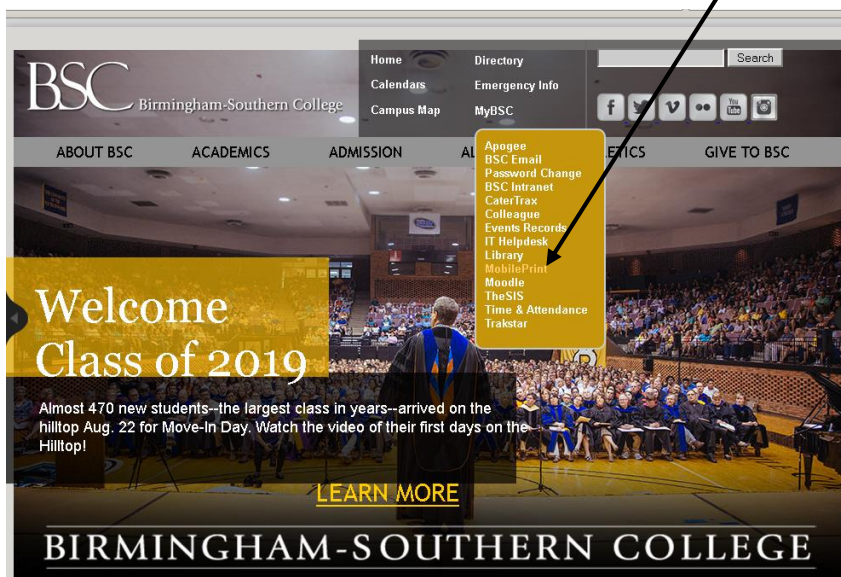


Using the Mobile/Wireless Print Feature

Information Technology@bsc.edu

The College implemented the Pharos Print Management system during the Summer of 2015. One of the features is Mobile or Wireless Printing. This document provides a short tutorial for using the system.

1. From the BSC homepage, click on MyBSC and choose Mobile Print:



2. You will then be re-directed to MyPrint Center (<https://mobileprint.bsc.edu/MyPrintCenter/>)

Login with your BSC username and password credentials (leaving off the "@bsc.edu")

Secure Login

BSC
Birmingham-Southern College

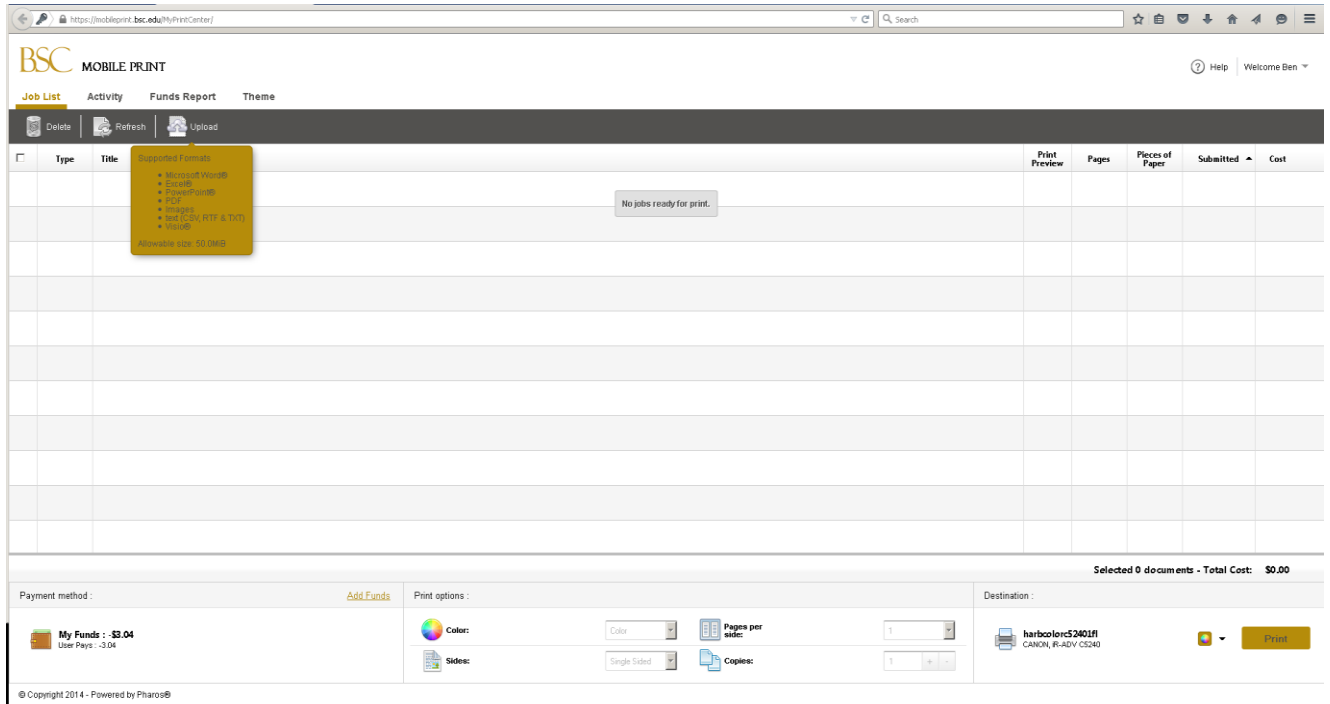
Username

Password

Keep me logged in

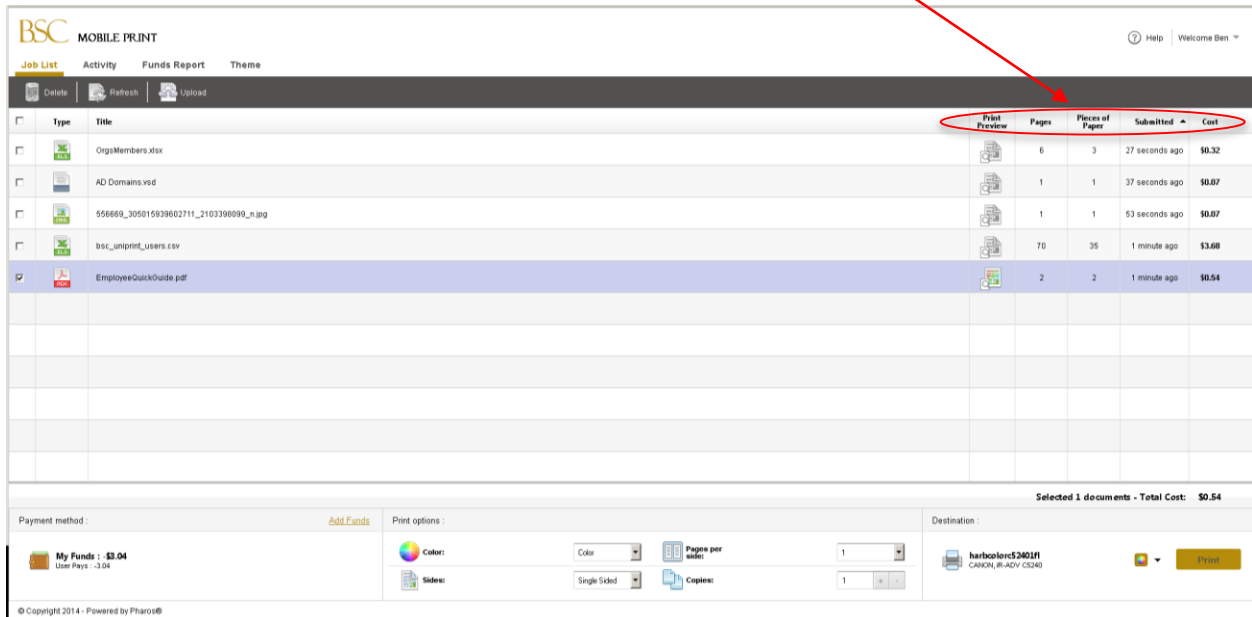
[I am a guest](#)

3. Once logged in, you are presented with this screen. Each section of this page is described below.



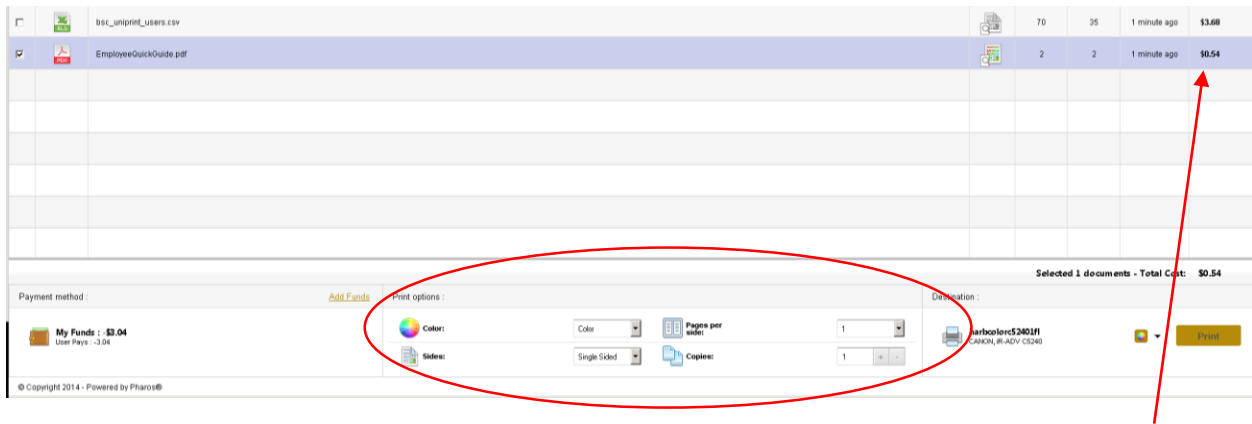
Job List – This is the current view/starting point

- Upload files to be printed from this screen. Accepted file types are: Word, Excel, PowerPoint, PDF, images, text files (.rtf, .csv, .txt), and Visio.
- Uploaded files will be displayed and allow for print preview, the number of pages to be printed, the number of sheets of paper to be used, as well as the cost.



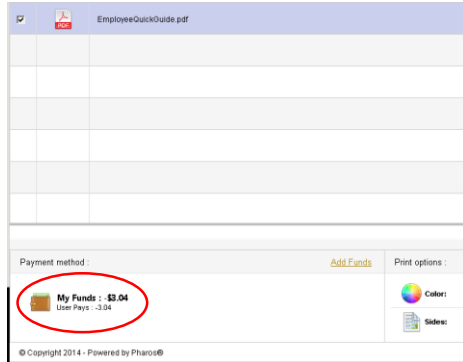
- You can select one or more files to choose options for by selecting the checkbox beside the filename. Items selected have a few options that can be changed, such as:
 - Color or Black/White printing
 - Single or Double Sided (also known as “simplex” or “duplex” printing)
 - The number of pages per side
 - The number of copies of each file to print

NOTE: Changes made will affect ALL selected files. Double check your settings before printing!!

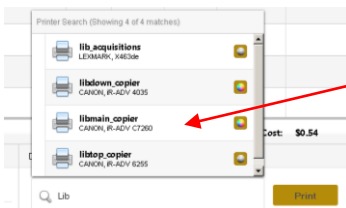


Note that as you make changes, the cost of each print job goes up or down depending on the options chosen.

- Your available print balance is shown in the bottom left:

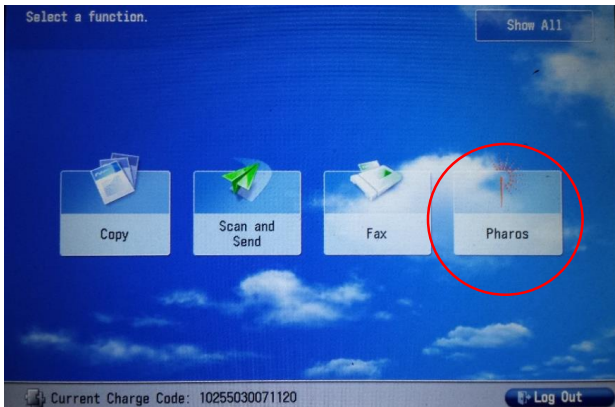


- Once you are ready to print, select the files or files to release, and choose a “release station” or printer/copier from the drop down menu in the lower right. NOTE: You may have to search for a release station...simply enter the first few letters of the building you want to release to and a listing for that location should appear from which you can choose.

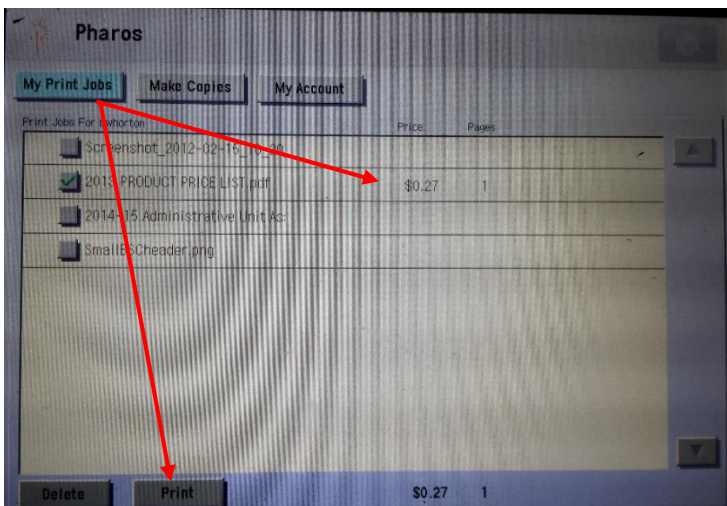


Choose your release station from the list or type a few letters to determine which devices are available

- Once you have selected your files, chosen the options for each, and selected your release station, click on the PRINT button to send the job to that printer and go pick up your print jobs.
- ALTERNATIVELY, you may simply upload your documents and choose the options for each, but NOT release them to a device. You may visit any of the public area copiers (Norton, Library, Olin, Humanities, SSC) and swipe your card or enter your login credentials and release the print jobs from the PHAROS button on the copier:



NOTE: You cannot make any changes or options to files using this method. Set those in MyPrintCenter before going to the device to release them



- Click the Print button to release the selected jobs immediately.
- Finally, you can send your file via an email attachment to print@bsc.edu. Jobs sent via email will appear in the MyPrintCenter as TWO distinct files, one being the email message itself and the other as the attachment. Options such as color or duplex are available as well.

BSC MOBILE PRINT

Job List Activity Funds Report Theme

Delete Refresh Upload

Type	Title	Print Preview	Pages	Pieces of Paper	Submitted	Cost
✖	Email Text File		1	1	9 seconds ago	\$0.07
✖	2013 PRODUCT PRICE LIST.pdf		1	1	9 seconds ago	\$0.07

Other Tabs

Activity – This tab gives a list of your print/copy activity

Funds Report – This tab shows financial transactions related to your account

Theme – This only appears for administrator accounts