STUDENT PRINTING

Introduction

Color and black/white printers are available for student use. Once you print a job you will need to go to the print station next to the printer and slide your Widener ID card to release the prints. Each student is allotted $32 printing dollars on their ID cards each semester. If you use up the $32 printing dollars in a semester, charges will be debited from your 'Pride Bucks'. You have two options when it comes to printing to a Pharos printer. You can print the job from a student computer or you can use your personal device to send the print job via the Mobileprint system.

About Pharos MobilePrint

Pharos MobilePrint allows students to print from their laptops or handheld devices on campus to standard Black and White or Color laser printers located in multiple places (this includes any lab printer with a Pharos release station attached to it). By using Pharos MobilePrint, you can send documents directly to the print station by emailing the documents directly to the printer.

How do I print to a lab printer from a personal device?

For Black & White prints:

Step 1: Attach the Document to An Email

Using your Widener email, attach a document to an email and send it to one of the following address. (Keep in mind that the email system will have a 30 MB file size limit for attachments)
-Black and White Prints Jobs – pmobileprint@widener.edu

Step 2: Print the Job from a Release Station

Once your job is ready to print you will receive an email from our system. You will then release the job from one of our print stations. This will normally take 2-3 minutes to complete. These print jobs will only be stored in the system for 1 hour so you have limited time to make it to a release station. Once at a release station just slide your ID Card and select the document that you want to print. If you decide NOT to print the job, it will delete and you will not be charged.

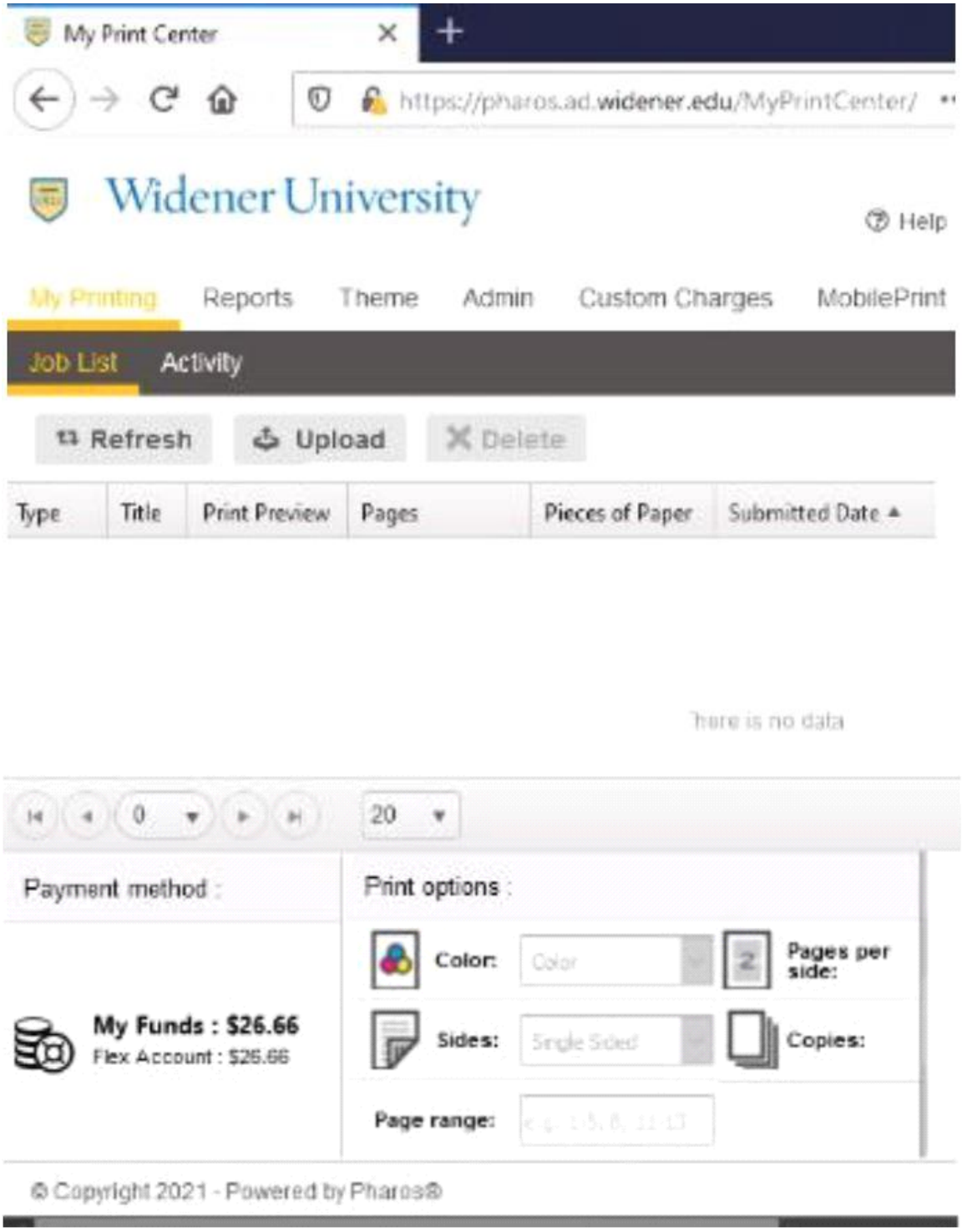
How do I send a Color Print Job from a Mobile Device?

NOTE: Color print jobs MUST be uploaded from printcenter! This is the only way to manage print options on a color device.

NOTE: Color Printing is only available in Wolfgram Library

Step 1. Go to https://printcenter.widener.edu

Log in with your network credentials.



After logging in, if you haven't already uploaded any documents, an empty interface as shown above will appear. In order to print, you will need to upload one or more documents to the system. Do this by clicking on the **Upload button**.

You will be asked to browse for the documents that you want to upload for printing. The system will give you the different file formats that it supports. Click on the Browse button to choose the files that you want to print and then upload them.

The system will let you know when the upload is complete. If the print job does not appear, you may have to click on the **Refresh** button in the upper-left portion of the page right next to **Upload**.

Step 2. Set your print options

Highlight the job you want to print. At the bottom of the Printcenter screen, take note that the 'Print Options' are now available. Here you'll be able to format your document to your liking.

Step 3: Print the Job from a Release Station

Once your job is formatted and ready to print, proceed to the color print station on the second floor of Wolfgram Library. Swipe your card to release your print job. These print jobs will only be stored in the system for 1 hour so you have limited time to make it to a release station. If you decide NOT to print the job, it will delete and you will not be charged.

Supported File Types:

MICROSOFT WORD (.DOC, .DOCX, .DOT)
MICROSOFT EXCEL (.XLS, .XLT, .XLSX, .XLTX, .XLSM)
MICROSOFT® POWERPOINT (.PPT, .PPTX, .PPTM, .POT, .PPS, .POTX, .PPSX)
MICROSOFT® VISIO (.VSD, .VSS, .VST, .VDX, .VSX, .VTX, .VDW)
MICROSOFT® OUTLOOK (.MSG, .EML)
MICROSOFT® PUBLISHER (.PUB)
OPENDOCUMENT (.ODT, .ODS, .OTT, .ODP, .ODG, .ODF, .ODP)
COMMA SEPARATED VALUES (.CSV)
ADOBE PDF (.PDF) **RICH TEXT FORMAT** (.RTF)
TEXT FILES (.TXT)
IMAGE FORMATS (.JPG, .JPEG, .GIF, .PNG, .BMP,.TIF, AND .TIFF)
OTHER FORMATS (.CFG AND .INI)