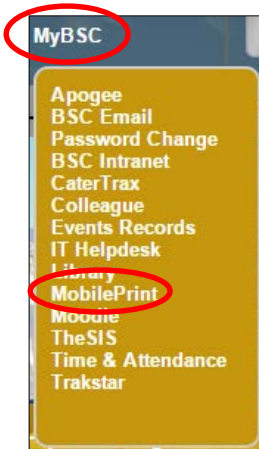


Wireless Printing

Print from a browser (Edge, Firefox, or Chrome) on your laptop or mobile device using the instructions below!



Start at www.bsc.edu OR library.bsc.edu and click the **MyBSC** link to open the menu (see left). **Mac users:** The Safari browser is not supported.

Click the **MobilePrint** link to open the My Print Center login page.

Enter your BSC email username (without @bsc.edu) and password.

Once logged in, you can upload files, choose color settings, number of copies, double- or single-sided, etc. *See the highlighted features below.*

Alternate method: Send files as email attachments from your BSC email account to print@bsc.edu. Log in at any copier, tap *Pharos*, select print job(s), and print.

1. Upload one or more files to print.

Supported file formats: Word, Excel, PowerPoint, PDF, images, text files (.rtf, .csv, .txt), and Visio.

Mac users: Pages & Numbers file formats are not supported. Use Office, Google Drive, etc. to save files in one of the supported formats.

2. Select the files you want to edit or print.

3. See detailed info (print preview, cost, etc.) about your print jobs.

4. See your available print balance.

5. Select print options (color/black & white, # of copies, etc.) for some or all of your files.

6. If you want to print immediately, choose your printer then click print. Type “library” into the search bar to display all library printers; choose one that says “Ricoh Copier.”

If you want to print later, upload your files and select print options. When you’re ready to print, you can log in to any copier on campus, tap the *Pharos* icon, and select and print your files.

