

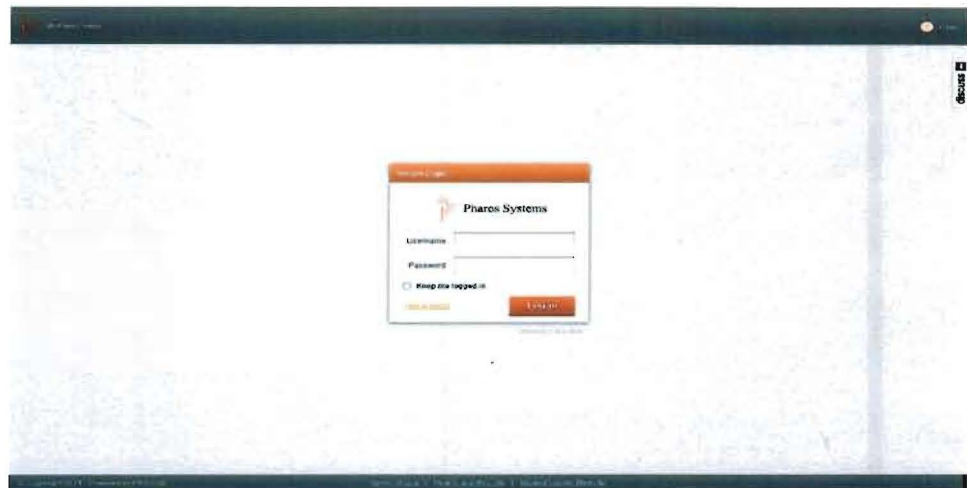
# Berkeley Mobile Print – How to print using the Print Mobile System

## How the system works

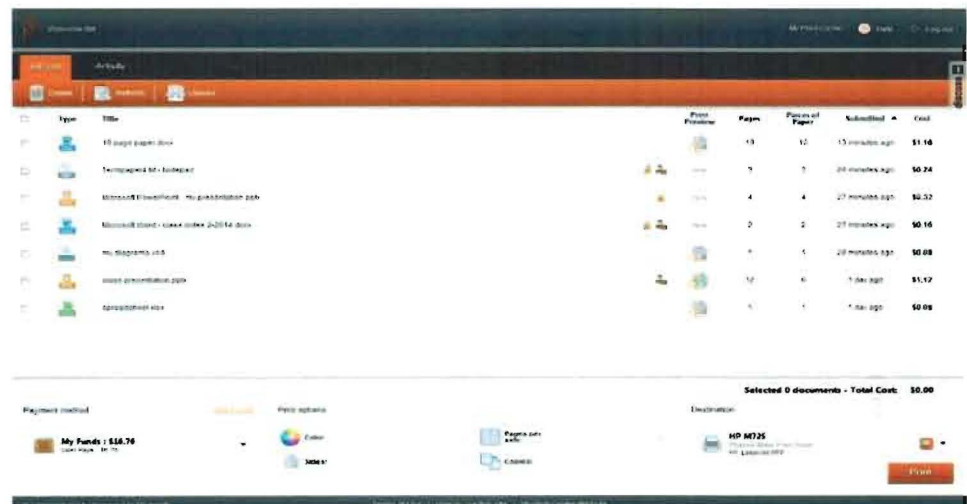
1. User submits a job using one of the following options
  - a. Option 1: email the document to [Print@BerkeleyCollege.edu](mailto:Print@BerkeleyCollege.edu)
  - b. Option 2: upload the document via the Pharos Print Center
2. User authenticates and **releases the job**
3. User collects document(s) from the printer

## How to release the job

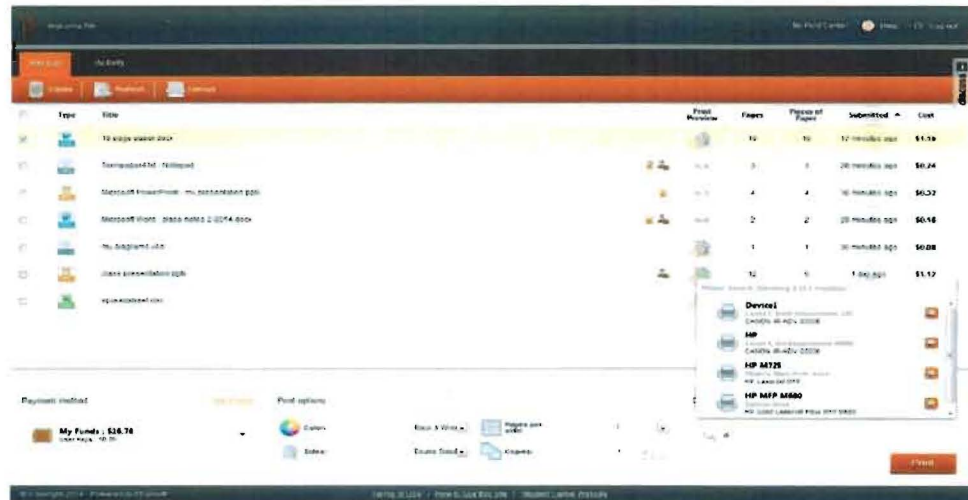
1. Login to the **Pharos Print Center system** using your Berkeley's account from any browser go to <http://print.berkeleycollege.edu/myprintcenter>



2. After your account had been authenticated the list of print jobs screen appears from where you can select the job that you want to print, delete or upload any new job



- To print, select the print job that you want to release, check the print options and change as needed and on the destination box select the name of the printer and click the PRINT button to release the job



- After the print job had been released, the Confirm payment and print screen appears, click the Confirm button to complete the process

