app
3. In the “Server Address” field, type **uniprint.ualr.edu** of the Print Center you wish to connect to (image A.)
4. In the “Port” field, type in 443 if it is not already filled in (image B.)

5. Tap “Connect”

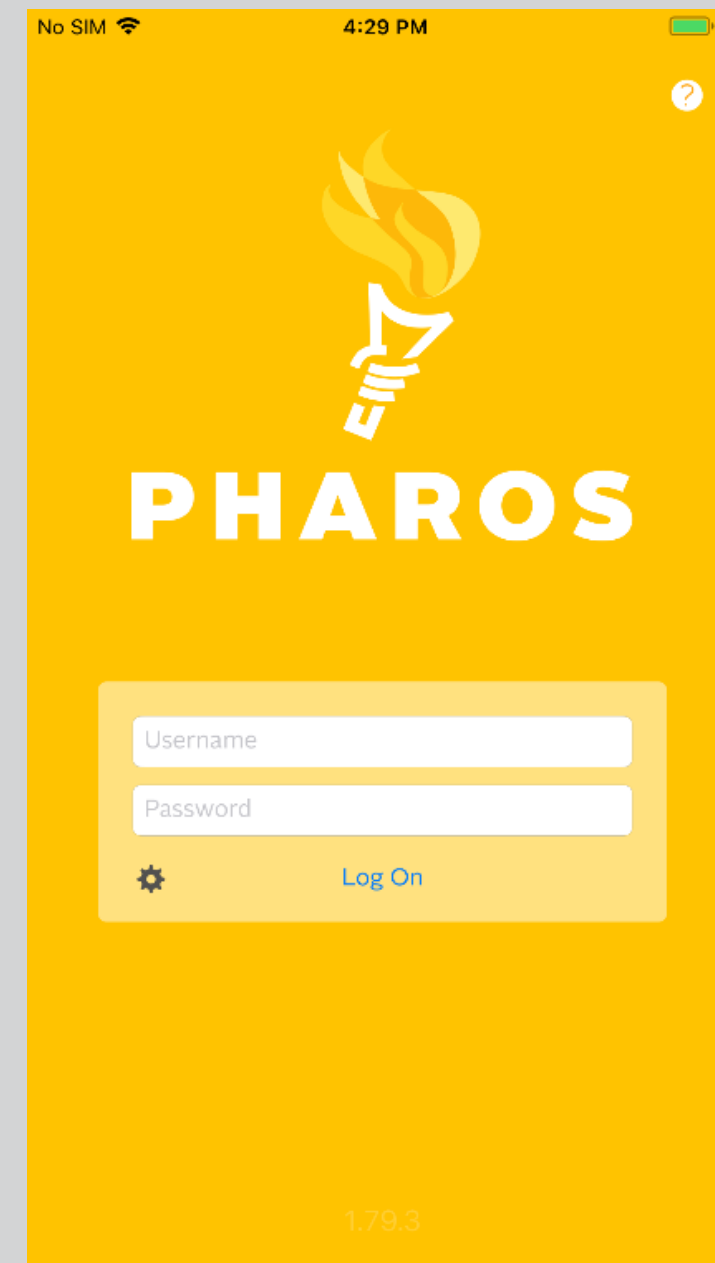
6. Enter your Active Directory Username and Password

7. Tap “Log On”

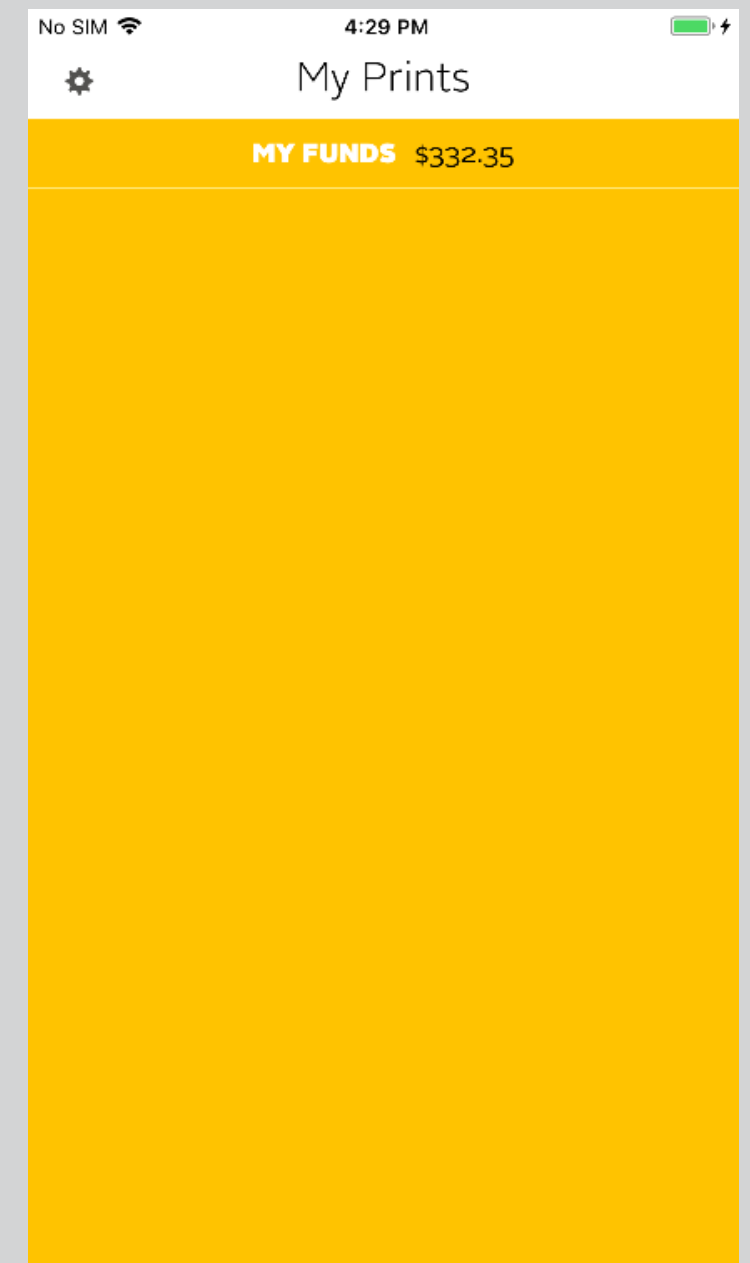
8. Upon successful login, you will see a screen like image C., showing your current available funds



A.



B.



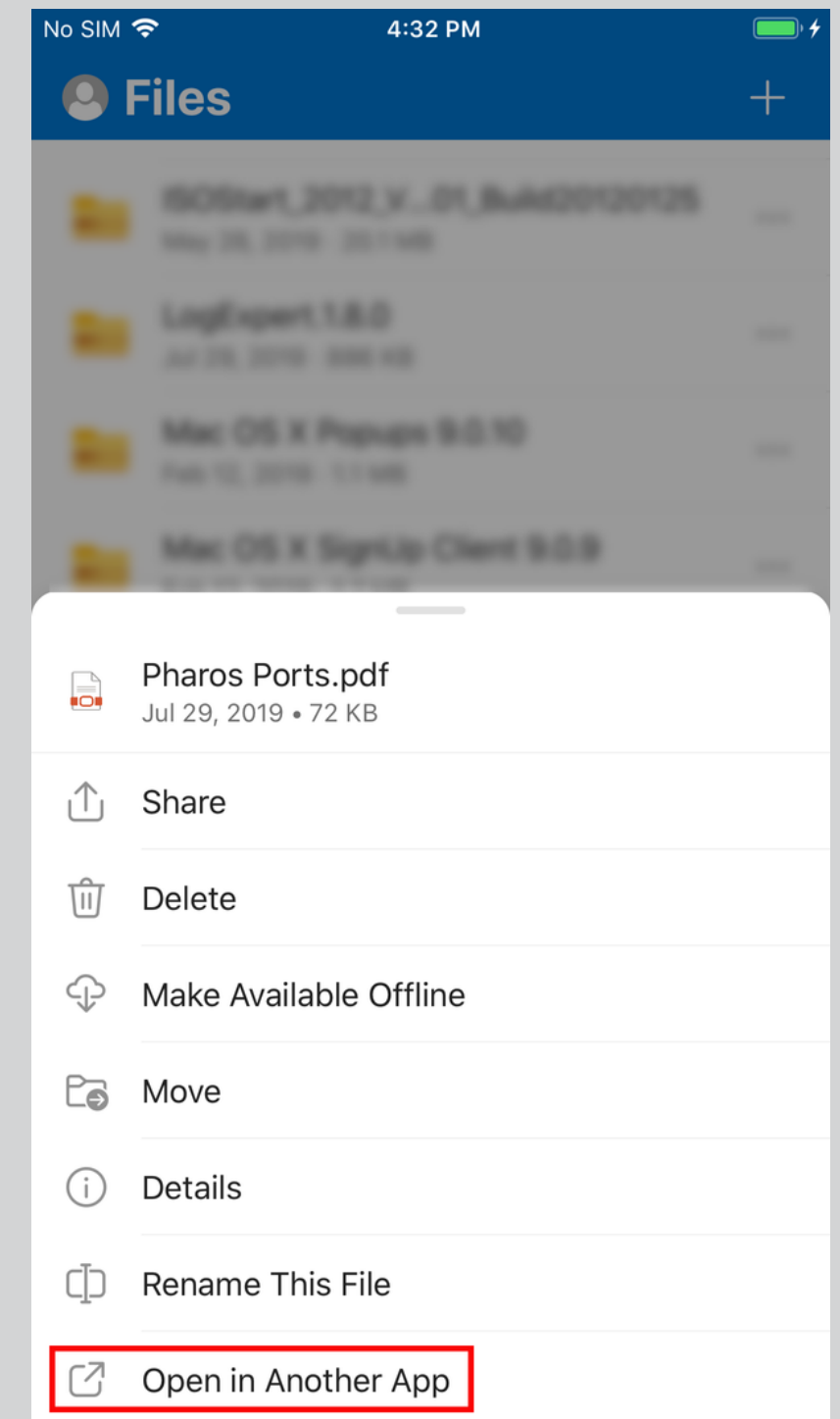
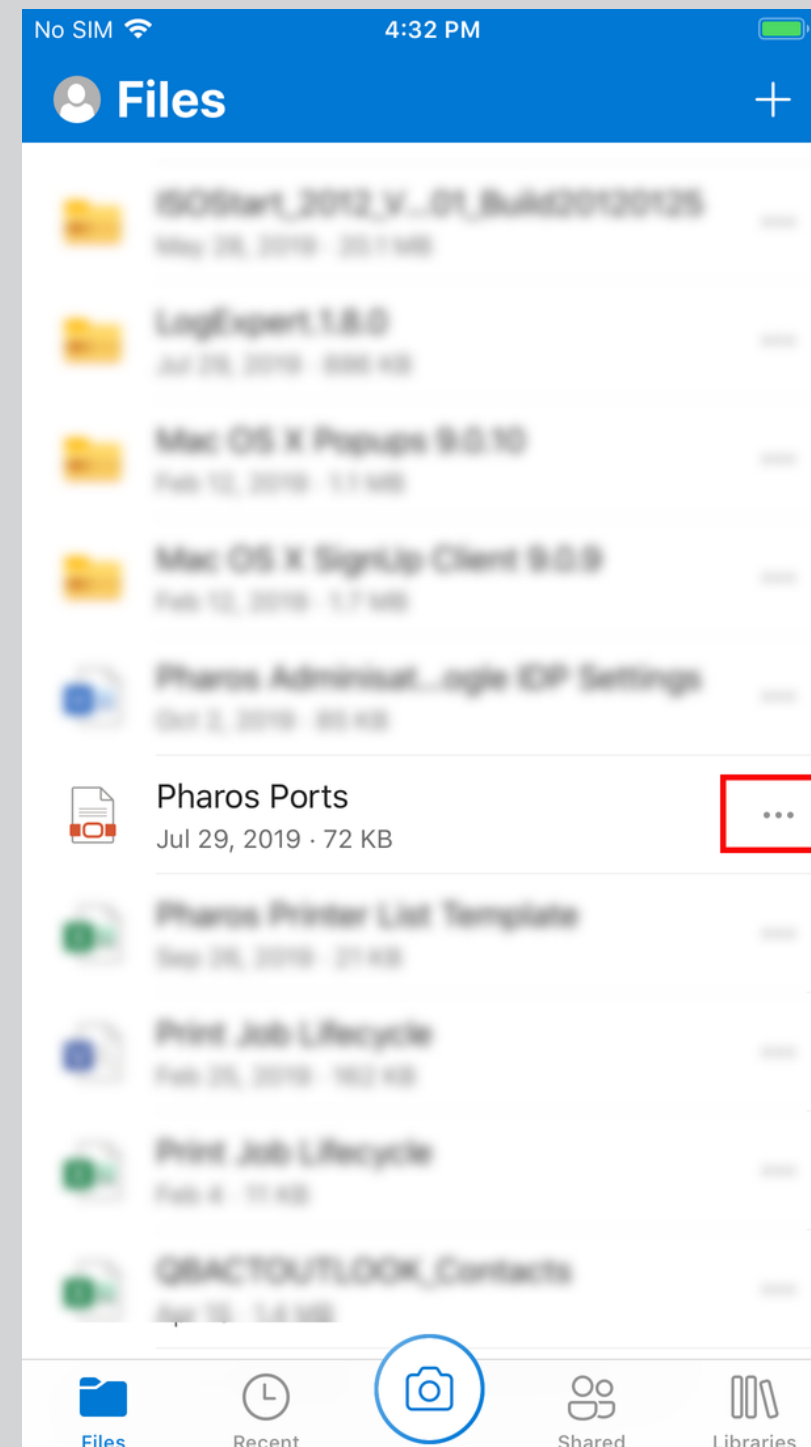
C.

# SUBMITTING A FILE TO PHAROS PRINT

1. If you have a file on your mobile device that you wish to print, browse to the file location (OneDrive, DropBox, Files, etc.)

2. Tap to open the menu for the file you wish to print (example shown is from OneDrive app)

3. In the menu that opens, tap “Open in Another App”

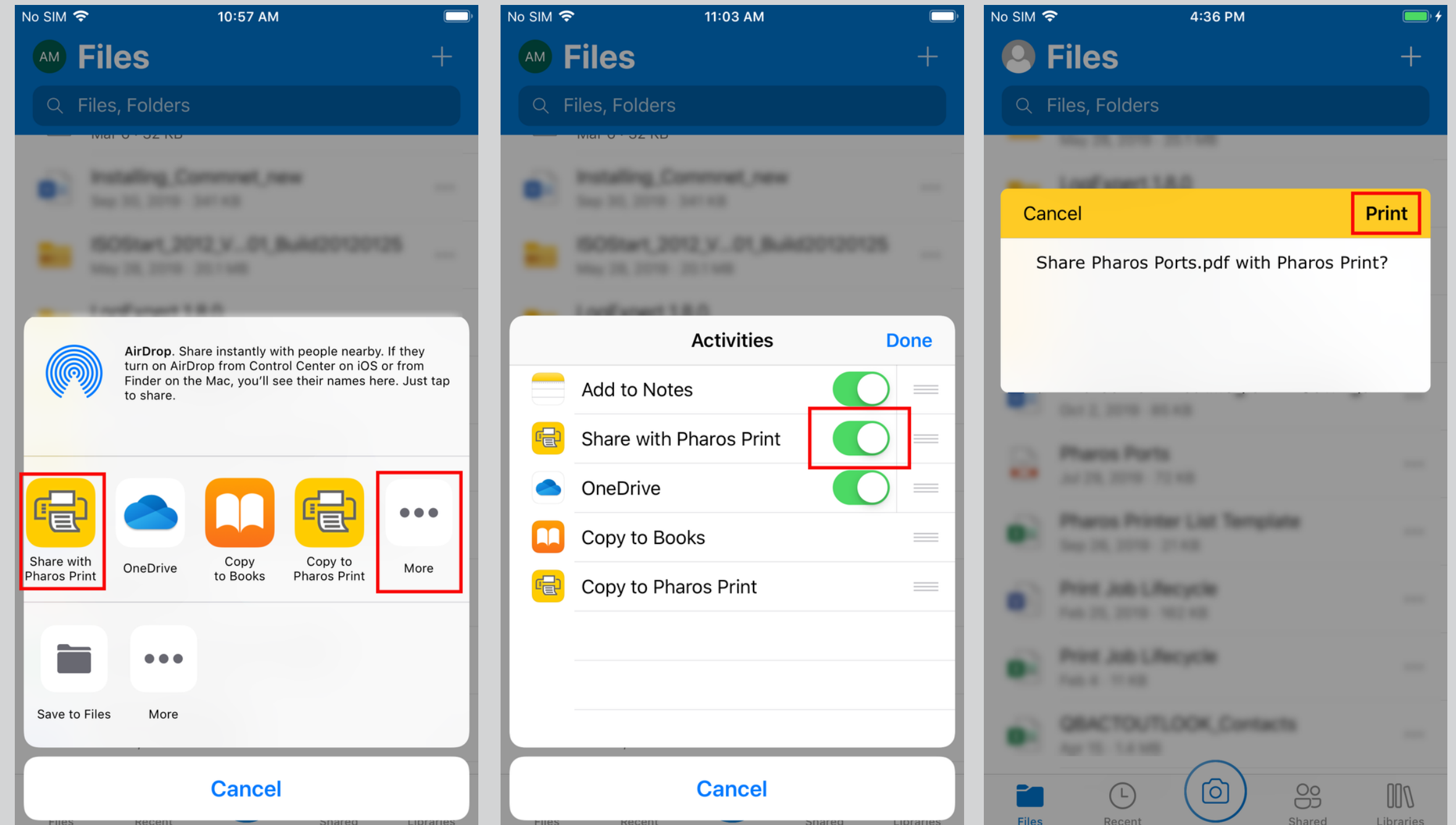


#### 4. Tap the “Share with Pharos Print” icon

- If the icon is not present, tap on “More” and then...
- Tap to toggle the “Share with Pharos Print” to on

#### 5. When you tap the “Share with Pharos Print” icon, it will ask you to confirm

#### 6. Tap “Print” – the file will be sent into Pharos Print



# SUBMITTING A PHOTO TO PHAROS PRINT

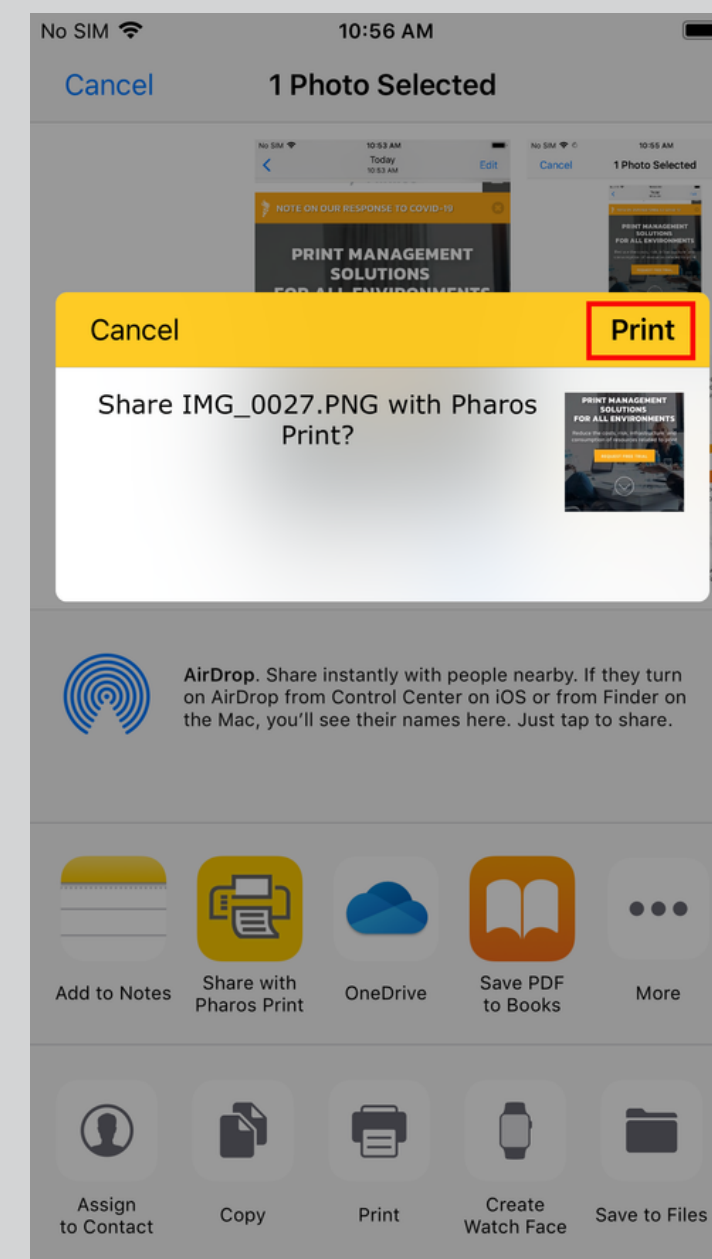
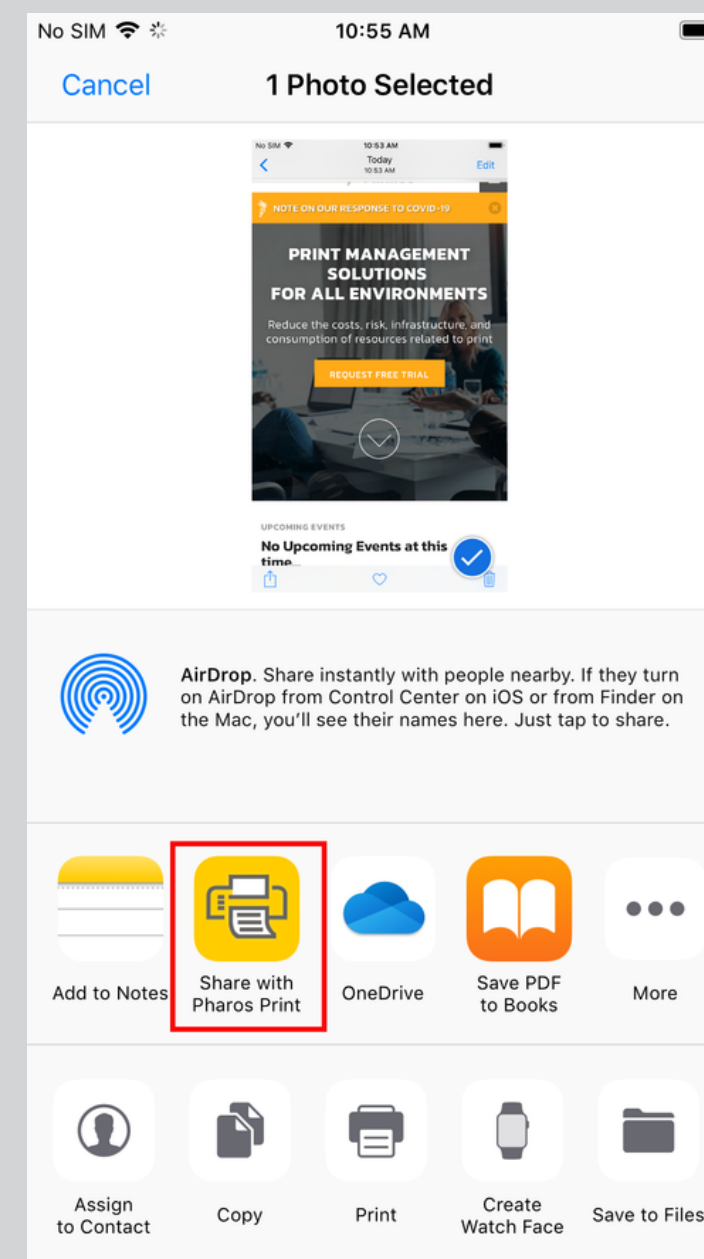
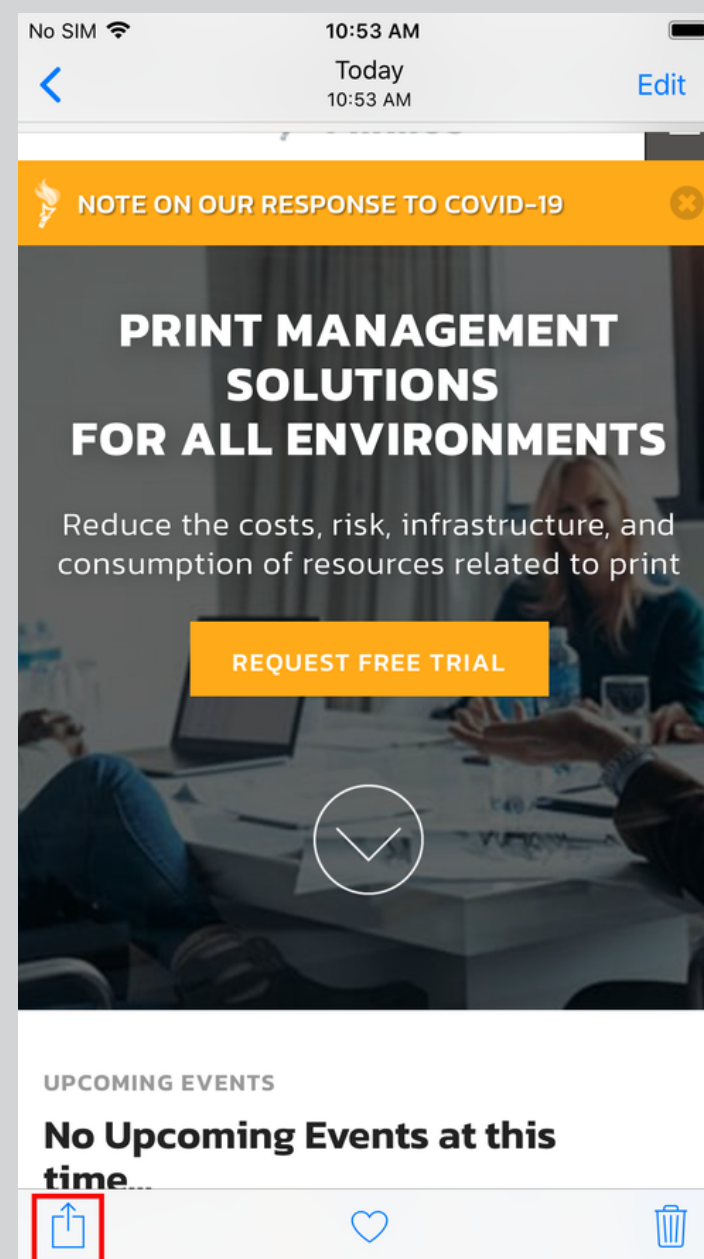
1. If you have a picture (photo, screenshot, etc.) on your mobile device that you would like to print, browse to it in the Photos app

2. Tap to select the menu at the bottom left of the screen

3. In the menu that opens, tap “Share with Pharos Print”

4. You will be asked to confirm

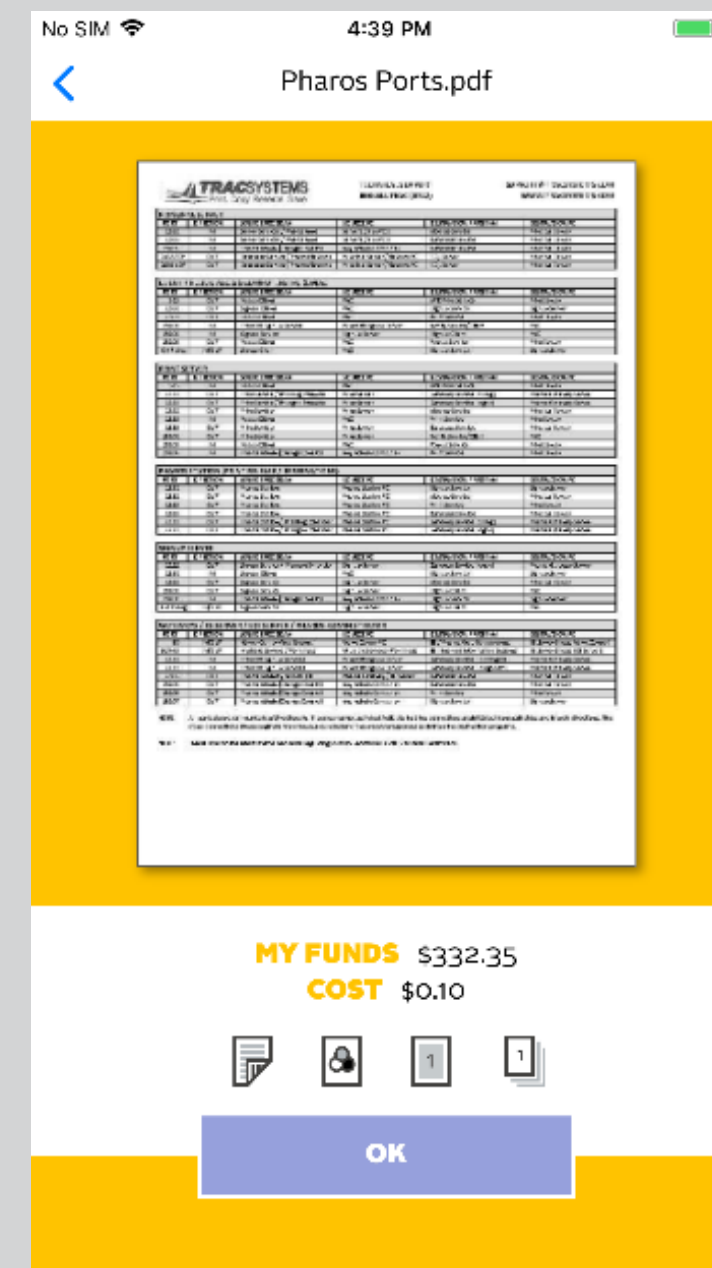
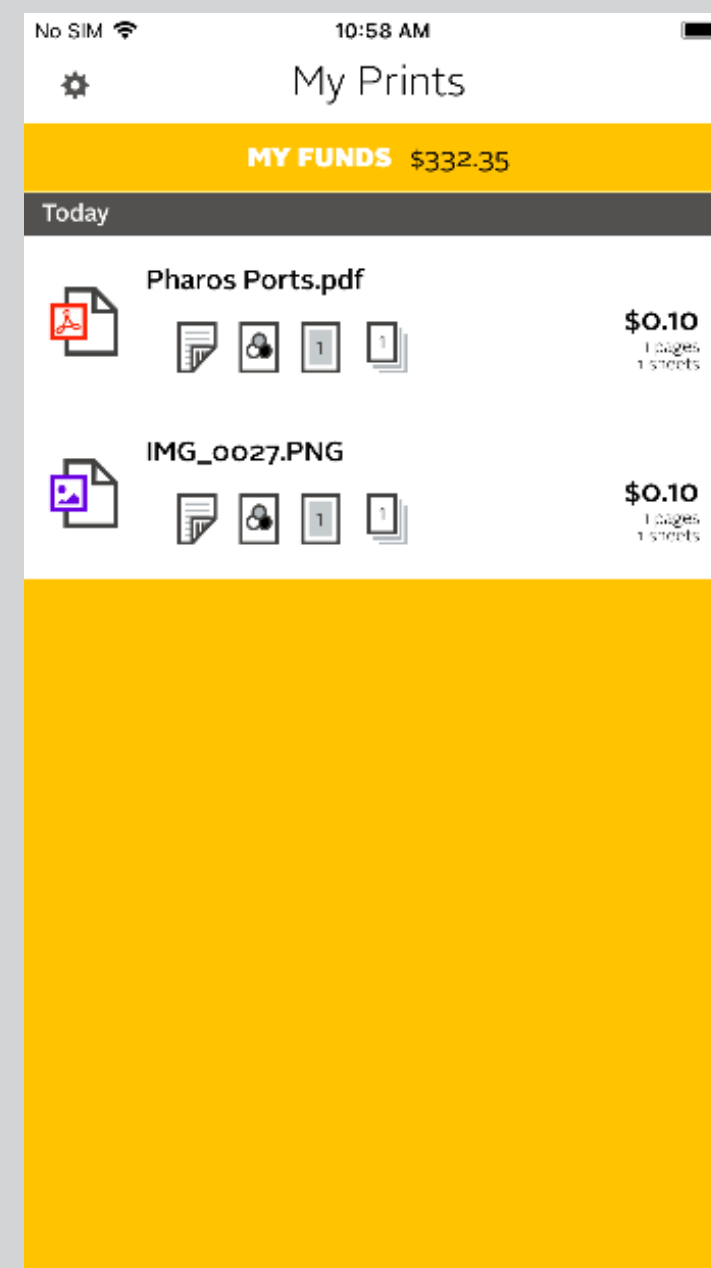
5. Tap “Print” to send the picture to Pharos Print





# VIEWING PRINT JOBS IN PHAROS PRINT

1. Once you have shared your print jobs to the Pharos Print app, open the app to view your pending jobs
2. Tap on one of the jobs for 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.