



To access My Print Center iOS App

NOTE:

- To use the My Print Center Mobile App feature, make sure you are connected to the University's wireless network.
- **First time users**, do the following:
 - Download the **Pharos Print** App from the **App Store**



Pharos Print
Pharos Systems International

+ OPEN

- When you open the application, you will be prompted to accept or decline push notifications from your phone.
- You will then be prompted to provide a Server Address and Server Port.

- Server Address:
printcenter.saintpeters.edu
- Server Port: **443**

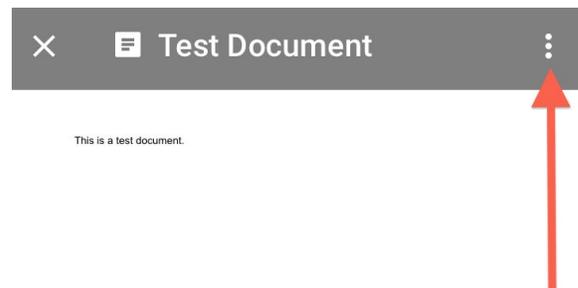
A screenshot of the Pharos Print app interface. It features a yellow background with the Pharos logo (a hand holding a flame) and the word "PHAROS" in white. Below the logo are two input fields: the first contains "printcenter.saintpeters.edu" and the second contains "443". A "Connect" button is visible at the bottom of the form.

- You will be prompted to provide your Saint Peter's University username and password.

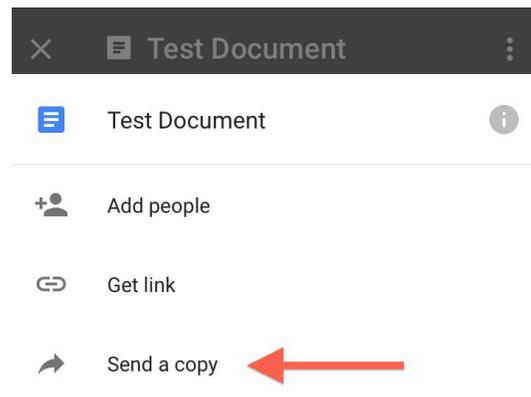
Switch to the App that you want to print to upload your documents to My Print Center:

NOTE: The file has to be on Google Drive, Pages, or Numbers. Local files including pictures & emails from the Gmail App need to be uploaded to Google Drive first in order to print.

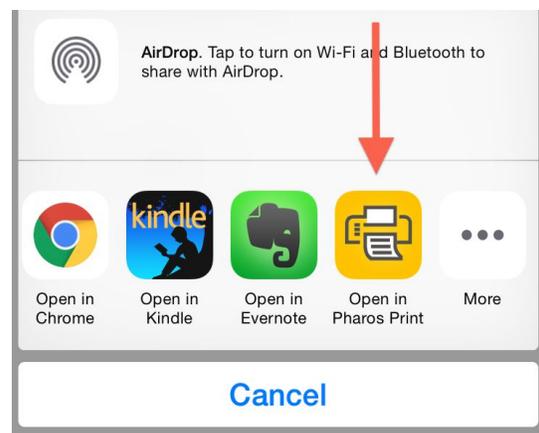
1. In Google Drive, open the document and click the 3 vertical dots (menu button).



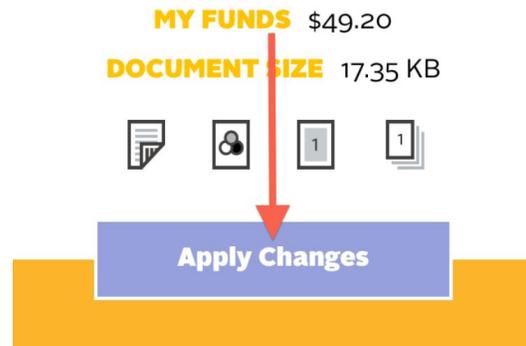
2. Click **Send a Copy**.



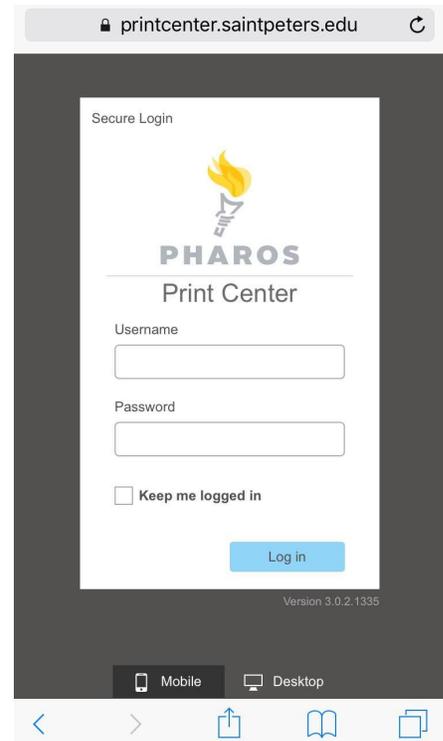
3. Click **Open in & select Pharos Print**.



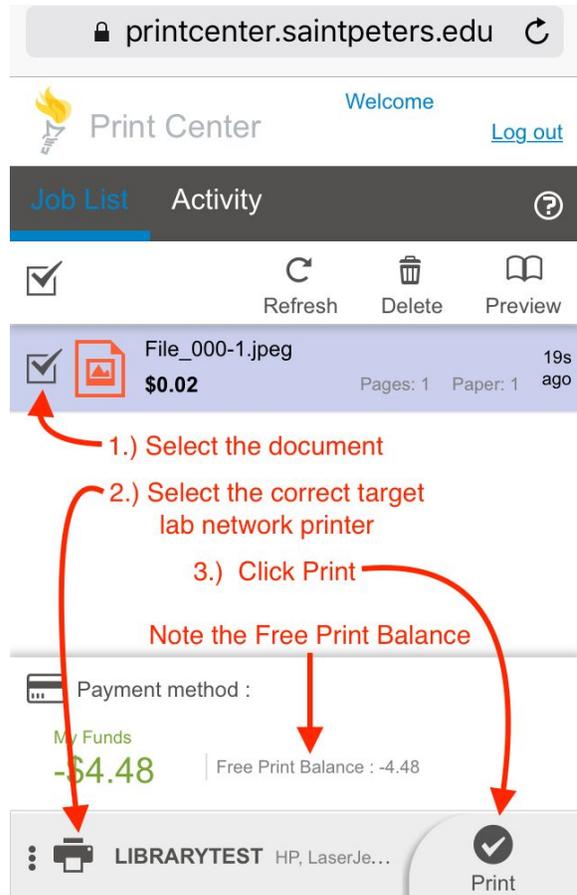
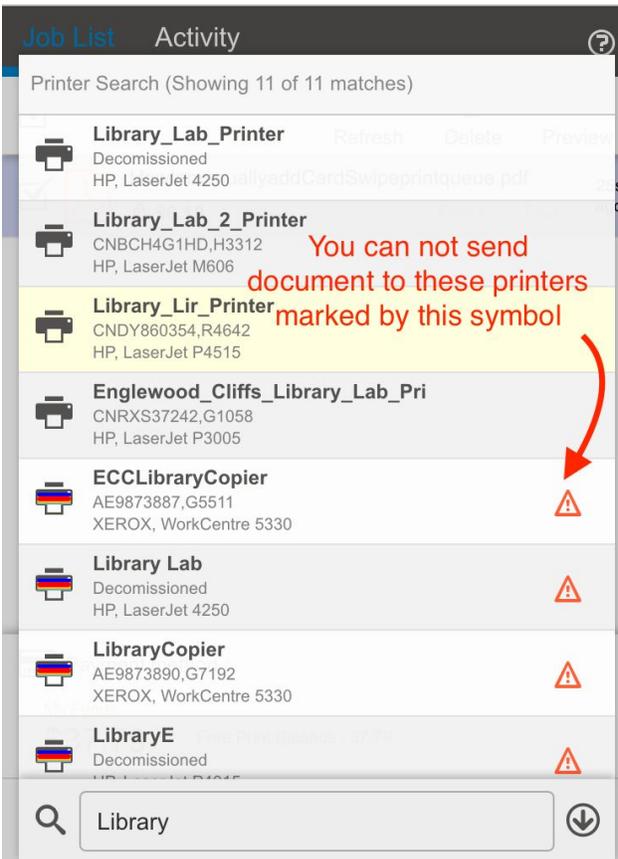
- The device will switch to the Pharos Print App. On this screen, it will provide you with your Print Balance & other printing options (if available double-sided, number of copies, etc.). Click on **Apply Changes** to submit the document to the server.



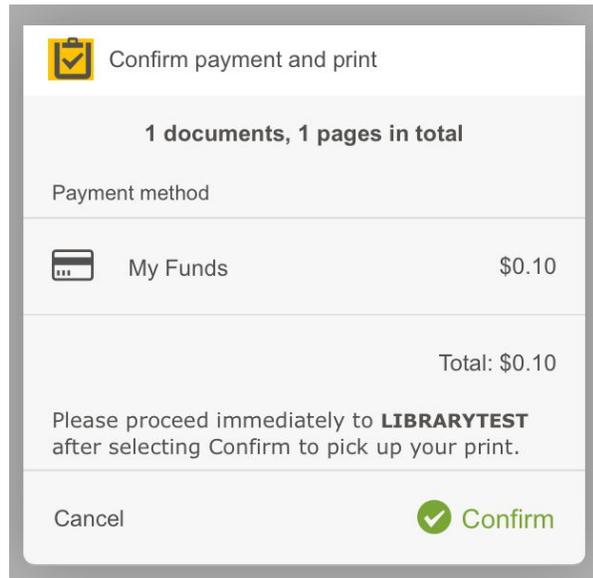
- Open the **Safari** browser and go to My Print Center & authenticate using your University credentials - printcenter.saintpeters.edu/myprintcenter



6. Your document should be listed under the **Job List** tab. Select the **document (must be 52.4MB or less)**, the printer you want to print to, and click **Print**.



7. A pop-up window will show up. Click **Confirm** to release the print job.



Confirm payment and print

1 documents, 1 pages in total

Payment method

 My Funds	\$0.10
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Total: \$0.10

Please proceed immediately to **LIBRARYTEST** after selecting Confirm to pick up your print.

Cancel  Confirm

If you have any questions, please contact the IT Service Desk at [\(201\) 761-7800](tel:2017617800) or servicedesk@saintpeters.edu