STUDENT PHAROS PRINT APP (ANDROID)

ABOUT THE PHAROS PRINT APP

The Pharos Print app allows registered credit students to submit documents from an Android device to the Harper College open labs or library. Print jobs can then be released at a release station using your HarperCard ID or at a pay station using HarperCard ID or Print and Debit card. Unreleased print jobs are deleted after 12 hours.

Please Note: *Currently, uploading directly from cloud storage apps (e.g. DropBox) is not available for Android devices. Documents must first be downloaded to your physical device and uploaded via the Pharos Print app.*

REQUIREMENTS

You will need a mobile device running an **Android OS 4.03 or later**.

GETTING STARTED

1. Download the **Pharos Print** app from the Google Play app store.
2. Start the Pharos Print app.
3. Enter the server address and port number.
   a. Server address:
      labprint.harpercollege.edu
   b. Port number: **443**
4. Tap **Connect**. The Pharos Print app will connect to the Pharos server and display a log on screen.
   Please Note: *If you receive an error message after correctly entering the server address and port number, completely close out of and restart the app. The log on screen should now display.*
5. Enter your **Username** and **Lab Password**, and then tap **Log On**.
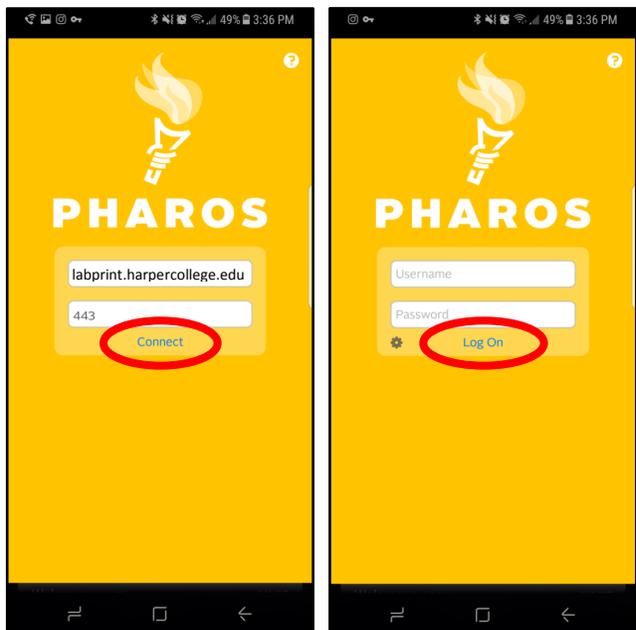
VIEW AVAILABLE PRINT CREDITS

Your available print credits can be viewed under **My Funds** in the **Payment method** tab.

As part of Harper College's ongoing green initiative and to reduce costs, credit students receive a print allocation of 500 pages per semester for printing in the open labs and Library.
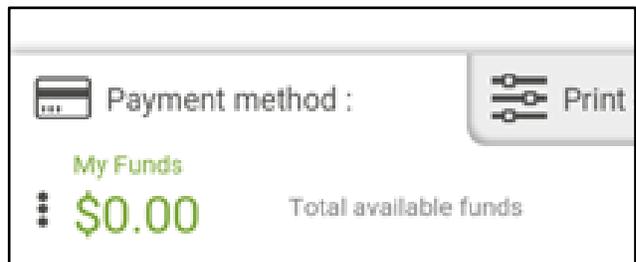
SUBMITTING A DOCUMENT

1. Tap the **Upload** icon.

2. Select your desired file.
   Please Note: *Documents must be saved on the physical device.*

3. Tap on a checkbox to select an item.

4. Edit finishing options under **Print options**:
   a. **Color:**
      All jobs default to B/W. You must select "ON" for the color option if printing to the color printer in Y203. The cost is $.50 per page and must be released using a pay station.

   b. **Double side:** Single or double sided printing
   c. **Pages per side:** Number of pages per side.
      Always select 1
   d. **Copies:** Number of copies

5. Tap **Preview** to view a document.

6. Tap **Delete** to remove an item from your queue.

7. Your document is now in your print queue and ready to be released at a printer/copier.
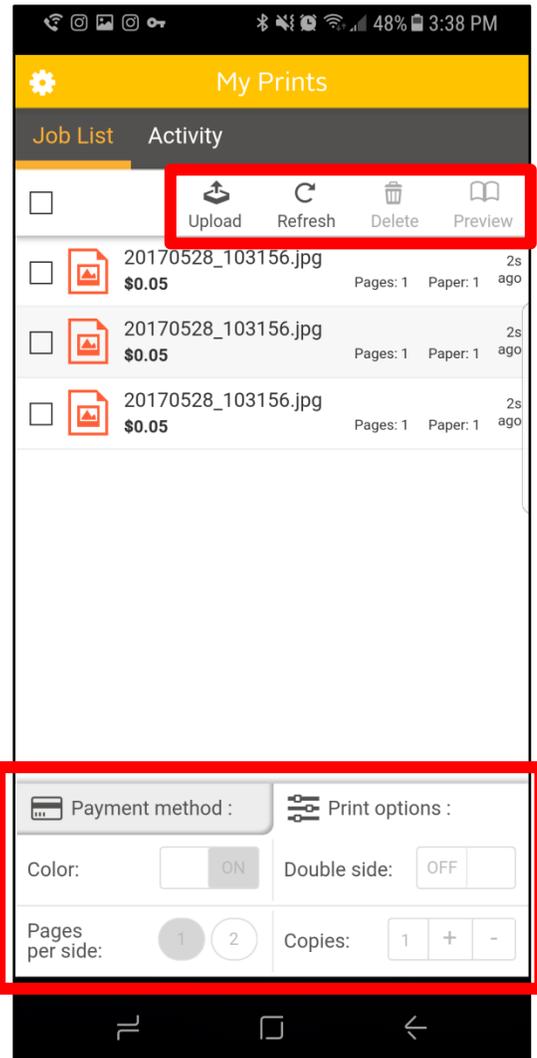
SUPPORTED FORMATS

The Pharos Print app supports the following file formats:
Microsoft Office® documents
Microsoft Outlook® files
PDF files
Images (JPG, GIF, PNG, BMP)
Text files (CSV, RTF & TXT)
OpenOffice documents