NSCC Pharos Printing Student Instructions

Campus Release Station Locations

Main Campus: John E. Mayfield Library (K-150)
Learning Center (K-164)

Waverly Campus: H-100 (B&W)
H-102 (Color)

Southeast Center: Library Room 1211
Open Computer Lab Room 2013

North Davidson Campus: Room ND-150

Clarksville Campus: CL-134

How-To Print

Note: If this is your first time printing, your balance will show $0. When you log into a release station to print for the first time, you will be issued a $15 credit, minus the current print cost. You only need to add funds after exhausting the semester $15 credit. **Funds do not rollover and there are not refunds**, but a new $15 credit is added each semester.

Printing from Campus Computers

1. Print as you normally would; however, select a printer (Monochrome for black and white, Color for color) from your Print menu.
2. When prompted, type in your A#. The print job name is optional.
   A second pop-up will show the charges and ask if you accept it. If you do not accept, the print job is canceled.
3. Release the print job at a "Print Release Station" by entering your "A" number and myNSCC password at any of the printers/Release Station locations listed above.
4. The color/multi-function printers have the release station built into the touch screen interface. The black & white printers use the computer release stations located near the printers.

Printing from Laptops

1. In your web browser go to: print.nscc.edu (This must be typed into the address bar; a "Google" search may not find the site).
2. Login with your "A" number & myNSCC password (If needed reset at my.nscc.edu – click "Password Not Working").
3. Click the "Upload" button. Print jobs will be available on the server four hours.
4. Double-click the file on your computer that you wish to print.
5. At the bottom right of the "Pharos Print Center," select attributes for the print job: color, double sided, and number of copies.
6. Go to one of the locations listed under the Campus Release Station section above to login and release your print(s).

Printing from Mobile Devices

Settings : Server Address: print.nscc.edu
Server Port: 443

Android: Download Pharos Print from the Play Store.
iOS: Download Pharos Print from the App Store.

Input the specified settings. Click Connect. Input your A# and myNSCC password.

Tips: iPhones/iPads can only print documents if the app being used supports sharing to the Pharos Print app. The Pharos Print app may need to be set to "on" using the more button under share prior to the first use. Prints from iOS devices will need to released from a print station.

Android devices can upload documents/images to be printed directly from the Pharos Print app. Follow the same procedures as printing from a laptop when using Android.