

# Printing Instructions

## Cost

**Black and White Printing - \$.07 per page**

**Color Printing - \$.40 per page**

A **Vendacard** (also used for copiers) releases your job at the printing station in the Self Service room.

Vendacards may be purchased for **\$1** at the **Service Desk**.

Vendacards may also be borrowed from the **Service Desk** but money must be added to the card to print.

You may also **email** your data or save it to **removable media** for printing at another location.

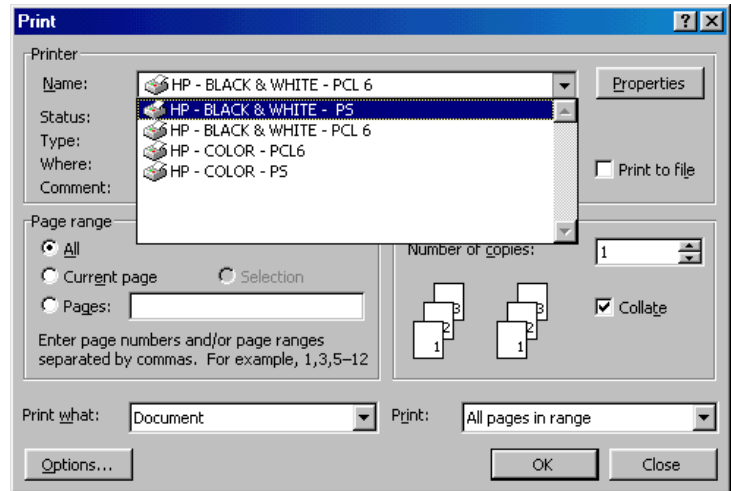
## To Print

**Note** – The web browser (IE, Firefox) will retain the previous user's printing preferences if it was not closed. To return to the **default HP – Black & White – PS printer**, close and reopen the browser or manually select that printer.

You may print in the following ways –

- The browser's **Print** button (**May not** give you the option to switch printers).
- The browser's **File, Print** menu entries (**Will** give you the option to switch printers).
- The **Print** button of the specific application – such as Adobe Reader's print button for PDF files.

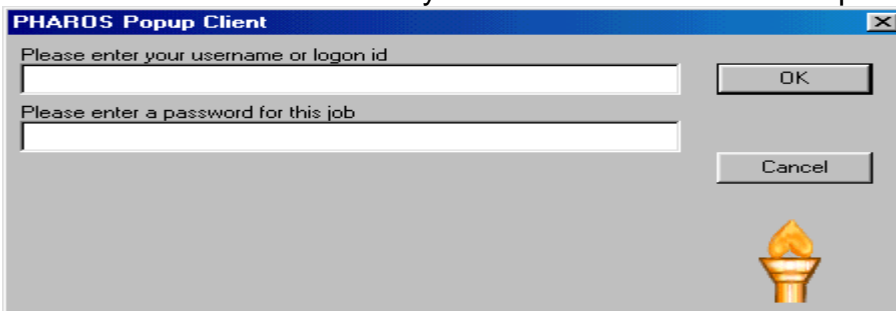
At the **Print Dialog** box, you may switch printers between **Black & White** and **Color**.



At the **Pharos PopUp** create **your own Username and Password**

The **name** identifies your job at the printing station

- Multiple jobs may be given the same name and password.
- The same information may be used for both name and password.



**The printers are located in the Self Service room (same as copiers).**

**NOTE:**

**Your print jobs will remain in the queue for 3 HOURS, then they will automatically delete.**