

- ❖ Print jobs can be sent wirelessly to the Print Center website, and picked up from any Pharos print location:

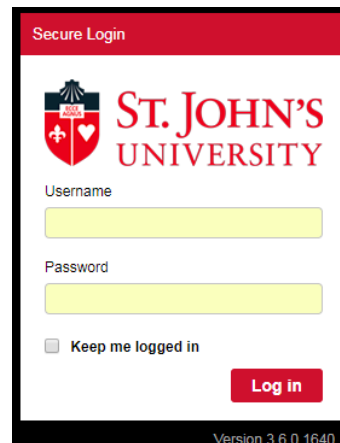
<https://printcenter.stjohns.edu>

Current Pharos Print Locations:

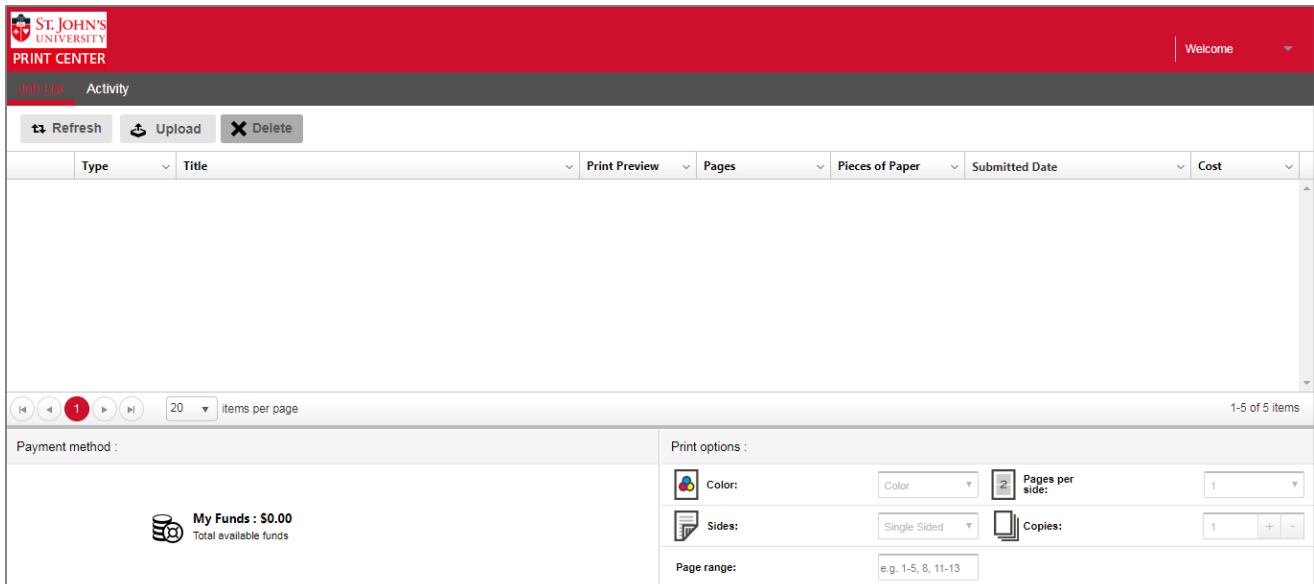
Sullivan Hall Computer Lab, Financial Lab, Library, Bartilluci Center. Also, available on Staten Island Campus, Manhattan Campus, and Long Island Graduate Center.

- **Username:** SJU Network account username – First letter of the first name, first four letters of the last name, and the last three numbers of the X Number (or last three numbers of the social security number)
  - Note: This is the same username used to log into the computers on campus and SJUMobile. If you are unsure of your username, please seek assistance in the Computer Labs.
- **Password:** Capital “S”, Lowercase “j” followed by the StormCard ID Number. This is the same password that is used to log into the computers on campus.

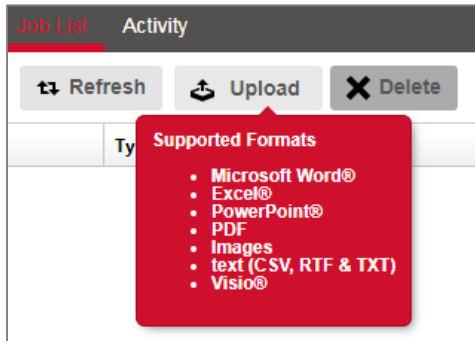
Example:      Username:      jsmit123  
                   Password:      Sj91234567



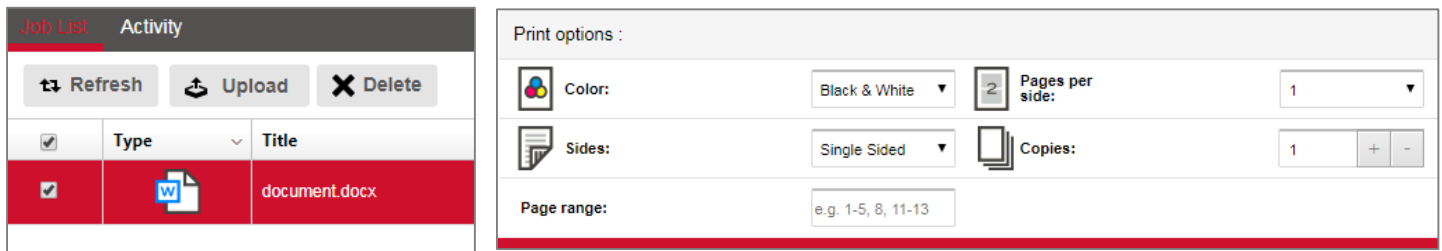
Once signed in, items needed for printing will be able to be uploaded to your personal printing queue. Your available printing funds will be displayed in the bottom left side of the screen.



1. Click on the UPLOAD button, located in the top left. You will be able to select your file. At this time, only the formats listed below are eligible for printing. Printing pages from a website, iWork Suite (Pages, Numbers, Keynote), is currently not supported.



2. Your uploaded file will appear in the Print Queue. Click the check box next to the item that you wish to modify the print options for. Print options are located in the bottom right of the screen.



\*\* Please note: DOUBLE-SIDED printing is not available in all Printing locations. Special options for printing, such as multiple PowerPoint slides on one page is not available.

3. Swipe into the Print Station with your SJU StormCard ID. Select the jobs to print, and click Print.

