



## 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.marshallyonlibrary.org](http://www.marshallyonlibrary.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.marshallyonlibrary.org/myprintcenter](http://print.marshallyonlibrary.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.]

The screenshot shows the PHAROS Print Center interface. At the top, there is a navigation bar with 'PHAROS Print Center' on the left and 'Help' and 'Welcome L261' on the right. Below this is a 'Job List' and 'Activity' section with buttons for 'Refresh', 'Upload', and 'Delete'. A table below shows columns for 'Type', 'Title', 'Print Preview', 'Pages', 'Pieces of Paper', 'Submitted Date', and 'Cost'. At the bottom, there is a 'Payment method' section showing 'My Funds : \$0.00' and 'Total available funds'. To the right, there are 'Print options' including 'Color' (set to 'Color'), 'Pages per side' (set to '1'), 'Sides' (set to 'Single Sided'), 'Copies' (set to '1'), and 'Page range' (set to 'e.g. 1-5, 8, 11-13').

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

- Cost automatically updates, depending on the choices (\$.20 per Black & White copy; \$.50 per Color copy).
- As the app or site is constantly communicating with the Print Station, there is **no** “print” button to send the document or photo.
- Next, go to the Print Release computer by the printer and log in (library card number or email).

The screenshot shows the PHAROS Print Center interface with a document uploaded. The 'Job List' and 'Activity' tabs are visible. The 'Upload' button is highlighted. The table below shows a document titled 'C:\Users\luanna\Desktop\Mobile print test page.docx' with 3 pages, 3 pieces of paper, submitted 2 minutes ago, and a cost of \$0.60. At the bottom, there is a 'Payment method' section showing 'My Funds : \$0.00' and 'Total available funds'. To the right, there are 'Print options' including 'Color' (set to 'Black & White'), 'Pages per side' (set to '1'), 'Sides' (set to 'Single Sided'), 'Copies' (set to '3'), and 'Page range' (set to 'e.g. 1-5, 8, 11-13').

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