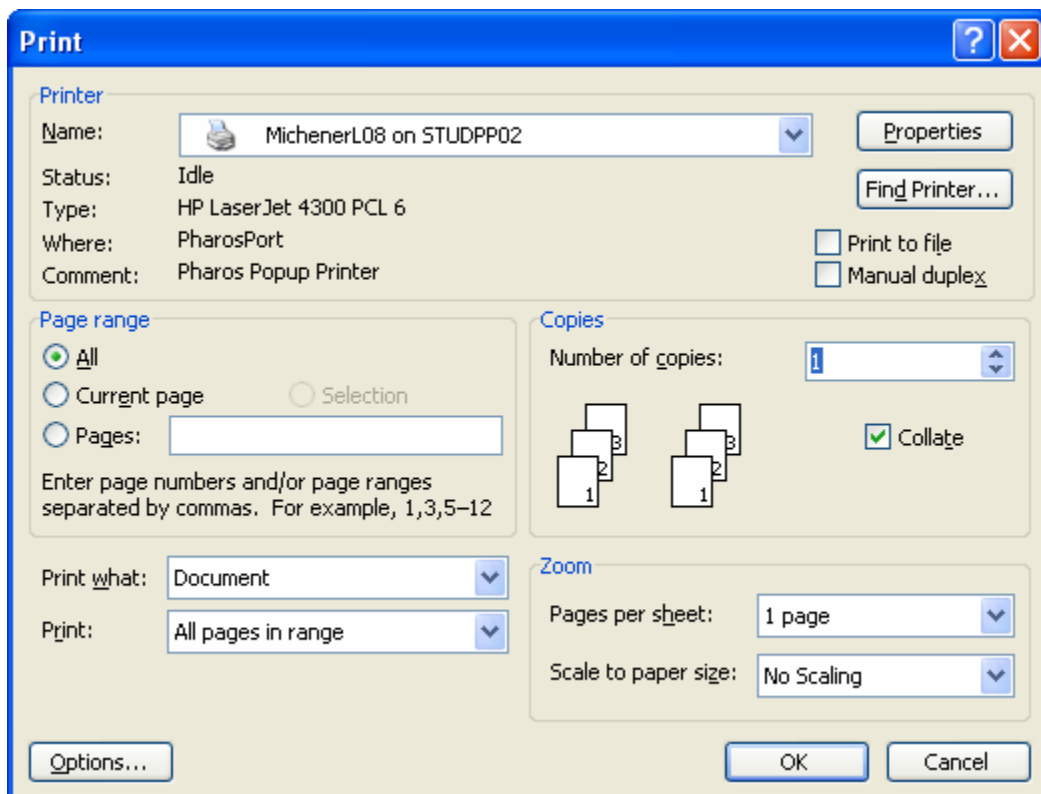


Instructions for Using the Pharos Print System

From any Pharos Print System computer workstation, click on the print button and enter your user ID and password when prompted. This is the same user ID and password that is used for accessing Bear Mail: the first four letters of your last name along with the four random numbers.

Example of user ID: smit1234 or john.doe@unco.edu

- A pop-up screen will appear when you choose the print option; click OK:




- The Print Job Details screen will appear; enter user ID and password:

Print Job Details

Enter your User ID (i.e. jdoe1234)

Enter your password

If you forget your password it can be changed at ursa.unco.edu or contact the TSC at 1-4357

 Pharos Systems


- The Pharos Notify screen will appear and ask you to accept the charge for the print job:

Pharos Notify

Do you wish to accept the charges and print this job?

Print job 'Microsoft Word - Document18' contains 1 page(s) and costs \$0.08.

You have no money in your account.



- After you have accepted the print job, Pharos will tell you to which printer your job has been sent. Check to make sure that it is the intended printer:

Pharos Notify



Print job 'Microsoft Word - Document18' printed on printer 'MichenerL08_P2'
NOTICE: Effective 8/10/2006 you will begin paying 8 cents per page for single sided black and white printing

OK