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
3. Swipe your staff ID card on the card scanner
4. Select your document and tap on ‘print’

5. Enter your **password** and tap on ‘next’
6. Collect your document from the printer