



Edgecombe My Print Center Website



To access Print Center, you will need an account with a username and password. Students will use their Edge ID and Password. Like smith0102 (Do not enter Full Email Address)

Edgecombe Pharos Print Center allows users to:

- View, Upload and Delete print jobs
- Change job parameters (B&W/Color, Single/Double Sided, pages per side of paper and number of copies)
- See your account balance “My Funds”
- Add Funds using a debit or credit card by clicking the **Add Funds** link

To access Print Center, use a web browser and enter the following URL:


<https://webprint.edgecombe.edu/myprintcenter>

Secure Login

The first page that appears will be an authentication screen.

- Students will use their Edgecombe Network ID and Password.

Secure Login



Username

Password

Keep me logged in

Log in

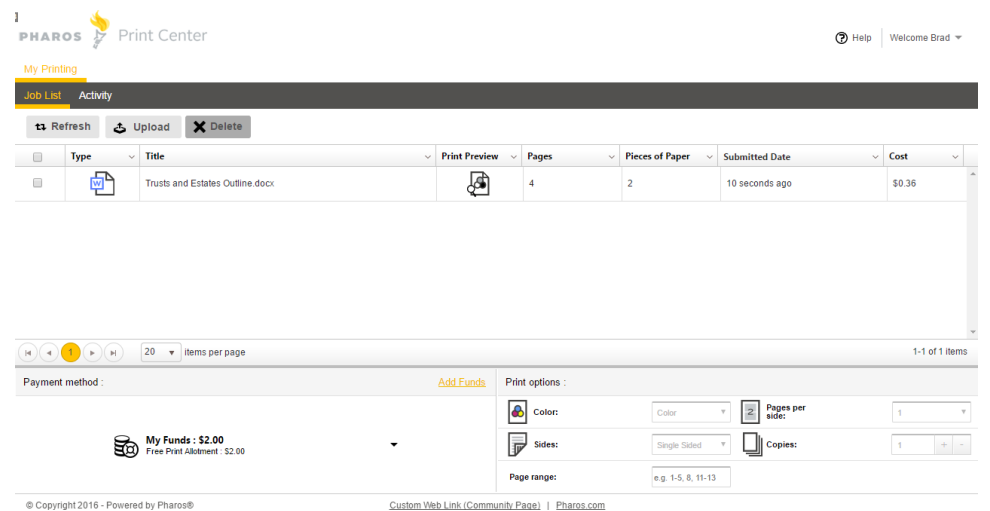
Job List

Your active print jobs awaiting release will show on the first screen upon login. You will be able to see each jobs detail for how many **Pages**, **Pieces of Paper**, **Date Submitted** and **Cost**.

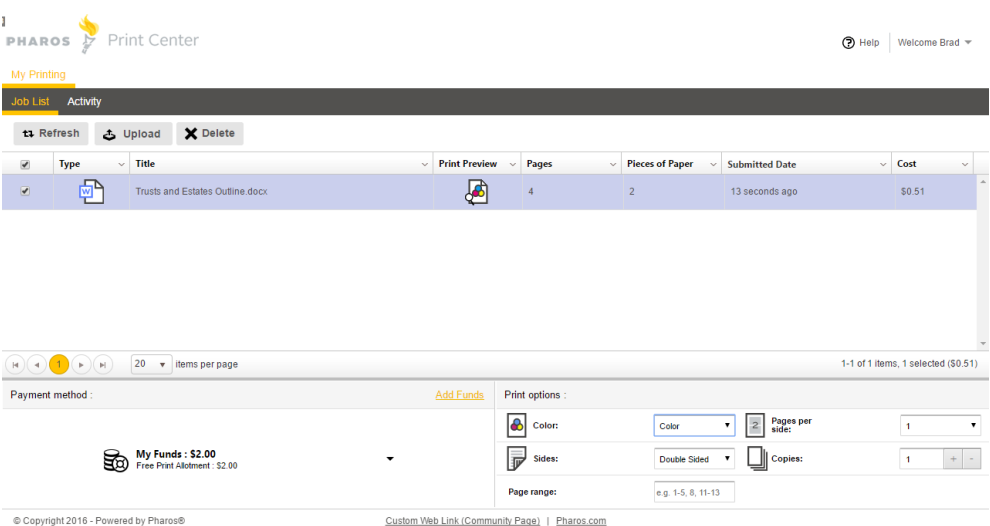
Upload a new job by clicking the Upload icon and browsing to a supported file type. Hover over the Upload icon to display supported file types.

Print jobs that were submitted via email, mobile app or uploaded through the Print Center Website will have **Print Options** that can be changed once you select a job with the check mark on the left. You can adjust Print Options for **B&W/Color**, **Sides**, **Pages per side** and **Copies**. Jobs which are printed from a workstation through File & Print are committed at the time of printing and cannot be changed (options will be grayed out).

The screen images on the right details the same print job. In the top image the job is selected to print in B&W. The lower image is selected to print in Color. The system will indicate the correct cost of your job.



The screenshot shows the 'My Printing' section with a table of jobs. The job 'Trusts and Estates Outline.docx' is selected. The 'Print Preview' column shows a printer icon. Below the table, the 'Payment method' is 'My Funds: \$2.00' and 'Print options' are set to 'Color: Color', 'Pages per side: 1', 'Sides: Single Sided', and 'Copies: 1'. The cost is \$0.38.



The screenshot shows the same job 'Trusts and Estates Outline.docx' selected. The 'Print Preview' column shows a printer icon. Below the table, the 'Payment method' is 'My Funds: \$2.00' and 'Print options' are set to 'Color: Color', 'Pages per side: 1', 'Sides: Double Sided', and 'Copies: 1'. The cost is \$0.51.

NOTE:

Jobs with B&W and Color pages will charge based on each page attribute. There is no need to print a job with B&W and Color pages separately. Additionally, color jobs printed on a B&W output device will only charge B&W. **Cost per page across all printers are .10 cents for B/W and .25 cents per page for color.**

Activity

This view will allow you to review past transaction in the system for your user record.

Add Funds

To add funds to your account, click on the Add Funds link. You will be redirected to PayPal to use a credit card to add funds to your account. Funds are added to Uniprint in your PayPal transactions. The funds added will be immediately available to use for printing and copying. Your balance will be debited for each transaction.

Edgecombe MobilePrint allows users to submit print jobs via email, iOS and Android Apps as well as upload through a web browser in Edgecombe My Print Center website.

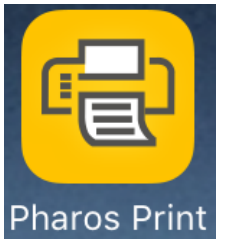
Email Print Job Submission

Print jobs sent via email appear as print jobs in the user's Secure Release queue. There are two email addresses that users can use:

Black and White: print@edgecombe.edu
 Color Printing via Email: printcolor@edgecombe.edu

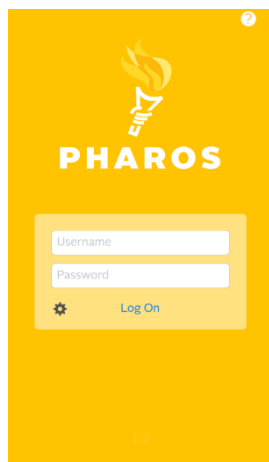
iOS & Android App

Users can access Pharos MobilePrint from their iOS or Android mobile device through the Pharos Print App. Download the Pharos Print App for free from the iOS App Store or Google Play Store. Print jobs that are uploaded from Mobile Apps appear in the user's queue. The App performs the functions of My Print Center website.



Logging In

1. Set Server Address. On the startup screen, click the gear icon. Proceed to the column on the right then come back to enter your User ID and Password into the first screen.

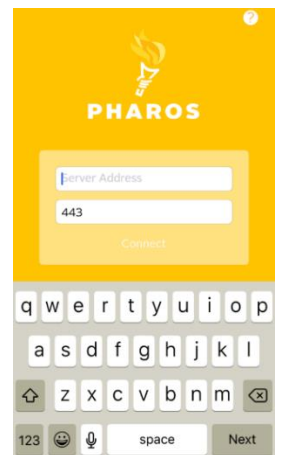


2. Fill in the following fields:

Server Address:
webprint.edgecombe.edu

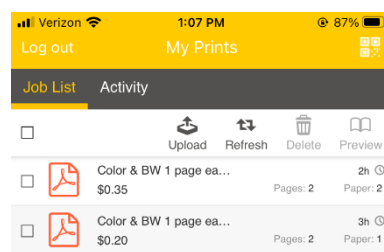
Port: 443

Upon clicking next you will be taken back to the Log On screen in Step 1 to enter your username and password and Log On.



My Prints

The main screen shows your **Job List** and **Activity** history. Menu options to **Upload** a file on your mobile device, **Refresh** your queue, **Delete** and **Preview** your job.



Lower tabbed section:

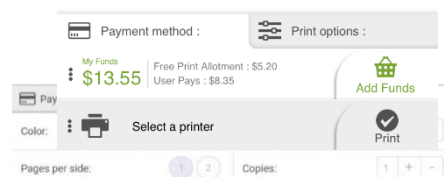
Payment Method:

Your account balance ("My Funds") and a link to **Add Funds** using your Debit/Credit Card.

Print Options:

After selecting a MobilePrint job(s), you can:

- Turn Color On/Off
- Turn Double Sided On/Off
- Pages Per Side of Paper (1 or 2)
- Number of Copies



Touchless Print Release

Within the Pharos Print mobile App My Prints job list, select the print job(s) to print by checking the box to the left of the print job name.

After selecting the jobs to print, touch the QR icon in the upper right and then scan the QR code on the printer to release your document(s) without touching the printer.

