

Welcome to PrintCenter.hartwick.edu and MobilePrint!

Hartwick College has upgraded our printing service to give you additional printing options.

Ways to print:

1. **From a lab or library computer station**, same way as always using the Print command
2. **From your laptop, send documents to print:**
 - a. Email documents to print@hartwick.edu (within 1 minute, first time users will get a reply with a one-click registration)
 - b. OR Upload files at <http://printcenter.hartwick.edu>

Then release the documents:

- c. Release from <http://printcenter.hartwick.edu>. Print the job from the browser of any device that can access printcenter.hartwick.edu including a mobile phone. iPhone requires the free iOS mobile app. Android mobile app coming soon.

Jobs in the PrintCenter will time out and disappear if not printed within 1 week.

Using printcenter.hartwick.edu

The screenshot shows the PrintCenter web interface. At the top, there's a navigation bar with 'PHAROS Print Center' and a user profile 'Welcome Suzanne'. Below the navigation bar, there are tabs for 'Job List' and 'Activity'. The main area displays a table of print jobs. A callout 'Upload Files' points to the 'Upload' button. Another callout 'Select file to print' points to a job entry in the table. A third callout 'View your balance' points to the 'Payment method' section, which shows 'My Funds : \$730.44' and 'Gateway Balance : 730.44'. A fourth callout 'Edit color, duplexing and # copies' points to the 'Print options' section, which includes settings for 'Color' (Black & White), 'Pages per side' (1), 'Sides' (Single Sided), and 'Copies' (1). A fifth callout 'Select a printer Search on "u" to see all the Uniprint printers' points to the 'Printer Search' dropdown menu, which lists several printers like 'UniDewar', 'UniGoliano', 'UniNeptune', 'UniSaturnJD1', and 'UniUranus1'. A final callout 'Print' points to the 'Print' button at the bottom right of the printer search results.

About the Pharos Print mobile app for iPhone/iPad (Android app coming soon):

- iPhone requires the app to access printcenter.hartwick.edu
- Search the app store for Pharos Print
- When installing, provide the server name printcenter.hartwick.edu and port # 443
- Log in once with your network username and password
- Now use your phone's browser to go to printcenter.hartwick.edu, configure and print