Pharos Printing

The Pharos Print Center will enable you to send print jobs quickly and securely from any computer or mobile device to any library or campus pharos printers. Also, there are additional methods in which you can send jobs to the print release stations. These methods are outlined below.

- **Web Upload:** Navigate to the Pharos Print Center to upload documents to print and manage print jobs. Most standard file formats are supported. The maximum allowable file size is 52.4 MB.

- **Pharos Print App:** You can also download the Pharos Print app from the iTunes App Store for Apple devices or the Google Play App Store for Android devices (or search the app stores for Pharos Print).

If you do not have a MyCalhoun Portal A#, please see Pharos Guest Access.

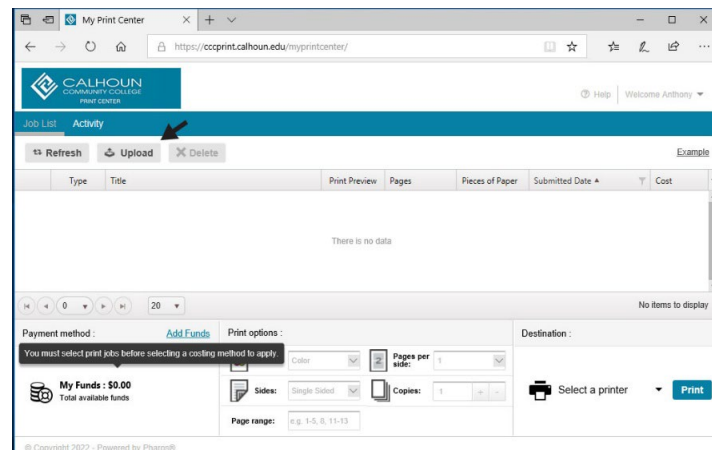*Sorry, no refunds or reimbursements.*

Web Upload

1. Save the document to be printed to a location you can easily find.

2. Login to Print Center
   In a web browser on any computer with internet access navigate to:
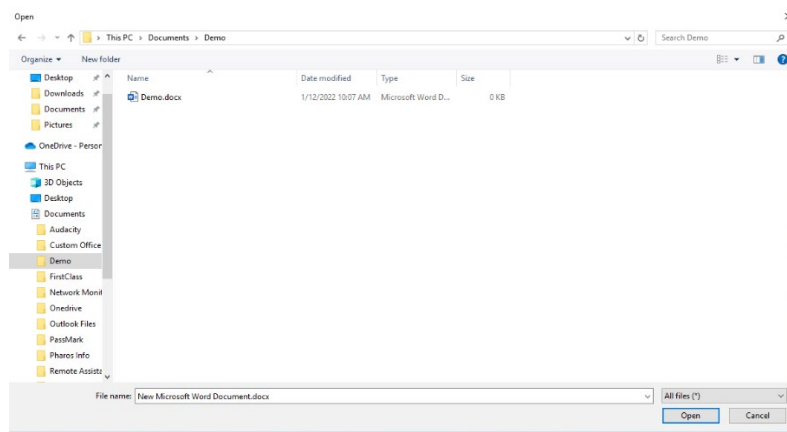   https://cccprint.calhoun.edu/myprintcenter

   Enter A# and password to sign in. (Same as MyCalhoun portal credentials)
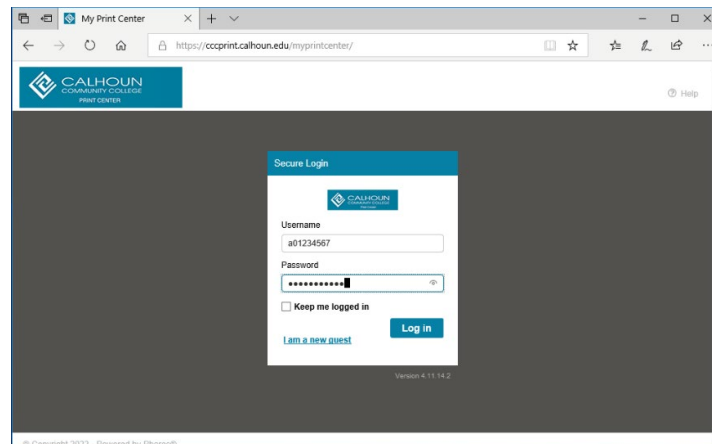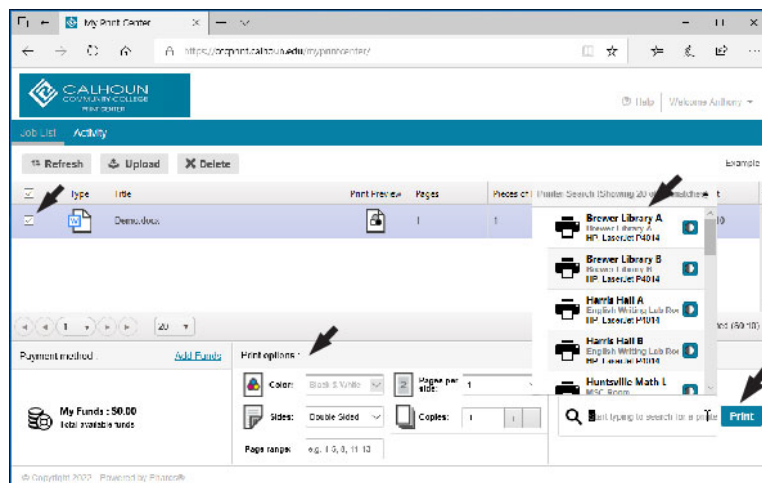

3. Click upload to add document to Print Center.

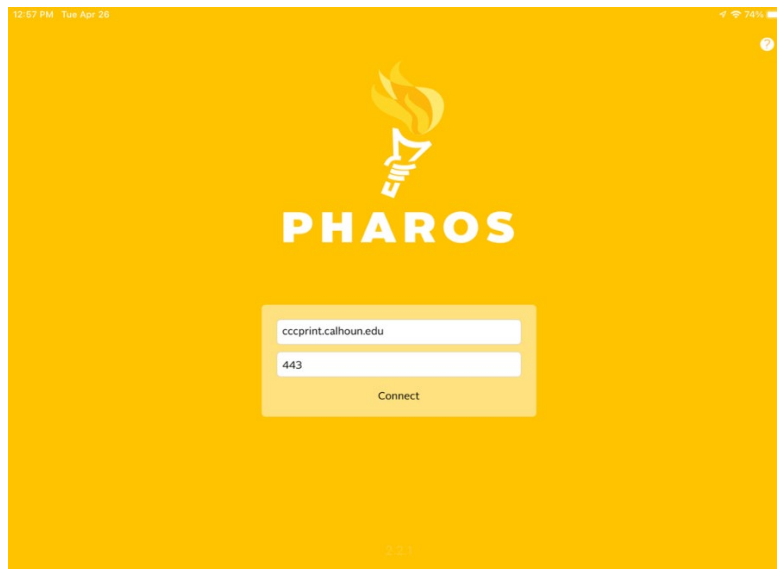Locate and select the document to upload and click open.

4. Once uploaded the document can be printed.
   a. Select Document to print in Print Center (click refresh if the document is not in Print Center after uploading).
   b. Select and modify print options as needed and available.
   c. Select a printer. (Be sure to select printer where you are located).
   d. Press print button when ready. (Do not print unless you are at printer location).

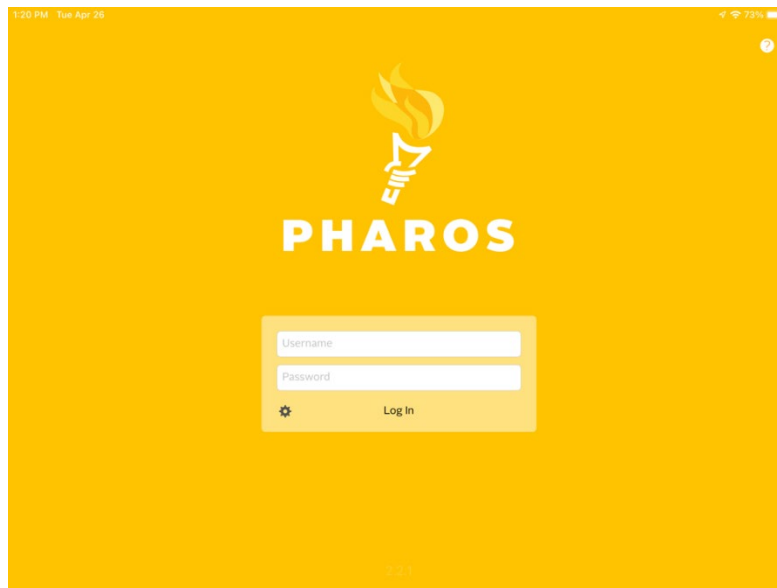Fees will be deducted from your funds and the document will be printed.

Pharos Print App

1. Install Pharos Print from either Apple App Store or Google Play Store.
   When prompted for Server Address, enter: cccprint.calhoun.edu
   If prompted for server port, enter: 443

2. When prompted for user name and password enter your A# and portal password to login.
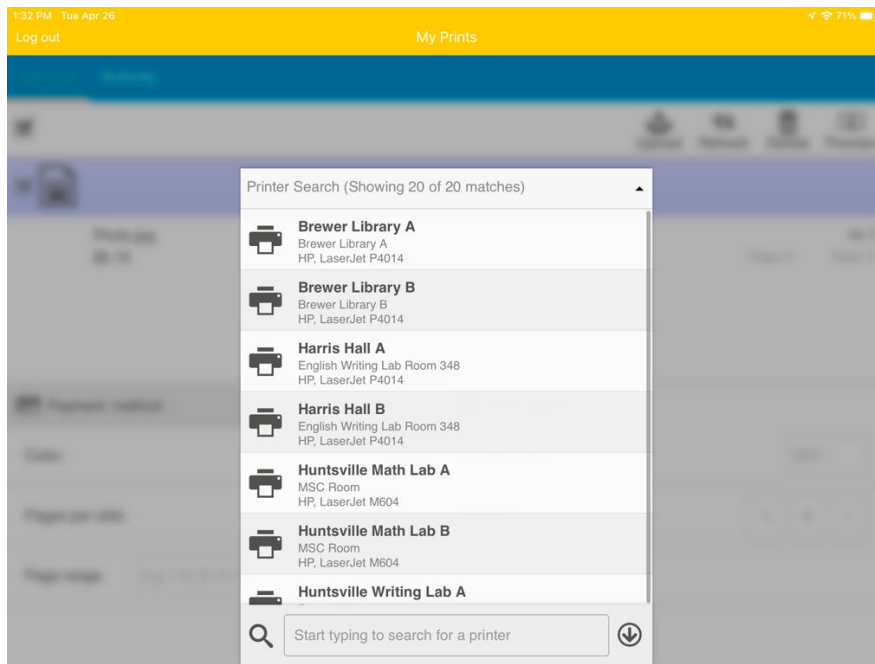
3. Add document from device.
   Click upload and locate document on your device as prompted.
   Tap selected document to upload to your print center.
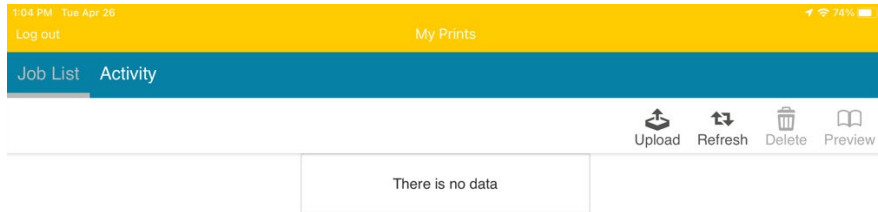
4. Once uploaded the document can be printed
   a. Select document to print.
   b. Select any print option changes.
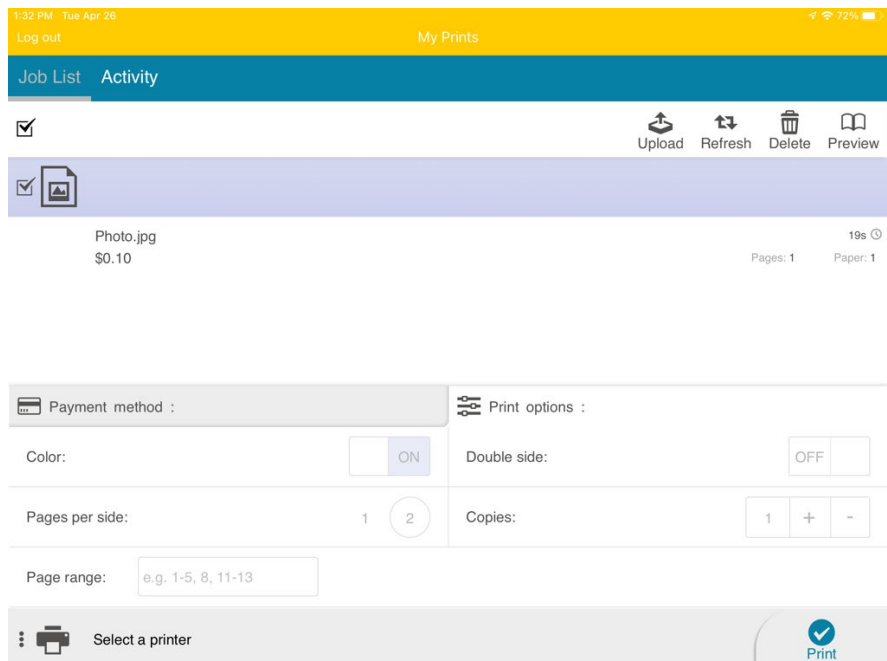
5. Select a printer in your location

Verify charges. Press print and collect document from printer.
(Do not print unless you are at printer location)