

# How to Print using Pharos Printers from a Lab Computer

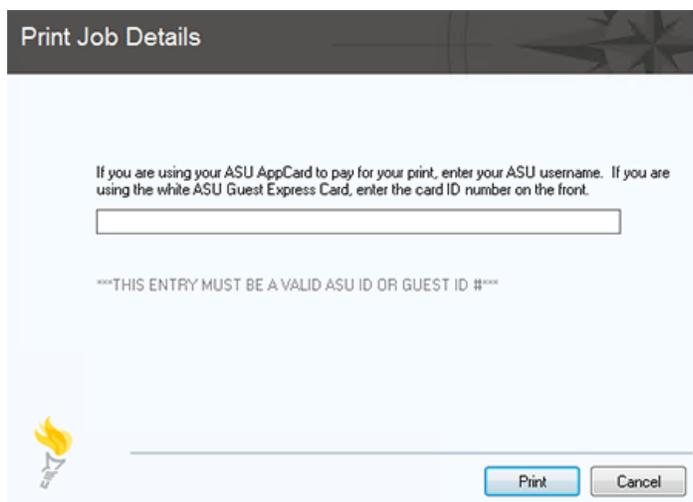
The following will show how to print from an App State lab computer to the Pharos printers located across campus.

 These instructions are for all App State lab computers, including the library. For a list of Pharos printer locations, visit [Pharos Printer Locations](#).

**Before sending a print request, please be sure to preview what you will be printing to ensure that you only print the pages you desire.** This is especially important when printing pages from a website since you will be charged for the number of pages printed.

**Step 1:** Send your document to the printer as you normally would. The default printer, "LAB M606DN Printer" on PC and "ASU-Lab-HP LaserJet M606" on Mac, should automatically be selected. Print jobs can be submitted to the color printer by selecting the HP 5550DN printer. Once you submit the print job, a window will pop up asking you to enter either your App State username or the 9-digit code printed on the front of the guest Appalachian Express card you have purchased.

- Enter your username (e.g. doeja) if using your AppCard at the release station or the 9-digit code on the front of the guest Appalachian Express card if it will be used at the release station.



**Step 2:** Next, go to the Pharos Uniprint Release Station and swipe your AppCard or Guest Express Card to log in. You may need to move the mouse first or hit Enter to wake the station up. If you get an error that says "The account could not be found," try to swipe your card again.

**Step 3:** Once logged into the release station, you should see the list of print jobs that match the card used to log in to the release station, as shown below. If you do not see your print job, please make sure that you have entered the correct information when you sent the print job from the client pop-up.

- Select the print job or jobs you would like to print (you can select multiple jobs by holding down the CTRL or SHIFT key and clicking the left mouse button). Your cost will be displayed at the bottom of the screen.
- Once selected, you can click Print at the bottom right of the screen to send your job to the printer.



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