

# PHAROS PRINT

## - A FULL GUIDE TO TOUCHLESS PRINTING -

MARCH 2021

### INSTALLING PHAROS PRINT

**STEP 1:** CONNECT TO THE CSU EAST BAY WIFI (**CSUEB/CSUEB-Guest**)



**NOTE:** THIS STEP IS REQUIRED FOR USE OF THE PHAROS APPLICATION

**STEP 2:** DOWNLOAD THE “Pharos Print” APPLICATION

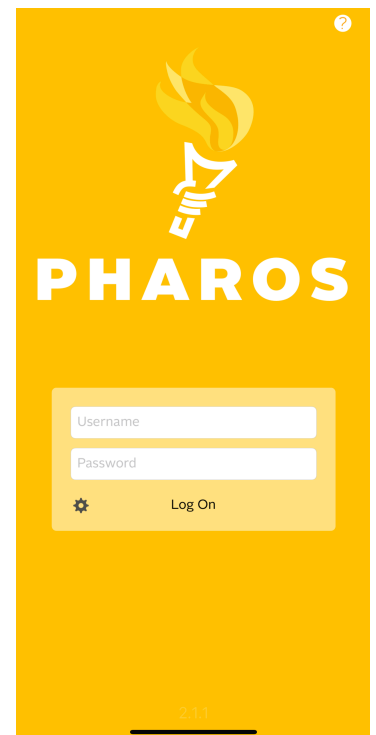
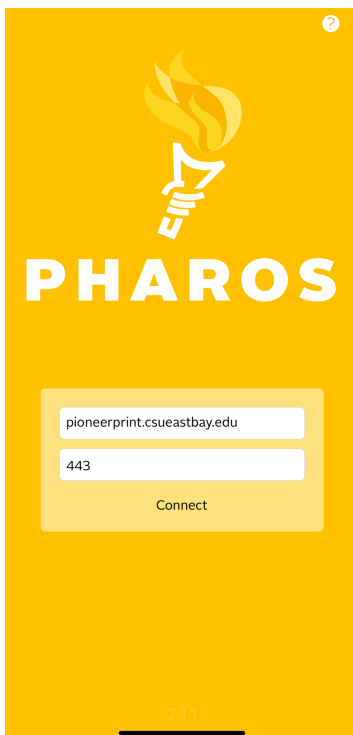


**STEP 3:**

OPEN THE APPLICATION AND CONFIGURE FOR USE

SERVER ADDRESS :  
**pioneerprint.csueastbay.edu**

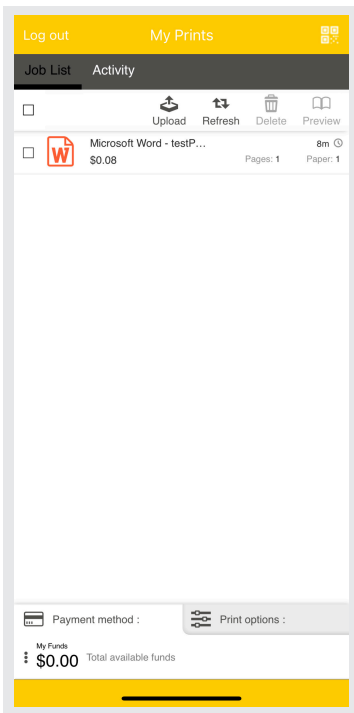
SERVER PORT:  
**443**



**STEP 4:**

LOG IN WITH YOUR CSUEB NETID AND PASSWORD

# NAVIGATING PHAROS PRINT



Browse your device for documents to print



Refresh print queue for updates such as job edits or new print requests



Delete selected jobs from your print queue



Preview a selected job from your print queue



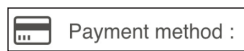
QR Code Scanner to release print jobs



Log out of your account

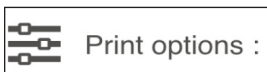


Displays your current print queue or print history



Displays current BayBucks balance and departmental fund options

**NOTE:** One department fund is visible. Use "search" to find additional department codes



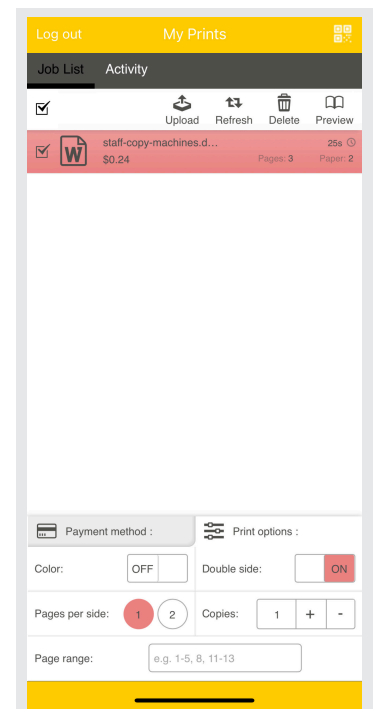
Print options : Allows minor modifications to print requests

Some examples may include:

- Adjusting a color print job to black and white
- Selecting a specific page range to print
- Double-siding a document
- Increasing the quantity of copies to print

## NOTE:


1. Modifications may alter the cost of a print request
2. Some print options may not be available for all requests.



# PHAROS PRINT WORKFLOW

## SUBMITTING PRINT REQUESTS:

You can add print jobs to your Pharos Print queue in four easy ways:

1. Open the Pharos Print application and use the “upload”  function to browse files on the device.
2. Visit MyPrintCenter, at [www.pioneerprint.csueastbay.edu/Myprintcenter](http://www.pioneerprint.csueastbay.edu/Myprintcenter) to upload and modify files from a personal computer.
3. Email files to [pioneerprint@csueastbay.edu](mailto:pioneerprint@csueastbay.edu) as attachments.
  - A reply to register your email account will be sent on your initial use of this feature.
4. Select Pioneer Print/Printer BW or Pioneer Print/Printer Color from the available printer list on your personal computer. (Print drivers can be installed via The Software Center application or visiting the Library Learning Commons).

**NOTE:** *Print requests using option #4 do not have access to all Pharos Print functionality.*

## MODIFYING PRINT REQUESTS:

Most print requests in your Pharos Print Queue have access to multiple finishing options. In order to use these options, follow the steps below:

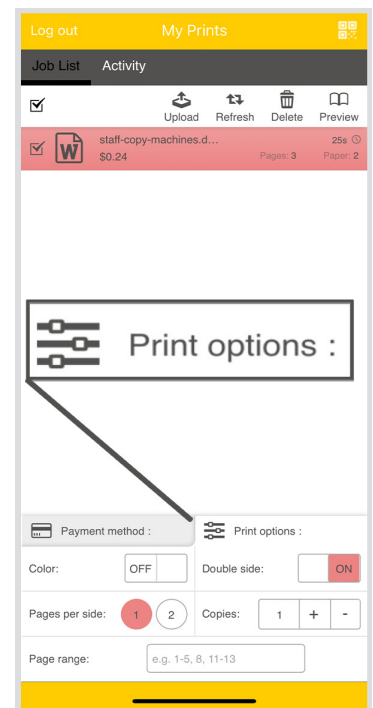
1. Locate the file you would like to modify and select it.
2. Select the “Print options” button

Here you can select between:

- Black and White/Color
- Single Sided or Double Sided
- Pages per side
- Number of copies
- Specific page range of a document

### NOTE:

1. *Modifications may alter the cost of a print request*
2. *Some print options may not be available for all requests.*



## CHARGING FOR PRINT REQUESTS:

Charges for using the Pharos Print application can be handled in two ways:

### 1. BayBucks (available to all students, staff, and faculty)

- Select the file you would like to print
- Select "Payment method" tab
- Select MyFunds balance

The print request is now assigned to charge using a BayBucks balance.

**NOTE:** Bay card accounts must be registered in Pharos to access a BayBucks balance. Visit any Pharos enabled device to register your account. Click [HERE](#) to find a nearby location.

### 2. Departmental IDs (If applicable, must have a CSUEB assigned department code)

- Select the file you would like to print
- Select "Payment method" tab
- Select appropriate Department ID
  - a. If you do not see all available department IDs, use the search option to access additional assignments.

The print request is now assigned to charge using the selected department ID.

**NOTE:** To use a BayBucks balance you must have positive funds in your account. To add funds, please visit [www.csueastbay.edu/baycard](http://www.csueastbay.edu/baycard)

## RETRIEVING PRINT REQUESTS:

Releasing your Pharos Print files are a snap. Just follow the steps below:

### 1. Locate a Pharos enabled multifunction device.

- A list of these devices can be found [HERE](#).

### 2. Select the file you would like to print.

### 3. Select the QR code button in the top right corner of the Pharos Print app.

### 4. Scan the Pharos Print QR code on the front/top of the Multifunction device.

### 5. Review and confirm the print request.

The file will now print to the multifunction device.