PHAROS PRINT
- A FULL GUIDE TO TOUCHLESS PRINTING -

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INSTALLING PHAROS PRINT

STEP 1: CONNECT TO THE CSU EAST BA WIFI

NOTE:

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

Available on the App Store

GET IT ON Google Play
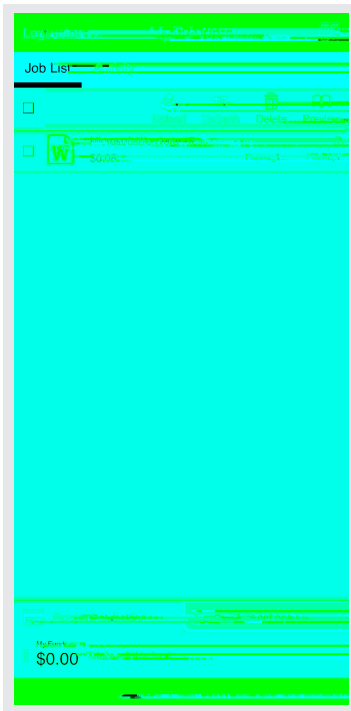
STEP 3:

OPEN THE APPLICATION AND CONFIGURE FOR USE

SERVER ADDRESS :
pioneerprint.csueastbay.edu

SERVER PORT:
443

STEP 4:

LOG IN WITH OUR CSUEB NETID AND PASSWORD

NAVIGATING PHAROS PRINT

Upload — Browse your device for documents to print

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

Delete — Delete selected jobs from your print queue

Preview — Preview a selected job from your print queue

QR Code Scanner to release print jobs

Log out — Log out of your account
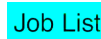
Job List   Activity — Displays your current print queue or print history

Payment method — Displays current BayBucks balance and departmental fund options

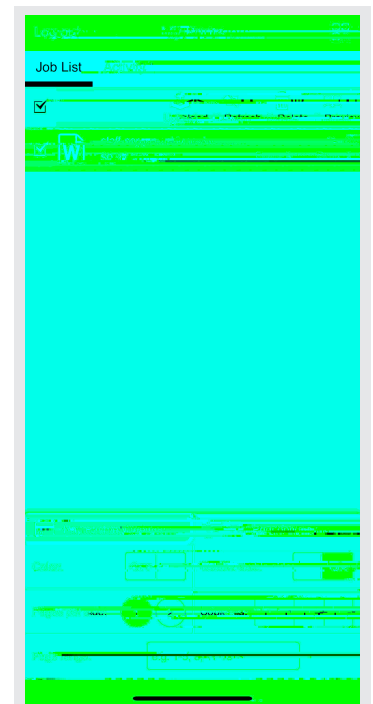**NOTE:** ▲ ⸲⸰⸲⸰⸲⸰⸲⸰⸲⸰⸲⸰⸲⸰⸲⸰⸲⸰⸲⸰⸲⸰⸲⸰⸲⸰⸲⸰⸲⸰

Print options — Allows minor modifications to print requests

Some examples may include:

- Adjusting a color print job to black and white

- Selecting a specfic page range to print

- Double-siding a document

- Increasing the quantity of copies to print

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Upload

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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: *[illegible handwritten text]* **HERE** *[illegible handwritten text]*

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: *[illegible handwritten text]* **www.csueastbay.edu/baycard**

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