



Lehman College - Mobile Printing

How to Register and Send a Mobile or Remote Print Job

1. From any device capable of sending e-mail [home computer, laptop or smartphone], attach documents and send to e-mail address:
mobile.bw@lehman.cuny.edu (for black & white documents)
***** mobile.color@lehman.cuny.edu (for color documents)*****
2. Currently supported documents:
Office documents - Word, Excel and PowerPoint -
[doc, docx, rtf, eml, xls, xlt, csv, ppt, pptx, pptm]
Web Pages [htm, html, mht]
Text file [txt]
Portable Document Format [pdf]
3. **Documents** can be released at Designated Mobile Print Release Station at the **IT Open Center (to the right of Printer 7)** and **Leonard Lief Library (Reference Area Mobile Release Station)**.
4. First-time users will receive registration e-mail from Mobile.bw.
You will see a **Click to Register** link:

pharos.mobile@lehman.cuny.edu

To: ALEXIS.VERAS

Attachments:  Logo.jpg (16 KB)

Welcome to Lehman's Mobile Print System.

To use Mobile Print, click on the link below and enter your Lehman username and password to register.

[Click to register.](#)

Formats Supported


Please note: The following file formats are supported for Mobile Print:

- Office documents: Word, Excel and PowerPoint (.doc, .docx, .rtf, .eml, .xls, .xlt, .xlsx, .csv, .ppt, .pptx, .pptm)
- HTML documents and web pages (.htm, .html, .mht)
- Text file (.txt)
- PDF document (.pdf)

Lehman College/CUNY

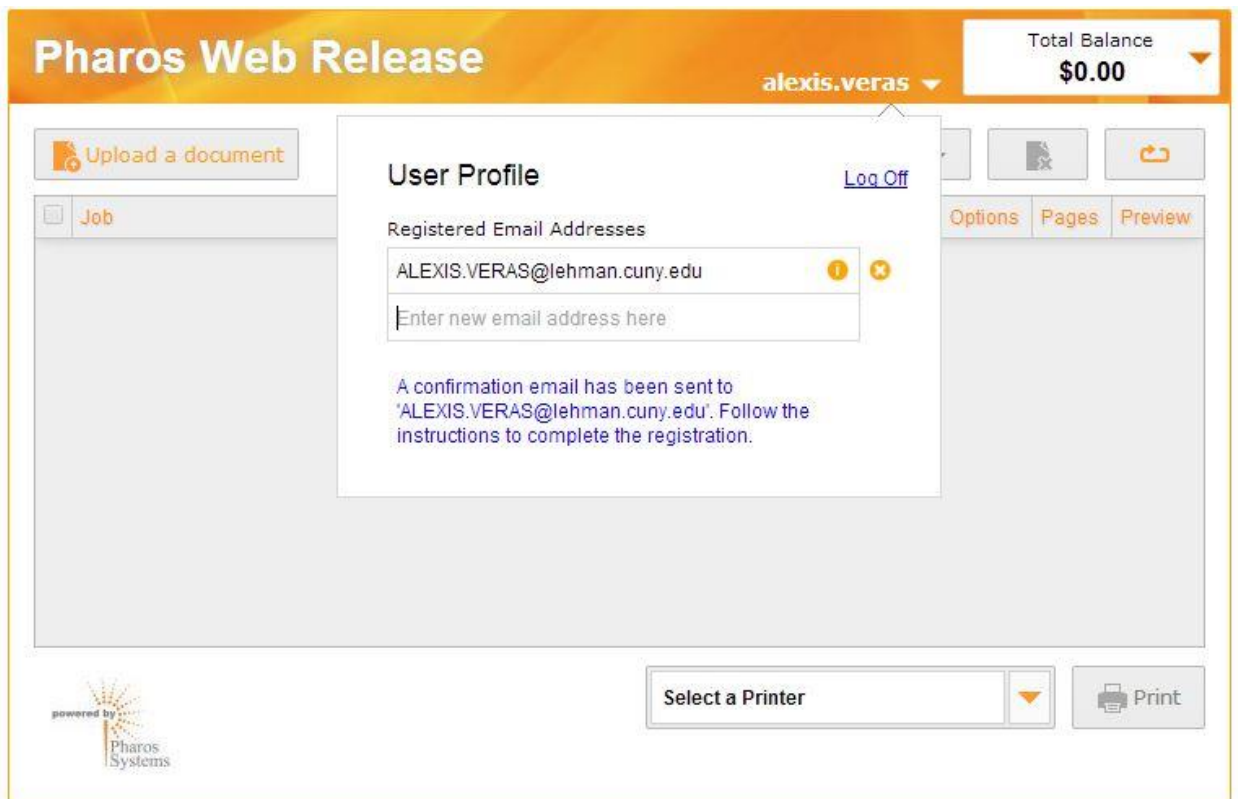


5. The “Click to Register” link will bring you to the page below, where you will enter your **Lehman Account Username and Password**. Once you enter your Lehman Login credential, click “Log on”.



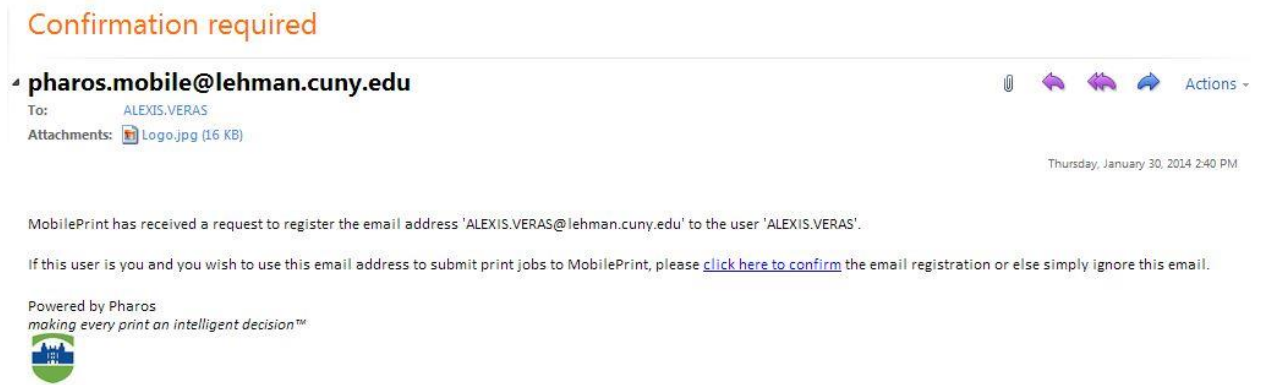
The image shows the login page for Pharos Web Release. At the top, there is an orange header with the text "Pharos Web Release". Below the header, there is a white box containing the text "Log on to release print jobs." followed by two input fields: "Logon ID" and "Password". Below these fields is an orange "Log on" button and a checkbox labeled "Remember me". At the bottom left, there is a logo for "powered by Pharos Systems".

6. Once you have registered, you will receive a confirmation e-mail, as shown below



The image shows the user profile page for Alexis Veras on the Pharos Web Release system. The page has an orange header with "Pharos Web Release" and "alexis.veras" on the right. A "Total Balance" of "\$0.00" is displayed in the top right corner. The main content area is divided into sections: "Upload a document" (with a plus icon), "Job" (with a minus icon), and "User Profile". The "User Profile" section shows "Registered Email Addresses" with one listed: "ALEXIS.VERAS@lehman.cuny.edu". Below this is an input field for "Enter new email address here". A confirmation message states: "A confirmation email has been sent to 'ALEXIS.VERAS@lehman.cuny.edu'. Follow the instructions to complete the registration." There is a "Log Off" link next to the email list. At the bottom, there is a "Select a Printer" dropdown menu and a "Print" button. The "powered by Pharos Systems" logo is at the bottom left.

7. Confirm the message by clicking on “Click here to confirm”.



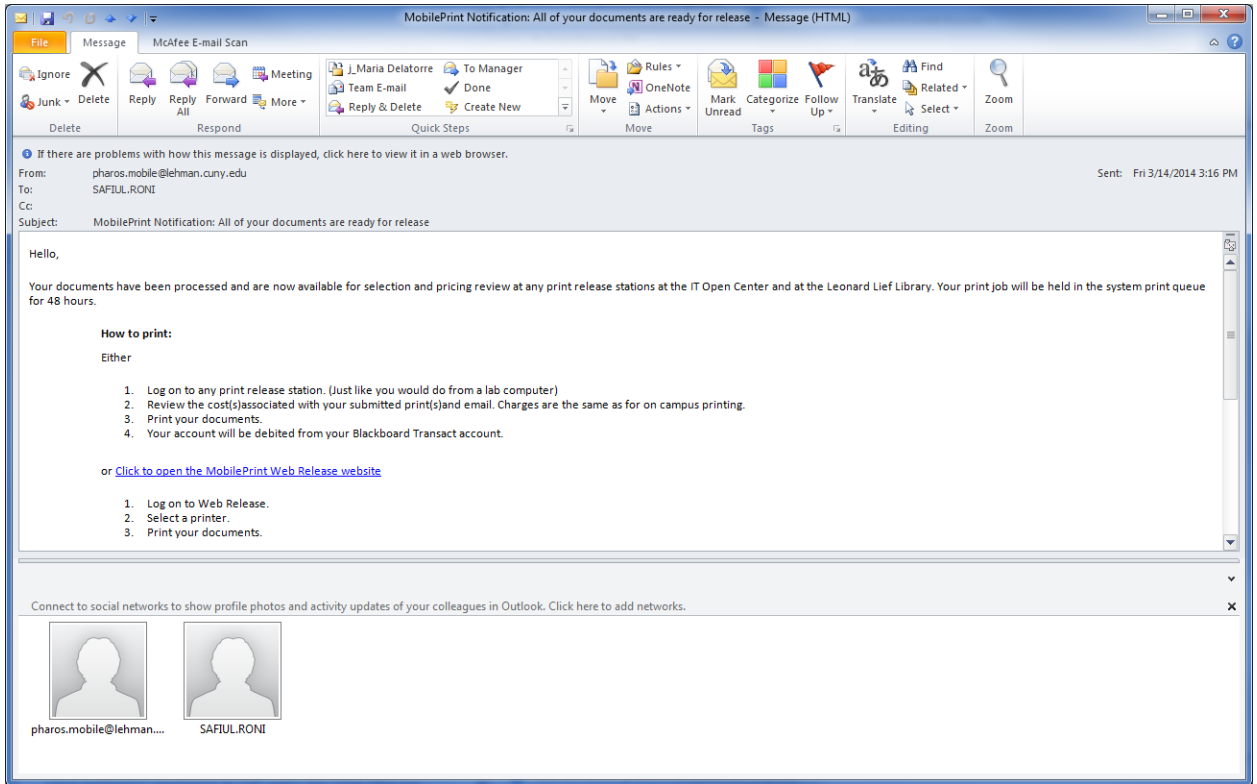
8. Click to “Confirm” the email address.



Once confirmed, you will get the following message:



9. Now Click on “Click to open the MobilePrint Web Release website”.



10. Enter your Lehman Login credential and click “Log on”.



11. Please proceed to the Any Print Release Station:
IT Open Center OR Leonard Lief Library

12. Your print jobs will be held in system print queue for 48 hours.

How to Release Print Jobs to Printer

13. Go to Any Print Release Station in the IT Open Center or Leonard Lief Library.

14. Enter **Lehman Login Username**, which is your **[Firstname.Lastname]**

15. Enter **Lehman LDAP Password**. Then press **Log in**.

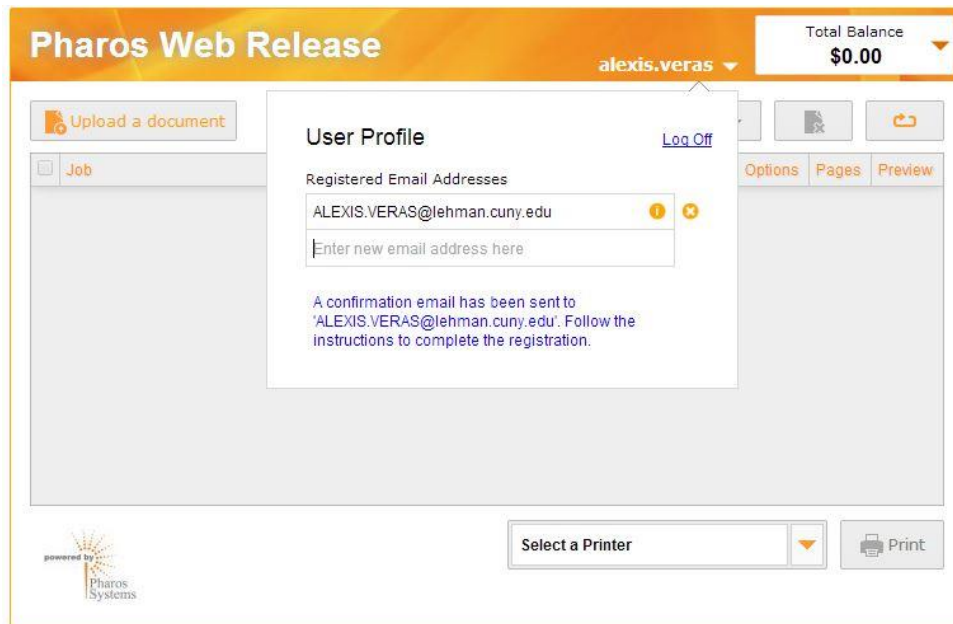


The screenshot shows a login interface for 'Pharos Station'. The title is 'Identifying Yourself'. Below the title, there is a message: 'This is where you log on to the system. Please enter your Lehman Username (Firstname.lastname) and Lehman Account Password.' There are two input fields: 'Lehman Username (Firstname.lastname)' and 'Lehman Account Password'. A 'Login' button is located below the password field.

16. Select print jobs, then choose **Print**.

Your account balance is displayed on lower left hand corner of screen.

When finished, click **Log off** button.



The screenshot shows the 'Pharos Web Release' interface. At the top, there is a header with 'Pharos Web Release' and a user profile 'alexis.veras'. On the right, there is a 'Total Balance' of '\$0.00'. The main content area is divided into sections: 'Upload a document', 'Job' (with a checkbox), and 'User Profile'. The 'User Profile' section shows 'Registered Email Addresses' with 'ALEXIS.VERAS@lehman.cuny.edu' and a 'Log Off' button. Below the email address, there is a message: 'A confirmation email has been sent to 'ALEXIS.VERAS@lehman.cuny.edu'. Follow the instructions to complete the registration.' At the bottom, there is a 'Select a Printer' dropdown menu and a 'Print' button. The Pharos Systems logo is visible in the bottom left corner.

Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-111 or help.desk@Lehman.cuny.edu if further assistance is needed.