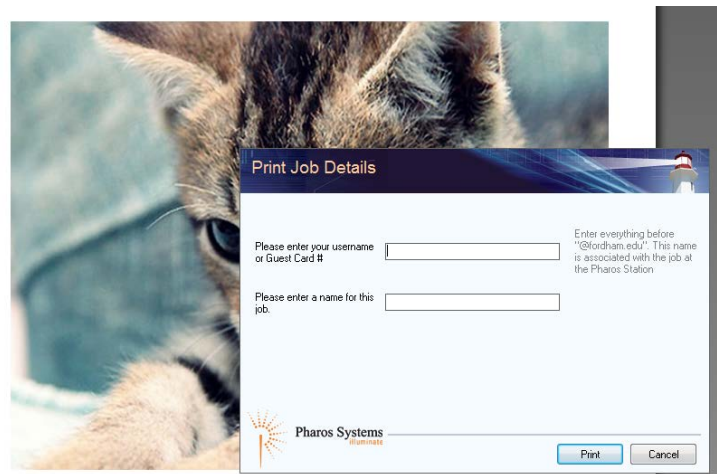


# Pharos Print Guide

When you send your file to print, you will receive a prompt:



The image shows a 'Print Job Details' dialog box overlaid on a close-up photograph of a kitten's face. The dialog box has a blue header with the title 'Print Job Details' and a small lighthouse icon. Below the header, there are two input fields. The first field is labeled 'Please enter your username or Guest Card #' and has a small text box to its right that says 'Enter everything before "@fordham.edu". This name is associated with the job at the Pharos Station'. The second field is labeled 'Please enter a name for this job.' and has a small text box to its right. At the bottom left of the dialog box is the 'Pharos Systems' logo, which consists of a stylized sunburst icon and the text 'Pharos Systems' with 'illuminate' in smaller text below it. At the bottom right are two buttons: 'Print' and 'Cancel'.

## IF YOU ARE USING YOUR FORDHAM ID TO PRINT:

Enter in the ID you use to log in to my.fordham.edu. For example, a student named *John Doe* would type the username *jdoe* and then enter in the name for his print job. When you reach the printing station, just swipe your card to access your print job for payment.\*

\*If you do not have your ID, you can still print with the money on your card by logging in to the system manually at the printing station.

## IF YOU ARE USING A PRINTING/COPY CARD:

Enter in the number that is on the left side of your card. It is only 8 digits long and printed horizontally. Also, it is the only number on the card. When you reach the printing station, simply swipe your card to pay for your print job.\*

\*In the event that you somehow lose your printing card when you reach the station or you are prompted with a login screen anyway, type the number on your card into the "Access ID" field, you will not need a password.

## NOTE:

If you type your Access ID in the printing prompt but plan on using a printing card for payment, you will not be able to access your print job. Be sure to type in your printing/copy card number instead.