



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)

- 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 [link](#)

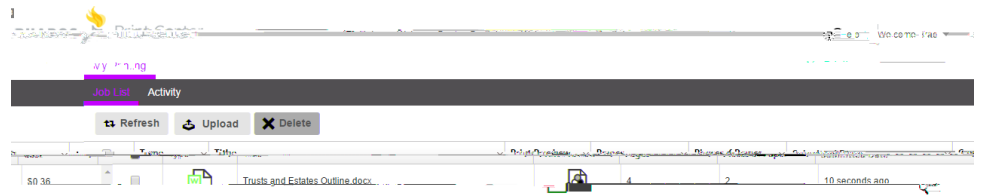
To access Print Center, use a web browser and enter the following URL:

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

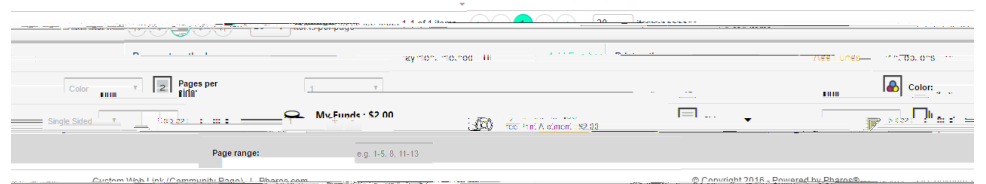
The first page that appears will be an authentication screen.
Students will use their Edgecombe Network ID and Password.

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 , , and .

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 that can be changed once you select a job with the check mark on the left. You can adjust Print Options for , , and . 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.

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.

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

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.

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

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.

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.

Fill in the following fields:

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.

The main screen shows your history. Menu options to mobile device, your queue, and your job.

Within the Pharos Print mobile App My Prints job list, select the print job(s) to print by

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

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