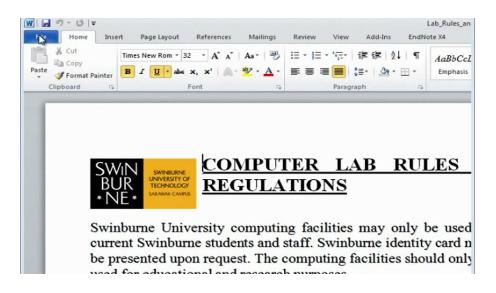
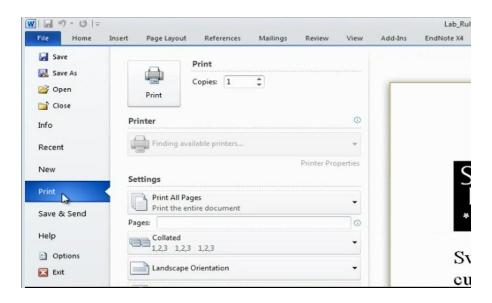
Information Technology Services Unit

How to print from Library and Open Labs (Colour)

- 1. Go to a computer in Library IT section or open labs
- 2. Login to the computer
- 3. Open the document that you want to print
- 4. Click on 'File'



5. Click on 'Print'



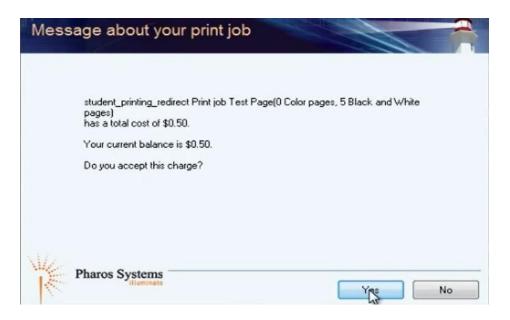
6. Select 'color_printing_release on MYPHAROS1' in your printer lists and click on 'print'

W J - U = color printer.docx - Microsoft Word				
File Home Insert	Page Layout References Mailings Review	View Add-Ins Acrobat		
 Save Save As Save as Adobe PDF Open 	Print Copies: 1 C			
Close	Printer ①	and the second		
Info				
Recent	Printer Properties			
New	Settings	A REAL PROPERTY AND		
Print	Print All Pages Print the entire document			
Save & Send	Pages: 3			
Help	Print One Sided Only print on one side of the			
Options	Collated 1,2,3 1,2,3 1,2,3	to The second		
Exit	Portrait Orientation -	1		
	A4 (210 x 297mm) 21 cm x 29.7 cm			

7. Enter your *student ID number* and your *password* on the dialog box and click on *'print'* to confirm

Print Job Details			
Please enter your Username or Logon ID Please enter a password for this job		This name is associated with the job at the Pharos Station	
Pharos System	s	Print Cancel	

8. Click on 'yes' to accept the charges



- 9. You can collect your colour printing from the Printer located in the library
- 10. At the colour printer, tap on 'printing' on the pharos systems terminal



11. Swipe your student ID card on the card scanner



12. 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 Price		
Procount Delete Prin	tt All Print	

13. Enter your password and tap on 'next'



14. Collect your document from the printer

