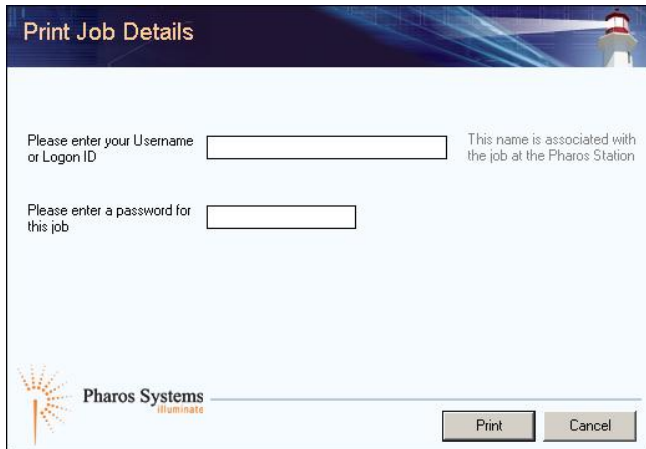


How-to guide: Collecting Your Printout at Printer

Guides for printing from PC:

1. Enter your 7 digit StudentID and the password used to access Blackboard.



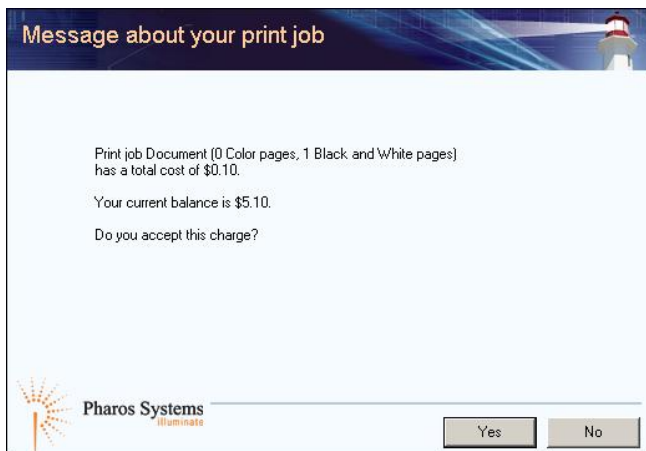
Print Job Details

Please enter your Username or Logon ID This name is associated with the job at the Pharos Station

Please enter a password for this job

Pharos Systems illuminate

2. Confirm the printing cost, and then click 'Yes'.



Message about your print job

Print job Document (0 Color pages, 1 Black and White pages) has a total cost of \$0.10.

Your current balance is \$5.10.

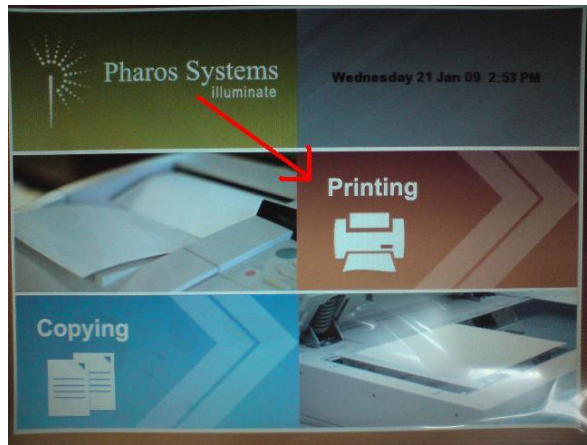
Do you accept this charge?

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3. After printing, please proceed to the any photocopiers in library to release print jobs.

Guides for Photocopier printing:

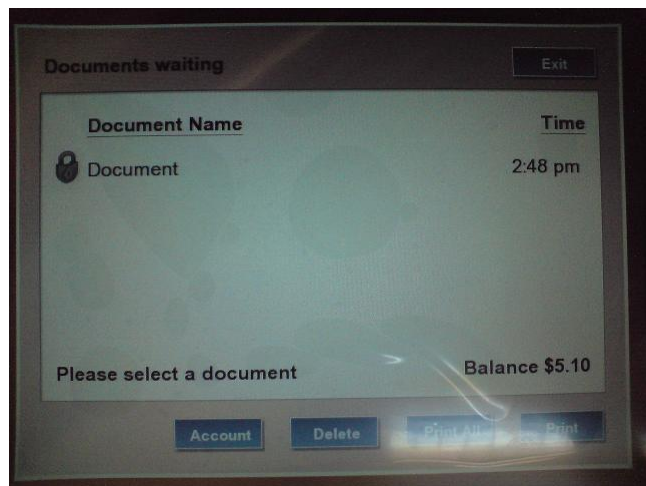
1. On the Omega Terminal Touch Screen, you got two options to choose. Printing or Copying. Pick the "Printing" function on the touch screen.



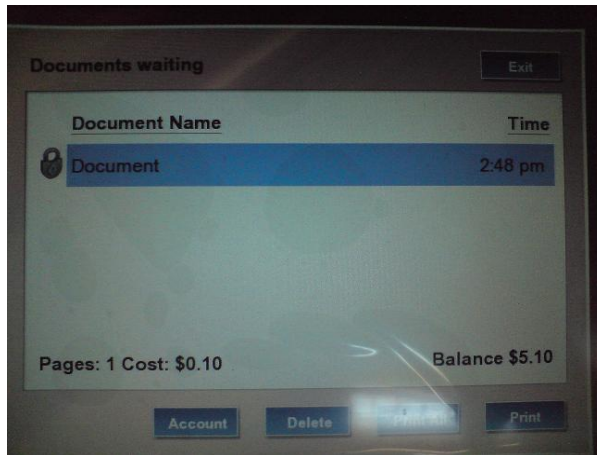
2. Swiping a Student ID card on top of the card reader.



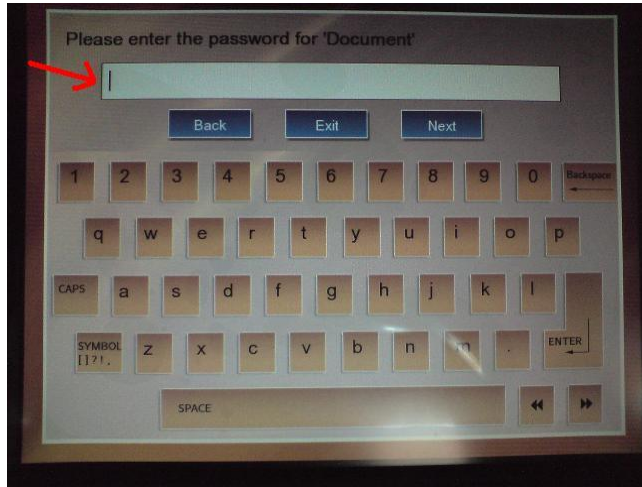
3. You can now see the list of your print jobs,



- Pick the documents by touching the screen.



- System will prompt you to enter your password used to access Blackboard. After entering the password. Press "Next" button on the screen to proceed printing



- After printing, the screen will show you the current card balance. Press "Exit" button on the screen to end the printing session.

