Pharos Mobile Print Center

Overview
Pharos Mobile Print Center will allow patrons with valid, full-service Metro Boston Library Network (MBLN) library cards to wirelessly send print jobs to release stations from their personal PC laptops and BPL PC laptops (this service cannot be used with MAC devices). A valid card is one that has less than $10.00 in outstanding fees and has current registration information. Patrons must be connected to the BPL wireless network in order to use this service.

Accessing Pharos Mobile Print Center from personal laptops, Windows tablets, and Android devices.
Connect to the BPL wireless network and log in.
Point your browser to: https://mobileprint.bpl.org
Enter your library card number and PIN
If you check the “Keep me logged in” checkbox, you will remain logged in for fourteen (14) days. Otherwise, you will remain logged in for twenty (20) minutes.

Once you log in, you see the Job list page of the Pharos Mobile Print Center which displays queued print jobs and your fund balance.
Uploading Documents for Printing
You can submit print jobs by uploading them via the Pharos Mobile Print Center. Click the Upload icon (found underneath the Job List tab). Uploaded jobs will remain in the queue for two (2) hours.

Browse your computer to the location of the document(s) you want to upload, highlight the item and select Open. The allowable size for uploads is 50MB.

Supported Formats for upload
- Microsoft® Word
- Microsoft Excel
- Microsoft® PowerPoint
- Microsoft® Visio
- PDF
- Text (CSV, RTF & TXT)
- Images (JPG, TIFF, GIF, BMP)
Changing printing options
Pharos Mobile Print Center allows you to change some printing options of print jobs:
- Black & White to Color or vice versa
- Single-sided to Double-sided or vice versa
- Number of pages per side (1 page or 2 pages per side)
- Number of copies

**Note:** Documents uploaded will default to black & white and single-sided. This means that if you upload documents in color and do not change the print option to “Print in Color” and/or “double-sided”, the documents will be printed in Black & White and single-sided.

Highlight the document whose attributes you wish to change.

In the Print Options section select the finishing option(s) you want to apply to your documents:

Checking my available balance
Your available balance is displayed at the lower left hand of the Pharos Mobile Print Center.
Viewing the cost of the print job
The cost of the print job is displayed on the right side of the line.

Viewing the cost for all print jobs in my queue
Highlight all the jobs in your list. The total cost is displayed on the lower right hand of the Pharos Mobile Print Center, above the Print Options box.

Error messages
If the library card is not valid, an error message will appear. Patrons should contact staff at the circulation desk.