

# Printing Instructions

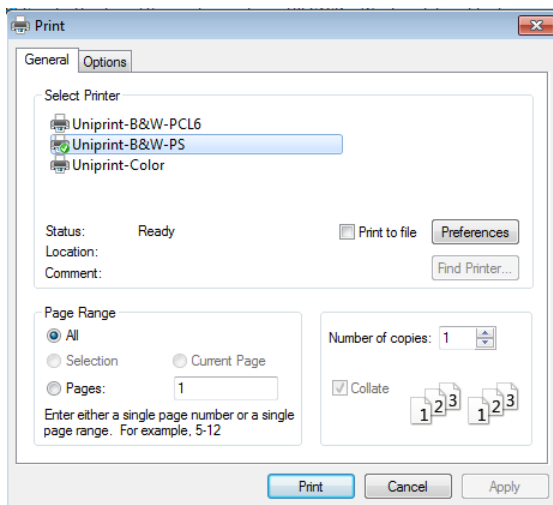
**Cost: Black & White:** \$.07 per page  
**Color:** \$.40 per page

**What do I need to print and/or make copies?** A Vendacard is needed to print and make copies. Vendacards may be purchased for **\$1** at the Information desk.

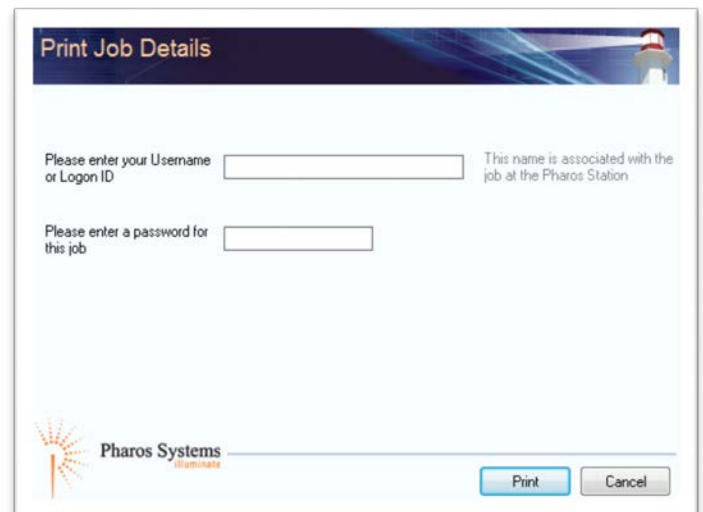
**Where do I print?** The printer and copiers are in the Self-Service Center located on the main floor.

**How do I print?** You may print in the following ways:

1. Open the document, webpage, or email that you want to print.
2. Click the File menu, and then click Print.



At this Print Dialog box you can switch between Black & White and Color printers.



At the Pharos pop-up, create your own Username and Password. This can be anything. You will re-enter the password when you print in the Self-Service Center.

## Helpful Hints:

- Multiple jobs may be given the same username and password
- Your print jobs must be printed within three hours or they will automatically delete.