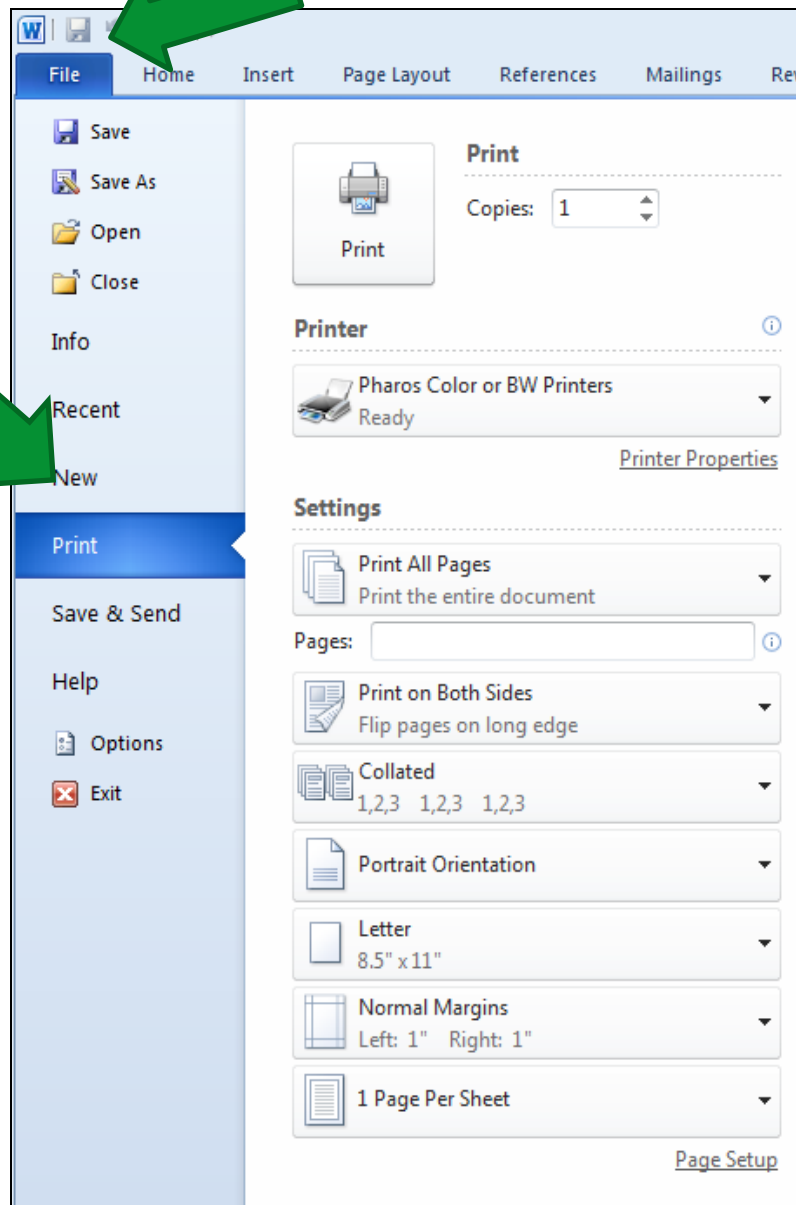# Using Pharos

Pharos

Pharos is our print management system. This short tutorial will demonstrate how to use Pharos to print and how to add money to your Pharos account. If you need to have the Pharos printer drivers installed on your computer, there is another tutorial that demonstrates that process.
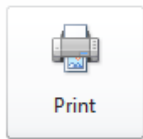
NOTE:

- Examples are based on Windows 7
- Office 2010 suite
- Pharos may be used on Windows XP, Vista, 7, and Mac 10.4+ operating systems

Printing

Printing to a Pharos printer is just like printing to any other printer. In whatever application you are using, choose the normal print command.
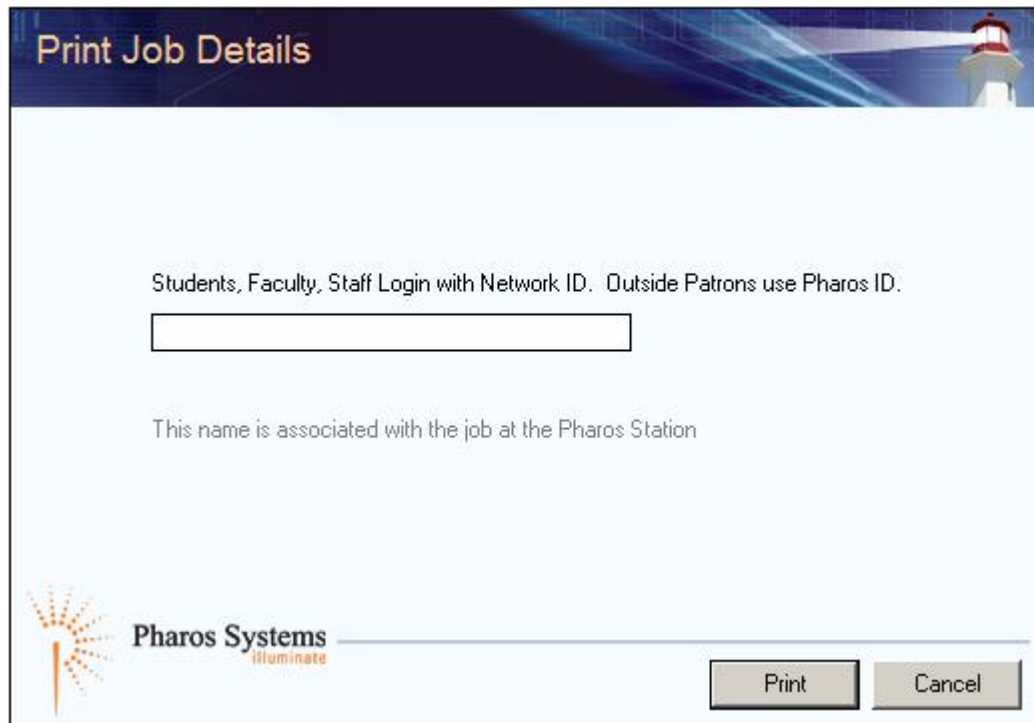
Then, select one of the Pharos printers: either Pharos BW Printers or Pharos Color or BW Printers. After you click Print (or OK or whatever your application requires) …

… enter your username in the Pharos popup box. This username should be the same as your network login username.

Print Job Details

Students, Faculty, Staff Login with Network ID. Outside Patrons use Pharos ID.

This name is associated with the job at the Pharos Station

Pharos Systems
illuminate

Print   Cancel

Your print job is linked to that username and is sent to a holding area (called a "queue") until you tell Pharos to print it.

If you do not print your document within 24 hours, it will automatically be deleted.

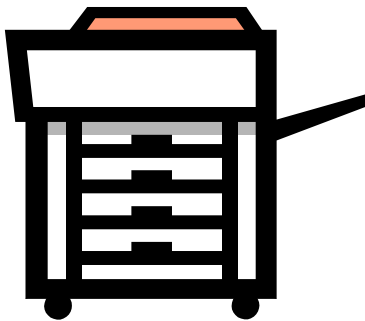# To print out your document, go to one of the printers/copiers associated with the queue (holding area) you selected.

Pharos Color or BW
Library main floor (2nd floor)
MET 2nd floor
Student Development (EAD-116)

Pharos BW
All Pharos printers can do black and white printing

If you selected Pharos Color or BW Printers, you can go to the main floor of the library (which is on the 2nd floor of the LIB building), the Student Development Office (1st floor of the EAD building, room 116) or the 2nd floor of the MET (near MET-220).

Pharos Color or BW
Library main floor (2nd floor)
MET 2nd floor
Student Development (EAD-116)

REMEMBER!

You can print black and white to the Pharos Color or BW printer. If you have no color in the document or tell it to print black and white (or grayscale), you will not be charged for color.

However, if you need to print black and white, it is better to use the Pharos BW printer and you can still pick it up at even the color printers. (See next slide.)

If you selected Pharos BW Printers, you can go to ANY of the Pharos printers – see the table below for all locations

Pharos BW
Library 2nd, 3rd, and 4th floors
MET 1st, 2nd, 4th, and 5th floors
CBH 2nd floor
EAD 116 (Student Development)
EAD 5th and 7th floors

Pricing (per side)

	8 ½ x 11	8 ½ x 14	11 x 17
Black and White	.05	.05	.10
Color	.25	.25	.50

- Account should already be created

- Add money at Library Service Desk

- Print to Pharos BW to avoid color charge

When you go to the printer you choose, hold your badge next to the badge reader.


You should hear one beep possibly followed by two more beeps. The printer will log you on to your account.

WARNING!

You should always have your badge with you on campus. But, if you have forgotten your badge, you can still log on to your account by pressing the screen and then entering your username and password.

All of your print jobs available at that printer will show on the screen.
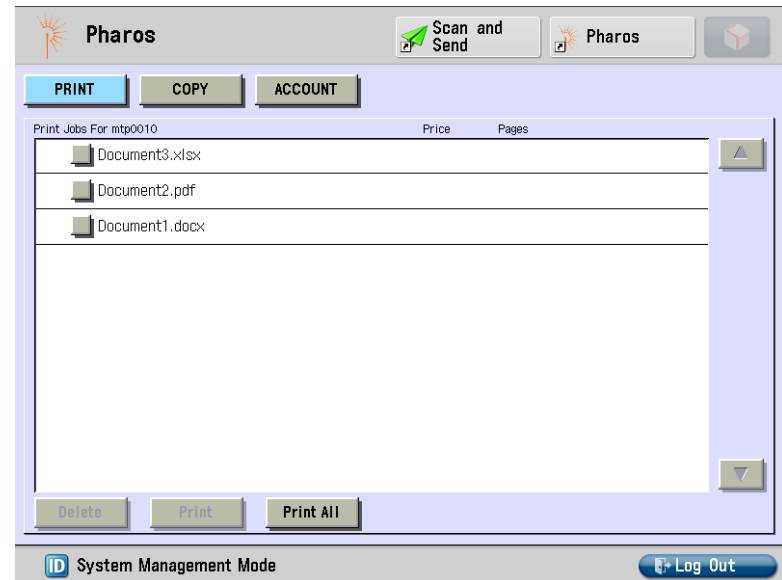

Anything you send to the color queue will not show on the black and white printers. But, anything you send to black and white will show at all printers.

You may press "Print All" to print all of the jobs listed …
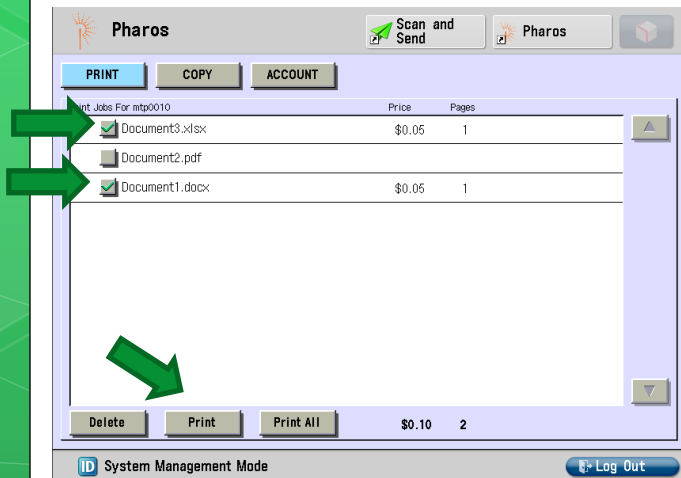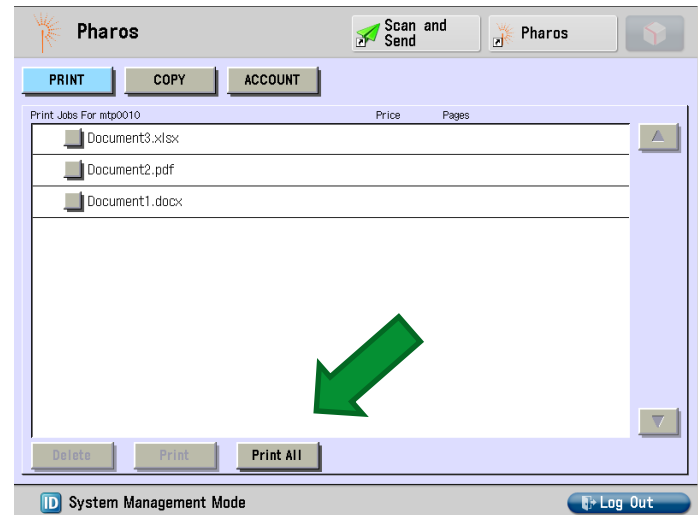
… or you may press the box in front of any of the jobs you want, which places a check in the box. Then press the Print button to print the selected job(s).

If you want to delete a job, press the box in front of the one you want to remove, then press the Delete button. (After you print a job, it will be removed automatically.)
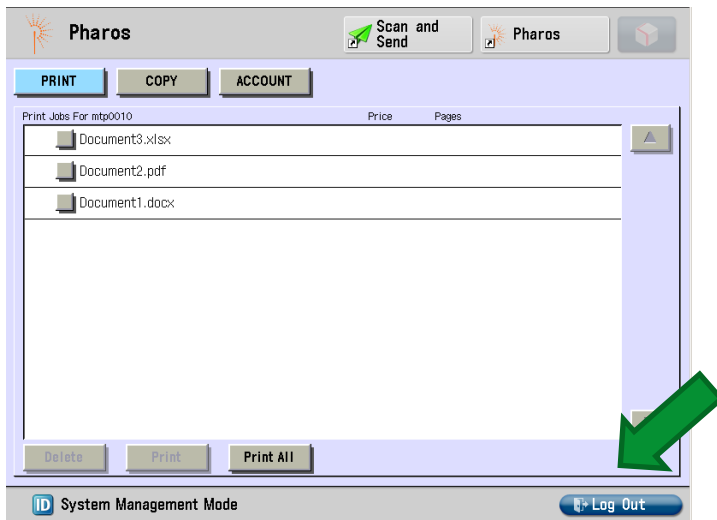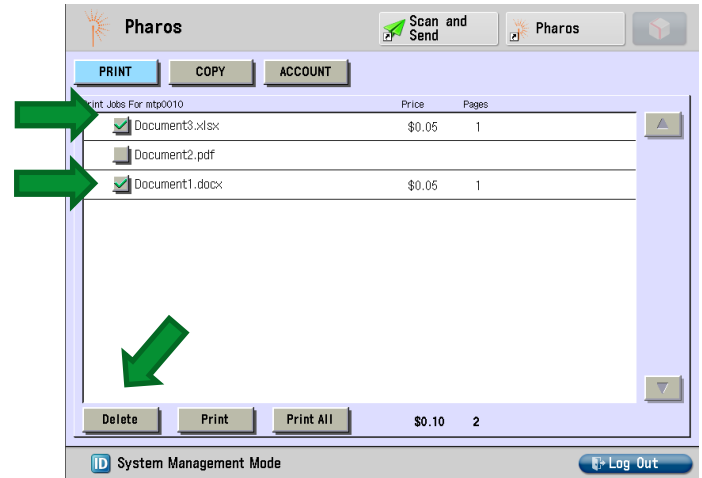
Before you leave the printer, you might want to press Logoff to prevent someone else from using your account.

Scanning

Scanning to email is very similar to using the device as a photocopier, but instead of printing the "copy," it is sent as an attachment to your email address.

We have two different types of devices that do scan-to-email. Depending on which device you are on, the directions will be slightly different.

Models 3030, 3245, and 4080

- The devices with model numbers above will use the following instructions for scan-to-email

- These devices are located at LIB3, LIB4, CBH, SDA, EAD5, EAD7, MET2, MET4, and MET 5
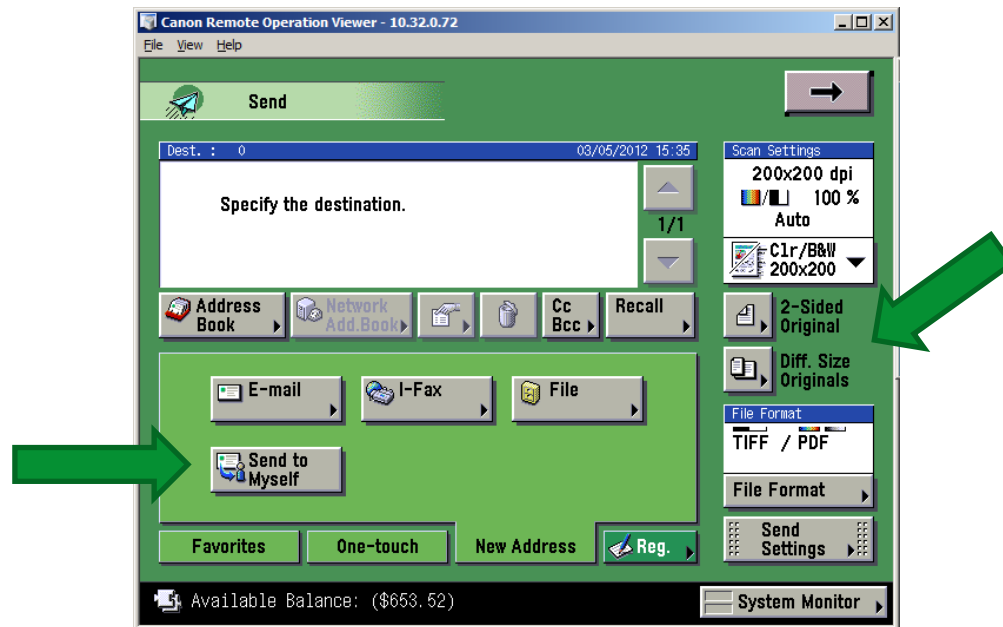
Models 3030, 3245, and 4080

- Logon to the printer by scanning your badge or entering your username and password
- Press the right-facing arrow in the upper, right-side of the screen
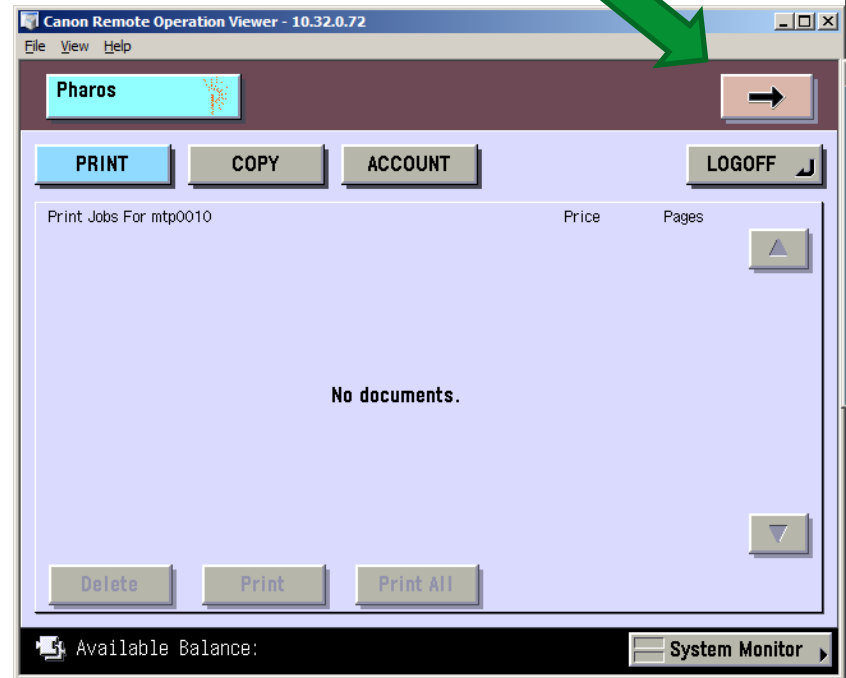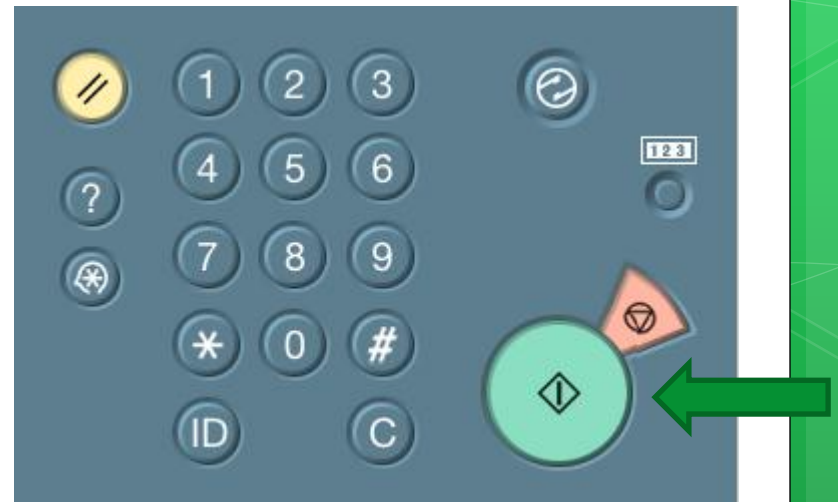
Models 3030, 3245, and 4080

- Press Send to Myself
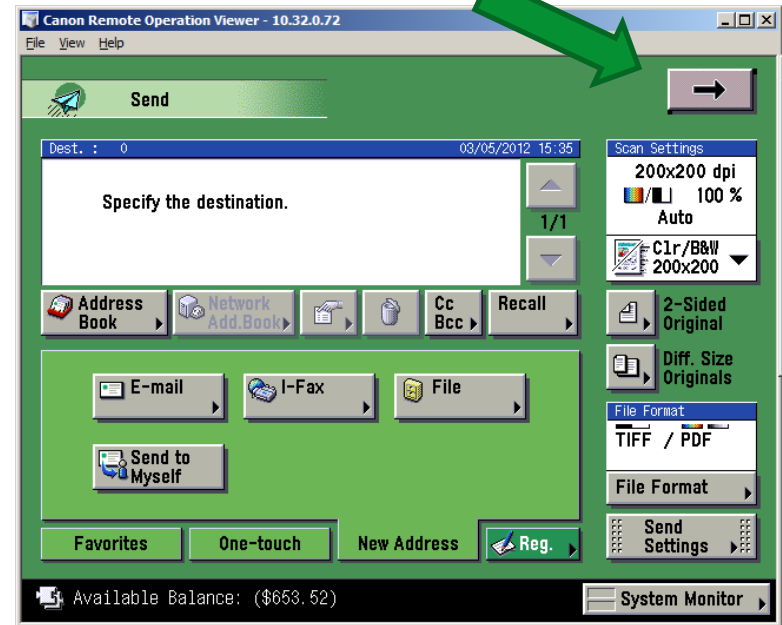- Change any options (like 2-sided original)

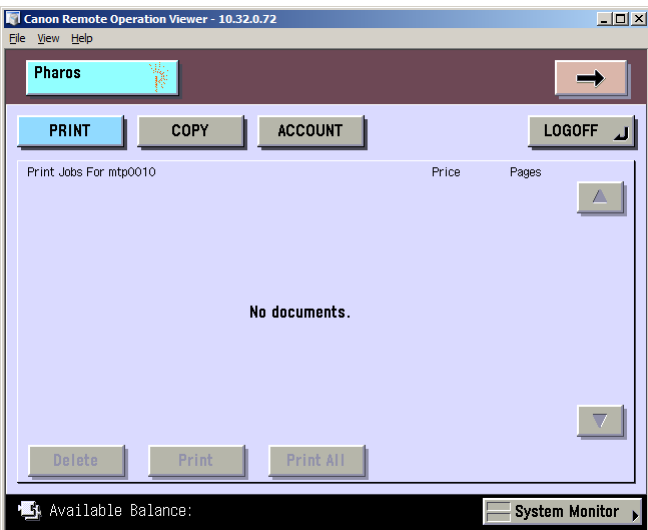# Models 3030, 3245, and 4080

- Press the green button to start scan (through document feeder or 1 page at a time)

Models 3030, 3245, and 4080

- Press right-facing arrow again
- Continue with Pharos or logoff

Models 6055 and 7055

- The devices with model numbers above will use the following instructions for scan-to-email – no screen shots at this time
- These devices are located at LIB2 and MET1

Models 6055 and 7055

- Logon to the printer / scan your badge
- Press Scan and Send at the top of the screen
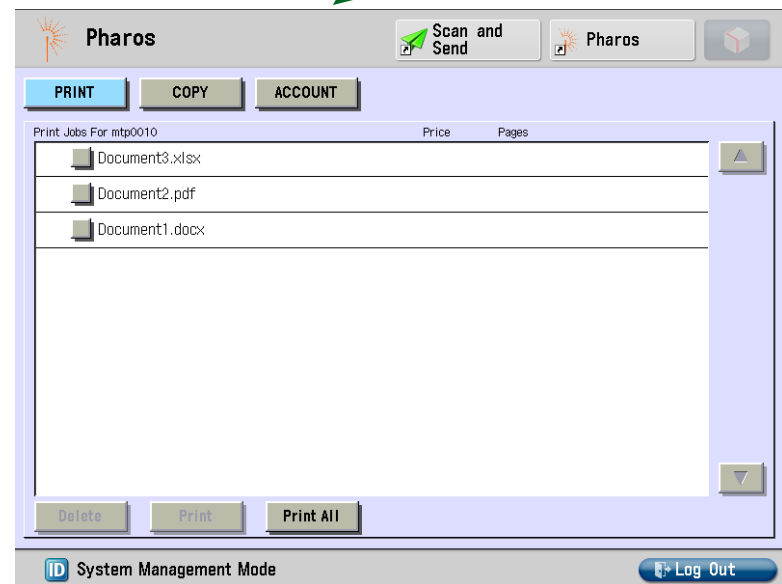
Models 6055 and 7055

- Press "Send to myself"
- Change any necessary options (like 2-sided printing)
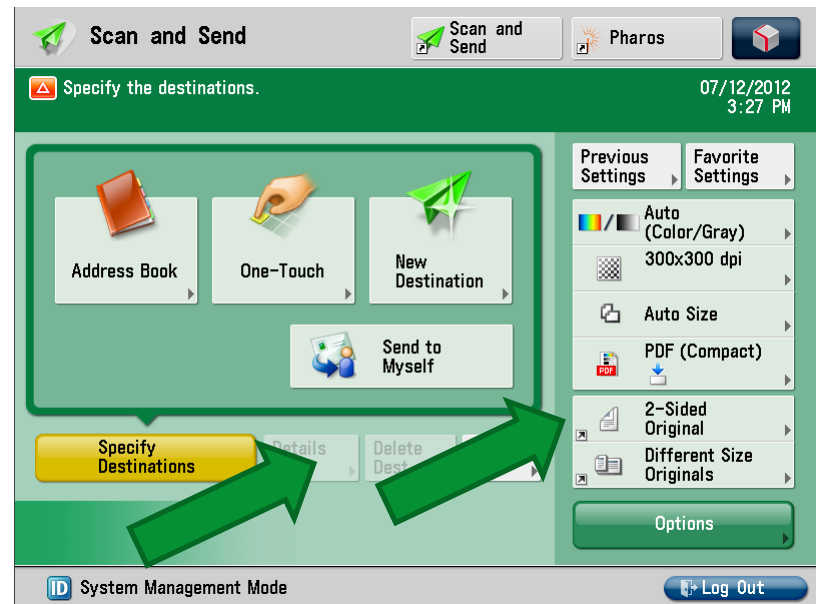
Models 6055 and 7055

- Press green button to start scan (through document feeder or 1 page at a time)
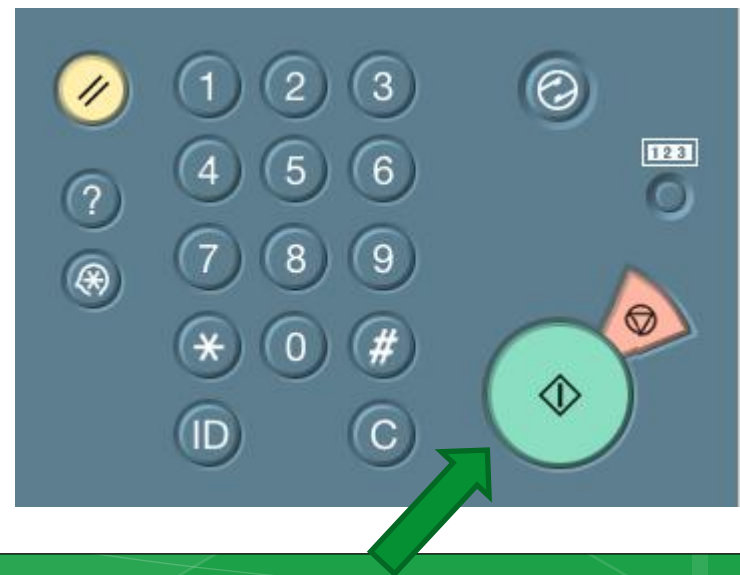
Models 6055 and 7055

- You can logoff with the logoff button at the bottom of the screen OR
- Press Pharos on the top of the screen
- Continue printing with Pharos or Logoff
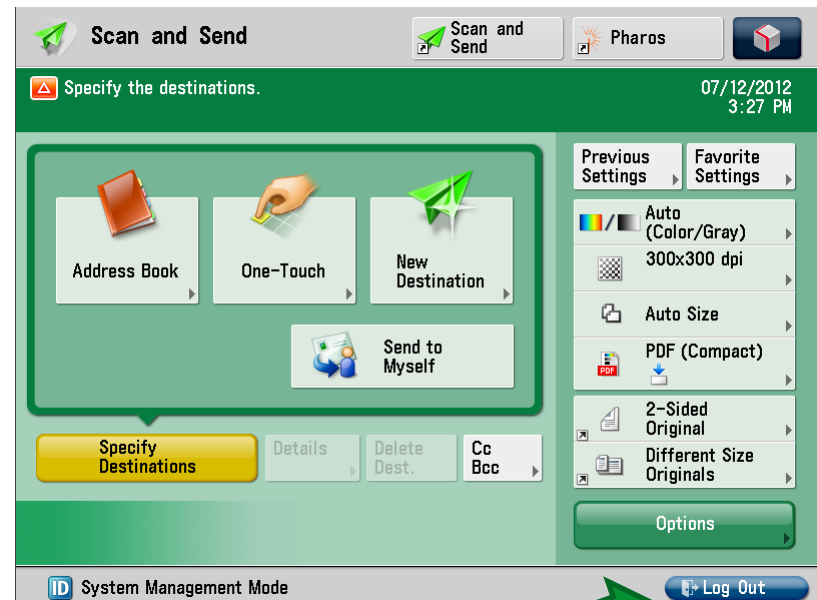
THE END

That's all there is to it! The rest of this tutorial will go into a little more detail concerning the printer queues, some of the options you might want to take advantage of, and how to add funds to your Pharos account.

Printing to Non-Standard Sizes

Standard Sizes

- In all printers, we have 8 ½ x 11 and 8 ½ x 14
- In some printers we also have 11 x 17
- If your document is a size which the printer does not have, it will be considered "non-standard"
- For it to print, you will need to ….
  - choose to print it on one of the above sizes
  - or, use the bypass tray with special paper
- Some documents from your classes may not be a standard size

How Do I Know If It Is Non-Standard

When the printer encounters a non-standard size it will …

- Beep several times in a row
- A "load paper" message will appear in the panel
- The System Monitor button will have a red flashing light
- An error light will flash red to the right of the panel

To Print Non-Standard

To print a non-standard size you may:

- Load the non-standard size in the bypass tray
- Re-direct the non-standard size to a standard size
- Change the non-standard size in the document to a standard size
- NOTE: the cost for a non-standard size (first two options above) is 10 cents for b&w and 25 for color

By-Pass Tray

- To use the by-pass tray, load the paper, labels, etc. into the tray in the direction needed
- Press the System Monitor button
- Select the correct output size; press NEXT
- Select any special options; press OK
- Press OK again to proceed

Re-Direct To Standard Size

- For the models: 3030, 3245, and 4080
- Press the System Monitor button
- Select from the list of sizes which one to redirect to
- Press OK to continue

Re-Direct To Standard Size

- For the models: 6055 and 7055
- Press the Status Monitor / Cancel button
- Select the 8 ½ x 11 paper size
- Press the OK button

Change Paper Size

- To do this, you will have to use the program in which the document is open
- For example, in Word 2010, the Size selection is on the Page Layout tab
- Follow the directions in the program to change paper size to standard size
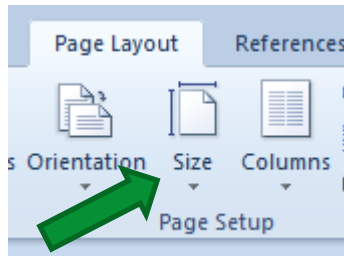
Which Queue For You?

There are two printer queues (pronounced like "cues") for Pharos printing. One is called

Pharos BW

and the other is called

Pharos Color or BW

The queue that you use depends on whether you want color or not.

Pharos BW

The Pharos BW queue links to all of the Pharos printers on campus. So, if you don't want color, print to Pharos BW then go to any Pharos printer to retrieve the document.
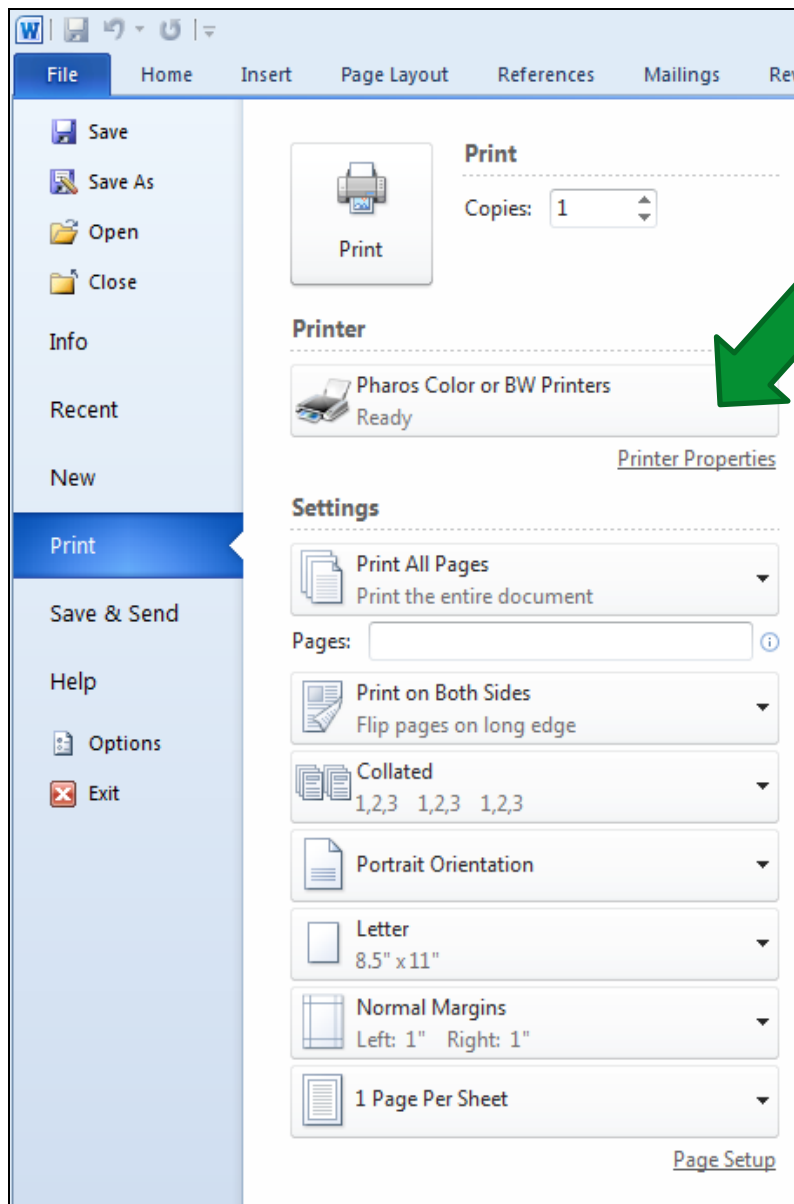
Pharos Color or BW

If you want to print something with any amount of color in it, you MUST use the Pharos Color or BW queue. The reason is that the only printers that can print color are connected to that queue.

REMEMBER!

If you need to, you can print black and white to the Pharos Color or BW printer. If you have no color in the document or tell it to print black and white (or grayscale), you will not be charged for color. But, it is easier just to use the Pharos BW queue.

Printing Options

Printing Color or Black and White

To change from printing color to only black and white (or vice versa), once you have selected the Pharos Color or BW printer, click Printer Properties.

Click on the Quality tab and in the Color Mode box choose whether you want:
- **Auto or Color – selects color or black and white as needed**
- **Black and White – prints only black and white**
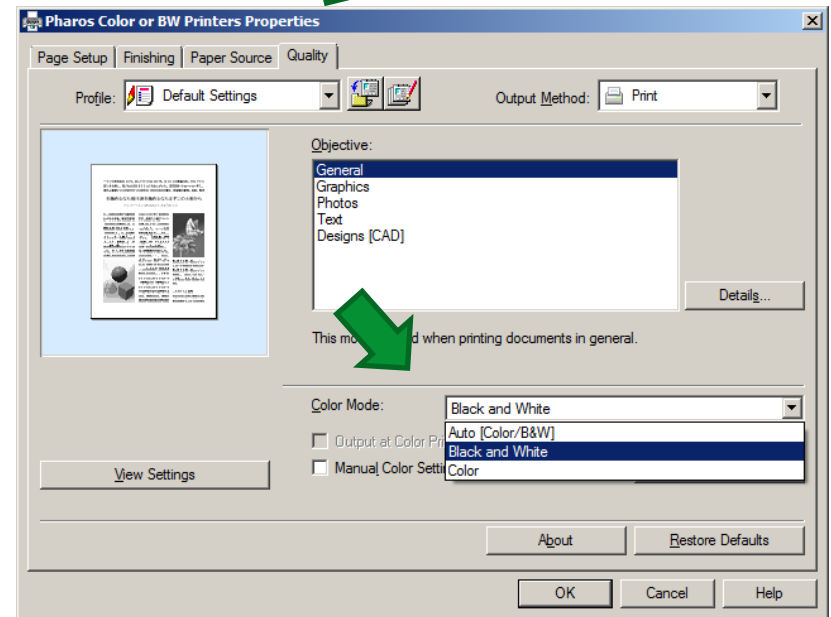
Printing One- or Two-Sided

The default is that your document will print on both sides of the paper. If you wish to change that to one-sided, click on the Printer Properties link, then the Finishing tab and under Print Style choose 1- or 2-sided printing.
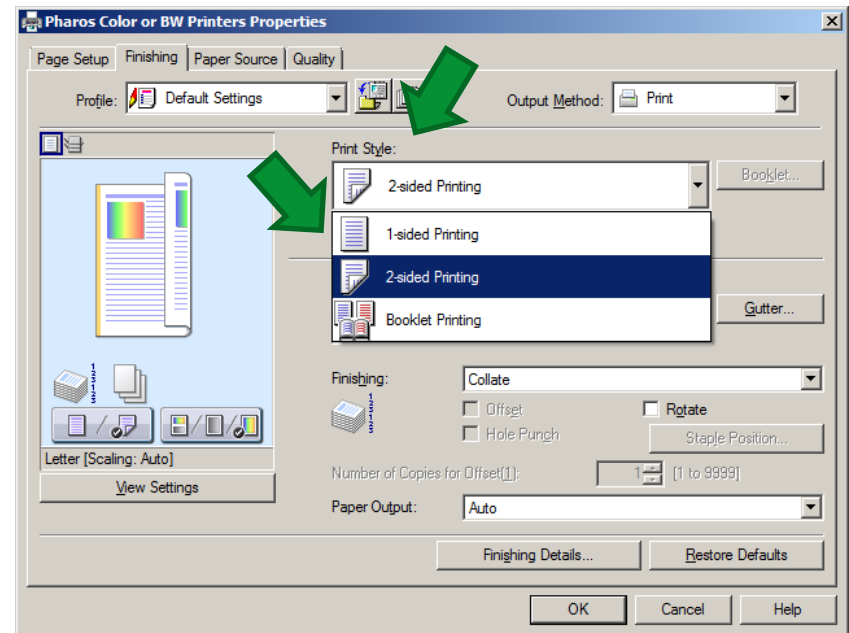
Adding Funds To Your Account

To add money to your account, go to the Library Service Desk. Your account should already be set up.

The staff will be glad to assist you. Funds may be added using cash, check or credit card in amounts of $1 or more.

Questions?

The Service Desk staff can answer many questions related to Pharos. If they cannot answer your question, they can get you in touch with someone who can.