

Printing from Your Device

When connected to the *BostonPublicLibrary* Wi-Fi network, Patrons can add files to their print queue from their own device either by uploading files to PrintCenter.BPL.org or by using the iOS Pharos app on their mobile device.

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
- Visio®

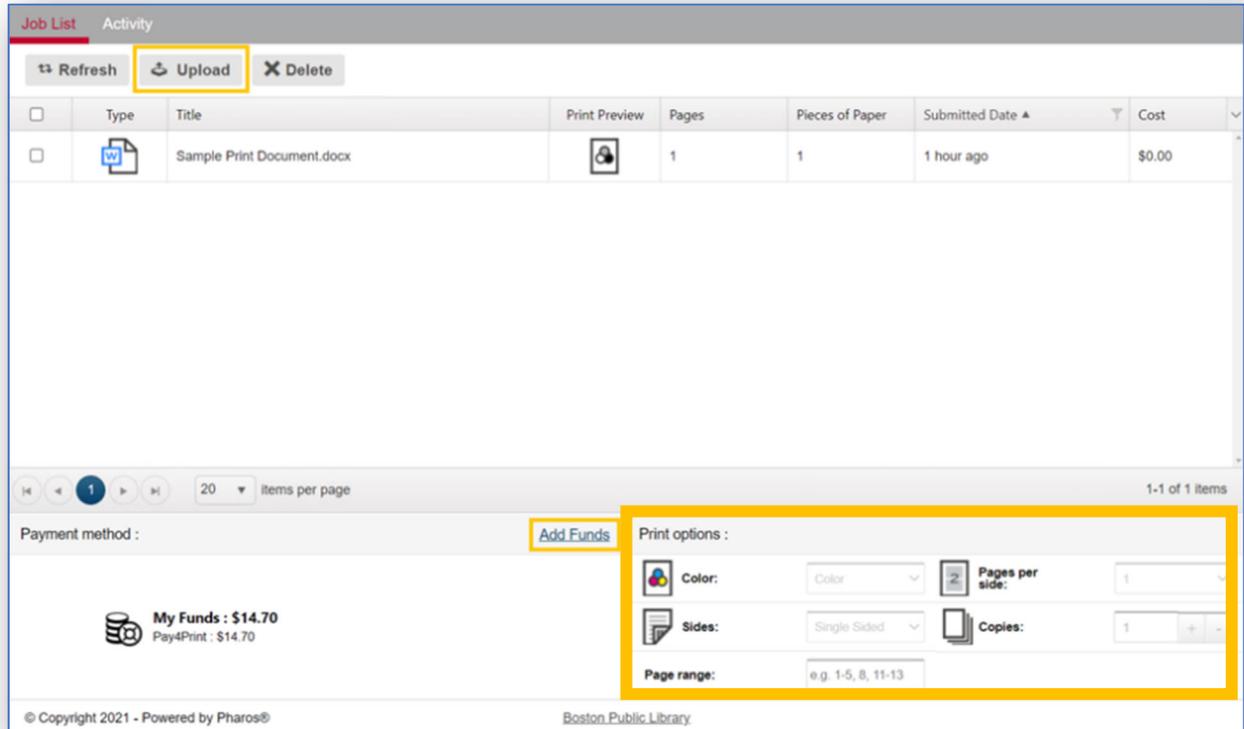
If you're having trouble uploading a file from a personal device, we suggest you try logging into a library computer and uploading from there. Mac computers using the Safari browser have been known to experience issues with uploading files.

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

Printing from a Personal Computer

- **Log in** to the ***BostonPublicLibrary* Wi-Fi network** and **accept** the **terms** and **conditions**.
- **Log in** to PrintCenter.BPL.org with your library card number and PIN **or** your Self-Service Account information. ***Note:** you must be on the *BostonPublicLibrary* Wi-Fi network

- Click the **Upload** button and then **select** the **file** to be printed.
- Once uploaded, you can select the file and modify the print settings such as printing in black and white or color, only printing a selection of pages, setting the number of copies, and determining how many pages per side.



- After you have uploaded your files, log into the Library's release station or Multi-Function Printer (Xerox) with your library card number and PIN **or** Self-Service Account information, and release the job(s) to the associated printer.

Printing from a Phone or Tablet

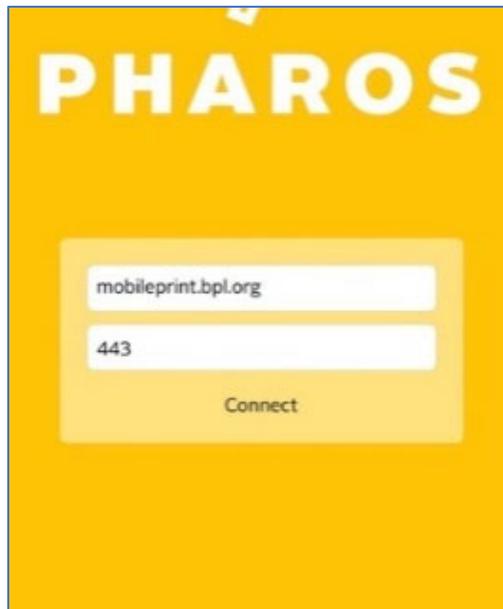
- You may use [PrintCenter.BPL.org](https://printcenter.bpl.org) on your mobile device or the IOS mobile app to upload documents to the print queue.
 - Follow the directions above for uploading your files.
- iOS device users can [install the Pharos Print app from the Apple App Store](#) or search the app store for “Pharos Print”.

Requirements

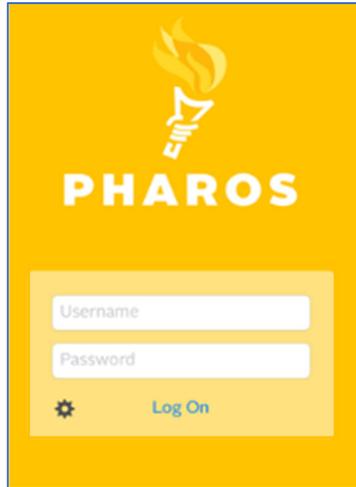
You will need a mobile device running Apple iOS 13.0 or later.

Printing from the Pharos App

- **Download** the **Pharos Print app** from the Apple app store
- **Log in** to the **BostonPublicLibrary Wi-Fi network** and accept the terms and conditions.
- **Start** the **Pharos Print app**.
- The **first time** you use the Pharos Print app, you will need to enter the following server address and port number:
 - Server Address: **mobileprint.bpl.org**
 - Port Number: **443**
 - Press **Connect** - The Pharos Print app will connect to the Pharos server and display a log on screen.



- **Enter** your library card number and pin **or** your Self-Service Account information, and then press **Log On**. You can then begin using the app to send photos and documents to your print queue.



Uploading to Print Queue via App

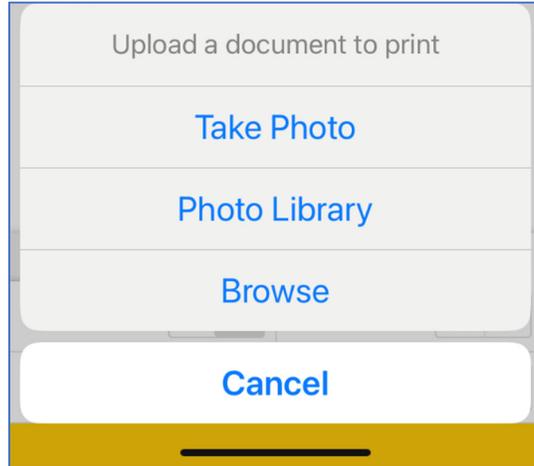
There are two ways to upload the file you would like to print via the app. This instructions may be slightly different depending on your iOS version and Pharos App updates.

Option 1:

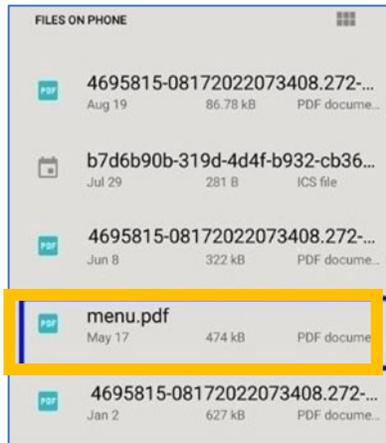
- From the Pharos App, tap **Upload**



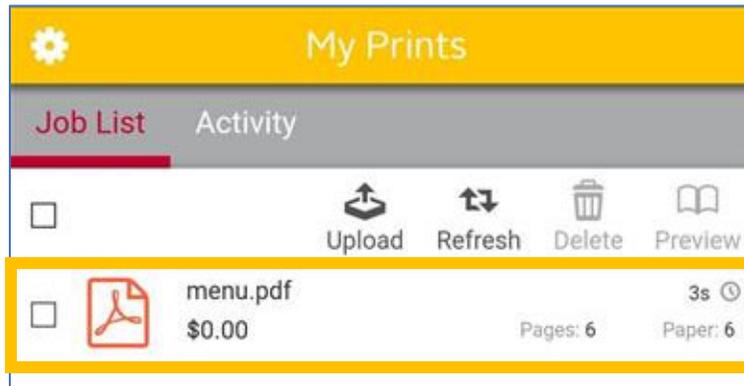
- You will be prompted to **choose a location** for your **file** or take a **photo** (you must authorize the camera to take a photo or allow access to your Photo Library)



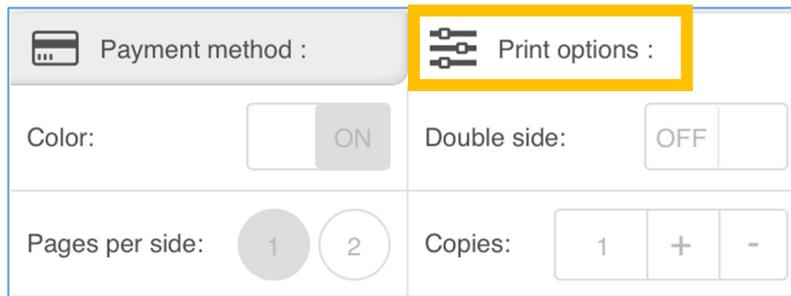
- **Navigate** to the desired **file**



- You will see the document in your Job list

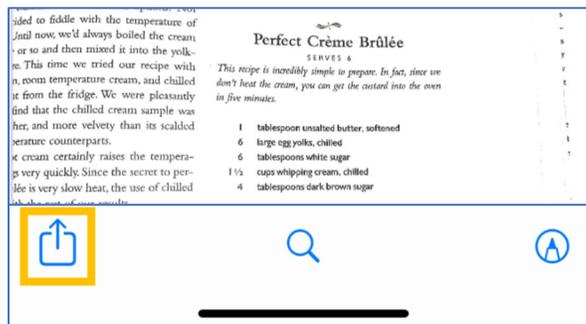


- Make any changes to your settings from the printer set up options

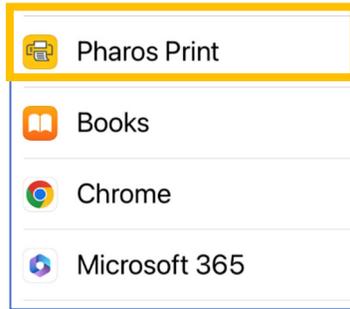


Option 2:

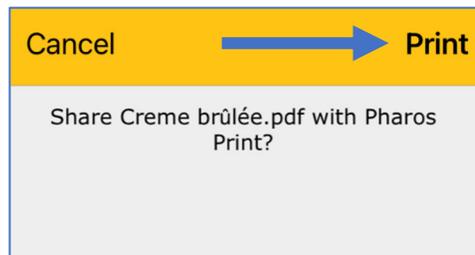
- **Navigate** to the **file** you would like to print.
- Tap **Options**



- **Select** the **Pharos Print App**



- Confirm popup message by tapping **Print**.



- You **may** see confirmation that the print job has been updated.
- Open the Pharos Print App to make any changes to your print settings.

Retrieving your prints

Log in using your library card number and pin, **or** Self Service Print account login to the Multi-function Printer (Xerox), or the associated release station, which can be found next to each printer

From there, you can release the job(s) to be printed. Please see our other guides on <https://bpl.org/printing> or ask a staff member for more help.