Student Pharos Print App (Apple iOS)
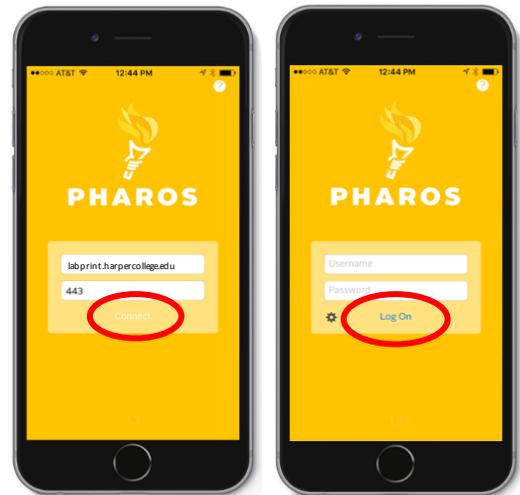
About the Pharos Print App

The Pharos Print app allows registered credit students to submit documents from an Apple iOS 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 your HarperCard ID or Print and Debit card. Unreleased print jobs are deleted after 12 hours.

Requirements

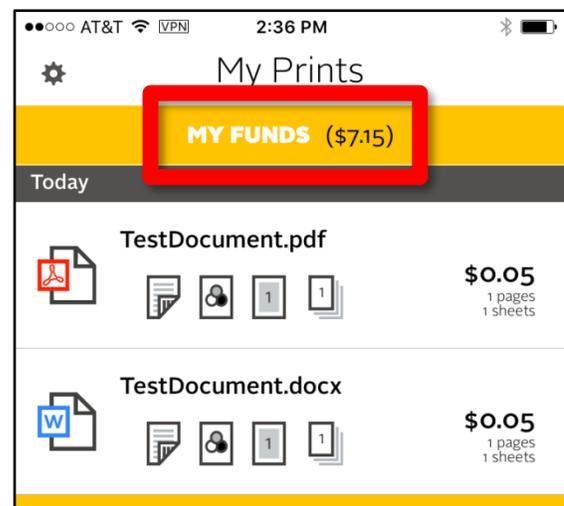You will need a mobile device running **Apple iOS 7.0 or later**.

Getting Started

1. Download the **Pharos Print** app from the Apple App Store.
2. Open 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 display a log on screen.
5. Enter your **Username** and **Lab Password**, and then press **Log On**.

View Available Print Credits

The amount displayed next to **My Funds** is your remaining print credit balance.

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.

1. Open a document within an app such as Microsoft Word.
   Please Note: *Not all apps are compatible with the Pharos Print app. Emails cannot be submitted using the Pharos Print app, only attachments within emails.*

2. Select the ⬆️ icon or "share/send a copy" option.
   Please Note: *The location or name of the icon/action option will vary per app.*

3. Select the **Import in Pharos Print** icon. The Pharos Print app will open.

4. Tap icons to make changes to finishing options.

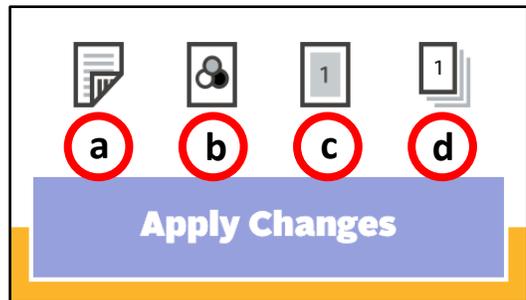   a. **Single or Double Sided:**
      Default: Double sided

   b. **B/W or Color:**
      All jobs default to B/W. You must select 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.

   c. **Pages per side:**
      Number of pages per side
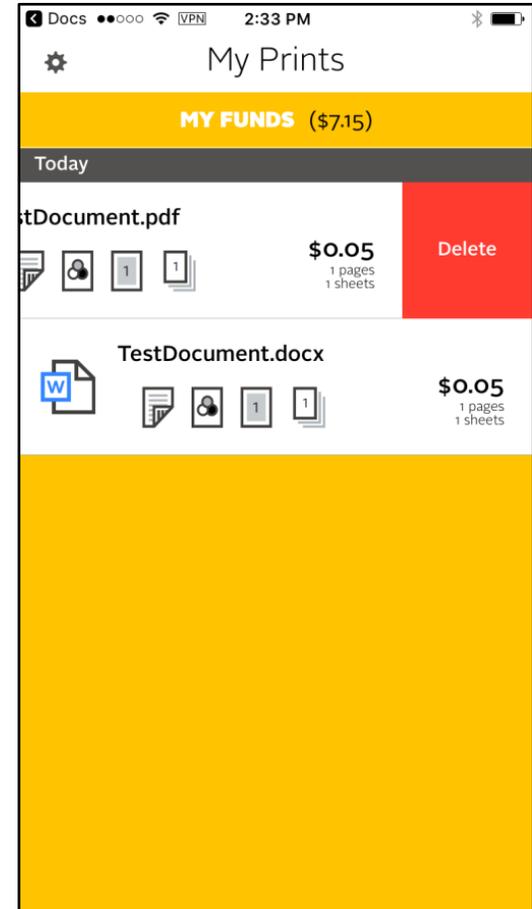
   d. **Number of copies**

5. Tap **Apply Changes**.

6. Tap the thumbnail to preview your print job.

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

8. Swipe left to delete a print job from your queue.

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