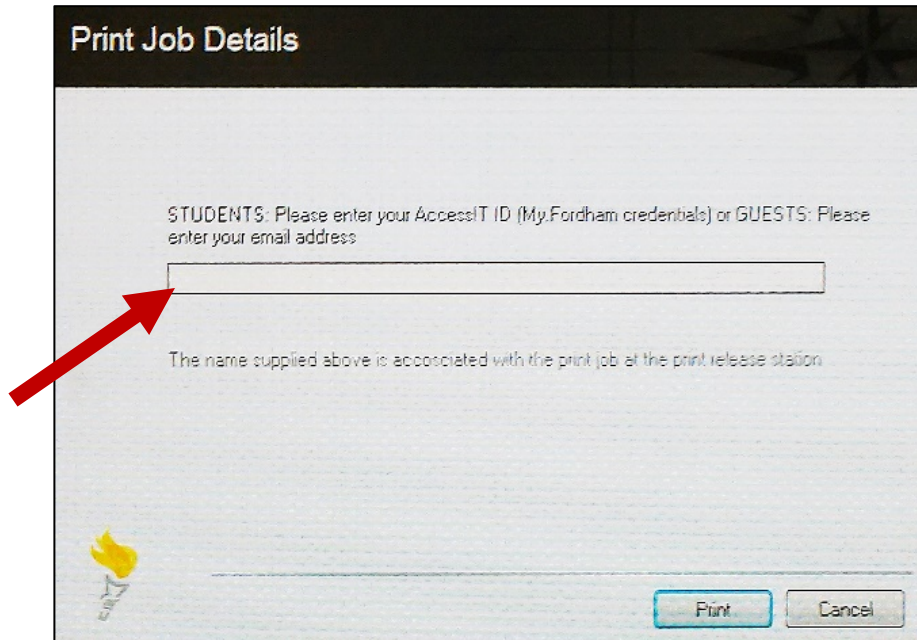


# Pharos Printing: STUDENTS - How to Print

## 1. Use the Pop Up Client on law library Public Access PCs or your laptop

- Send the print job to the “ColorQ on FL-PRINT...” printer
- Wait for the Pharos Pop Up Client to appear:



- Enter your **Fordham Username** to identify your print job
- Go to **any** Pharos printer to release your print job
  - Login by touching your physical Fordham ID **-OR-** the Fordham Electronic ID on your phone to the ID scanner at the printer.
- Black & White pages: \$ .10 each
- Color pages: \$ .50 each

**NOTE:** the color printer automatically prints color documents in color and B&W documents as such, deducting the correct amount per page. B&W printers print any document in B&W at .10 per page.

## Fordham Electronic ID

- Download the Fordham University App from the App Store or Play Store
- Login to the App. The app should remember you.
- Launch the App and touch your phone to scanners to enter the building and authenticate to print!

## Pharos Pop Up Client Download

- Get the Windows or Mac client for your laptop here (link in our website Announcements):  
<https://drive.google.com/drive/folders/186UgDc39Ng7mGdm0db6wgyh2eW9gEHtt?usp=sharing>
- This link can also be found on the Law School website by clicking:  
<https://www.fordham.edu/school-of-law/information-technology/students/>

# Pharos Printing: STUDENTS - Adding Funds

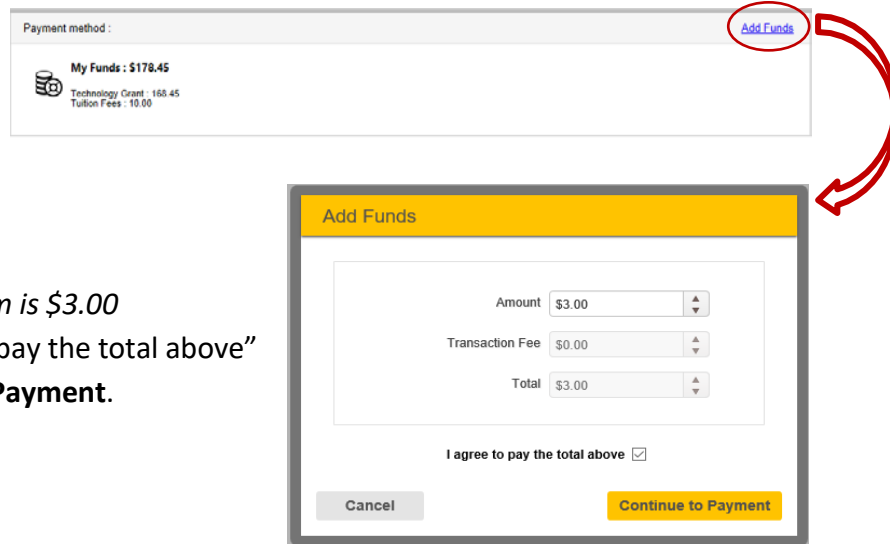
Note: Law students receive \$200 printing funds every fall. If you exhaust this allowance you may add funds:

## 1. Login to your Pharos printing account at <https://remoteprint.fordham.edu>

- Login using your Access IT ID (My.Fordham) credentials

## 2. Add money to your account

- Click **Add Funds** at the lower left of the page



The screenshot shows the 'Payment method' section of the Pharos Printing account. It displays 'My Funds : \$178.45' with a breakdown: 'Technology Grant : 168.45' and 'Tuition Fees : 10.00'. A red circle highlights the 'Add Funds' link in the top right corner. A red arrow points from this link to the 'Add Funds' modal window. The modal window has a yellow header and contains input fields for 'Amount' (\$3.00), 'Transaction Fee' (\$0.00), and 'Total' (\$3.00). Below these fields is a checkbox labeled 'I agree to pay the total above' which is checked. At the bottom of the modal are two buttons: 'Cancel' and 'Continue to Payment'.

- Enter the Amount  
*Note: the minimum is \$3.00*
- Check “I agree to pay the total above”
- Click **Continue to Payment**.

- Payment method:
  - **PayPal**: Login to your PayPal account to complete the process
  - **Debit or Credit Card**: Select “Pay with Debit or Credit Card” and enter your card information

- Verify your balance now reflects the added funds

