



Self-Service Printing at the AUC Library

Prepared by: Library Automated Systems

September 2021

A. Print Submission:

- A.1. Send to Email Attachments
- A.2. Library Public Computer
- A.3. Personal Laptop

B. Self-Service Print Release:

- B.1. Touch Less Print Release
 - a. Using Pharos Print Mobile App
 - b. Using Pharos Print Center
- B.2. Regular Print Release

For any enquires please contact autosys@aucegypt.edu

A. Print Submission:

A.1. Send to Email Attachments:

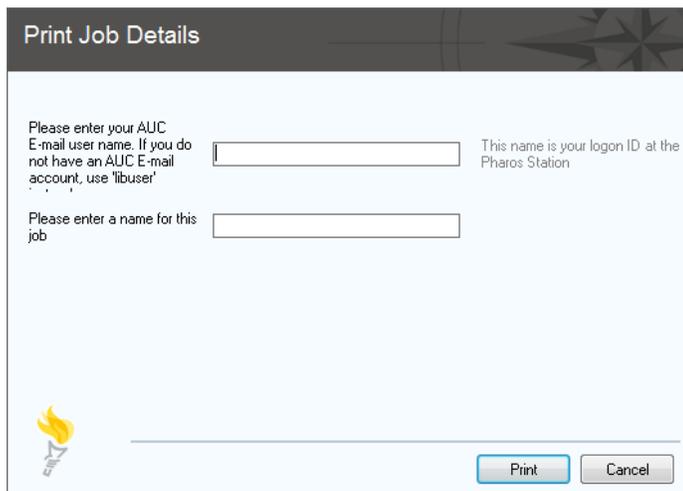
- Using your AUC e-mail account, send your documents as attachments to:
 - LibPrintBW@aucegypt.edu for black and white print jobs.
 - LibPrintColor@aucegypt.edu for color print jobs.
- You will receive a reply from LibPrintBW@aucegypt.edu with the status of either your black and white, or color print jobs.
- Refer to section B. [Self-Service Print Release](#) to release your print jobs.

Notes:

- You must use your AUC e-mail account to send attachments; non-AUC accounts are not allowed.
- Attachment types allowed:
 - Microsoft Word: .doc, .docx, .dot
 - Microsoft Excel: .xls, .xlt, .xlsx, .xltx, .xltm, .xlsm
 - Microsoft PowerPoint: .ppt, .pptx, .pptm, .pot, .pps, .potx, .ppsx
 - Microsoft Visio: .vsd, .vss, .vst, .vdx, .vsx, .vtx, .vdw
 - Microsoft Outlook: .msg, .eml
 - OpenDocument (The standard file format for open source office applications such as Apache OpenOffice, and LibreOffice): .odt, .ods, .ott, .odp, .odg, .odf, and .odp (supports Open Office 4.0 or greater).
 - Adobe Portable Document Format: .pdf
 - Image formats: .jpg, .jpeg, .gif, .png, .bmp, .tif, and .tiff
 - Other formats: .csv, .rtf, .txt, .cfg, and .ini
- A maximum of 10 attachments per e-mail are allowed.

A.2. Library Public Computer:

- You can submit your documents as in Step A.1. [Send to Email Attachments](#) above, or
- Select File menu - Print (from the application you want to print from).
- Depending on the size attribute of your document, select:
 - Extended print (10+p or pdf) printer,
 - Library public color printer,
 - Quick print (less than 10 p.) printer.
- Click the OK button.
- In the “Print Job Details” screen, enter your AUC e-mail **username**, and a job name to identify each of your print jobs. Click the “Print” button.



Print Job Details

Please enter your AUC E-mail user name. If you do not have an AUC E-mail account, use 'libuser'

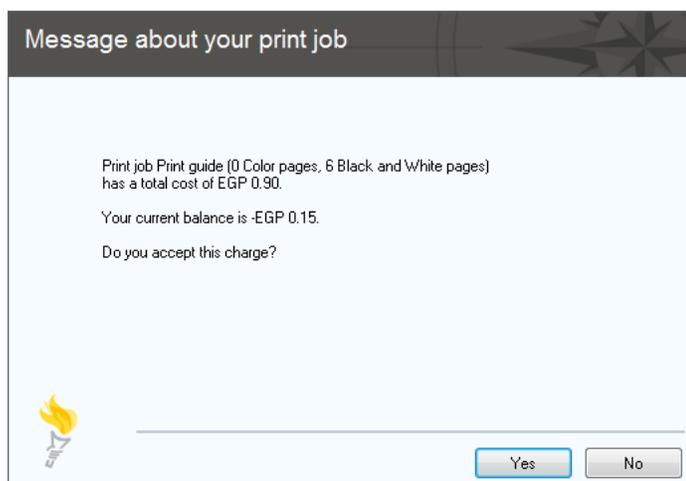
This name is your logon ID at the Pharos Station

Please enter a name for this job



Your AUC e-mail username will be used as your Logon ID at the Self-Print Station. **If you do not have an AUC e-mail account, go to the Library Help Desk for assistance.**

- **Wait** until you see the “Message about your print job” pop-up. If you accept the charge click “Yes” and proceed to the next step, otherwise click “No”.



Message about your print job

Print job Print guide (0 Color pages, 6 Black and White pages)
has a total cost of EGP 0.90.

Your current balance is -EGP 0.15.

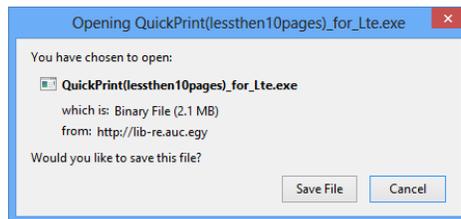
Do you accept this charge?



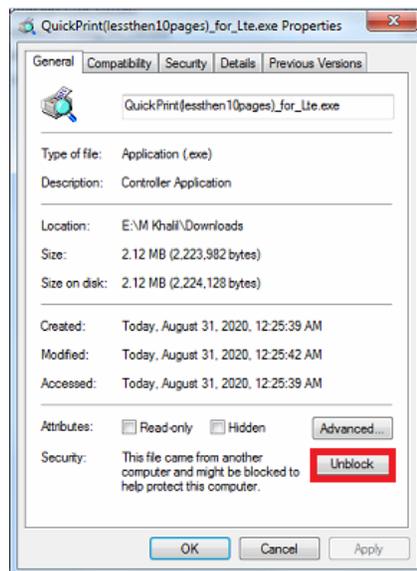
- Refer to section B. [Self-Service Print Release](#) to release your print jobs.

A.3. Personal Laptop:

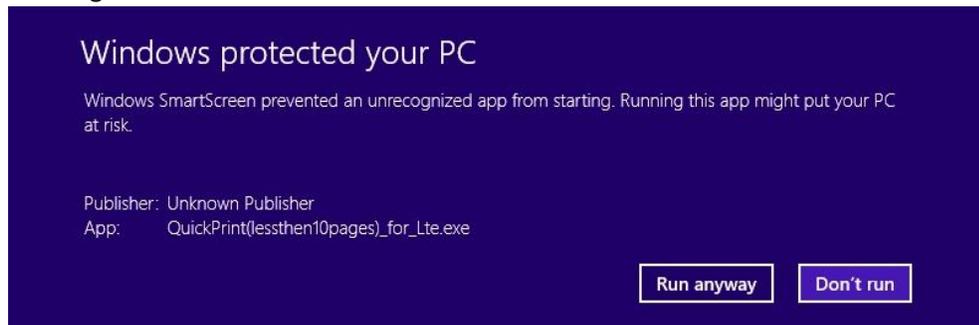
- You can submit your documents as in Step A.1. [Send to Email Attachments](#) above, or
- Print from applications installed on your laptop directly to Library printers:
 - Download the preferred printer driver from:
<https://libprint.aucegypt.edu/uniprint/Packages.asp>



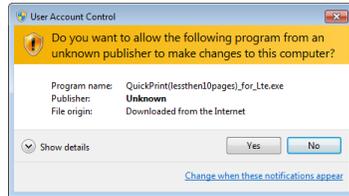
- Click “Save File”.
- Right click on the downloaded file and select “Properties”.
- Click “Unblock”.



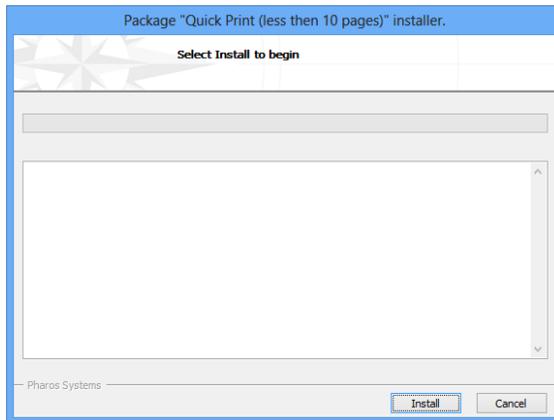
- Click the OK button.
- Run the downloaded file.
- You may receive security warnings, if so select More info – “Run anyway” to bypass any warnings.



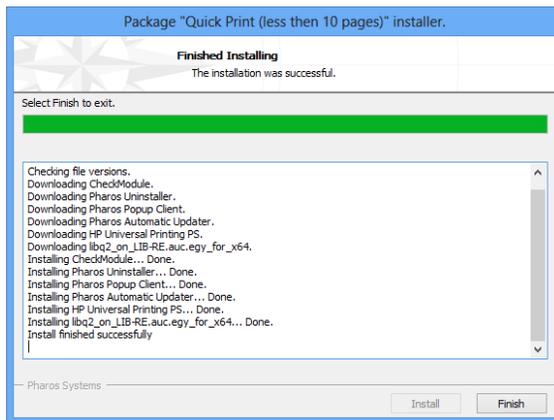
- Click “Yes” in the User Account Control message box.



- Click “Install” to start installing printer driver.



- Click “Finish” after successfully installing the print driver.



- Now you can submit a print job from your laptop as in Step A.2. [Library Public Computer](#) above.
- Refer to section B. [Self-Service Print Release](#) to release your print jobs.

B. Self-Service Print Release:

Add credit to your account at the Library One Stop Services Desk using AUC Pay. Please charge your AUC Pay account before coming to the Library.

B.1. Touch Less Print Release:

a. Using Pharos Print Mobile App

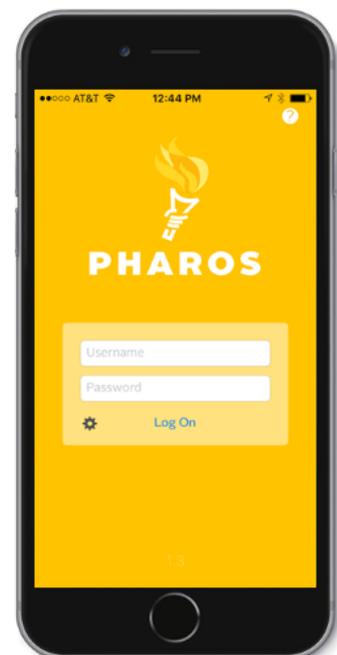
- Download the Pharos Print app:



- Start the Pharos Print app.
- **One-time app configuration:**

1. Enter “**libprint.aucegypt.edu**” in the server address and “**443**” in the port #

2. Enter your AUC email username and password



3. Allow the app to access your device camera

- Working with the Pharos Print App

1

2

Optional

3

4

Credit in your account

Optional

Lib-MFP-BW-3
Plaza - Window
HP, LaserJet MFP M631

Lib-MFP-BW-4
Plaza - Express Area
HP, LaserJet MFP M631

Lib-MFP-BW-5
Ground
HP, LaserJet MFP M631

The main screenshot shows the 'My Prints' app interface with the following details:

- Time: 12:03
- Header: My Prints
- Job List:

<input checked="" type="checkbox"/>		Self-Service Printing at the AU... EGP5.50	Pages: 11	Paper: 11	49m
<input type="checkbox"/>		Self-Service Scanning at the A... EGP4.50	Pages: 9	Paper: 9	1h
<input type="checkbox"/>		Self-Service Copying at the AU... EGP4.00	Pages: 8	Paper: 8	1h
- Activity:

1 Page	EGP0.00	Lib-MFP-BW-4	10/27/2020	11:53pm
1 Page	EGP0.00	Lib-MFP-BW-6	9/7/2020	12:16am
1 Page	EGP0.00	Lib-MFP-BW-3	9/4/2020	9:19am
1 page of A4	-EGP0.50	Lib-MFP-BW-3	9/4/2020	9:19am
1 Page	EGP0.00	Lib-MFP-BW-7	9/2/2020	8:50pm
Final Document	EGP0.00	Lib-MFP-BW-3	8/31/2020	2:35am
Project Presentation	EGP0.00	Lib-MFP-BW-3	8/31/2020	2:35am
Credit	EGP20.00		8/31/2020	2:01am
New Notification E-mail.JPG	-EGP0.15	MyPrinter5	1/19/2016	12:13am
- Payment method: My Funds: **EGP13.85** | Technology Grant: EGP14.00 | User Pays: -EGP0.15
- Buttons: Refresh, Delete, Preview, Select a printer, Print

The 'Optional' section shows a printer selection screen with three options:

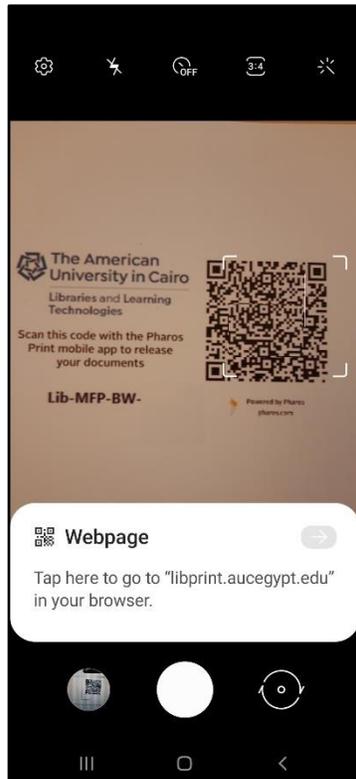
- Lib-MFP-BW-3: Plaza - Window, HP, LaserJet MFP M631
- Lib-MFP-BW-4: Plaza - Express Area, HP, LaserJet MFP M631
- Lib-MFP-BW-5: Ground, HP, LaserJet MFP M631

The 'Confirm payment and print' screen shows:

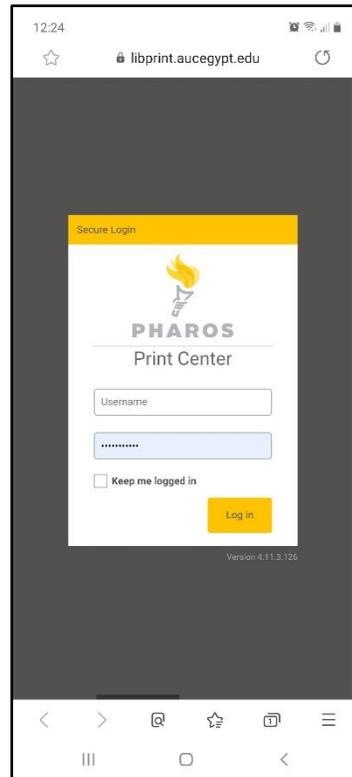
- 1 documents, 11 pages in total
- Payment method: My Funds (EGP5.50)
- Total: EGP5.50
- The document will be printed at Lib-MFP-BW-4.
- Buttons: Cancel, Confirm

b. Using Pharos Print Center

1. Scan the QR code printed on the front of the printer and tap to open the browser



2. Enter your AUC email username and password



- Working with the Pharos Print Center

1

libprint.aucegypt.edu

Print Center Welcome Automated [Log out](#)

Job List Activity

Refresh Delete Preview

Self-Service Printing at the AU... EGP5.50 Pages: 11 Paper: 11

Self-Service Scanning at the A... EGP4.50 Pages: 9 Paper: 9

Self-Service Copying at the AU... EGP4.00 Pages: 8 Paper: 8

Payment method:

My Funds **EGP13.85** Technology Grant: EGP14.00 | User Pays: -EGP0.15

Lib-MFP-BW-4 Plaza - Express Area HP, LaserJet MFP M631

Print

Optional

Page Preview - Self-Service Printing at the AUC Library - Feb

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Self-Service Printing at the AUC Library

Prepared by: Library Automated Systems February 2021

A. Print Submission:
A.1. Library PhotoCopier
A.2. Library Print Room
A.3. Faculty & Staff

B. Self-Service Print Release:
B.1. Faculty & Staff Release
B.2. Regular Print Release

Black & White, One side only, 1 page per side, 1 copy

2

Confirm payment and print

1 documents, 11 pages in total

Payment method

My Funds EGP5.50

Total: EGP5.50

The document will be printed at Lib-MFP-BW-4.

Cancel **Confirm**

3

Optional

Lib-MFP-BW-3 Plaza - Window HP, LaserJet MFP M631

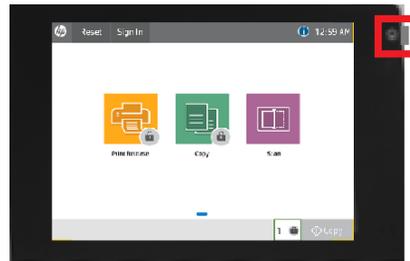
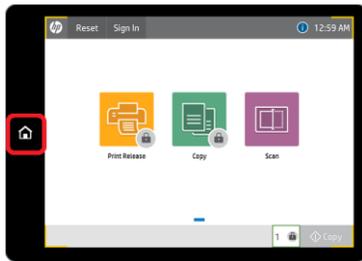
Lib-MFP-BW-4 Plaza - Express Area HP, LaserJet MFP M631

Lib-MFP-BW-5 Ground HP, LaserJet MFP M631

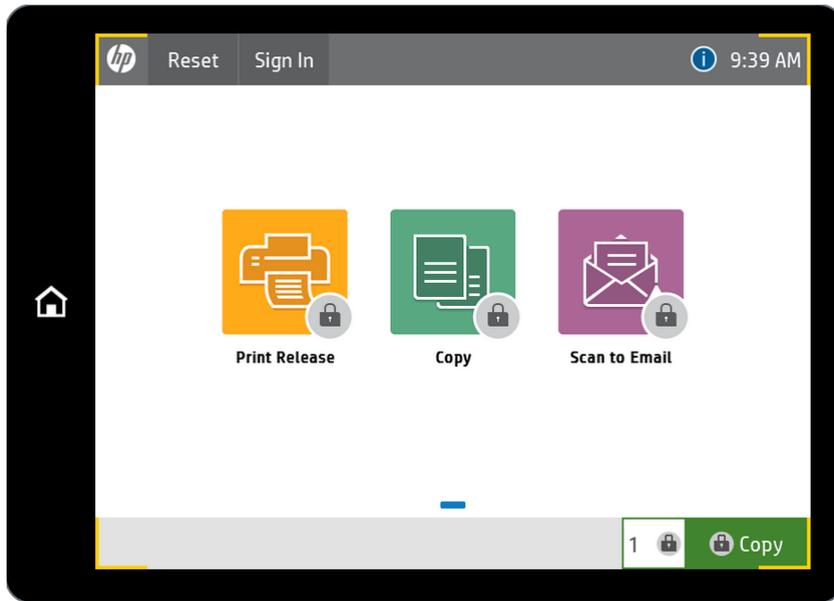
Credit in your account

B.2. Regular Print Release:

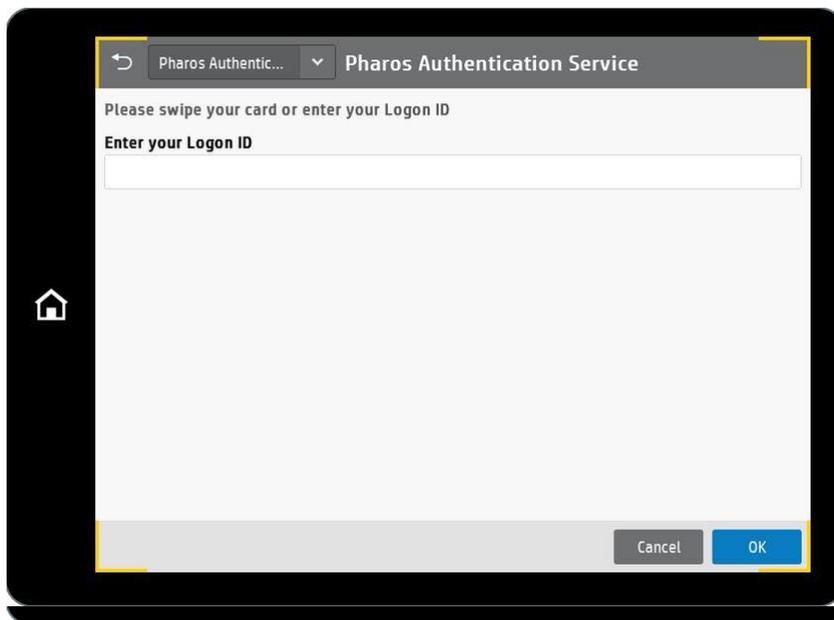
- Go to any self-service device and press the “Home” button.



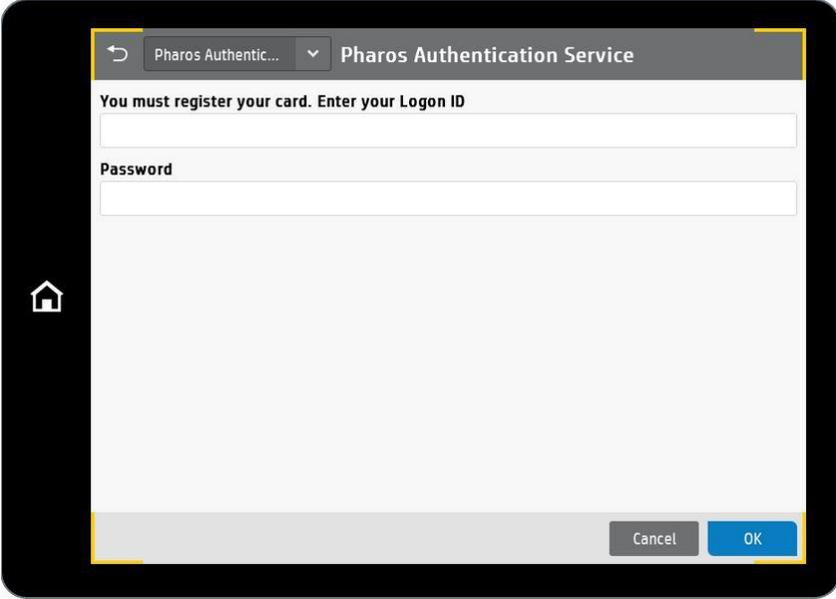
- Select “Print Release”.



- Swipe your AUC ID card or enter your AUC email username.

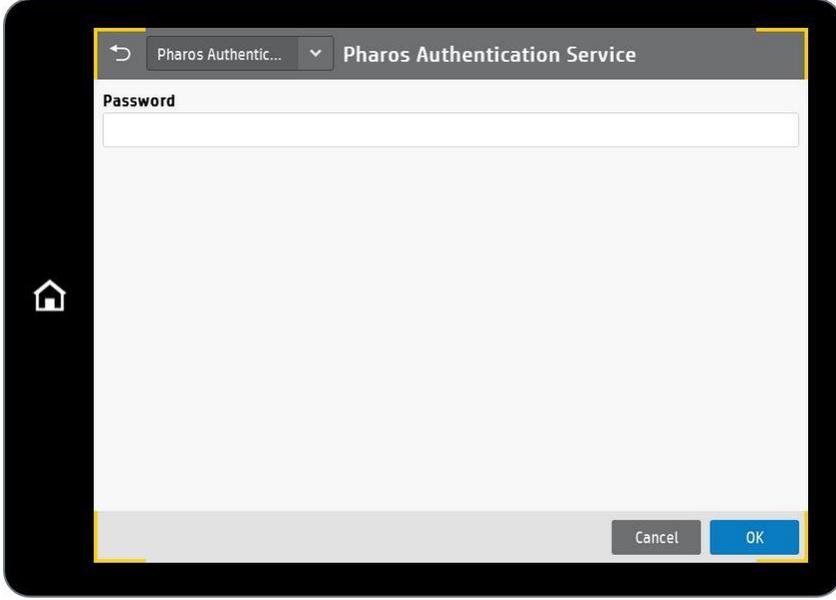


- If using the card for the first time, you will need to register the card:
 - Enter your AUC email username and password.



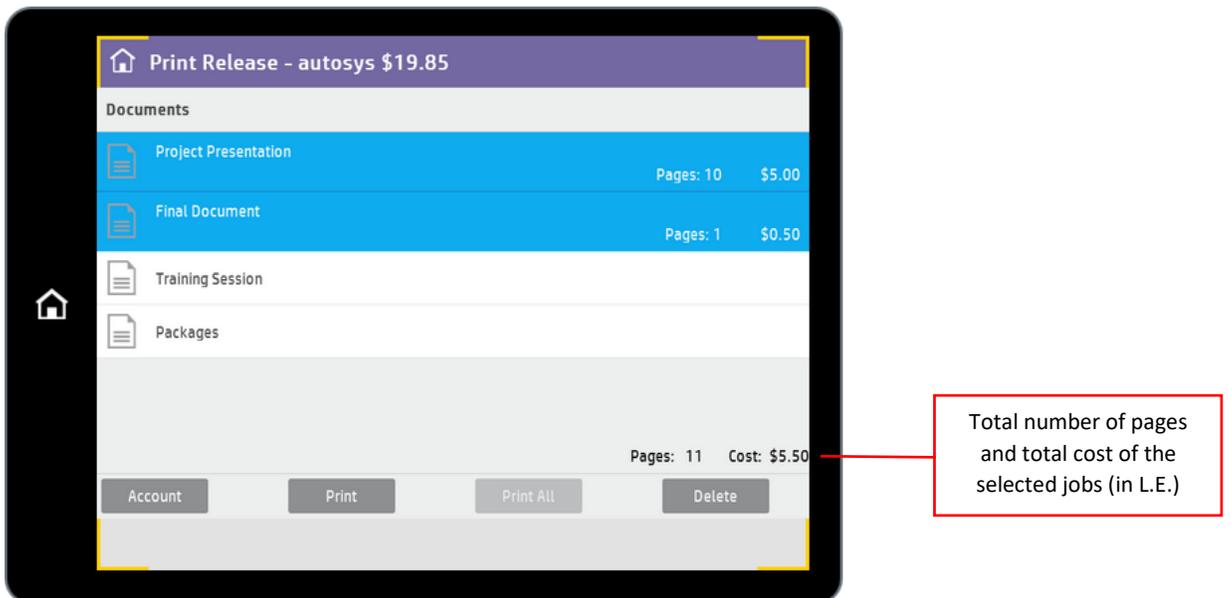
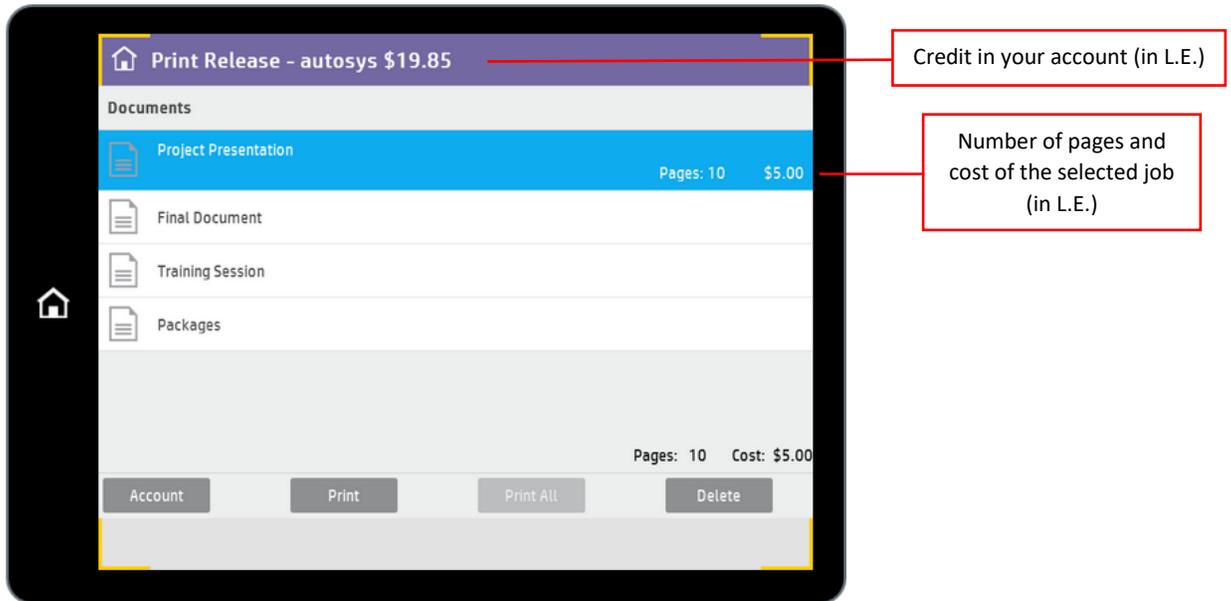
The screenshot shows a mobile application interface for the 'Pharos Authentication Service'. At the top, there is a navigation bar with a back arrow, a dropdown menu labeled 'Pharos Authentic...', and the title 'Pharos Authentication Service'. Below the navigation bar, the text reads 'You must register your card. Enter your Logon ID'. There are two input fields: the first is for the Logon ID, and the second is labeled 'Password'. At the bottom right, there are two buttons: 'Cancel' and 'OK'. A home icon is visible on the left side of the screen.

- If using your AUC email username in the first login screen:
 - Enter your password

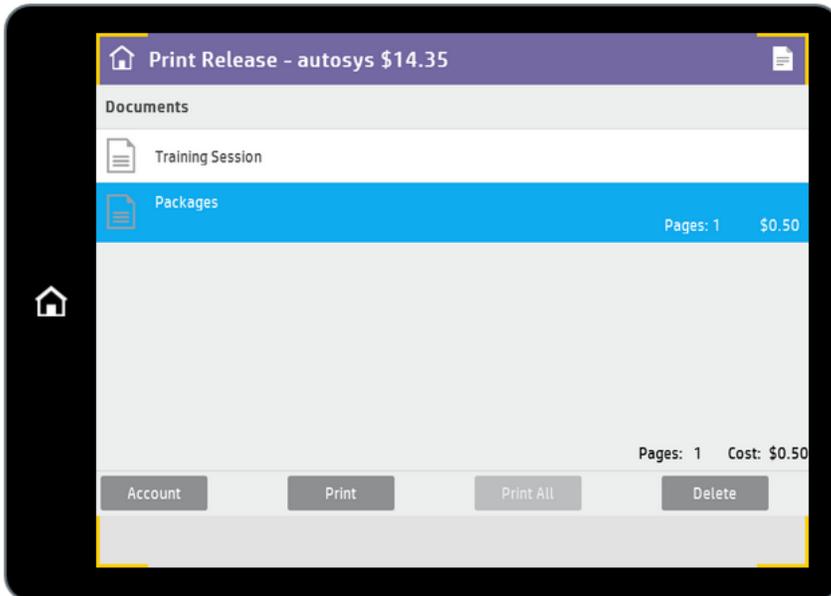


The screenshot shows a mobile application interface for the 'Pharos Authentication Service'. At the top, there is a navigation bar with a back arrow, a dropdown menu labeled 'Pharos Authentic...', and the title 'Pharos Authentication Service'. Below the navigation bar, the text reads 'Password'. There is one input field for the password. At the bottom right, there are two buttons: 'Cancel' and 'OK'. A home icon is visible on the left side of the screen.

- Select the job name(s) you want to print then touch "Print" or touch "Print All" to print all listed jobs.



- All unprinted jobs will be automatically deleted after 24 hours. If you want to delete any job, select the job name(s) and touch "Delete".



- Press the Home button and then select "Sign out" after you finish printing.

