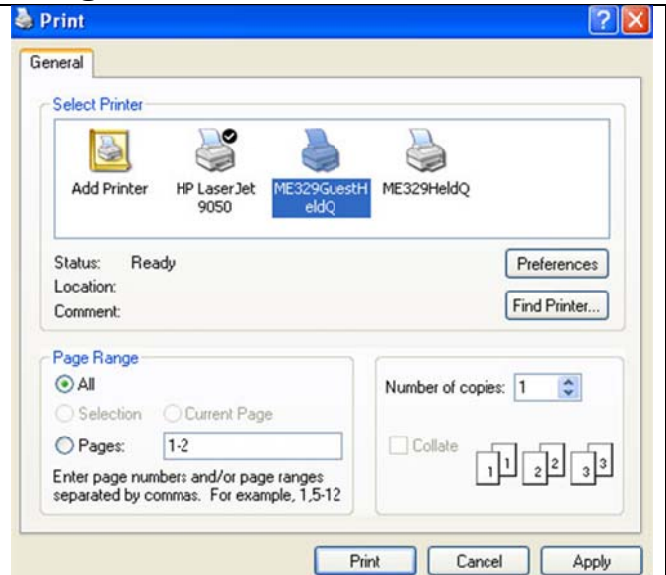


# Pharos

## Pay-for-Print Instructions Using Guest Cards

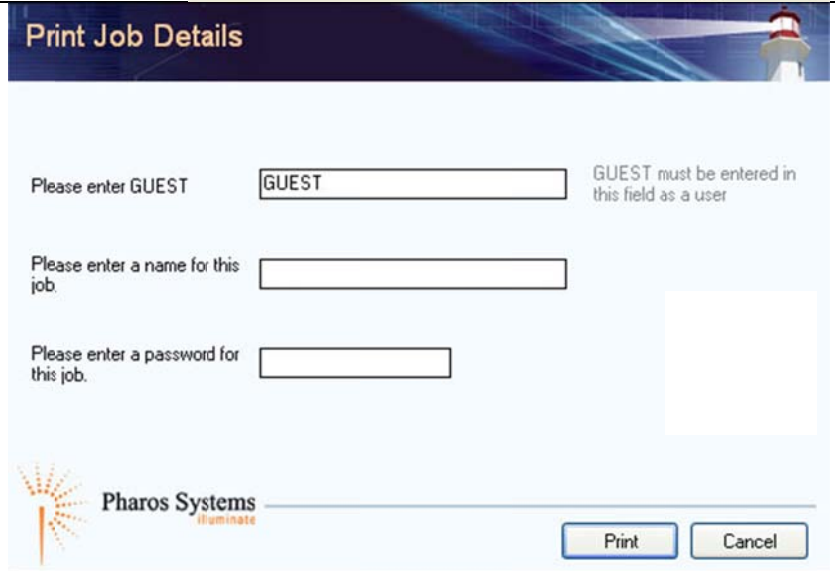
Select the appropriate printer.  
The printer name will contain the word Guest in it.

Click on **OK**



Type in **GUEST**

Hit the **TAB** key to go to the next field



Type in a name for the job you want to print.

**NOTE:**

At the Print Release Station, you will find your job listed by the name you have given it.

Hit the **TAB** key to go to the next field



Type in a password for this job.  
*(it can be anything you want to type)*

**NOTE:**

At the Print Release Station, you will need to type this same password in order to print your job.

At the Print Release Station, you will see a list of all guests print jobs.

**Select** your print job by the name you gave it.

Click on **Print**

The cost for printing your job will be deducted from you allocation and your job will be sent to the printer.

**NOTE:**

If you decide you do not want to send your job to the printer, select the job from the list and click on Delete. ***You will not be charged for jobs you delete from the print queue.***

Job Name	Owner	Date
Test Page	alan	7/29/2010 4:42:...
http://bcc-libweb.bcc.cuny.edu/index...	alan	7/29/2010 3:10:...
Test Page	alan	7/29/2010 3:09:...
Test Page	alan	7/29/2010 3:08:...
Test Page	alan	7/29/2010 3:00:...
http://bcc-libweb.bcc.cuny.edu/index...	alan	7/29/2010 2:58:...
Test Page	alan	7/29/2010 2:58:...
test	alan	7/29/2010 2:57:...
http://www.google.com/webhp?sourc...	alan	7/29/2010 2:56:...

When you are finished, make sure to Logoff, by clicking on the **Logoff** button.

**Print Costs**

Printing on 8.5" x 11" Paper

B/W Single Sided            7 cents  
 B/W Double Sided            10 cents

Color Single Sided            22 cents  
 Color Double Sided            20 cents

**When you are finished, make sure to Logoff, by clicking on the Logoff button.**