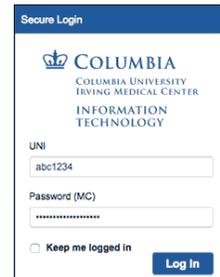
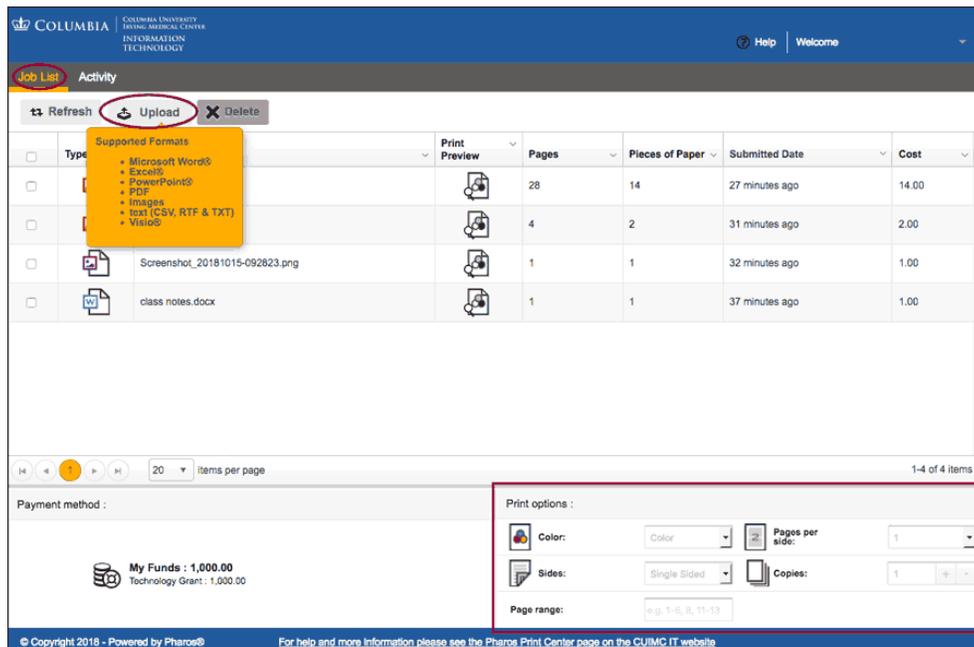


Using the Pharos Print Center

The Pharos Print Center website can be used upload print jobs to Pharos from any computers or mobile devices that are connected to the secure CUIMC network (Mercury wifi or campus wired). Simply log in to the website with your MC account and select **Upload** to send a file from the computer or device to your queue.

You can also log in to the Print Center to view your balances, Pharos history, manage print options for uploaded jobs, and delete any unwanted print jobs still in your queue.

- Go to <https://print.cumc.columbia.edu/myprintcenter/>
IMPORTANT: This is an intranet site and will not open unless you are using the secured campus network via Mercury wireless or on-campus wired.
- Type in your MC username and password, then click the **Log in** button.
TIP: Your MC username is the first part of your CUIMC email address (typically your UNI), and the password is the same one used for your CUIMC email.
- You will see a Job List showing all unprinted documents you've sent to Pharos within the past 24 hours. If not select the **Job List** tab in the upper left.
- Select the **Upload** button and follow prompts to upload a file from the computer or device to your Job List.

- IMPORTANT: All uploads default to black and white, double-sided.** To change or select other options such as the number of copies, check the box to the right of the print job, then use menus under **Print options:** in the lower right of the Print Center window.
 - If a print job was sent directly from a computer rather than Print Center website, print options cannot be adjusted here. You must have set any options when sending the print job from the computer.
- Log out of the Print Center window by clicking your name in the upper right and selecting log out.

To print out, go to any Pharos printer on campus, login with your MC account or tap your Columbia ID, then select the job(s) to print.