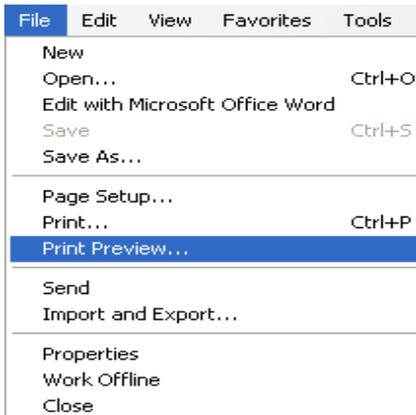
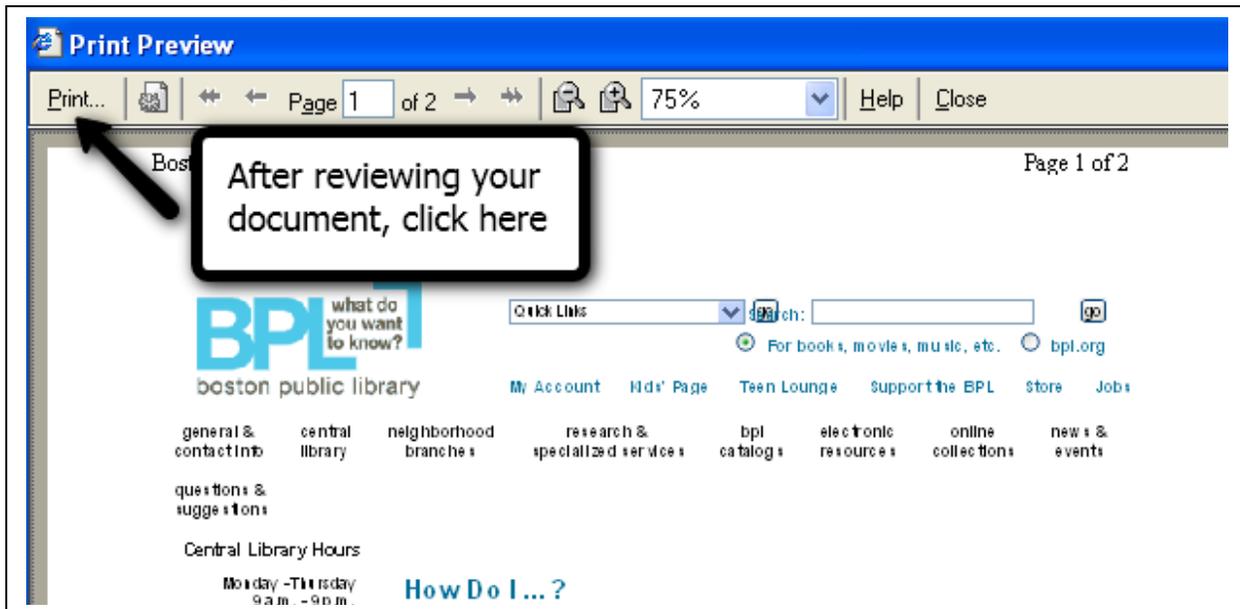


## Printing from a library computer



**Step 1:** Use the [Print Preview](#) feature to ensure you are printing exactly what you expect. Use the **F**ile drop down menu and select [Print Preview](#). If you do not see what you would like to print, adjust the settings or ask a librarian for help.

**Step 2:** Print from the [Print Preview](#) window by clicking the print tab in the top left hand corner of the window.



**Step 3:** Go to a printing station

**Step 4:** Enter your library card number and four digit PIN.

Pharos Station Identifying Yourself

This is where you log on to the system. Please enter your Library Card Number and PIN.

Library Card Number

PIN

Logon

**Step 5:** Click on [Print a Document](#).

Pharos Station What would you like to do?

Home

Print

Reserve

Account

Logoff

Click here

Print a Document

Reserve a Computer

Manage Accounts

10:24:24 AM

The image shows the main menu of the Pharos Station system. On the left, there is a vertical list of icons: a house for 'Home', a printer for 'Print', a computer monitor with a checkmark for 'Reserve', two people for 'Account', and a power button for 'Logoff'. The 'Home' icon is highlighted with a dotted border. In the center, there is a large illustration of a man standing at a desk with a printer, a woman sitting at a desk with a computer, and a man sitting at a desk with two computers. A callout box with the text 'Click here' and a black arrow points to the 'Print a Document' text, which is positioned over the man at the printer. To the right of the illustration, there are two more options: 'Reserve a Computer' and 'Manage Accounts'. At the bottom right, there is a small sunburst logo and the time '10:24:24 AM'.

**Step 6:** Insert your print card into the print card reader. Select the document you would like to print by clicking on it under the Job Name column. Then click [Print](#).

Pharos Station **Releasing Print Jobs**

This screen allows you to release print jobs to a printer. Select a job and click print or delete. [Refresh](#)

Jobs Sorted by Date and Time

Job Name	Owner	Date
Microsoft Word - Major important pap...	MPimentel	9/10/2009 11:04:41 AM
Microsoft Word - Major important pap...	MPimentel	9/10/2009 11:04:24 AM

4 sheets at a cost of \$0.60

Balance Total \$2.55

[Print](#) [Delete](#)

[Logoff](#)

Click on the document(s) you want to print

Click here to print

Your card balance shows up here

**Step 7:** When you are finished printing click [Logoff](#). Remember to take your print card, which should eject automatically when you click [Logoff](#).

Click here when you are finished. Remember to take your print card!

4 sheets at a cost of \$0.60

Balance Total \$2.55

[Print](#) [Delete](#)

[Logoff](#)