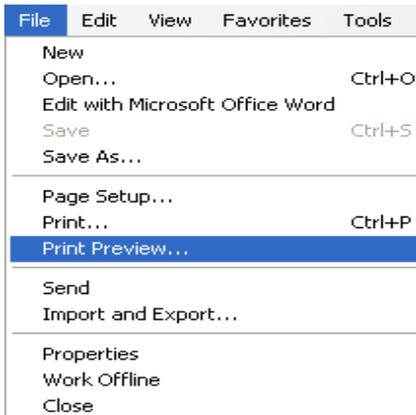# Printing from a library computer

Step 1: Use the Print Preview feature to ensure you are printing exactly what you expect. Use the File 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.
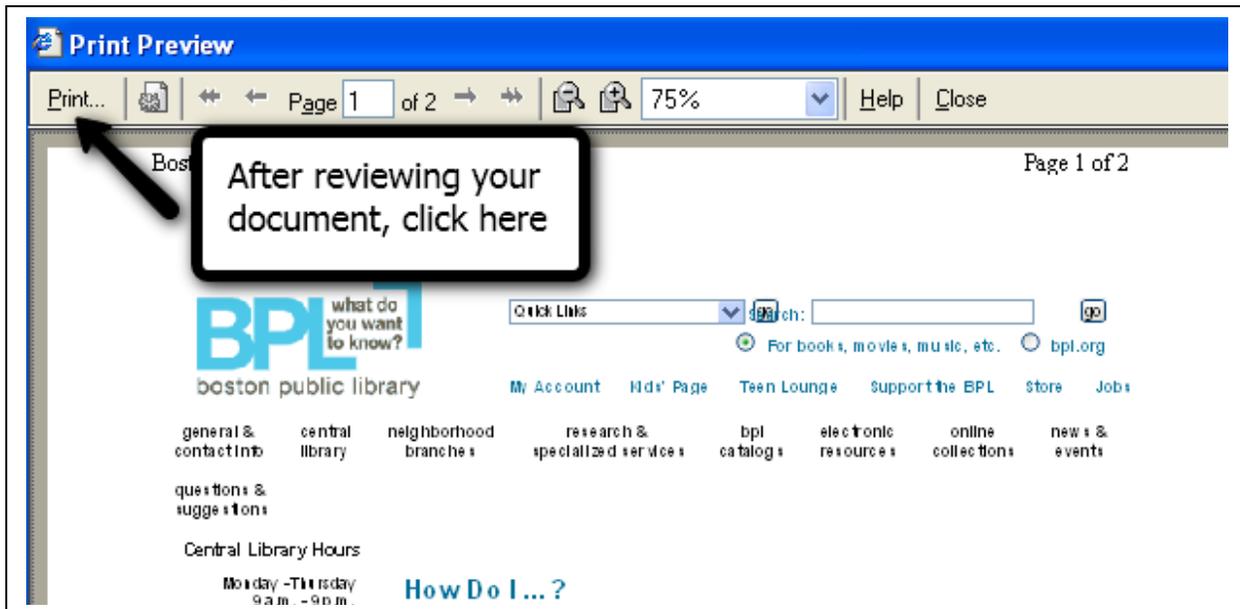
Step 3: Go to a printing station

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
29999999999999

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

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.

Step 7: When you are finished printing click Logoff. Remember to take your print card, which should eject automatically when you click Logoff.