TOUCHLESS PRINTING IS HERE!

It's quick, easy and safe!

1 Download the Pharos App

2 Log in using your username & password

3 Select your print options

4 Scan the QR code on the device

5 Release your print job

For more detailed instructions see page 2.

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UTC TOUCHLESS PRINTING INSTRUCTIONS
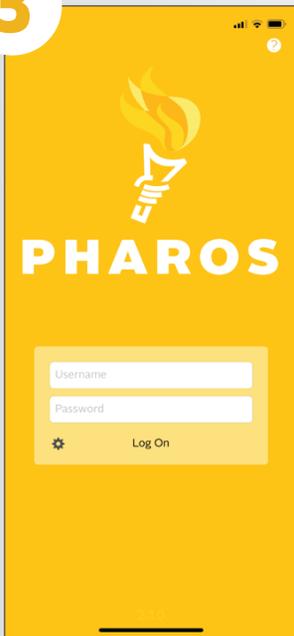
1
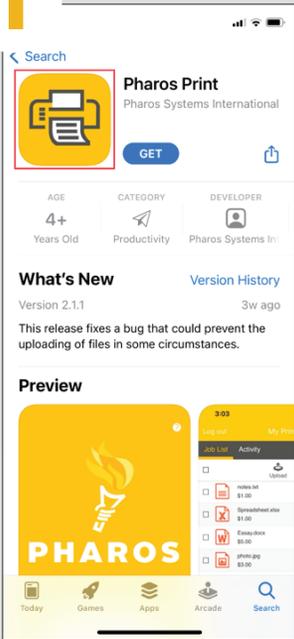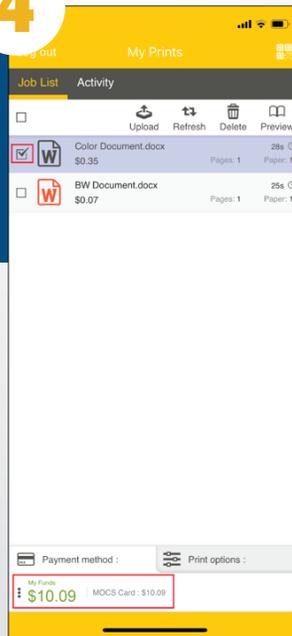
Download the "Pharos Print" app.

2

Open the app and type in mocsprint.utc.edu for the web address and 443 in the second field. Click "Connect". NOTE: Your device must be connected to either the UTC or UTC-Secure Wi-Fi network.

3

Type in your UTC ID and password and click "Log On".

4

Assuming you have already submitted your document to the queue, select the document you need to release by clicking the check box to the left of the document name. If you are faculty and need to charge the print job to a department account, click on "My Funds" on the "Payment method" tab at the bottom and then choose your account.

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UTC TOUCHLESS PRINTING INSTRUCTIONS

5
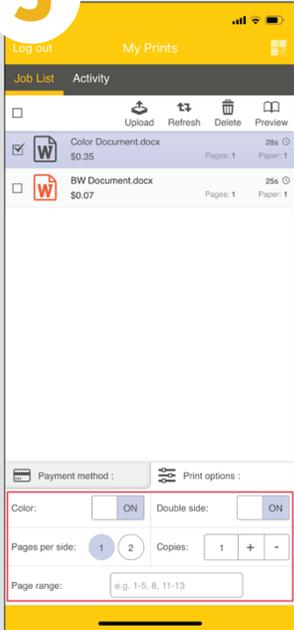
If you uploaded or emailed your document and you need to make any changes to it (B&W to Color, single to double sided, number of copies, etc.), use the "Print options" tab at the bottom. NOTE: This is ONLY applicable to uploaded or emailed documents. If you submitted your document via print drivers from a computer, these options will be locked.

6
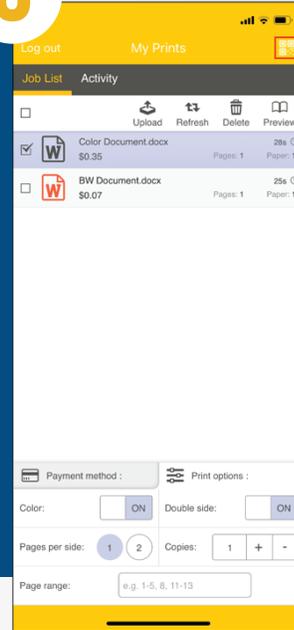
Once you have made any changes and are ready to release your document, tap the QR icon in the top right corner.
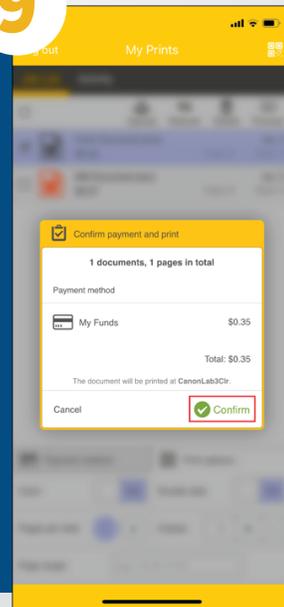
7
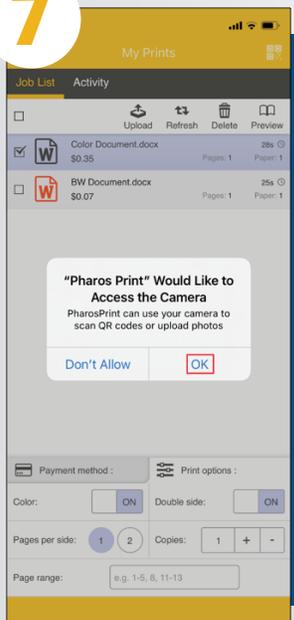
If it is your first time using the app, you will be presented with a one-time prompt to allow access to the device's camera. Click "OK". This screen might look slightly different based on the device's operating system.

8

Point the app scanner at the QR code affixed to the front of the chosen printer.

9

Once the confirmation box pops up and you have confirmed that everything is correct, press "Confirm" to release the document to the printer.

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