Pharos printing is a fast, easy way to print. You simply send a print job to a Pharos printer, and the printer workstation holds your job until you are ready to release it (up to 45 minutes). You can release your job with your U Card. CFANS students will receive $30 on their U Cards each semester that can be used for printing in the CFANS student computer labs. Printed pages cost $0.10 per page for either one-sided pages or two-sided pages. For more information, visit z.umn.edu/cfanslabprint.

From your computer
Send a print job to a Pharos printer

1 Preview your document
   Please check your document for accuracy in content and page count before printing.

2 Select the printer and choose printing options
   When you are ready to print, you will need to select the printer with the lab’s location in its name. If you want single-sided pages, go to the “Paper/Output” tab in “Properties” and choose “1-Sided Print.” Click “OK.”

3 Click the “OK” button
   Once you select a printer and options, you will click “OK.”

4 Protecting your job with a password
   After you click “OK,” the computer will prompt you for your Internet (X.500) I.D. and a short and simple password for your print job. Type in the password twice and click “Print.”

At the print-release station
Retrieve your printouts from the printer

1 Go to the print-release station
   In order to use Pharos printing, you will need your U Card.

2 Swipe your U Card and select your print job
   The print release station has a keyboard containing a card reader. Swipe your card to bring up a list of available print jobs. Quickly move the mouse to keep the screen open—screen time-out is approximately 5 seconds. NOTE: If you do not release it, your job will be deleted from the queue after 45 minutes.

3 Select your print job
   Select your print job by clicking on it.

4 Click “Print”
   Once you have selected your print job, click the “Print” button, enter your password, and click “OK.”

Where can you get more information?

http://z.umn.edu/cfanslabprint
oitlabs@umn.edu
www.umn.edu/ucard