How to Print to BYU Printers

If you are having difficulty with a printer, please call (801) 422-8255.

Note: Your print job will remain in the queue for 48 hours or until you print it.

From a personal PC or Mac
Note: Print in PDF or word version for best results. Printing directly from Google Docs may cause errors.
Note: You must have the [Open Access Print Driver (Pharos)](#) downloaded onto your personal PC or Mac in order to print to Campus Printers.
1. From the File menu of your document, select Print.
2. From the drop-down menu on the Print dialog box, select Campus_Black_and_White to print on a black and white printer or Campus_Color BYU Public Color to print on a color printer
3. Click OK.
4. Enter your Net ID and a name for the print job.
    a. If you do not enter a name, the document title will be the same title of the document on your computer.
5. Click Print. Your print job is sent to a print queue that you can access from any printing release station on campus.
    a. Please note: Color Print jobs can only be released from stations with a color printer.

From a campus PC or Mac (print driver should already be installed)
Note: Print in PDF or word version for best results. Printing directly from Google Docs may cause errors.
1. From the File menu of your document, select Print.
2. From the drop-down menu on the Print dialog box, select Campus_Black_and_White to print on a black and white printer or Campus_Color BYU Public Color to print on a color printer
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    a. Please note: Color Print jobs can only be released from stations with a color printer.

From a personal email
Note: All documents MUST be in a .PDF or .TXT format in order to print via email. You may also submit text that you wish to print in the body of an email, but it must not exceed 10 MB.

Note: All print jobs will be submitted as B&W. There is currently no option to submit a Color print job via email.

1. Send an email to print@byu.edu with your BYU Net ID as the subject and the document you wish to print as an attachment or in the body of the email.
    a. Your BYU Net ID must be in the subject line in order for the printer service to recognize the print job as yours when you swipe your Cougar Cash card at a printing release location. If you submit a print job using the email address associated with your Net ID but omit the BYU Net ID from the subject line, it will also recognize your print job and place it in your print queue.
2. If the email submission is successful, you will receive an email stating that your print job is in queue and available to print from any printing release station on campus. If there was a problem in processing your email submission, you will receive an email with a rejection notification.