



# Mobile and Remote Printing to the Pharos Self-Service Print Station

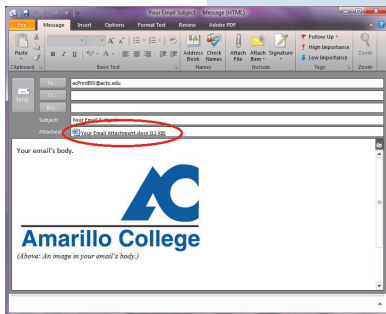
## From an E-Mail Enabled Device



- At this time, users are only able to print to the black & white printers when using the mobile print option.
- Your print request will only stay in the queue for 24 hours. Please ensure that you print your document at a release station before the end of this 24 hour period.

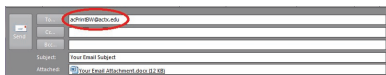
Page  
Technology Information

### From your e-mail enabled device:



1. Create an email message. Place the document(s) you wish to print as attachments to the email.

Your attachment must be one of the following formats:  
.doc, .docx, .ppt, .exe, .pdf  
(or other format recognized by Microsoft Office)



2. Send your email to *acprintbw@actx.edu*

If this is your first time sending a Pharos MobilePrint job via email, please flip to the addendum located on the last page of this TIP Sheet for further setup instructions.

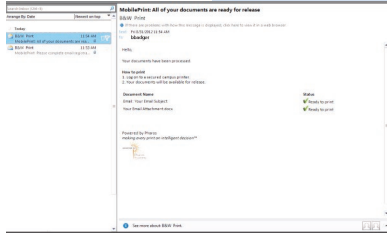




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## From an E-Mail Enabled Device

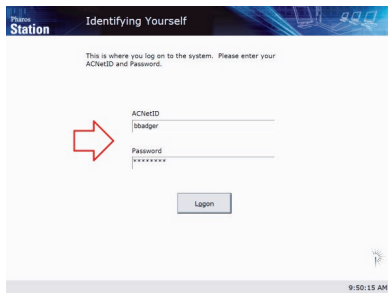
Technology Information Page



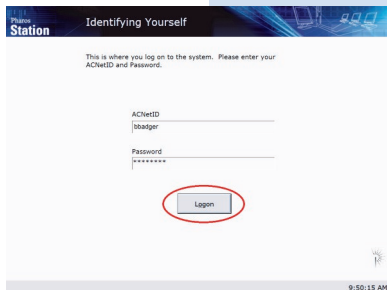
3. You will receive a verification email stating that your documents are ready for pickup at any of Amarillo College's Pharos release stations within the next 24 hours.

\* If your attachment was not sent successfully, please ensure it is an acceptable file type as mentioned previously.

### At the Self-Service Print Station:



4. Enter your ACNetID and password.



5. Click "Logon".

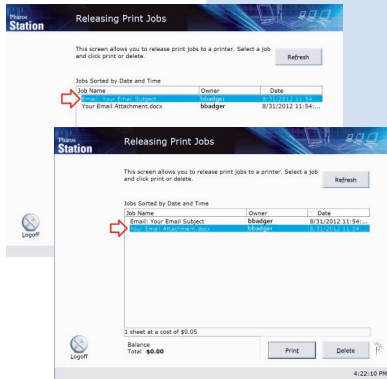




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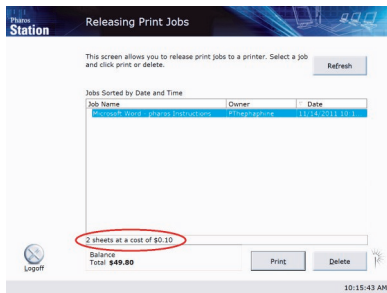
## From an E-Mail Enabled Device

Technology Information Page

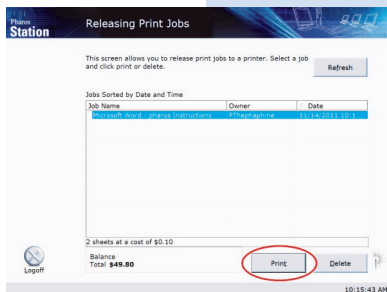


6. Click to select the document that you want to print.

- To print a copy of your email only (without attachment), select the line that begins with ‘Email’.
- To print your attached document only, select the name of the attached document.



7. Verify the number of pages that will be printed and the total cost that will be charged upon print.



8. Click “Print”.

Your documents are now printed and located on the printers to your right or left. Your account has now been charged any applicable printing fees.

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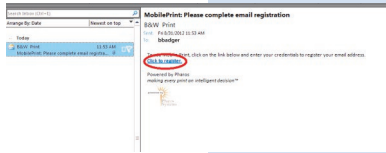
# Mobile and Remote Printing to the Pharos Self-Service Print Station

From an E-Mail Enabled Device

## Addendum:

If this is your first time sending a Pharos MobilePrint job via email, please follow these instructions to complete a one-time setup for your email account.

1a. Open the response email requesting that you complete registration, and click the link labeled 'Click to register.'



2a. In the browser window that opens, enter your ACNetID and password.



3a. Click 'Register'.



4a. You will receive a confirmation that your registration was successful.



Please continue with step 3 of this TIP Sheet.

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