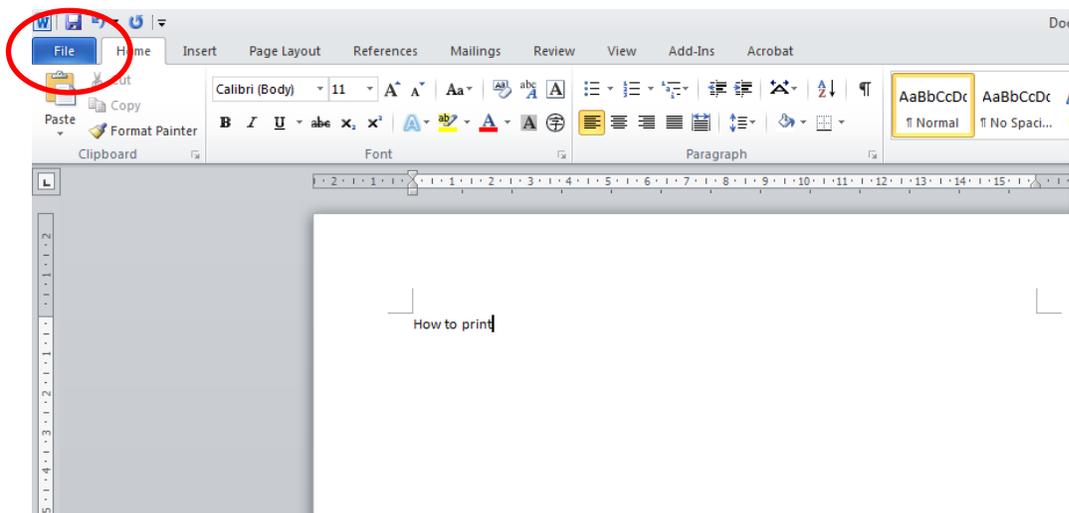
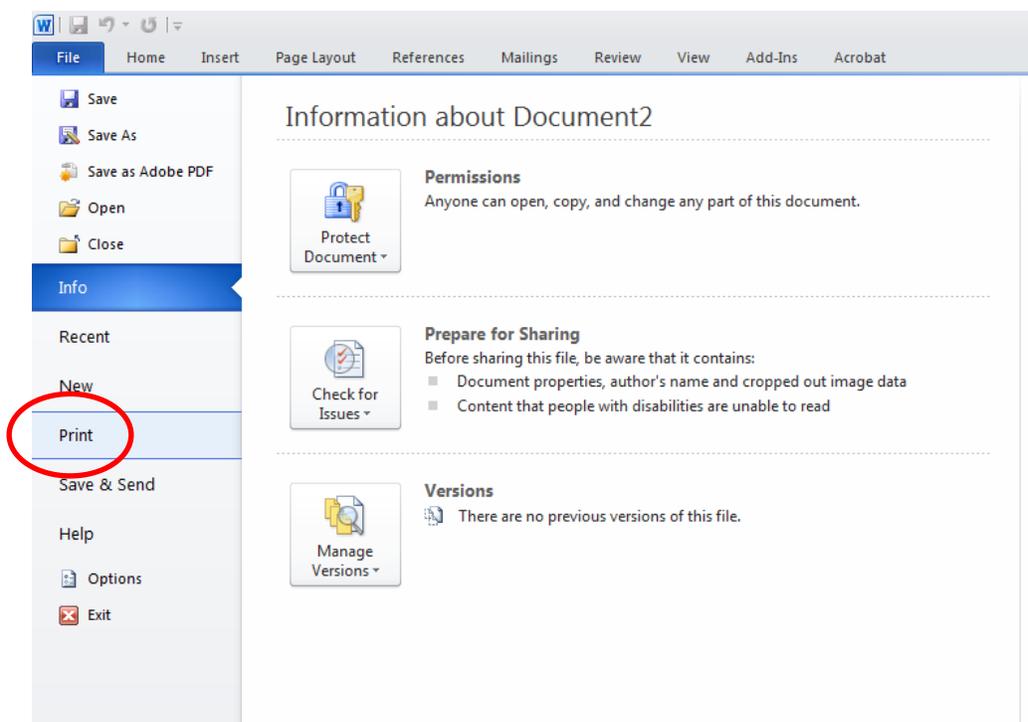


## How to Print From Your Office Computer (Colour)

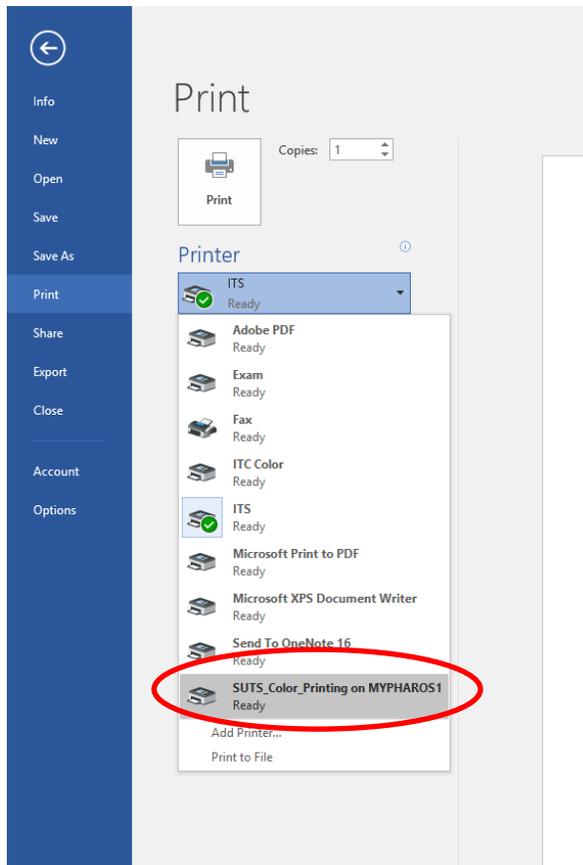
1. Login to your Office Computer
2. Open the document that you want to print. Click on **'File'**



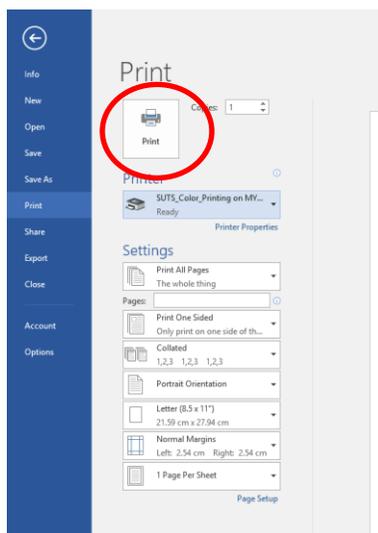
3. Click on **'Print'**



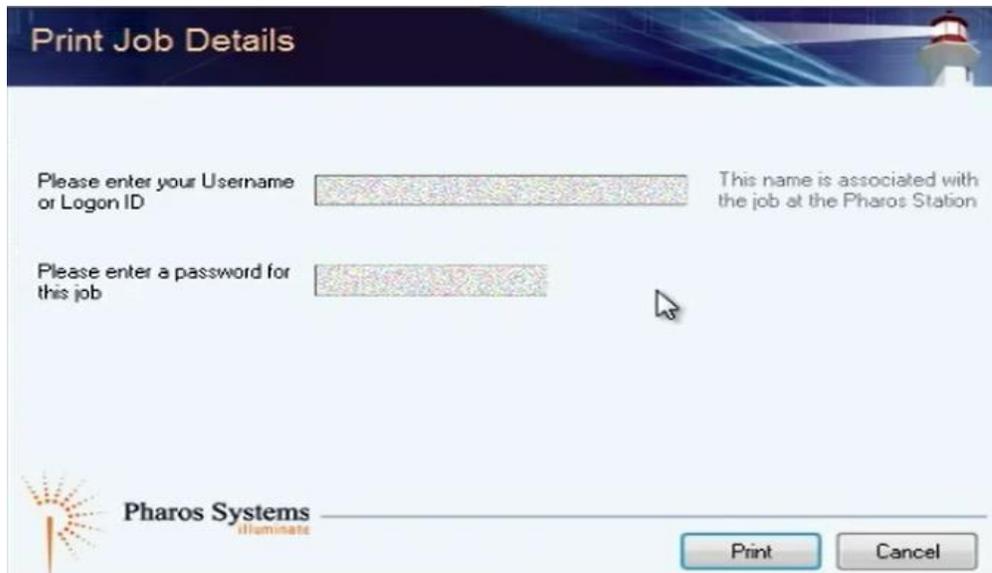
4. Select the **'SUTS\_Color\_Printing on MYPHAROS1'** printer from the printer lists



5. Click on **'Print'**

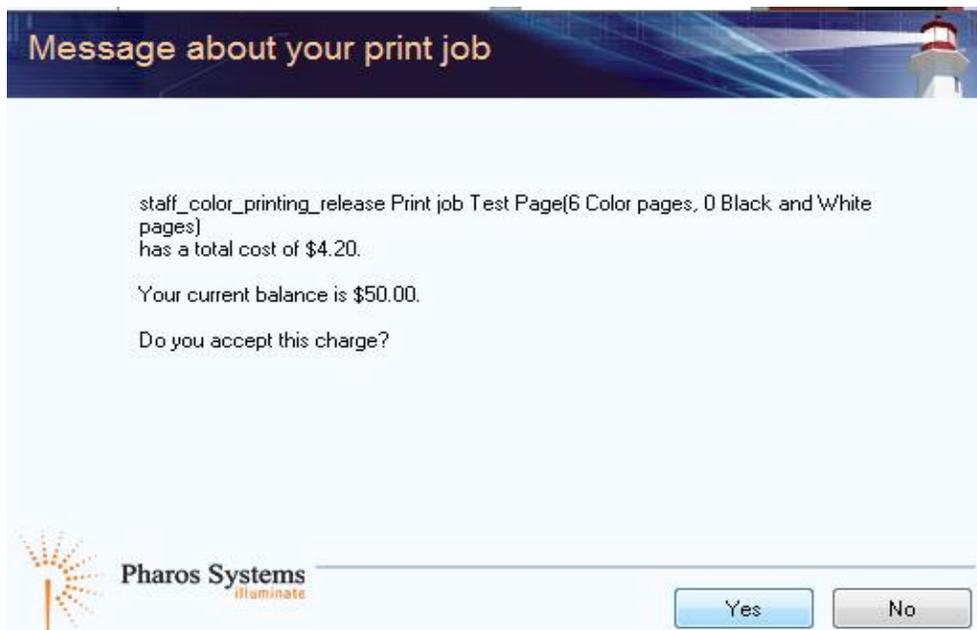


6. Enter your **username** and your **password** on the dialog box and click on **'print'** to confirm



The image shows a dialog box titled "Print Job Details" with a lighthouse icon in the top right corner. It contains two input fields: "Please enter your Username or Logon ID" and "Please enter a password for this job". To the right of the first field is the text "This name is associated with the job at the Pharos Station". At the bottom left is the Pharos Systems logo with the tagline "illuminate". At the bottom right are two buttons: "Print" and "Cancel".

7. Click on **'yes'** to accept the charges



The image shows a dialog box titled "Message about your print job" with a lighthouse icon in the top right corner. The text inside reads: "staff\_color\_printing\_release Print job Test Page(6 Color pages, 0 Black and White pages) has a total cost of \$4.20. Your current balance is \$50.00. Do you accept this charge?". At the bottom left is the Pharos Systems logo with the tagline "illuminate". At the bottom right are two buttons: "Yes" and "No".

8. You can collect your colour printing from the Printer located in the Library