University of Rochester

Mobile Printing

Methods of printing

With the introduction of Mobile Print, you can now print:

- Documents uploaded from your iOS or Android device, using the Pharos Print app
- Documents uploaded via browser, by visiting https://print.rochester.edu/myprintcenter
- Emails & attachments sent to printbw@ur.rochester.edu or printcolor@ur.rochester.edu
- Directly from your Mac or Windows PC using the pay-for-print driver package, available at https://tech.rochester.edu/printing-tutorials/

In all cases, you must still go to a print release station to pay for, and print your documents. The "funds available" shown in the app and web interface does not represent your URos balance.

Mobile printing accepts the following file types (not to exceed 50 megabytes per file):

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Visio

- PDF
- Images (PNG, JPG, GIF, TIFF)
- Text (TXT, RTF, CSV)

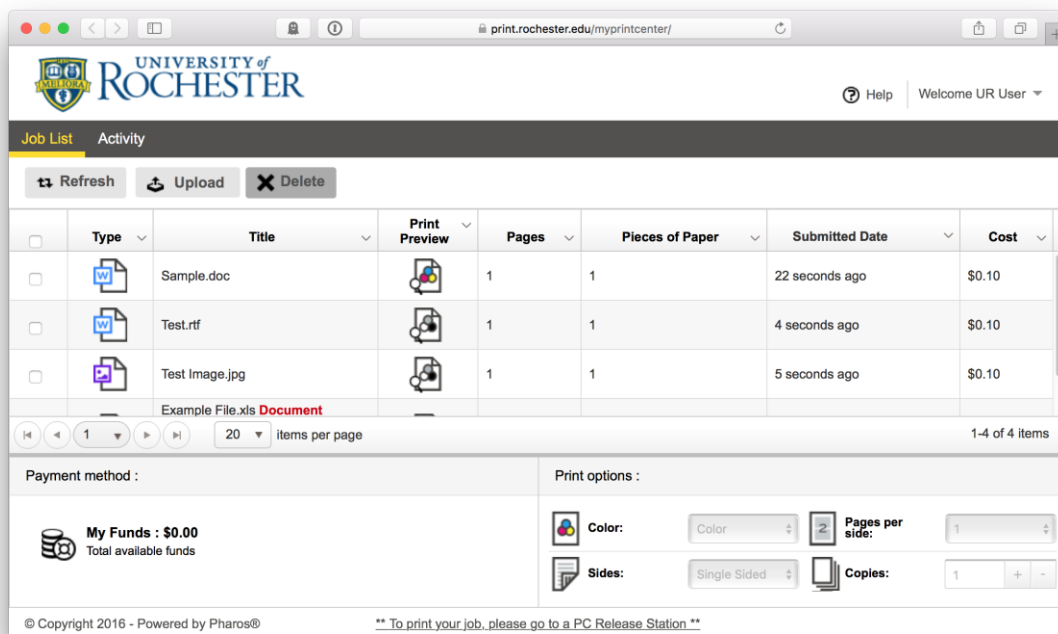For all other document types, you must print from a Mac or Windows PC.

Figure 1: Mobile Print web interface, available at https://print.rochester.edu/myprintcenter
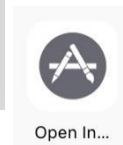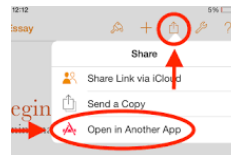
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Mobile Applications

1. Download the Pharos Print app from the Apple App Store or Google Play Store
2. Make sure you're connected to a UR wireless network (UR_Connected is recommended)
3. Tap the gear icon on the left side, when you open the app
4. In the top box enter "print.rochester.edu" and in the bottom box enter "443"
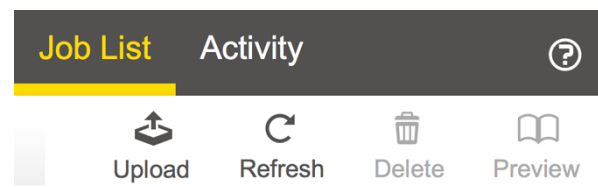5. Log in with your UR account

Printing from iOS

6. Open document you would like to print
7. From the Share Sheet, select "open in another app"
8. Find and select the Pharos Print App icon
9. Tap Apply changes
10. Your job has been added to the queue and is available to be released

Printing from Android

6. Open the Pharos Print App
7. Select Upload
8. Select the document you want to print
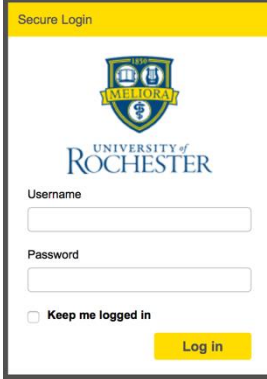9. Your job has been added to the queue and is available to be released

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Browser Upload

1. Login to your UR account at
   https://print.rochester.edu/myprintcenter
2. Use the **Upload** button to select the document you want to print.
3. Once uploaded, you can configure your printing options by selecting one or more jobs in your queue.
4. Using the "**Print options**" section in the lower-right of the screen, you can adjust your print job. The cost of the job will update as you make your adjustments.

Secure Login

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Username

Password

☐ Keep me logged in

Log in

Email

You can email a document to Mobile Print directly for printing. Send your document as an attachment to one of these email addresses:

- printbw@ur.rochester.edu for Black and white output
- printcolor@ur.rochester.edu for Color output

If the body of the email exceeds 250 characters, both the body text of the email **and** any attached documents will process for printing. Then you just need to go to a print release station to print your job. The header of the email will appear as a separate job from the document you wish to print. You should only print the file, and not the email header.

Registering your email address:

1. The first time you send from any email account to printbw@ur.rochester.edu or printcolor@ur.rochester.edu, you will receive a reply requesting you register that email address to your Mobile Print account
2. Follow the link in the email
3. Log in to My Print Center using your University username and password
4. MyPrintCenter should open and the document should appear in the listing. That email address is now tied to your UR Pharos printing account
5. You may link multiple email addresses to your account. Follow these steps to register each.

How to release (print) your documents:

Once you've submitted documents to print (from a library computer, via email, using the MyPrintCenter upload feature, or native iOS/Android apps), you can go to any printer/copier to release/print the document.

1. Go to any River Campus Pay-for-Print location – see tech.rochester.edu/computer-labs/
2. Swipe your UR ID or Copy Card at the release station to log in
3. Select your job from the list, and click the **Print** button to pay for and release the job
4. Collect your printed documents

Documents can be deleted from the queue by their owner via the app or web view. Documents not released are cleared from the queue after 4 hours.

See www.rochester.edu/printing for more details on the pay-for-print system.