

# Pharos Mobile Print Center

## Overview

Pharos Mobile Print Center will allow patrons with valid, full-service Metro Boston Library Network (MBLN) library cards to wirelessly send print jobs to release stations from their personal PC laptops and BPL PC laptops (this service cannot be used with MAC devices). A valid card is one that has less than \$10.00 in outstanding fees and has current registration information. Patrons must be connected to the BPL wireless network in order to use this service.

## Accessing Pharos Mobile Print Center from personal laptops, Windows tablets, and Android devices.

Connect to the BPL wireless network and log in.

Point your browser to: <https://mobileprint.bpl.org>

Enter your library card number and PIN

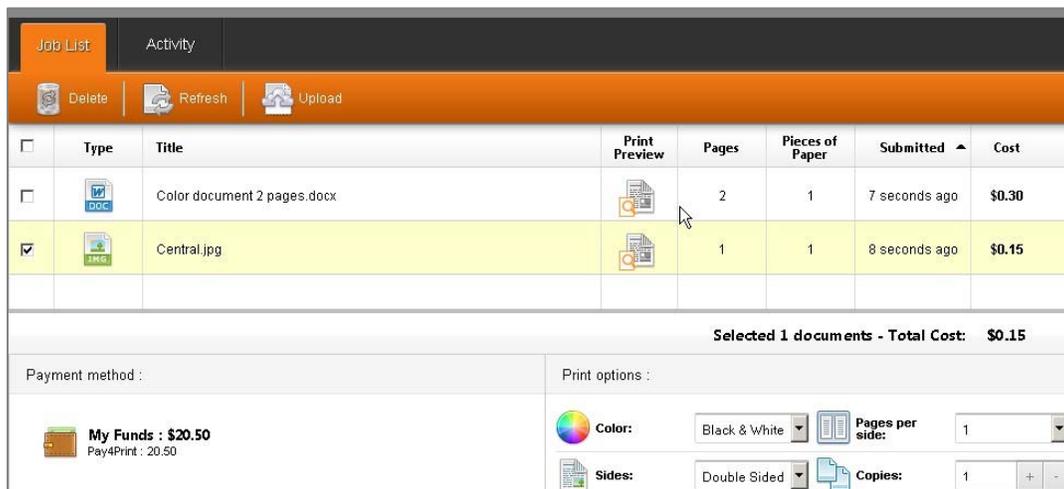
If you check the “Keep me logged in” checkbox, you will remain logged in for fourteen (14) days.

Otherwise, you will remain logged in for twenty (20) minutes.



The image shows a 'Secure Login' form for Pharos Systems. It features a logo with a stylized sunburst and the text 'Pharos Systems'. Below the logo are two input fields: 'Library Card' and 'PIN'. There is a checkbox labeled 'Keep me logged in' and a prominent orange 'Log in' button at the bottom right.

Once you log in, you see the Job list page of the Pharos Mobile Print Center which displays queued print jobs and your fund balance.



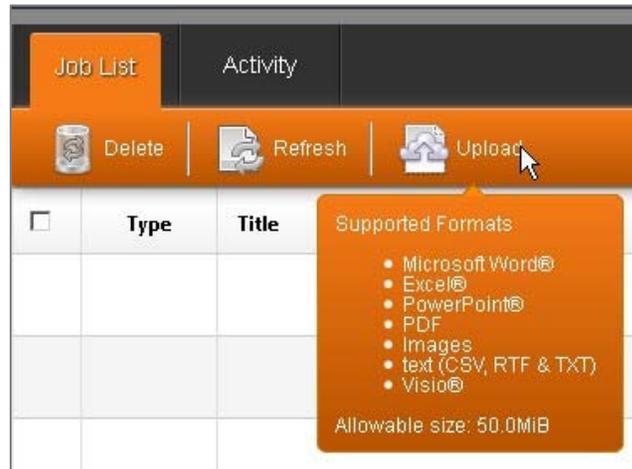
The screenshot shows the 'Job List' page of the Pharos Mobile Print Center. It has a navigation bar with 'Job List' and 'Activity' tabs, and a toolbar with 'Delete', 'Refresh', and 'Upload' buttons. The main content is a table of print jobs:

<input type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper	Submitted	Cost
<input type="checkbox"/>		Color document 2 pages.docx		2	1	7 seconds ago	\$0.30
<input checked="" type="checkbox"/>		Central.jpg		1	1	8 seconds ago	\$0.15

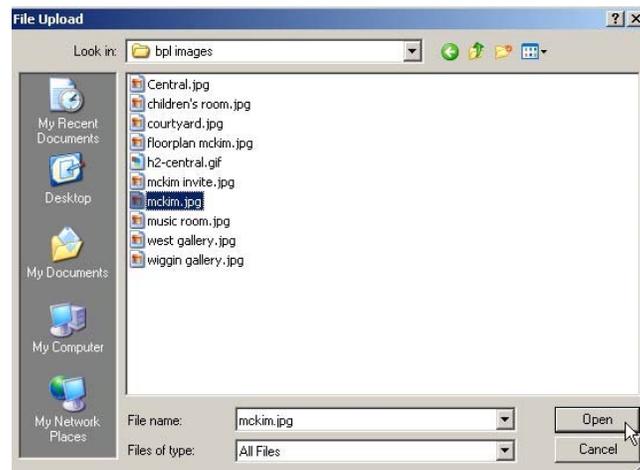
Below the table, it shows 'Selected 1 documents - Total Cost: \$0.15'. There are two sections: 'Payment method' and 'Print options'. The 'Payment method' section shows 'My Funds : \$20.50' and 'Pay4Print : 20.50'. The 'Print options' section includes 'Color' (set to Black & White), 'Pages per side' (set to 1), 'Sides' (set to Double Sided), and 'Copies' (set to 1).

## Uploading Documents for Printing

You can submit print jobs by uploading them via the Pharos Mobile Print Center. Click the Upload icon (found underneath the Job List tab). Uploaded jobs will remain in the queue for two (2) hours.



Browse your computer to the location of the document(s) you want to upload, highlight the item and select Open. The allowable size for uploads is 50MB.



## Supported Formats for upload

- Microsoft® Word
- Microsoft Excel
- Microsoft® PowerPoint
- Microsoft® Visio
- PDF
- Text (CSV, RTF & TXT)
- Images (JPG, TIFF, GIF, BMP)

## Changing printing options

Pharos Mobile Print Center allows you to change some printing options of print jobs:

- Black & White to Color or vice versa
- Single-sided to Double-sided or vice versa
- Number of pages per side (1 page or 2 pages per side)
- Number of copies

**Note:** Documents uploaded will default to black & white and single-sided. This means that if you upload documents in color and do not change the print option to “Print in Color” and/or “double-sided”, the documents will be printed in Black & White and single-sided.

Highlight the document whose attributes you wish to change.

In the Print Options section select the finishing option(s) you want to apply to your documents:

The image displays four sequential screenshots of the 'Print options' interface, illustrating how to change various settings:

- Screenshot 1:** Shows the 'Color' dropdown menu open, with 'Color' selected. The 'Pages per side' is set to 1 and 'Copies' is set to 1.
- Screenshot 2:** Shows the 'Sides' dropdown menu open, with 'Double Sided' selected. 'Color' is set to 'Black & White' and 'Pages per side' is 1.
- Screenshot 3:** Shows the 'Pages per side' dropdown menu open, with '2' selected. 'Color' is 'Black & White' and 'Sides' is 'Double Sided'.
- Screenshot 4:** Shows the 'Copies' spinner control being adjusted to 2. 'Color' is 'Black & White' and 'Sides' is 'Double Sided'.

## Checking my available balance

Your available balance is displayed at the lower left hand of the Pharos Mobile Print Center.

Payment method :

 **My Funds : \$20.50**  
Pay4Print : 20.50

## Viewing the cost of the print job

The cost of the print job is displayed on the right side of the line.

<input type="checkbox"/>		BPL Lantern.jpeg		1	1	1 hour ago	\$0.15
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## Viewing the cost for all print jobs in my queue

Highlight all the jobs in your list. The total cost is displayed on the lower right hand of the Pharos Mobile Print Center, above the Print Options box.

<b>Selected 5 documents - Total Cost: \$1.05</b>
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## Error messages

If the library card is not valid, an error message will appear. Patrons should contact staff at the circulation desk.

Secure Login



Pharos Systems

Username

Password

Keep me logged in

**The operation could not be completed. 'Sorry there is a problem with your library account. Please consult a staff member at the circulation desk to resolve the problem.'**

