

As part of the tuition charge assessed to all full time students, each student is able to print the equivalent of 200 black and white pages per semester. Each page in excess of the 200 maximum is charged to the student at 10 cents a copy for black and white, and 25 cents for color. This charge is assessed once at the end of each semester and is included in the tuition bill. Our goal is to provide a reasonable amount of free printing while conserving paper and printer use.

Pharos is a printing solution that allows users to submit print jobs, and then release them using the card swipes on Pharos enabled devices using their Salve Regina ID cards. Pharos printers are located in the McKillop Library as well as the computer labs in the Antone Center and the O'Hare Academic Center.

How to Print to a Pharos Printer

There are two options when printing to a Pharos printer:

- A. Emailing an attachment to printing@salve.edu using your Salve email address.
- B. Uploading a document via MyPrintCenter by going to <https://printing.salve.edu/myprintcenter/>.

A. Emailing an attachment:

To print using your Salve email address, follow this steps:

1. From within your Salve email, create a new message and attach the document(s) you would like to print.
2. Email the document(s) to the following email address: printing@salve.edu.
3. You should receive a confirmation email from “**Pharos Mobile Print**” stating your documents are being processed.
4. Go to any of the Pharos swipe stations and release the print job using your Salve ID card.

***Note:** If this is the first time sending a print job to printing@salve.edu, you will receive a welcome email to register your Salve email address. Click the link in the email and you will be redirected to <https://printing.salve.edu/myprintcenter/> to register. Once registered, you will see the print job in the queue.

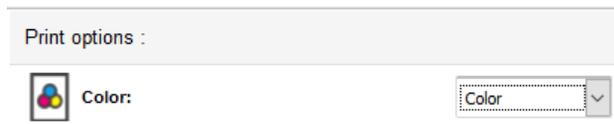
If you wish to print your document in Color, you will need to log into <https://printing.salve.edu/myprintcenter/> with your Salve credentials and change the print options to reflect color.

A. Print from your computer or mobile device using MyPrintCenter:

To Print a Document, follow the Steps Below:

1. Open any web browser (Safari, Chrome, Firefox etc..) and navigate to <https://printing.salve.edu/myprintcenter/>
2. Logon with your Salve credentials.
3. Click on the **Upload** button and locate the document you would like to print and press **Open**.
4. You should now see the document listed in the queue.
5. Go to any of the Pharos swipe stations and release the print job using your Salve ID card.

***Note:** by default all documents print Black and White. To print a color document, select the document you wish to print and under “Print Options” on the bottom right hand side of the page, press the drop down and select **Color**.



Pharos Printer Locations:

1. McKillop Library – Garden Level, 1st, 2nd and 3rd floor.
2. O'hare Academic Building – 1st floor across from Jazzman's.
2nd floor across from the Nursing lab
3. Miley Hall – Garden Level across from the Salve Bookstore.
4. Wakehurst – Garden Level across from the student mailboxes.

Supported Files Types:

Microsoft Word	.doc .docx .dot
Microsoft Excel	.xls .xlt .xlsx .xltx .xltm .xlsm
Microsoft PowerPoint	.ppt .pptx .pptm .pot .pps .potx .ppsx
Microsoft Visio	.vsd .vss .vst .vdx .vsx .vtx .vdw
Microsoft Outlook	.msg .eml
Microsoft Publisher	.pub
OpenDocument	.odt .ods .ott .odp .otg .odf
Comma Separated Values	.csv
Adobe Portable Document Format	.pdf
Rich Text Format	.rtf
Text files	.txt
Image formats	.jpg .jpeg .gif .png .bmp .tif .tiff
Email Message Renderer	.mht .eml .ini .cfg

Visit <https://onecard.salve.edu/OneWeb/Account/LogOn> to add funds to your card.