Wireless printing at the Beverly Hills Public Library

Please note: Wireless printing requires a valid library/computer card or a guest pass. Monetary value can be added to the card via the standard Pharos kiosks located in the lobby and at the Technology Desk in the Library.
Black and white printouts: 0.20/page
Color printouts: 1.00/page.

Limitations to wireless printing

- Pharos will ignore and discard email messages which contain less than 200 characters.
- Third party applications: You can email a document directly for printing if the mobile app has an email option.
- While sharing files as an email, Dropbox creates secure links, rather than attaching the file to the email message. It therefore will not work with Pharos Print. To print your files from cloud storage providers like Dropbox , Google Drive, etc. you would need to open these files with a mobile app that supports attaching the actual file to an email message sent to Pharos Print.
- Each email submission supports a maximum of 10 file attachments. Only the first 10 attachments will be processed and the others will be discarded by Pharos Mobile Print.
- Users can submit a maximum of 10 email print submissions per day.
- Based on the printing system load you might receive an email message that the system is too busy. In this case, please resubmit your jobs to Pharos Mobile Print
- Printing system supports upload of files in the following formats: Microsoft Word, Excel, PowerPoint, Visio, Open Office documents, PDF, common image formats, text (CSV, RTF and TXT). Documents in any other format need to be converted to compatible formats prior to upload.
- Maximum allowed file size is 50 MB.

04/26/2016

BEVERLY HILLS
PUBLIC LIBRARY
444 N. Rexford Dr
Beverly Hills, CA 90210

LIBRARY HOURS:
Monday – Thursday: 9:30 AM – 9:30 PM
Friday – Saturday: 10 AM – 6 PM
Sunday: 12 Noon – 6 PM

Reference:	(310) 288-2244
Circulation:	(310) 288-2222
Passports:	(310) 288-2279
Renewal:	(310) 288-2223
Children's:	(310) 288-2211
Facility Rental:	(310) 288-2220
Literacy:	(310) 288-2207
Friends' Bookshop:	(310) 288-2209

www.bhpl.org

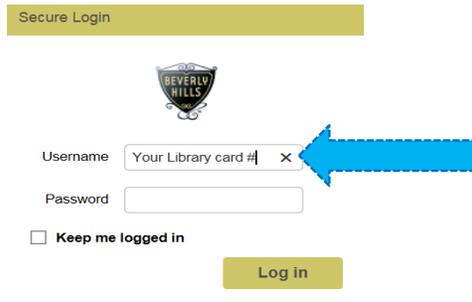# Wireless Printing at the Beverly Hills Public Library

Information and frequently asked questions

Method 1. Upload print jobs via your web browser (laptop)

In your browser, navigate to the logon page https://print.bhpl.org. Type in your library/computer card number as it appears on the card, and login. If you have a guest pass use that instead:

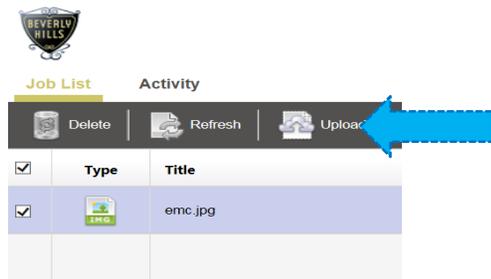Upload your files using the **"Upload"** button and your files will show up, listed by their titles:

Once the print job file has been uploaded, it should be picked up at the Library's public printers.

### Picking up the print job at Print Release Station

To release print jobs at a Print Release Station follow the following steps:
1. Tap the screen of the Print Release Station (located next to the printer) to activate the login screen.
2. Login using your Library Card or guest pass.
3. Once you have logged in successfully, you will see your print jobs in the print queue.
4. Select a print job you desire to print by tapping on its name, and tapping "**Print**". Alternatively, you can tap "**Print All**" to print a number of documents right away.
5. Collect your printouts.

Method 2. Upload via the Pharos Print app (mobile device)

Download and install the free **Pharos Print** from the App Store on your iOS device. Open the Pharos Print app and add Mobile Print server information and press **"Connect"** when done:
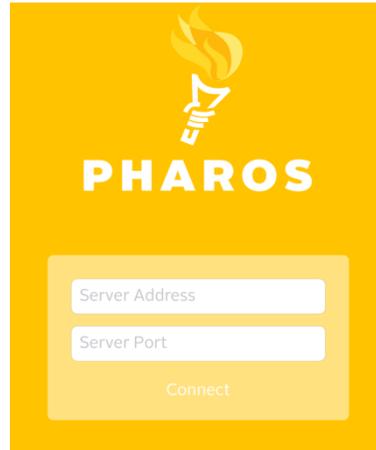
Pharos server address: **print.bhpl.org**
Server port: **443**

Once the app connects to the Pharos server, it will prompt for your library/computer card number or the guest pass information. Press **"Log On"** after typing in your information.

Now you will be able to use iOS's **"Open In"** command to submit your print job:

Once the document is open in Pharos Print, make any desired changes to the finishing options and select **"Apply Changes"** to send the content to the Pharos secure print queue.

Once the document has been queued up, it is now ready to be printed at the Library's public printers. Please refer to information in **Method 1** if you have questions regarding collecting your print job.

3. Upload via email to print@bhpl.org

You may email your print job to print@bhpl.org. After the email has been sent, you will receive a confirmation email that will prompt you to register your email address with your library account, enabling you to pick up your print job:

Welcome to MobilePrint!

To print a document, your email address must first be registered:

1. Click on the link below and log on with your existing logon credentials.
2. Your email addresss will be registered and your pending print job(s) processed.

Click to register your email address.

Powered by Pharos
making every print an intelligent decision™

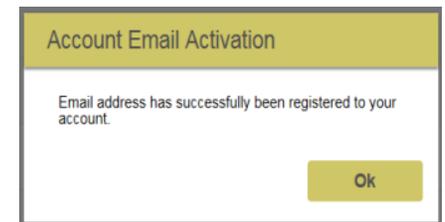Click on the link provided, and log in with your library/computer card:
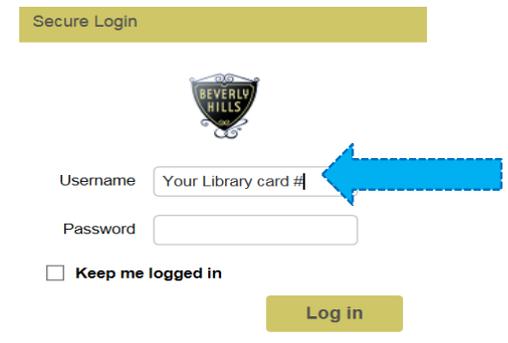
You should see the following pop up, once the email is activated:

A confirmation email will be sent out and you will be able to pick up your print job at a public printer.