



FROM A COMPUTER WORKSTATION - DO THE FOLLOWING:

- Send a file to print as you normally would from your computer's workstation. Make sure you are the person that is logged onto this machine before sending a printout.
- Follow the pop-up dialog questions by first assigning a name to your print job. This will be the name of your printout that Pharos identifies on the Print-release station.

FROM A PHAROS PRINT RELEASE STATION - DO THE FOLLOWING:

- **Find the Pharos Print Release Station** in the area and Press Any Key to activate the login screen
- **Login to the Pharos UniPrint** system using the same Trinity University network account that you used to logon to the workstation.
- When prompted by the Print-Release Station's dialog screen, swipe your **Trinity University Tiger-ID Card** as indicated
- **Identify your job(s)** from the Print-Release Station's queue and select the one you would like to print
- **Highlight** then **click** the **print** icon. Your printout will be sent to the printer that is indicated at the bottom left-hand corner of the screen
- **Logoff** the Pharos print release station by clicking on the Log-off icon

PLEASE NOTE:

All printouts not printed within two hours, will automatically be purged from the print queue and no charge incurred!

For **additional questions** concerning the **Pharos UniPrint system**, ask the **Tiger Card Office 999-7825** or for **printer hardware problems** contact the **ITS Helpdesk 999-7409**