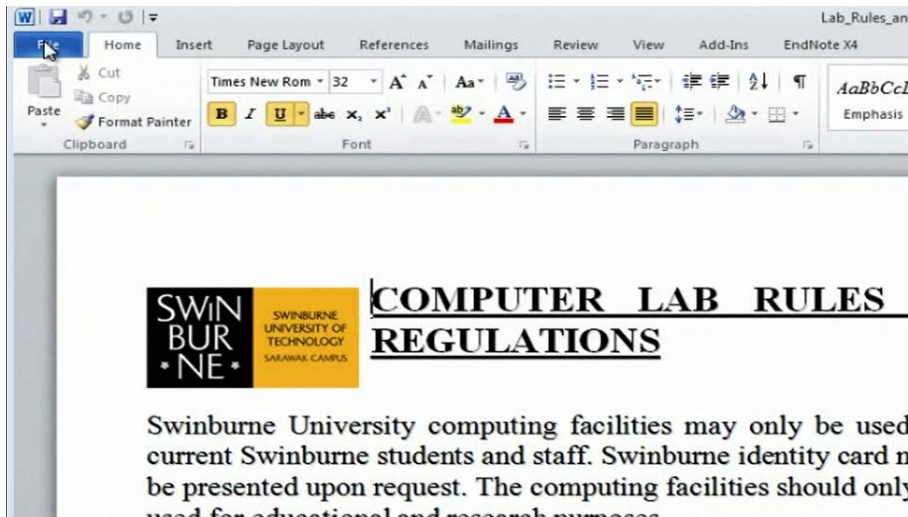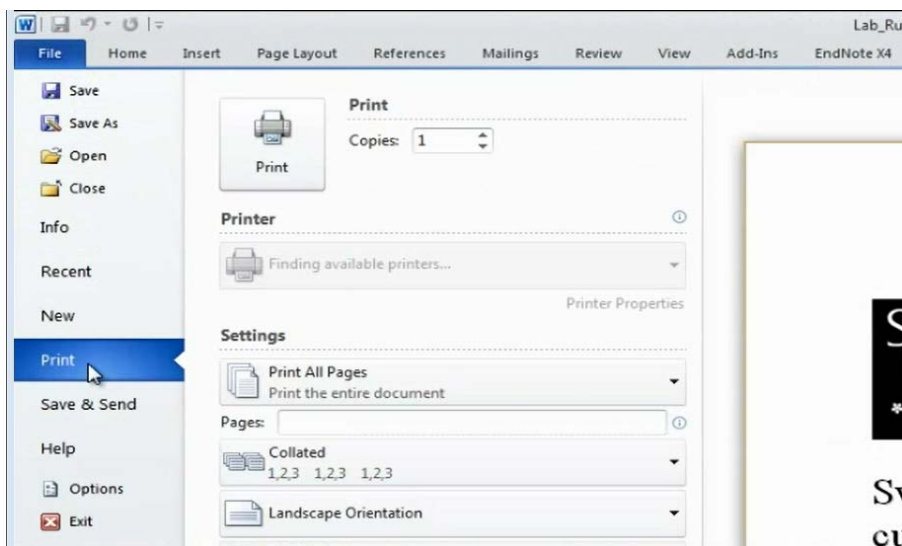**How to print from the Library and Open Labs (black & white)**
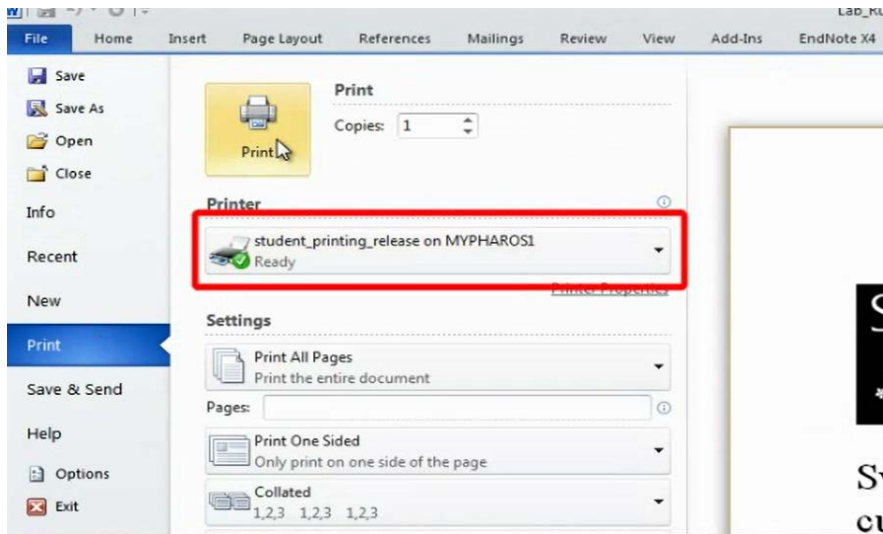
1. Go to a computer in the Library IT section or open labs
2. Login to the Computer
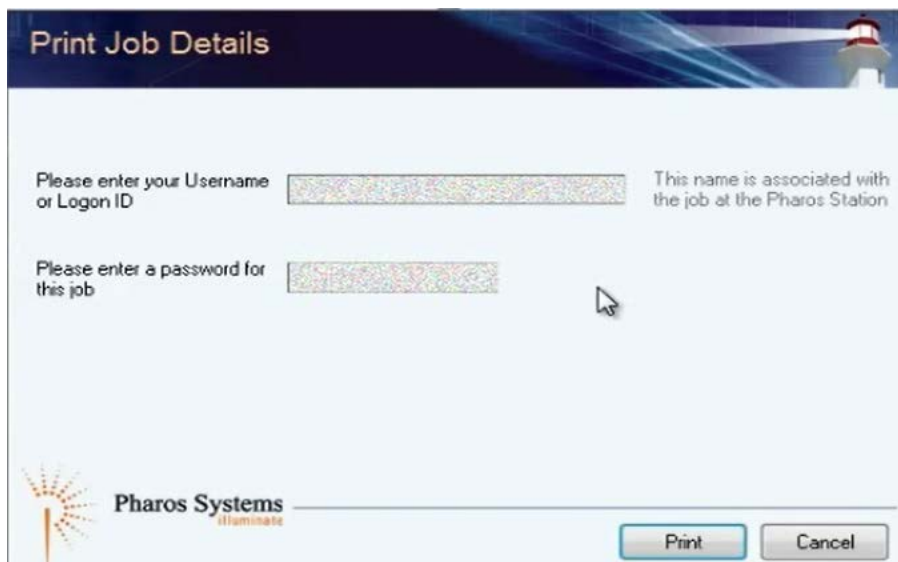3. Open the document that you want to print
4. Click on *'File'*
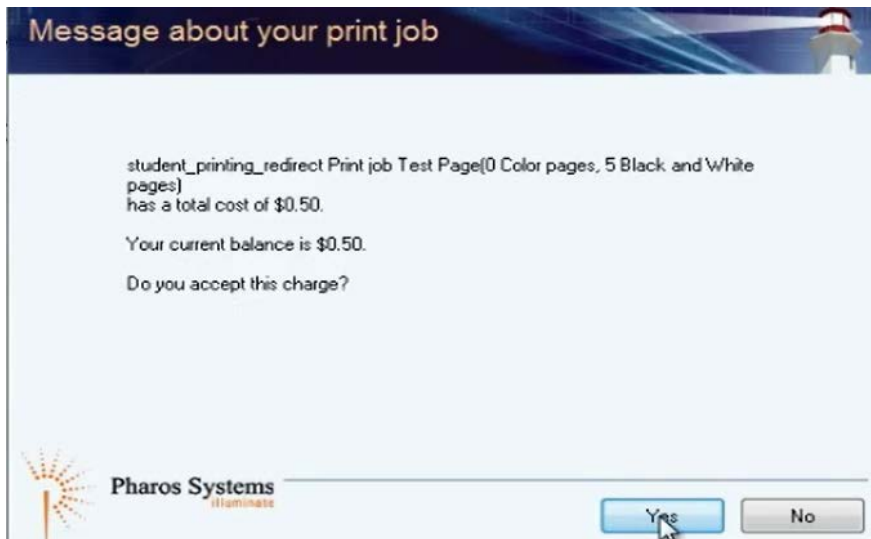

5. Click on *'Print'*

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

7. Enter your **student ID number** and your **password** on the dialog box and click on **'print'** to confirm
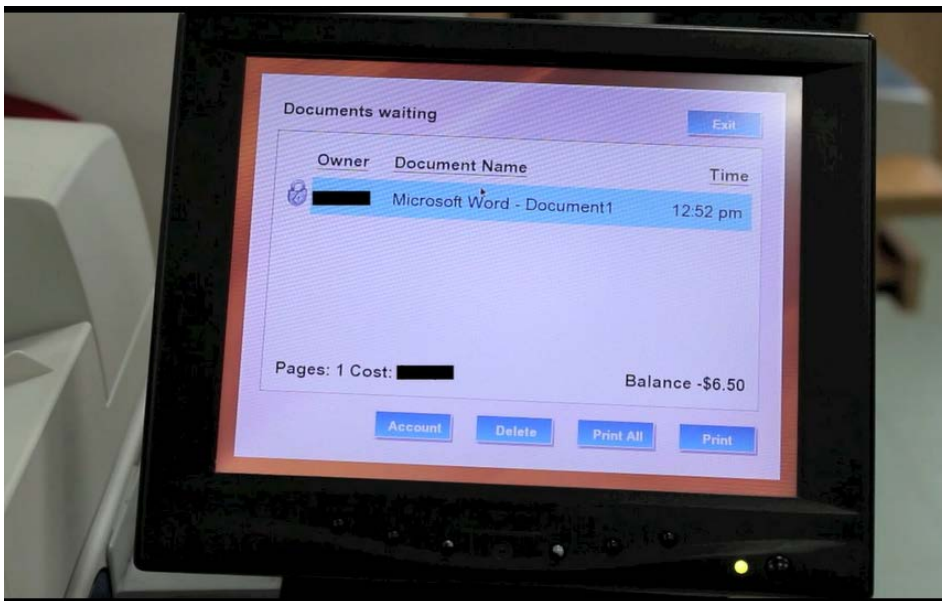
8. Click on *'yes'* to accept the charges

9. You can collect your printed document from the Printer located in the library, A206 Printing room or Building G, Level 5 (Open Lab)

10. To collect your printed document, go to the nearest printer
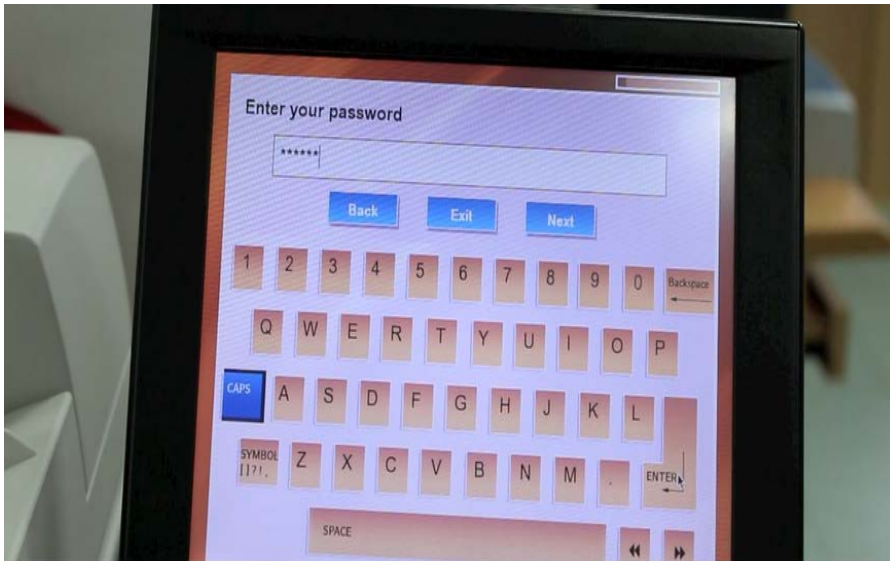
11. Tap on *'printing'* on the pharos systems terminal
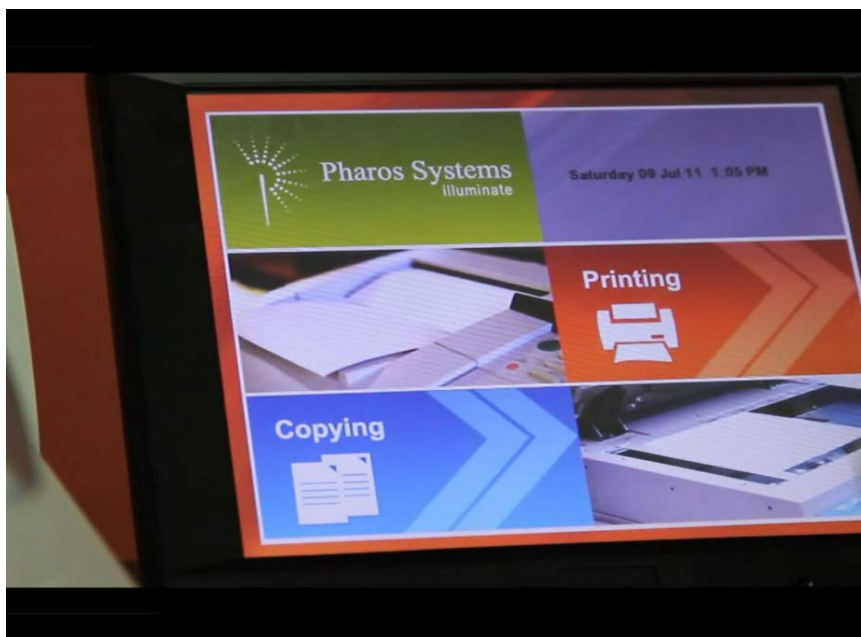
12. Swipe your student ID card on the card scanner

13. Select your document and tap on *'print'*

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

15. Collect your document from the printer