

## Pharos Mobile Printing – Instructions and FAQ's

You can now print from a wireless computer or other mobile device if you have a student ID card with printing money loaded on it. (This is not available for people with guest printing cards at this time). You also need a CSUCI Student email account.

Here is the process for submitting and releasing a print job to Pharos Mobile Print:

**Send Document to Print** – Open your CSUCI Dolphin email account. Send or forward the document(s) to be printed (as attachments) to the email address [PrintBW@csuci.edu](mailto:PrintBW@csuci.edu) for Black and White printing or [PrintCOLOR@csuci.edu](mailto:PrintCOLOR@csuci.edu) for Color Printing. Only the attachment has been configured to print. The email itself cannot be printed.

**Receive reply email from MobilePrint** – After the email has been submitted you will receive a return email showing a list of submitted documents from Pharos Mobile Printing. It also contains brief instructions on how to print the document(s).

**Release the Documents** – Proceed to any Pharos printer in the Reading Room (or the color printer in the Quiet Lab). Login at the printer with your Student ID:

Press the [Print Release] icon on the printer screen

When prompted to do so, scan your student ID in the card reader

A list of print jobs will appear. Print one at a time: press [print] on the screen. The document will be printed. If there are more documents to print, print them, or delete them as needed.

### These file types can be printed:

Microsoft® Word	.doc, .docx, .dot
Microsoft® Excel	.xls, .xlt, .xlsx, .xltx, .xltm, .xlsm
Microsoft® PowerPoint	.ppt, .pptx, .pptm, .pot, .pps, .potx, .ppsx
Microsoft® Visio	.vsd, .vss, .vst, .vdx, .vsx, .vtx, .vdw
Microsoft® Outlook	.msg, .eml
OpenDocument	.odt, .ods, .ott, .odp
Comma Separated Values	.csv
Adobe Portable Document Format	.pdf
Rich Text Format	.rtf
Text files	.txt
Image formats	.jpg, .jpeg, .gif, .png, .bmp

## FAQ's

### Question 1:

**Q:** A user submitted a document to print from a non-CSUCI email account and nothing is happening – no reply email or document in the print queue or similarly can a user submit a job from any email address?

**A:** A user can only submit a print job from a CSUCI email address. Faculty and staff should use their @csuci.edu account and students should use their @myCI.csuci.edu email address. If a user has a student affiliation they will need to use their student email. If their affiliation changes to employee then the email field in Pharos will also be updated to reflect their new status.

### Question 2:

**Q:** Can I print the body of the email I submit?

**A:** Mobile Printing is configured to only print the attachments and not the body of the email

### Question 3:

**Q:** How many attachments can I submit for printing?

**A:** There is a limit of 10 attachments per email accepted and 100 emails per day for each user.

### Question 4:

**Q:** What printers can I release my job at?

**A:** Just like the Pharos Printer – CI print queue you can release your print jobs within 2 hrs of submission at any v8 HP Pharos device. These devices are placed throughout the CI campus. A user cannot release a job at a v7 Pharos device.