Instructions on how to use the Pharos WIRELESS PRINTING AT MARSHALL-Lyon County Library

IMPORTANT: YOU MUST BE CONNECTED TO MLCL PUBLIC WIRELESS

You can print one of three ways.

1. You can download the Pharos Print app at Google Play Store or App Store. If you download the app, you can go to **Step 1** (if you have a library card) **OR Step 2** (if you want to print as a guest).

OR

2. You can browse to www.marshalllyonlibrary.org and follow the Wireless Printing link under "Quick Links". Then go to **Step 1** (if you have a library card) **OR Step 2** (if you want to print as a guest).

OR

3. Type in print.marshalllyonlibrary.org/myprintcenter into any browser. Then go to **Step 1** (if you have a library card) **OR Step 2** (if you want to print as a guest).

Step 1: Log in using your library card
User name: library card number
Password: Pin (If you are unsure of your pin, please ask at the Main Desk.

➤ You may check "Keep me logged in" if you choose to do so

Then click on "Log In"

Go to Step 3

OR

Step 2: If you do not have a library card, you can click "I am guest."
This screen will need to be completed. Click on "Create" when finished.

Go to Step 3

Step 3: From this screen, select "Upload" which allows you to browse to your documents or photos. *

[The following screen shots are from a PC. The screens will look somewhat different if you are using a mobile device, but all options remain the same.]

Step 4. After your document or photo is uploaded, select Black & White or Color, and number of copies

    a. Cost automatically updates, depending on the choices ($.20 per Black & White copy; $.50 per Color copy).

    b. As the app or site is constantly communicating with the Print Station, there is **no** "print" button to send the document or photo.

    c. Next, go to the Print Release computer by the printer and log in (library card number or email).

*Wireless printing does not allow printing directly from a website.