

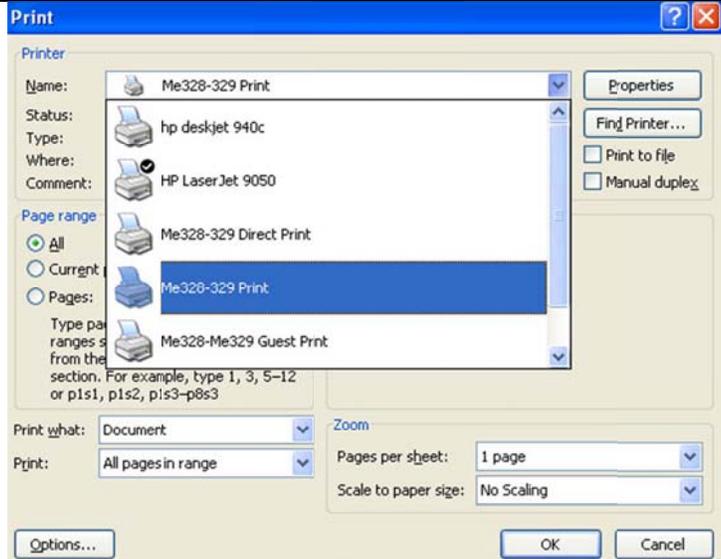
Pharos

Pay-for-Print Instructions (for Use with " ID Login)

Select the appropriate printer.

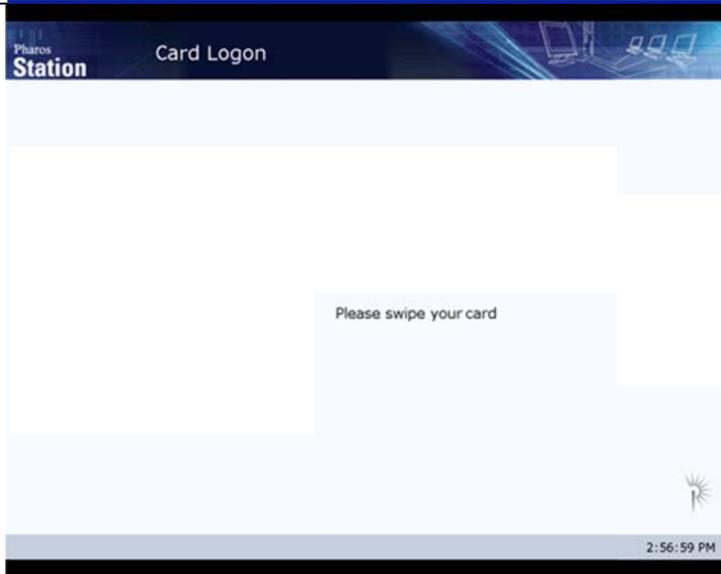
(the name of the printer will be different based on location where you are printing your document)

Click on **OK**



Now you will need to release your print job from the Print Release Station.

At the Print Release Station, swipe your BCC ID card.



You will see a list of your print jobs.

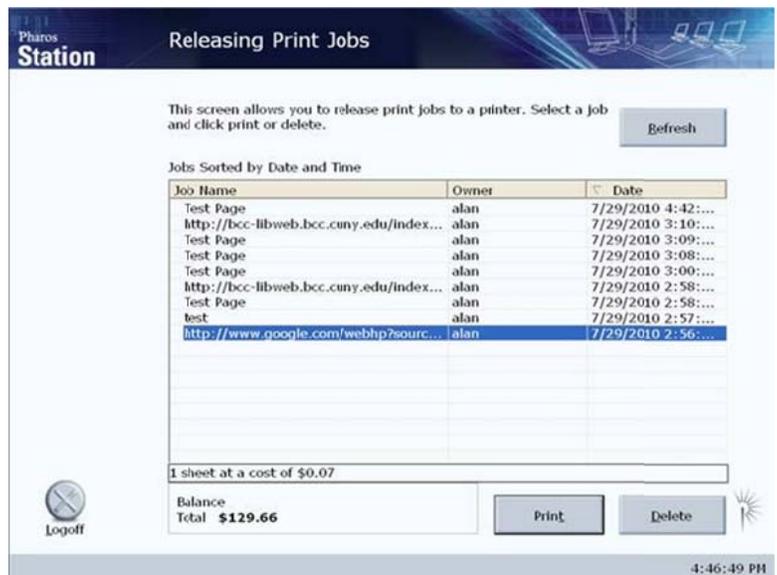
Select the job you want to send to the printer. Click on **Print**

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.*

If you DO NOT release your print job within 2 hours of submission, the job will be purged from the queue.



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	5 cents
Color Single Sided	22 cents
Color Double Sided	20 cents

Copy Costs

B/W	10 cents
Color Singles Sided	22 cents
Color Double Sided	20 cents

Accounts have already been created and are associated with each student's BCC Library account and CUNYCard number. By swiping your ID card and entering your password, you will be able to print single-sided or double-sided pages, black and white or color copies, and make photocopies.

All currently registered **full time students** will have an initial balance of **\$25.00** in their accounts, funded by the Student Technology Fee. This \$25.00 will allow you to print 500 black and white pages on 250 sheets of paper. **Part time students** will be given **\$12.50**.

Guest Cards can be purchased at a PHiL (located in the Library). There is a fee of \$1 for the card itself. Once the card is purchased, he/she can then add funding to the card.

If the initial accounts are depleted, both full and part time students will be able to add additional cash funds at a PHIL (Payment Headquarters in Location) Kiosk.