



PHAROS Setup and Operations

UAF Student printing is available through the PHAROS service. Use your Bear Bucks to print to any PHAROS enabled printer at UAF. This document explains how to setup and use PHAROS Printing

Associating Your PolarExpress ID (Mandatory for New Users)

1. Swipe your UA ID card (PolarExpress) on the copy machine card-reader.
2. Associate the card swiped with an account.
3. Enter your UA username and password credentials.
4. Choose an account that will be associated with your card in order to proceed.
5. On success, the PolarExpress card will link with both your credentials and the charged account.

Uploading a Document to MyPrintCenter

1. Go to <http://print.alaska.edu>
2. Log in with your UA username and password.
3. Click the *Upload* button and select file to upload.
4. The document should now be in your job list and ready to print at any PHAROS-enabled printer on campus.

Copying and Scanning at a Student Printer

1. Swipe your UA ID card (PolarExpress) on the copy machine card-reader.
2. Press the *Copy* or *Scan* button to open the settings menu.
3. Adjust the Copy or Scan settings.
4. Press the *Start* button on the copier.

Print from Email

1. If you have not logged into <http://print.alaska.edu> before, do so now.
2. Using your **UA Email account**, email your document as an attachment to **print@alaska.edu**.
3. Swipe your PolarExpress card at the Student Printer.
4. Select your account and then the desired document.
5. Print your document.

Using the Mobile Print App for iOS or Android

1. Download the free Pharos Print App from Google PlayStore or the Apple Store
2. Use server URL **print.alaska.edu**.
3. The number 443 should populate in the area below server name.
4. Enter your UA Username and password
5. To retrieve the document from the printer, swipe your card, select the print job from the list, and then click on *Print*.
6. To logout, hit the *Access* button twice on the right side of the screen.

Releasing a Print Job at a Student Printer

1. Swipe your UA ID card (PolarExpress) on the copy machine card-reader.
 - a) UA Staff with a **department copy-code** may need to select their funding source.
2. Select your print job(s) and press the *Print* button.
3. Your document will print and your account will be charged.

Account and Document Management

1. Go to <http://print.alaska.edu>
2. Login with your UA Username and Password.
3. Select the *Jobs* tab to see print jobs in the queue for modification and possible release.
4. Select the *Activity* tab to view all recent activity.

Student Printer Locations on Campus

- Bunnell, Room 319
- UAF Rasmuson Library, Room 404
- Moore-Bartlett-Skarland, OIT Lab, Room 101
- Murie, Rooms 123, 223, and 323
- Akasofu, Mather Library, Room 202
- CTC 604 Barnette Street, Rooms 111, 320B, and 410