How to Release your document from the Colour Printer

- 1. You can collect your colour printing from the Printer located in the Library
- 2. At the colour printer, tap on 'printing' on the pharos systems terminal

Pharos Systems	Saturday 09 Jul 11 1:05 PM
Copying	Printing

3. Swipe your staff ID card on the card scanner



4. Select your document and tap on 'print'

Documents waiting	Exit	
Owner Document Name	Time	
Microsoft Word - Document1	12:52 pm	
Pages: 1 Cost:		
	Balance -\$6.50	
Account Delete Prin	nt All Print	

5. Enter your *password* and tap on 'next'



6. Collect your document from the printer

