

# Public Printing Process

## *Guide for Patrons Printing from Their Own Device*

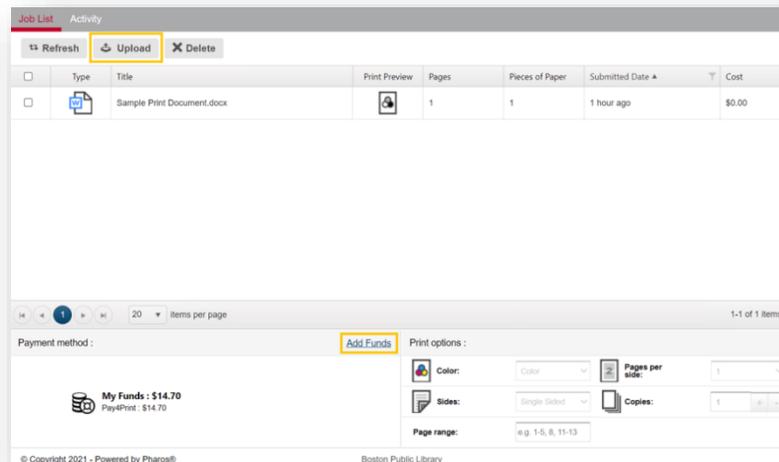
Patrons can add documents to their print queue from their own device either by uploading documents to <https://mobileprint.bpl.org/MyPrintCenter/> or through using a Pharos app on their mobile device.

### Printing from a Personal Computer

Documents can be uploaded to a print queue by going to <https://mobileprint.bpl.org/MyPrintCenter/> after logging in with your library card and pin. You must be connected to the library's public Wi-Fi network and accepted the terms and conditions to be able to access this URL.

Documents are uploaded to the print queue by clicking on the Upload button and then selecting the file that you would like to be printed. Once uploaded, you can select the document and modify the print settings such as whether to print in black and white or color, only print a selection of pages, etc.

You can also manage your print funds and can securely add funds via a PayPal transaction, either using PayPal funds or a variety of credit and debit cards.



### Printing from a Phone or Tablet

You could use <https://mobileprint.bpl.org/MyPrintCenter/> on your mobile device to upload documents to the print queue or the easier option might be to leverage the Pharos Print app, which takes a few minutes to install and set up but streamlines the process:

- iOS device users can download the Pharos Print app from [this link](#) in the Apple app store, or search the app store for Pharos Print.
- Android device users can download the app from [this link](#) in the Google Play app store, or search the app store for Pharos Print.

Reference: <https://community.pharos.com/s/article/Pharos-Print-App-Help-2057882583>

## Requirements

You will need a mobile device running either Apple iOS 13.0 or later, or Android OS 6.0 or later. On both devices, you can submit documents to print by using the Open In and Share (iOS) and Open (Android) command.

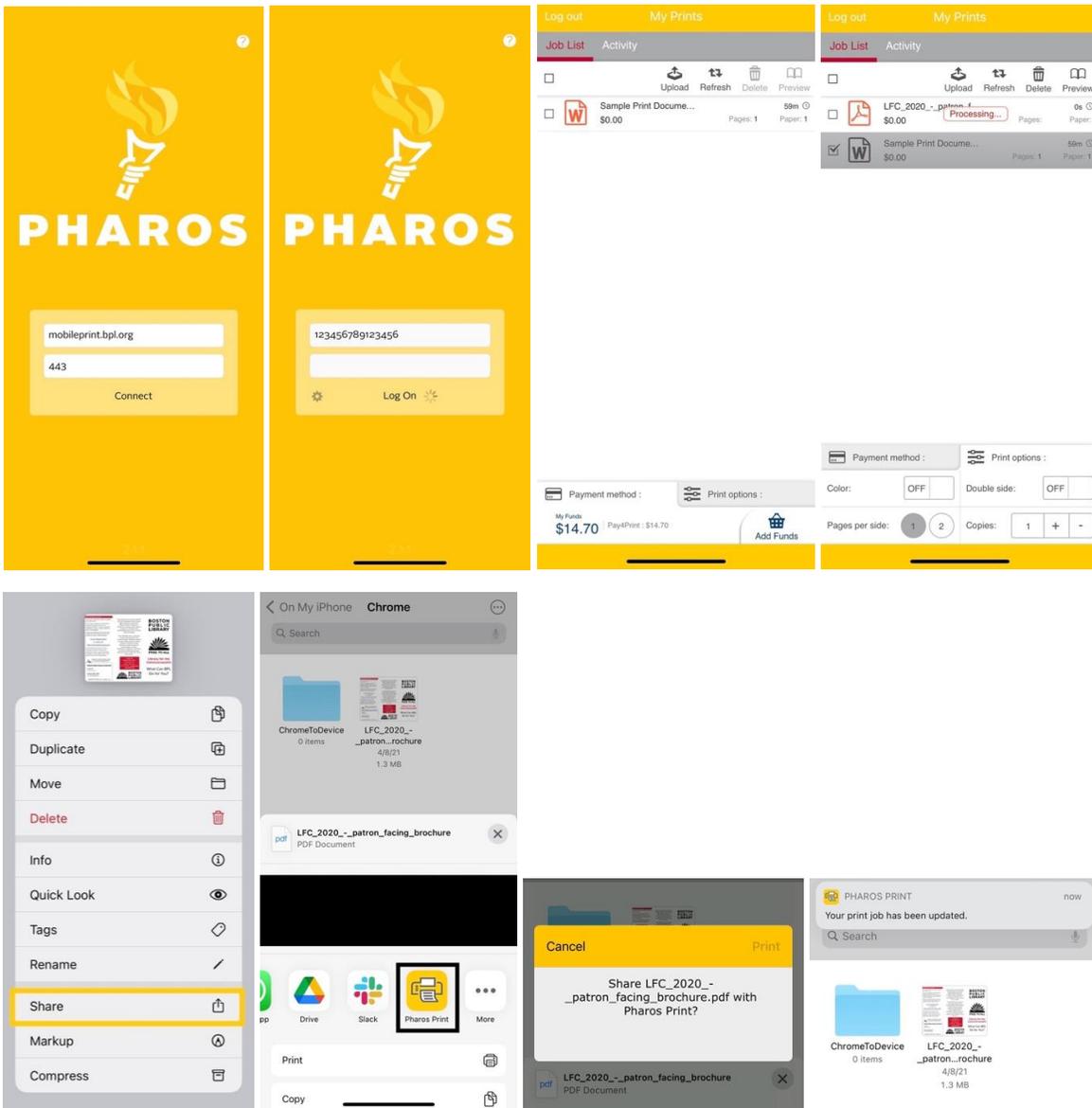
## Getting Started

1. Download the Pharos Print app from the Apple app store (for iOS devices) or the Google Play app store (for Android devices).
2. **Verify that you are connected to the Boston Public Library network and have accepted the terms and conditions.**
3. Start the Pharos Print app.
4. Enter the following server address and port number:
  - a. Server Address: **mobileprint.bpl.org**
  - b. Port Number: **443**
5. Press Connect - The Pharos Print app will connect to the Pharos server and display a log on screen.
6. Enter your library card number and pin, and then press Log On. You're can then begin using the app and more easily send photos and documents to your print queue.

## Uploading to Print Queue via App

1. Navigate to the file you would like to print
2. Tap Options -> Share -> **Pharos Print**
3. Confirm popup message by tapping **Print**
4. You will see confirmation that the print job has been updated

## iPhone App Screenshots



## Supported files

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