PHAROS UNIPRINT®
9.0 R2
Pharos Print Center 2.2 Guide

Pharos Systems International, Inc.
June 29, 2015
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INTRODUCTION

About This Document
This document covers the process of installing and configuring Pharos Print Center.

Getting Help
Below is a list of options for obtaining support in the event you have questions or encounter issues during or after the installation of the Pharos Uniprint Suite.

Pharos Community Website
The Pharos Community contains information about Pharos products, including documentation, product updates, fixes and firmware releases. An account login is required to access these documents. If you’re not already a member of the Pharos Community, please register here.

In addition to the community, the Pharos Knowledge Base provides a comprehensive source of solutions and workarounds to known problems and issues. The Knowledge Base is updated often to ensure that it always contains the latest information.

Contact Details

<table>
<thead>
<tr>
<th>Corporate Headquarters</th>
<th>Post-Sales Technical Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 888-864-7768 (toll free US/Canada)</td>
<td>Email: <a href="mailto:support@pharos.com">support@pharos.com</a></td>
</tr>
<tr>
<td>(585) 939-7000</td>
<td>North America: (877) 848 0397 (toll free)</td>
</tr>
<tr>
<td>(585) 249-9229</td>
<td>(585) 939-7099</td>
</tr>
<tr>
<td>Address: Suite 310</td>
<td>Australia/New Zealand: +64 9 523 0737</td>
</tr>
<tr>
<td>80 Linden Oaks</td>
<td>Rest of the world: +1 (585) 939-7099</td>
</tr>
<tr>
<td>Rochester, New York 14625</td>
<td>United States of America</td>
</tr>
</tbody>
</table>
The Pharos Print Center comes standard with Uniprint Suite 9.0 R2 and is free of charge. It is a web portal that allows users to manage their printing and some aspects of their accounts. For example, it allows users to:

- Release print jobs sent via Pharos Queues and Popups, including password protected jobs
- Check available balance
- View activity history
- Delete print jobs
- Create guest accounts
- Charge print jobs to Third Party Charging (i.e. Cost Centers, Grants)

The following image shows the Pharos Print Center (Standard) Jobs List screen.
Pharos Print Center (Standard) Features

The following image shows the various features of the Pharos Print Center website that come standard with Uniprint 9.0 R2. The Job List tab is displayed by default, as shown.

- Users can delete jobs that they no longer need.
- Users can see how much their jobs cost.
- If the desired printer is not shown on the list, users can search for the printer by entering a printer’s Name, Manufacturer, Model, or Description.
- Users can view how much funds they have left. They can also view how much balance is left per purse.
- Users can select the printer they want to use. They will be shown the devices that they have used at least once before.

Third Party Charging (Cost Centers and Grants)

Third Party Charging is the ability to charge the costs of resource use to a Cost Center or a Grant, rather than charging to the user’s account. Pharos Print Center 2.2 allows users to select a Cost Center or a Grant from their permitted Cost Center or Grant list at the time of printing.

Users can search for Cost Centers or Grants by entering the name of the Cost Center or Grant into the search box. The search box is activated by clicking on the My Funds drop-down list box. Any Cost Centers whose name or description matches the entered text is displayed for selection.
Cost Centers or Grants that have been used at least once before will be available for selection. Entering the wildcard symbol * in the search box will display all the available Cost Centers and Grants.

**Print Center Integrations**

The Pharos Print Center standard offering can be extended to provide more features using the following available integrations:

- Credit Card Gateway Integration, which allows users to add funds using their credit card, debit card, or PayPal account.
- Pharos MobilePrint 2.1 Integration, which allows users to upload documents they wish to print to Print Center, send documents to print via email, or change printing options before releasing their jobs from the Print Center.

For more information, refer to the Pharos Print Center Integrations section on page 19 of this document.
USING PHAROS PRINT CENTER

Starting the Pharos Print Center

Users can also launch the Pharos Print Center by typing in its URL from a supported web browser. By default the URL of the Pharos Print Center is https://server/myprintcenter, where server is the hostname of the server on which the Print Center is installed.

To access the Pharos Print Center website, users must log in using either their university network or Pharos credentials.

The Pharos Print Center Menu

After logging on, users are presented with the Pharos Print Center website. Depending on how the Pharos Print Center is configured or the user's role, different options may be available:

- **Job List** - Shows a list of all the jobs that are ready for release.
- **Activity** - Shows activity information such as the date and time when an activity occurred, the amount of money credited or debited as a result of an activity, and so on.
- **Reports** - Shows a list of all PayPal transactions for a selected date range. This is used to help reconcile Pharos transactions against PayPal transaction reports. This tab requires an "Administrator" access role and is not available for other roles (e.g. user).
- **Theme** - Allows users with Administrator roles to customize the look and feel of your Pharos Print Center.
- **MobilePrint** – Allows Administrators to configure MobilePrint settings. This tab is available only when MobilePrint 2.1 is installed.

Releasing Print Jobs via the Pharos Print Center

To send and release documents via the Pharos Print Center:

1. **Submit document(s) to print.** Submit document via the Pharos Queues or via the Popup Client.
2. **Release document(s) from the Pharos Print Center.** The Pharos Print Center allows you to release your print jobs directly to your chosen printer. To release your jobs using the Pharos Print Center:
   a. Using a web browser, enter the web address of the Pharos Print Center.
   b. Log on with your username and password (typically your university network ID and password).
   c. Select the document(s) you want to print by checking the box next to the job type.
   d. Select the desired Payment Method.
   e. Select or search for the printer to which to send your print job(s).
   f. Click Print to submit the selected job(s) for printing and then confirm payment.

3. **Collect your printed documents.**

### Creating guest user accounts

Users who will only use the Print Center on a temporary basis can create a guest account by clicking the “I am a guest” link on the Pharos Print Center logon page.

This opens a new screen and prompts the guest user to enter details such as First Name, Last Name, Email address, and a Password.

The guest user’s account is added to the Pharos database and will be automatically removed from the database depending on the number of days set in the “Guest Account duration in days” setting if the account does not have any remaining funds.

Guest users must use the email address that they used to create the guest account for subsequent logins to the Pharos Print Center.

---

Note:
The guest account feature is disabled by default. You can enable this feature by checking on the Allow Guest Accounts option under the Print Center tab of the System > System Settings context.
Viewing Activity History

Users can view their activity history by clicking on the Activity tab. Users can review activity information such as the date and time their print jobs were submitted, and the cost of each job.

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Activity Time</th>
<th>Activity Type</th>
<th>Description</th>
<th>My Funds Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/19/2015</td>
<td>12:10pm</td>
<td>Print</td>
<td>Untitled - Notepad 1 page of 595x842, A4, Mono, Simplex</td>
<td>$0.10</td>
</tr>
<tr>
<td>5/19/2015</td>
<td>12:10pm</td>
<td>Print</td>
<td>Untitled - Notepad 1 page of 595x842, A4, Mono, Simplex</td>
<td>$0.10</td>
</tr>
<tr>
<td>5/19/2015</td>
<td>12:10pm</td>
<td>Print</td>
<td>Untitled - Notepad 1 page of 595x842, A4, Mono, Simplex</td>
<td>$0.10</td>
</tr>
<tr>
<td>5/14/2015</td>
<td>12:33pm</td>
<td>Online Payment Add Funds</td>
<td>Online Payment Funds</td>
<td>$10.61</td>
</tr>
</tbody>
</table>

**Note:** The Transaction Fee is displayed only when a Credit Card gateway license is installed. It is the amount charged by PayPal for every transaction. By default, the fee is based on $0.30 transaction fee, plus 2.9% of the transaction.

Re-ordering, Adding, and Removing Columns

You can change the fields and the order they appear in the Print Center. Columns can be dragged left or right to re-order them and you can add or remove columns by clicking on a header column and selecting Columns. Uncheck any unwanted columns to remove them, or check columns to add them back.
Filtering Activity

To restrict the number of records shown on the Print Center, you must apply a filter so that only those items that match certain criteria are displayed. For example, you can filter the records in the Activity tab so that only print activities are displayed.

You can filter Activity Type by clicking on the down arrow next to the column header. A window that allows you to select the operation you want to perform on your table will appear. Hovering over the Filter selection will open a dropdown list of all the unique items in that column.

To narrow your result down to specific dates, you can further apply filtering to the Activity Date column. Simply hover over the Filter operation, and then filter records that occurred before or occurred after a specific date.
A filter button (funnel icon) to the right of a column shows that filtering has been applied to that column. You can easily remove a filter by hovering over the Filter action and then clicking the Clear button.

Sorting

In Print Center 2.2, it is now possible to sort records in ascending or descending order. You can sort the Submitted Date column from the Job List tab. You can also sort the following columns in the Activity tab:

- Activity Date
- Activity Type
- My Fund Charges

To sort data, click a column header to apply sort ascending, sort descending, or no sort. An up arrow indicates the column is sorted in ascending order. A downward-pointing arrow indicates the column is sorted in descending order. No arrow indicates the column is not currently sorted.
Customizing the look of your Print Center Website

You can now customize your Pharos Print Center website to match the look and feel of your organization. You can replace the default Pharos logo with your own image, apply your own colors and icons, and edit the labels of the Print Center website.

A Pharos user with Administrator level access, when logging onto My Print Center, will have access to a new Theme tab. This tab provides options to configure the following attributes within the Pharos Print Center website:

- **Logos** - You can change the images for the following elements: Header Logo, Guest Registration Logo, and the Logon Page Logo.
- **Colors** - Change the color scheme of attributes, such as the menu links, buttons, header and footer.
- **Text** - Change the text for the following attributes: Buttons, Login labels, Header Text, Job Release, Release confirm, Account top-up, Job Delete, Job Password, Add Funds, Print Options, Printers, Cost Centers, Guest Registration, and certain error conditions.

The following image shows the Theme tab of the Pharos Print Center. Only users with Administrator role can access this tab.

These customizations are stored in the Pharos Database so that they will continue to be available following future upgrades.

Customizing the Login Page

It is now possible to change the username and password labels on your Print Center login page. For example, you can use My University ID in place of Username or My University Passcode instead of Password. You can customize the login page in the Theme > Text tab of Pharos Print Center.
Also, you can change the following attributes of your Print Center logon page:

- Main logo image
- Title Color
- Login button

For more information on how to customize your Print Center, refer to the Help on the Print Center website.

# Changing Logos

To customize your Print Center with your own logo image:

1. Navigate to the **Theme > Logos** tab.
2. Select the component (i.e. Header Logo, Guest Registration Logo, or Logon Logo) you want to modify.
3. Click the **Upload** button. In the browser window that opens, select the image that you want to replace the original Pharos image with.
4. Click **Save Changes**.

The following table shows the three customizable logos in Pharos Print Center.
Header Logo
Located in the upper left hand corner of the Print Center webpage.

Guest Registration Logo -
Located on the Print Center guest account registration screen.

Logon Logo - Located on the Print Center Login screen
Changing Colors

You can change the color scheme on a number of components of the Print Center, such as the navigation tab, the header and footer background color and text, the page link color, button colors, and so on.

To change the color scheme:

1. Click the Theme > Colors tab.
2. Select the Print Center component (e.g. Header & Footer, Buttons) that you want to change.
3. Click the Picker icon. This opens a color pallet. Select the color that you want using any of the following methods:
   - Enter the 6-digit hexadecimal color code
   - Use the slider on the side to pick a color. Click away from the color palette to select the color.
4. Click Save Changes.
5. To return to the original color, simply click on the X icon just above the color picker.
Changing Text

Print Center enables you to change the Text on various elements of the Print Center UI. For example, you can change the Login button, the Login username label, Job Release messages, and so on.

To change Text, simply click on the Theme > Text tab, and then select the component that you want to modify, and then click Save.

![Image of Print Center UI showing the Theme > Text tab and various text elements like OK Button, Back Button, Login Button, Create Account Button, Continue Payment Button, Login, and Job List with Selection Totals and Selection Totals (Inc. cost) options.]
PHAROS PRINT CENTER INTEGRATIONS

The Pharos Print Center standard offering can be extended to provide more features using the following available integrations:

- Credit Card Gateway Integration
- Pharos MobilePrint 2.1 Integration

Credit Card Gateway Integration

Uniprint includes a credit card gateway to integrate with payment systems like PayPal™. The credit card gateway is a separately licensable component of the Pharos system that allows users to add funds to their Pharos accounts using a credit card, debit card, or PayPal account to pay for their print or copy services within the Pharos environment.

With the credit card gateway, a user with an existing account or a guest user can directly add funds via the Pharos Print Center—anytime, from anywhere.

While the organization needs to create a PayPal business account for the payment system to work, users (e.g. students, staff, and guests) do not necessarily need a PayPal account; they can use a credit card or debit card to add funds to their Pharos accounts.

For more information on credit card gateway information, including how to create your business PayPal account and how to configure the Pharos Print Center to work with PayPal, please refer to the “Technote Pharos Print Center Credit Card Gateway” document.
Viewing Funds History

The Funds Report tab shows a list of all PayPal transactions for a selected date range, to help reconcile Pharos transactions against PayPal transaction reports. Transactions are listed by the following:

- Transaction ID
- Deposit Date
- Deposit Time
- Logon ID
- User Added Funds
- Payer’s Name
- Payer’s Email
- User Added Funds
- Total Fees
- Total User Charge
- Service Provider Fees
- Net Added Funds

Exporting Funds History

The Pharos Print Center allows the Funds report to be exported to a Microsoft Excel comma-separated value (CSV) file. To export the Funds Report data, click the Export icon found on the right hand side of the Funds Report screen.

Configuring Credit Card Gateway Integration

- You must have a Uniprint license that includes credit card gateway.
- The organization must have a PayPal business account.
- Settings related to PayPal can be configured from the System > System Settings account of Pharos Administrator.

For more information on credit card gateway information, including how to create your business PayPal account and how to configure the Pharos Print Center to work with PayPal, please refer to the “Technote Pharos Print Center Credit Card Gateway” document.
Pharos MobilePrint 2.1 Integration

The Pharos Print Center 2.2 comes standard with Uniprint 9.0 R2 and is free of charge. However, if you want to take advantage of the following MobilePrint features, you will need to integrate your Uniprint 9.0 R2 with MobilePrint 2.1:

- Email print submission
- Web upload print submission
- Change finishing options

MobilePrint 2.1 integration also allows users to release jobs from browser-enabled mobile devices to any printer managed by Pharos Uniprint.

The following image shows the Pharos Print Center user interface with MobilePrint 2.1 integration. The following elements are added: Upload, Print Preview, and Finishing/Print Options.

- Users can upload documents to the Pharos Print Center website for printing. No client software or print driver installation is required.
- Administrators can configure Pharos MobilePrint.
- Users can preview how a document will look before printing.
- Users are shown how much their jobs cost. When a user switches document options (e.g. color to black & white), the costs are updated on the fly.
- Users can apply print options (e.g. black & white or color, double-sided or single-sided) before releasing print jobs.
- Users can select the printer they want to use.

Administrators can configure Pharos MobilePrint.

Users can preview how a document will look before printing.

Users can apply print options (e.g. black & white or color, double-sided or single-sided) before releasing print jobs.
Note: Users can change finishing options of jobs sent via email or via web upload, but not jobs sent to the Pharos Queues and Pharos Popups.

The Mobile Print Center

The Mobile Print Center is the mobile version of the Pharos Print Center website. With MobilePrint 2.1 integration, a user can release print jobs from any mobile device (e.g. smartphones, tablets) running any supported mobile web browser.

Using the Mobile Print Center, users can release documents sent via email, web upload, or standard Pharos Queues.

Mobile Print Center also enables users to change the finishing options before printing. These options include color vs. black and white, the number of copies, and single or double sided.

The user also has the opportunity to preview documents before printing.

Limitations of the Mobile Print Center

- The web upload feature is not yet supported on mobile devices; it is supported on desktop and laptops only (via the Pharos Print Center).
- Password protected jobs cannot be released from the Mobile Print Center.
- Users can change finishing options of jobs sent via email or web upload, but not jobs sent to the Pharos Queues.
- Users cannot add funds via the Mobile Print Center. To add funds, users must log in to the Pharos Print Center using their laptops, desktops, or tablets.
- Third Party Charging (i.e. Cost Center, Grant) is not supported.
- Activity and Funds reports are not available on the Mobile Print Center.

Configuring Pharos MobilePrint integration

To configure the Pharos Print Center to integrate with Pharos MobilePrint 2.1, you need the following:
For more information, please refer to the MobilePrint documents. Contact your Pharos Authorized Reseller or Pharos Support for information on how to obtain Pharos MobilePrint 2.1.

Refer to the following table to help you determine which applications to integrate with your Pharos Print Center. The table summarizes the features that come with the standard Pharos Print Center and the features offered with MobilePrint 2.1 and Credit Card Gateway integrations.

<table>
<thead>
<tr>
<th>Features</th>
<th>Pharos Print Center Standard</th>
<th>Pharos Print Center Standard + MobilePrint 2.1 integration</th>
<th>Pharos Print Center Standard + Credit Card Gateway integration</th>
<th>Integrate with both Credit Card Gateway and MobilePrint 2.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release print jobs sent via Pharos Queues and Popups, including password protected jobs</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Check available balance</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Delete print jobs</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View Activity History</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Create Guest Accounts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Third Party charging (i.e. charge to Cost Centers or Grants)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Register additional email addresses</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Submit jobs via email (Email Print Submission)</td>
<td>✗</td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Submit jobs via web upload (uploading documents to print using the Pharos Print Center)</td>
<td>✗</td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
</tr>
</tbody>
</table>
### Features

<table>
<thead>
<tr>
<th>Features</th>
<th>Pharos Print Center Standard</th>
<th>Pharos Print Center Standard + MobilePrint 2.2 Integration</th>
<th>Pharos Print Center Standard + Credit Card Gateway Integration</th>
<th>Integrate with both Credit Card Gateway and MobilePrint 2.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change document options for jobs sent via email or web upload (e.g. black &amp; white to color, single-sided to double-sided)</td>
<td>✗</td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Preview documents before printing</td>
<td>✗</td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Add funds/money to your account (via credit card, debit card or PayPal account)</td>
<td>✗</td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View Funds Report (this feature requires Administrator access)</td>
<td>✗</td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Notes:

- To allow users to add funds, you will need a Uniprint license with a credit card gateway component and a PayPal business standard account. For more information on how to create a PayPal business account, please refer to the “Technote Pharos Print Center and Credit Card Gateway Integration” document.
- A MobilePrint 2.1 license is required for the Email to Print Submission, Web upload, and changing finishing options features.
- To get all features, you will need both a MobilePrint 2.1 license and a Uniprint license with credit card gateway.
- For more information about Pharos MobilePrint, refer to the MobilePrint documentation in the Pharos Community.
PLANNING YOUR INSTALLATION

The process of installing and setting up the Pharos Print Center is straightforward, but as with any enterprise solution, pre-installation planning is critical. Before you begin your installation, it is important to understand the various components of Print Center to help you decide how to best deploy the software to meet your requirements.

Pharos Print Center Components

The Pharos Print Center consists of the following components:

<table>
<thead>
<tr>
<th>Pharos Print Center Components</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharos Print Center Web</td>
<td>This is the website component that allows users to release their print jobs from laptops and traditional desktops to any Pharos controlled device.</td>
</tr>
<tr>
<td>Pharos Print Center Services (Pharos API)</td>
<td>The Pharos API consists of the following components:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Pharos Rest API</strong> - This component allows any payment system, such as PayPal to be connected with the Pharos system. It also enables communication between the Print Center website and Print Services.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Pharos Systems Payment Notification Processor</strong> - This service is responsible for processing approved PayPal transactions. It will credit the Pharos user accounts based on the details provided by PayPal.</td>
</tr>
</tbody>
</table>

Pre-requisites

Ensure that the following pre-requisites are installed before installing Pharos Print Center components:

<table>
<thead>
<tr>
<th>Pre-requisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft® .NET Framework 4.5</td>
<td>This should be present on any computer running Pharos Print Center Services (Pharos API) component. You can download Microsoft .NET Framework from Microsoft’s website.</td>
</tr>
<tr>
<td>Microsoft Internet Information Services (IIS) 7.0 or higher</td>
<td>The Pharos Print Center website and the Pharos Print Center services (Pharos API) require Microsoft Internet Information Services.</td>
</tr>
<tr>
<td>Additional IIS Roles for Print Center Web</td>
<td>If installing on Windows Server 2008, Windows 2008 R2, Windows Server 2012, or Windows Server 2012 R2, the Pharos Print Center Web component also requires the following IIS role services:</td>
</tr>
</tbody>
</table>
Operating Systems Requirements
Pharos Print Center 2.2 supports 64-bit versions of the following platforms.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Edition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows Server 2012 R2 (64-bit only)</td>
<td>Standard, Enterprise</td>
</tr>
<tr>
<td>Windows Server 2012 (64-bit only)</td>
<td>Standard, Enterprise</td>
</tr>
<tr>
<td>Windows Server 2008 R2 (64-bit only)</td>
<td>Standard, Enterprise</td>
</tr>
<tr>
<td>Windows Server 2008</td>
<td>Standard, Enterprise</td>
</tr>
<tr>
<td>Windows Vista</td>
<td>Business, Enterprise, Ultimate</td>
</tr>
<tr>
<td>Windows 7</td>
<td>Enterprise, Professional, Ultimate</td>
</tr>
<tr>
<td>Windows 8</td>
<td>Windows 8 (Basic), Pro, Enterprise</td>
</tr>
</tbody>
</table>

Supported Web Browsers
The Pharos Print Center website requires web browsers. It has been tested on the following popular web browsers. Due to the number of browsers and how frequently they are updated, it is not possible to test on all of them. Feel free to try other browser versions that are not listed here.

- Internet Explorer 10.0
- Mozilla Firefox 37
- Google Chrome 42
- Apple Safari 6.0
Installing the Pharos Print Center

The Pharos Print Center consists of two interrelated components: Print Center Services (Pharos API) and Print Center Web. In small sites, these components can be installed on the same machine. However, on larger sites, it is highly recommended to install the Print Center Web on a separate server, which is on a DMZ (demilitarized zone).

**Note:** If installing the Print Center Web and the Pharos API separately, Pharos recommends using the Application Routing Request (ARR) feature to provide both reverse proxy and load balancing capabilities. Please refer to the “Print Center Deployment Strategy” document for information on different ways you can deploy Pharos Print Center on your print environment using ARR. You can find this document in the Technotes sub-folder of the Pharos Community.

Installing the Print Center Services (Pharos API) component

**Note:** Pharos Print Center Services (Pharos API) requires Uniprint Print Services to be installed on the same machine.

1. Access the Pharos disk image from the computer on which you want to install the Pharos Print Center Services (Pharos API).
2. If the installer does not start automatically (e.g. if you are accessing the disk image from a network share), double-click on setup.exe from the root directory of the disk image. The Pharos splash screen appears.
3. Click <Next> at the Welcome screen.
4. Any Pharos components (e.g. Database, Principal Services) already installed on this machine will be displayed. Click Next to continue.
5. At the **Select Components** screen, select Print Center Services (Pharos API).
6. If attempting to install Print Center Services (Pharos API) on a machine without Print Services, you will see the following screen:
7. The following screen shows that a firewall exception will not be created during Print Center install. You will need to manually add the exception to the Firewall on this server for HTTPS.

8. Enter the network name of the computer that hosts the Pharos Database Service (not Pharos Database) and then click Next.
9. Check the installation details displayed and click **Start**. The installation will commence. When it is done, click **Finish**.

**Installing the Print Center Web component**

The Pharos Print Center is installed using the main installers on the Pharos disk image.

Before installing the Print Center Web component, make sure of the following:

- The Pharos Database is installed. The Database must be installed first in any installation.
- Pre-requisites have been installed.

To install the Pharos Print Center Web component:

1. Access the Pharos disk image from the computer on which you want to install the Pharos Print Center.
2. If the installer does not start automatically (e.g. if you are accessing the disk image from a network share), double-click on `setup.exe` from the root directory of the disk image. The Pharos splash screen appears.
3. Click **Next** at the Welcome screen.
4. Any Pharos components already installed on this machine will be displayed. Click **Next** to continue.
5. At the **Select Components** screen, select Print Center Web.

![Select Components](image)

6. If installing the Print Center Web separate from the Pharos Print Center Services (Pharos API), you will see this installer screen. Pharos recommends installing and configuring the Application Request Routing feature of ISS.
You can find more information about the various supported deployment strategies in the “Pharos Print Center Deployment Strategy” document.

7. Enter the network name of the computer that hosts the Pharos Database Service (not Pharos Database) and then click Next.

8. Check the installation details displayed and click Start. The installation will commence. When it is done, click Finish.

Note: When the Print Center Website is installed on a server which is on a DMZ, the installer will not be able to contact the Pharos Database Server. You will see the Pharos Database Warning screen (shown below). The Print Center can still be installed, but the Print Center Hostname will need to be manually configured in Pharos Administrator (under System > System Settings Context > Print Center section).
Change the Print Center Hostname in Pharos Administrator (under System > System Settings Context > Print Center section).

Installing more than one instance of Pharos API or Pharos Print Center Web

The following screens are displayed only when you are installing additional instances of Pharos API, Pharos Print Center Web, or both on the same machine. The messages displayed vary depending on whether one or both components are selected.

The screen below is displayed when you are installing additional instances of Pharos API. A single instance of the API is used to receive transaction information from PayPal, and server is already configured in the database for this.

If your system has Credit Card Gateway integration (i.e. allow users to add funds using their credit cards, debit cards, or PayPal accounts) and you wish for this new API server instance to
be the one to receive PayPal transaction information, please update the settings in Pharos Administrator. Navigate to the PayPal section of the System > System Settings context of Pharos Administrator and update the Pharos Transaction Processor setting.

This screen is displayed when you are installing additional instances of Pharos Print Center Web. If your system has MobilePrint integration and you wish for this new Print Center Web instance to be used for MobilePrint email registration, please update the settings in Pharos Administrator. Navigate to the Print Center section of the System > System Settings context of Pharos Administrator and update the Print Center Hostname setting.

The following screen is displayed when you are installing additional instances of Pharos API and Pharos Print Center Web on the same machine.

- If your system has MobilePrint integration and you wish for this new Print Center Web instance to be used for MobilePrint email registration, please update the settings in Pharos Administrator. Navigate to the Print Center section of the System > System Settings context of Pharos Administrator and update the Print Center Hostname setting.
- If your system has Credit Card Gateway integration (i.e. allow users to add funds using their credit cards, debit cards, or PayPal accounts) and you wish for this new API server instance to be the one to receive PayPal transaction information, please update the settings in Pharos Administrator. Navigate to the PayPal section of the System > System Settings context of Pharos Administrator and update the Pharos Transaction Processor setting.
Launching the Pharos Print Center

Once the Pharos Print Center is installed, you can start it from the Start menu under Programs > Pharos > My Print Center.

You can also launch the Pharos Print Center by typing in its URL from a supported web browser. By default the URL of the Pharos Print Center is https://server/myprintcenter, where server is the name of the server on which the Print Center is installed.

To access the Pharos Print Center website, users must log in using either their university network or Pharos credentials.
CONFIGURING PHAROS PRINT CENTER

Setting up the Pharos Print Center requires a number of Uniprint components and subsystem to be set up. Each of the components is discussed below.

Authentication

The Pharos Print Center uses a Pharos Bank for authentication as well as charging. A Pharos Bank is a set of instructions for how to log on to Pharos services (e.g. Pharos Print Center website) and how to charge users for the use of Pharos Services.

When the Pharos Print Center website is launched, the user will be prompted for their username and password. By default, Pharos Print Center uses the Default Bank and it is set up to use the Pharos “Logon ID” and “Password” specified in the Users > Accounts context for authentication. To use other directory systems (e.g. LDAP, Active Directory), a new Bank can be created and be set up to use AD or LDAP plug-in. This Bank should be associated to the Print Center.

You can associate a Pharos Bank to Pharos Print Center on the Print Center tab of the System > System Settings context in Pharos Uniprint Administrator.

Several authentication options are available, including:

- Authentication against the Pharos Database, using the logon details (Logon ID and Password) specified in the User > Accounts context.
- Authentication against an existing network using a plug-in. Plug-ins are available for authenticating users against an Active Directory domain, a Novell NetWare Directory Service or an LDAP-compliant authentication service.
- Authentication against an external authentication service using a Pharos Logon Gateway. Pharos can interface with an existing third-party logon system via a Gateway, so that
users are authenticated against their logon details in the third-party system (e.g. Innovative Logon Gateway).

Authenticating against Pharos Database

If using the Pharos Database to authenticate users in Pharos Print Center, you must retain the Default Bank configured in the Print Center tab of the System > System Settings context and then set up user accounts in Pharos Administrator.

You can use the Batch User Load tool to create user accounts in bulk. For information on how to add users in batch, refer to the Pharos Uniprint Help or the “Uniprint Configuration Guide”.

Authenticating against existing network systems

If authenticating against an existing network directory (e.g. LDAP, Active Directory) you must set up a new Bank and then assign it to Pharos Print Center.

The following steps provide an overview on how to configure a Bank to manage user authentication for Pharos Print Center.

1. **Add a Bank.** Banks are added on the System > Banks context of Pharos Administrator. For information on how to add and configure a Bank, refer to the Pharos Uniprint Help.
2. **Add a Logon Plug-in to the Bank.** Define the Logon Plug-in that the Bank must use. Logon plug-ins allow Pharos Print Center to authenticate against external authentication systems, instead of the Pharos Database.
3. **Associate the Bank to Pharos Print Center.** Go the System > System Settings context of Pharos Administrator to configure Pharos Print Center to use the new Bank.

Adding a Logon Plug-in to the Bank

1. Open the System > Banks context.
2. In the Plug-ins property of the Bank, click the editing button at the end of this field. This opens the Plug-ins dialog box.
3. In the list of events, select Logon and then enter the path to the Logon Plug-in. Alternatively, you can select <Executable Plug-in> from the dropdown list box and browse to where the Logon Plug-in file is located.

Assigning the Bank to MobilePrint

To change the Bank used for Print Center Authentication:

1. Open System > System Settings.
2. Go to the Print Center section.
3. In the drop-down list box, select the new Bank you have created.

For more information on how to configure Banks, refer to the “Uniprint 9.0 R2 Configuration Guide” document found in the Pharos Community.
Authenticating against an external authentication service

For sites that do not use Pharos accounts or LDAP for release authentication, another option is to authenticate against an external authentication service using a Pharos Logon Gateway. Pharos Logon Gateways allow users to log on to Pharos applications using authentication details supplied by a third party authentication system, such as Innovative Logon Gateway and SIPS Logon Gateway.

To configure Uniprint to manage the login for Pharos Print Center, follow these steps:

1. Install the Logon Plug-in on every Uniprint Print Server.
2. Configure the Logon Plug-in with details about the gateway machine.
3. Install and configure the Gateway on a separate machine. The Pharos Gateway is the link between the Pharos system and another (authentication) system, and therefore is installed on a machine which has a physical connection to both the Pharos system and the authentication system.
4. Set up a Bank:
   a. Add a new Bank to be used by Print Center.
   b. Add the Logon Plug-in to the Plug-ins property of the Bank.
   c. Associate the Bank with the Print Center.

Charging

If your organization intends to charge users for printing, you will need to decide where users’ funds will be stored and how users will be charged for printing. Pharos Print Center supports the following charging options:

- Charging printing costs to Pharos Database (using internal user account balances)
- Charging printing costs to an external billing service (using a Pharos Billing Gateway)
- Third Party Charging (charging to a Cost Center or a Grant rather than user generating the charge)

Charging Printing Costs to the Pharos Database

As well as being used to authenticate users, a Pharos Bank is also used to charge users on the cost of their printing. By default, Pharos Print Center uses the Default Bank, which is set up to use the account balance (if any exists) specified per user in the Users > Accounts context. If using the Pharos Database for charging users, you must retain the Default Bank and then set up balances for each user account.

Charging costs to accounts in an external billing service

One option when billing Pharos users is to charge the costs they incur to their account in an external billing system. Pharos integrates with external billing systems by using Pharos Billing Gateways, which relay communications between Pharos and the billing system. Pharos supports gateway integration with a number of common billing systems. Pharos Uniprint 9.0 R2 supports the following Billing Gateways:

- BlackBoard Transaction System
- OneCard System
- CBORD Odyssey PCS System
• CBORD CS Gold System
• NuVision iAMECS System

Using a billing gateway, printing costs are deducted from users’ account balances in the third-party system. When a student logs on to the Pharos Print Center website, the account balance displayed and used to pay for printing is the balance in their billing service account.

If you want to use an external billing service (e.g. Diebold or Blackboard), you must create a new Pharos Bank, set it up to use the relevant billing plug-in, and associate it with the Pharos Print Center.

*Note:* The Print Center can handle one Pharos Bank only, which means the same Bank must be used for authentication and charging.

**Setting up a Pharos Bank for charging**

1. Add a new Pharos Bank if not already present or use the existing Bank.
2. Configure the Billing-Pharos Accounts Plus Online Accounts.txt as a billing plug-in.

Pharos Print Center requires the script called "Billing-Pharos Accounts Plus Online Accounts.txt" on the Uniprint install media to allow Pharos Print Center to work with Billing Gateways. This script combines funds from the Pharos Database and an external billing system. This means that users can access their internal Pharos accounts as well as their online account.

This script is in a text format - it can be edited as required, and then must be used as a billing plug-in.

To configure the Billing - Pharos Accounts Plus Online Accounts.txt script as a plug-in:

1. Copy the Billing-Pharos Accounts Plus Online Accounts.txt billing script from the Uniprint install media (in the \tools\plugins\scripts folder) to a temporary location.
2. In the System > Scripts context, insert a new script record and enter a new name for the script.
3. In the Source property, click the editing button to open the Script Source Code dialog, and then copy the entire script.
4. Click the Validate Script to test the script, and then click OK. A new script will be added into the Pharos Database.

*Note:* Depending on the Pharos billing plug-in that you installed (i.e. ipbilext.exe for older gateways and billplug.exe for new gateways), the Billing-Pharos Accounts Plus Online Accounts.txt script must be edited to call the billing plug-in that is in use on site. It must include the correct relative path and executable name of the plug-in you are using. In addition, it also needs to be edited to update the "Terminal ID" to be used for Pharos Print Center.

Once the script has been added, it must then be attached to the relevant Pharos Bank as a plug-in.

3. Attach the billing plug-in to the Pharos Bank
   a. Navigate to System > Banks context.
   b. Select the Bank that you have inserted/added earlier.
c. Click the edit button at the end of the Plug-ins field and then in the Billing event, select the name of the plug-in (i.e. the name that you have given for the Billing-Pharos Accounts Plus Online Accounts script) from the Plug-in Name combo box.  
d. Click OK to close the dialog box and save your changes.

4. Associate the Bank to Pharos Print Center at the System > Settings context of Pharos Administrator.

Using a Bank for authentication and charging at the Pharos Print Center

The following table shows possible scenarios for authentication and charging. It also shows how to configure the Bank for Pharos Print Center given the scenarios.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Bank configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use internal user accounts (Pharos Database) for both authentication and billing</td>
<td>Retain the Default Bank. No extra configuration is required. In this set up, users will be authenticated against their Logon ID and password in the Pharos Database and will be charged through the internal user purses.</td>
</tr>
</tbody>
</table>
| Use internal user accounts (Pharos Database) for authentication and use a third party system for billing | Create a new Pharos Bank with the following setup:  
  - Leave the Logon Event blank.  
  - Billing Event - Configure the script "Billing - Pharos Accounts Plus Online Accounts.txt" as a plug-in and then specify it as a billing plug-in. |
| Use third party authentication and billing systems                      | Create a new Bank with the following setup:  
  - Logon Event - Specify the desired Logon plug-in.  
  - Billing Event - Configure the script "Billing - Pharos Accounts Plus Online Accounts.txt" as a plug-in and then specify it as a billing plug-in. |

Third Party Charging

If you are going to use Third Party Charging, you must set up one Charging Model which organizes the Cost Centers that printing can be charged to. Pharos Popups may be required for users to be able to select a Cost Center to charge their printing to.

After setting up a Charging Model, you associate this Charging Model for use with the Print Center in the System > System Settings context.
Job Cost Methods

You must configure Uniprint to determine how much a print or copy job is worth, based on factors like the number of pages in the job and special job attributes. This is a separate process from charging, which involves working out where to extract this cost from and then doing so, and which may include other factors like User-based charging.

The Job Cost Method determines the cost of a print job, based on factors like number of pages in the job and special job attributes. Job Cost Methods are set up in the Charging > Job Cost Methods context of Pharos Administrator.

Print Groups cost and charge for print jobs according to the Job Cost Method associated with them. By default, a Print Group is associated with the Default Job Cost Method. If you want to use a different cost method for the Print group, you can simply create a new Job Cost Method, assign costs, and then change the Job Cost Method property of the Print Group to the one that you have created.

For more information about setting up Job Cost Methods, refer to the "Uniprint Configuration Guide" found in the Pharos Community.

Devices

Devices are inserted in the Output Management > Devices context of Pharos Administrator. Alternatively, you can use the Insert Assistant action in the Output Management > Devices context to help you set up an operational device easily. The Insert Assistant guides you through each step of creating a Device and sets up the print environment in the process.
Adding links to other sites or documents

It is possible to add links to web pages on the Pharos Print Center page to provide users with useful links, such as custom end-user documentation or links to the university printing services website. The links are added as footers to the Print Center website.

Links can be configured from the **System > System Settings** context of Pharos Administrator.
Disabling the Print button from the Pharos Print Center

By default, the Print button is displayed on the Pharos Print Center. This is to allow users to release jobs from the Print Center website.

However, there may be instances when you want to restrict users from releasing print jobs using the Pharos Print Center, and want to force them to release their jobs from Network Terminals or iMFps. To disable the Print button on the Pharos Print Center website, uncheck the “Display Print Button” option from the System > System Settings context (under the Print Center tab).
Users can still upload files, delete jobs, or view their account balance. However, they cannot print (release) their jobs to a printer from the Pharos Print Center website. Instead, users must print (release) their jobs from a terminal or release station.

**Enabling Guest Accounts**

By default, the guest accounts feature of the Pharos Print Center is not enabled. This feature can be enabled by checking on the Allow Guest Accounts option on the **System > System Settings** context of Pharos Administrator (under the **Print Center** tab).
# PRINT CENTER AND PAYPAL SETTINGS IN PHAROS ADMINISTRATOR

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print Center Authentication uses Bank</strong></td>
<td>This property allows you to specify the Bank that Pharos Print Center will use to determine how users will be authenticated. It is also used to determine how to charge users for their printing if using an external billing system for charging.</td>
</tr>
<tr>
<td></td>
<td>Print Center uses the logon plug-in information configured for the Bank to authenticate users. If no logon plug-in is defined, Print Center will use the Pharos Database for authentication (using the Logon ID and Password in the <strong>Users &gt; Accounts</strong> context).</td>
</tr>
<tr>
<td></td>
<td>Print Center uses the billing plug-in information configured for the Bank to charge users. If no billing plug-in is defined, Print Center will use the Pharos internal user account balance.</td>
</tr>
<tr>
<td></td>
<td>To change the Bank, click the drop-down list box and select a new Bank from the list.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td><em>All the pre-defined Banks do not have logon plug-ins or billing plug-ins configured. These have to be manually configured. For more information about Plug-ins, see &quot;About Plug-ins&quot;. You can also refer to the &quot;Pharos Print Center Guide&quot; for more information on how to configure Uniprint to work with Pharos Print Center. You can find this document in the Pharos Community.</em></td>
</tr>
<tr>
<td><strong>External Gateway Name</strong></td>
<td>A name that uniquely identifies the Pharos Print Center in any external authentication and billing systems.</td>
</tr>
<tr>
<td><strong>Charging Model</strong></td>
<td>If using Cost Centers or Grants to charge print jobs, you must select the Charging Model for the Print Center. This will determine what Cost Centers will be available for selection by the user at the Print Center.</td>
</tr>
<tr>
<td><strong>Print Center Hostname</strong></td>
<td>The name of the server hosting the Pharos Print Center web site. This server name is used for email registration for MobilePrint and for redirection from PayPal after adding funds.</td>
</tr>
</tbody>
</table>
|                                               | **MobilePrint registration:** When a user first uses MobilePrint they will be directed to the Print Center site
on this server to register their email address if their email address is not already added to the user's account in the Uniprint database.

**PayPal redirection:** Following a user transaction in PayPal, the user will be redirected back to the Print Center website using the server name recorded here. There is a matching setting in your PayPal account which must also be configured. For more information, please refer to the Setting up PayPal Auto Return topic in the Technote Pharos Print Center Credit Card Gateway document.

The name recorded here must be the resolvable name used by users to access the web server (this may not be the actual machine name). If the website is to be accessed from outside the network, the name recorded here must be externally resolvable.

*Note: If this setting shows "Not Defined", it indicates that the Print Center Web has not yet been installed.*

<table>
<thead>
<tr>
<th>Show Cost Confirmation Message</th>
<th>This property determines whether or not a cost confirmation dialog box should be displayed to the user, displaying the Cost Center(s) that will be used for charging the user's print job(s).</th>
</tr>
</thead>
</table>
| Display Print Button         | This property determines whether to display the Print button on the Pharos Print Center website. By default, this Print button is displayed. Unchecking this property will remove the Print button from the Print Center and will prevent users from printing/releasing their documents from the Pharos Print Center. Users have the option to release their documents using Pharos Terminals or Pharos Stations. It will also remove the device search text box.  

*Note: This setting applies to the desktop version of the Pharos Print Center and not to the Mobile Print Center (i.e. Pharos Print Center that runs on mobile devices). So, the Print button will still be displayed in the Mobile Print Center even if this setting has been disabled.* |
| Allow Guest Accounts         | Whether or not to enable guest accounts in Print Center. By default, this feature is disabled. If checked on, users will see a "Create a guest account link" on the Pharos logon screen. Any user who wants to temporarily use the Pharos Print Center can create a guest account provided they have an email address. Guest accounts are purged depending on the number of |
days set in the **Guest Account duration in days** setting if they do not have any remaining funds.

This section allows you to add links, such as custom end-user documentation to web pages on the Pharos Print Center website. The links can be added as footers to the Pharos Print Center website.

To add a new custom link, click the Insert button. This creates a new Custom Link entry, which you can then configure.

To delete an existing Custom Link, click the **Delete** button.

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Format:</td>
<td>The format used to display dates in the Pharos Print Center. The default date format is M/D/YYYY.</td>
</tr>
<tr>
<td>Time Format:</td>
<td>The format used to display time in the Pharos Print Center. The default format is h:mm.</td>
</tr>
</tbody>
</table>

**Features requiring MobilePrint**

The following properties are enabled only if the organization has a Pharos MobilePrint 2.0 license. These settings are grayed out if you do not have MobilePrint 2.0 integration.

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow Custom Finishing Options</td>
<td>Whether or not the Print Center allows changing of finishing options.</td>
</tr>
<tr>
<td>Allow Document Uploads</td>
<td>Whether or not web upload is made available to the user.</td>
</tr>
<tr>
<td>Maximum Upload Size (MB)</td>
<td>The maximum size of an uploaded file. By default, the maximum size for upload is 50 MB per uploaded file.</td>
</tr>
</tbody>
</table>
### Default Finishing Options for Uploaded Jobs

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sets the default print options for uploaded jobs.</td>
</tr>
<tr>
<td></td>
<td>* Default Page Size – The default paper size the printer will use if not specified in the print job or if the paper size cannot be determined. By default, the page size is set to Letter. For example, if a user sends an A4 document, the job will be recorded as A4 and will be costed as such. If the document does not have a paper size setting, it will be treated as Letter and costed as such.</td>
</tr>
<tr>
<td></td>
<td>* Pages per Side – The default number of pages per side. The default is 1 page per side.</td>
</tr>
<tr>
<td></td>
<td>* Duplex – Checking on this box sets the uploaded documents to default to double-sided.</td>
</tr>
<tr>
<td></td>
<td>* Black and White – Checking on this box sets the uploaded documents to default to black and white.</td>
</tr>
<tr>
<td></td>
<td>* Copies – Sets the default number of copies per page.</td>
</tr>
</tbody>
</table>

*Note: Finishing options for emailed documents are configured in the MobilePrint Web Administrator (Email Server Connection menu). For more information, please refer to the MobilePrint Installation and Configuration Guide in the Pharos Community.*
## PayPal Settings

![PayPal Settings in Pharos Administrator](image)

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Account</strong></td>
<td>The PayPal business account identifier. This is the email address used to set up the PayPal account for the organization.</td>
</tr>
<tr>
<td></td>
<td>This property must not be left blank otherwise your PayPal payment will not work.</td>
</tr>
<tr>
<td></td>
<td>For information on how to create a PayPal business account, please refer to the “Technote Pharos Print Center Credit Card Gateway” document.</td>
</tr>
<tr>
<td><strong>Default Funds Amount</strong></td>
<td>The default amount shown on the Add Funds dialog box on the Pharos Print Center.</td>
</tr>
<tr>
<td></td>
<td>The Default Funds Amount is set to $10.00 by default.</td>
</tr>
<tr>
<td>Property</td>
<td>Description</td>
</tr>
<tr>
<td><strong>Pharos Transaction Processor</strong></td>
<td>The API server used by PayPal during transaction processing. This server must be externally accessible.</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Uniprint allows the installation of Pharos API on multiple Print servers to balance the load for large sites. In such cases, installing Application Request Routing (ARR) on the Print Center Web server is recommended. If using ARR on the web server, then the web server name should be given as the server name for the Pharos Transaction Processor property.</td>
</tr>
<tr>
<td></td>
<td>A forwarding rule in ARR is then required to forward all PayPal traffic to the actual API server designated to handle IPN Transaction Processing. Please see the &quot;Pharos Print Center Deployment Strategy&quot; document for more information about different deployment strategies.</td>
</tr>
</tbody>
</table>