

# Public Mobile Printing from Laptops, iPhones, iPads, Android or other Smartphone devices.

1. Connect to the library wireless network (\* see note #1 at end of document)
2. There are two ways to send a print job to a Library Print Station:
  - **Option 1:** Sending an email from your personal mailbox to “print@hclib.org” for black and white or to “printcolor@hclib.org” for color print jobs.
    - Email options:
      - a. Attach document(s), or
      - b. Send or Forward email messages in html format, or
      - c. For .PDF files on the web add the URL at the top of the message body.
      - d. Wait for the email reply asking you to register your email address.

## (Reply Email)

Welcome to HCL MobilePrint!

To print a document your email address must first be registered. Click on the link below to logon.

1. For a secure 7-day account, click on "**Create New Guest Account**" to create your own guest account.
2. Log on with your newly created 7 day "MyPrintCenter" guest account.

[Click here to register your email address.](#)

Powered by Pharos  
*making every print an intelligent decision™*



- **Option 2:**
  - Uploading document(s) through a web browser:
    - a. Go to <https://hclprint.hclib.org/myprintcenter/>
    - b. Log into "MyPrintCenter" using the account you created in **Option 1** or
    - c. If you do not have an account click on the "Create New Guest Account" link to create a new 7 day account, or Log into MyPrintCenter" using the public patron account. Username: **patron** and password: **patron**

Note: The patron account can only be used for uploading documents. All print jobs under the patron "MyPrintCenter" account will be publicly available and can be reviewed by others.

A screenshot of the "Secure Login" form for Pharos Systems. The form has a yellow header with the text "Secure Login". Below the header is the Pharos logo, which consists of a stylized flame or torch icon above the word "PHAROS". The form contains two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Keep me logged in". At the bottom of the form, there is a link for "Create New Guest Account" and a yellow "Log in" button.

e. Click on the “Upload” button to browse to upload documents. (\* see note #2 at end of document)

The screenshot shows the PHAROS Print Center interface. At the top, there is a navigation bar with 'PHAROS Print Center', a help icon, and a user greeting 'Welcome rd-staff'. Below this is a 'Job List' tab and an 'Activity' section. The main area contains a table with columns: Type, Title, Print Preview, Pages, Pieces of Paper, Submitted, and Cost. A tooltip is visible over the table, listing supported formats: Microsoft Word®, Excel®, PowerPoint®, PDF, Images, text (CSV, RTF & TXT), and Visio®, with an allowable size of 50.0MiB. The table shows four rows of jobs, with the last one selected.

<input type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper	Submitted	Cost
<input type="checkbox"/>	IMAGE	C:\Adm...		1	1	2 seconds ago	\$0.10
<input type="checkbox"/>	IMAGE	C:\Adm...		1	1	2 seconds ago	\$0.10
<input type="checkbox"/>	IMAGE	C:\Admins3\PharosStation.jpg		1	1	2 seconds ago	\$0.10
<input checked="" type="checkbox"/>	IMAGE	C:\Admins3\PharosStation.jpg		1	1	4 seconds ago	\$0.10

3. Preview and print your submitted print job(s):
  - a. If not already there, goto: <https://hclprint.hclib.org/myprintcenter/>
  - b. Log into “MyPrintCenter” using your 7 day account or patron account.
  - c. To preview your document click on “Print Preview” button.
  - d. Go to the Library Print Station to select, pay for and print your print job(s).

#### Mobile Print limitations:

- Maximum attachments per email – 5
- Minimum characters in body of email - 100

#### Supported browsers (others not tested)

Internet Explorer 10.0 and above  
 Mozilla Firefox 27  
 Google Chrome 29  
 Apple Safari 6.0

#### Valid document types

- o Microsoft® Word (.doc, .docx, .dot)
- o Microsoft® Excel (.xls, .xlt, .xlsx, .xltx, .xltm, .xlsm)
- o Microsoft® PowerPoint (.ppt, .pptx, .pptm, .pot, .pps, .potx, .ppsx)
- o Microsoft® Visio (.vsd, .vss, .vst, .vdx, .vsx, .vtx, .vdw, .vsdx, .vstx, .vssx, .vsdm, .vssm, .vstm)
- o Microsoft® Outlook (.msg, .eml)
- o Microsoft® Publisher (.pub)

**Valid document types (continued)**

- OpenDocument
  - The standard file format for open source office applications such as Apache OpenOffice, and LibreOffice (.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)
- Limited HTML support
  - HTML as part of the email body itself. HTML links or attachments are not supported for security reasons.
- Some documents and photos printed from mobile devices may not print correctly or lose their formatting. If your document does not print correctly you may have to send the print job from a staff or public computer to the Pharos Print station.

**Note #1: Library wireless network**

\* Wireless mobile printing or logging into a “MyPrintCenter” account must be done on the library wireless Wi-Fi network (**HCL\_Public**). Mobile printing will not work with any cell phone data network and you will not be able to connect or login to “MyPrintCenter” at <https://hclprint.hclib.org/myprintcenter/>.

**Note #2: Upload button in “MyPrintCenter”**

\* The Upload button in “MyPrintCenter” may be missing or have limited functionality depending on the specific make and model of a mobile device. For example, using this feature on a laptop or a computer will let you browse the entire file structure while a mobile device (smart phone, tablet, etc.) will only allow limited directory browsing options and/or completely prohibit that. Depending on the design and/or configuration of your specific mobile device, you may not be able to upload file(s) and using **Option 1** to submit your print job(s) via emailing may be the only option