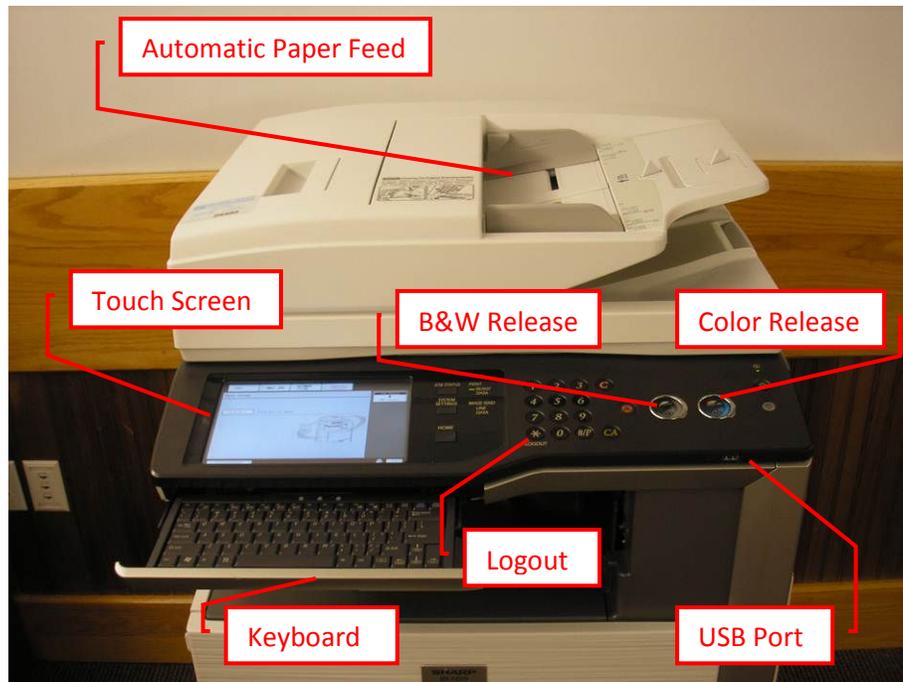


## Using the Pharos MFP Printer

Students, Faculty, and Staff

### Basic Features

The Pharos Multi Function Print stations offer copies, network printing, and scanning to email or USB all using your PUNetID accounts. Please familiarize yourself with the basic operation of the device by reading this document.



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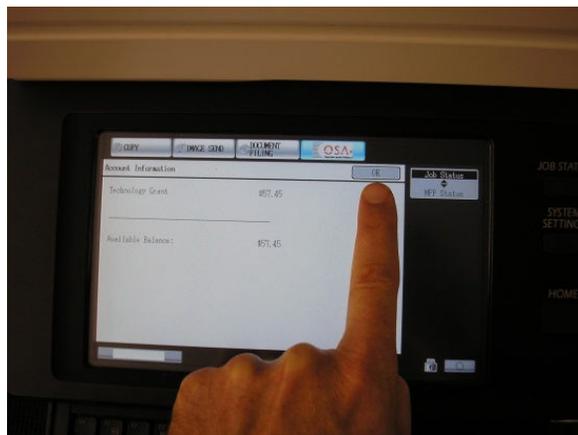
## Logging In



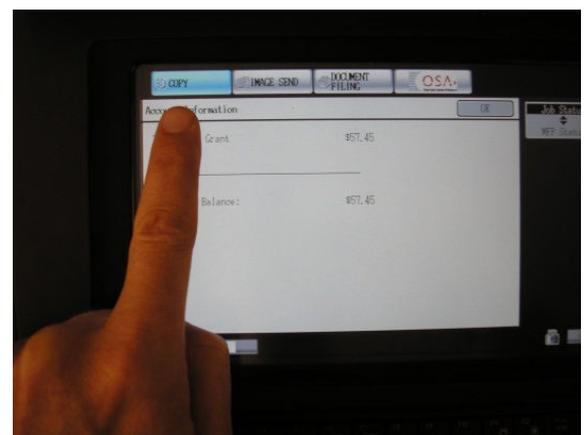
**Step 1:** Press “Touch Here” to begin



**Step 2:** Slide out keyboard. Type in PUNet ID (then hit OK) and PUNet Password (the hit OK)



**Step 3:** Review your print credit and press “OK”



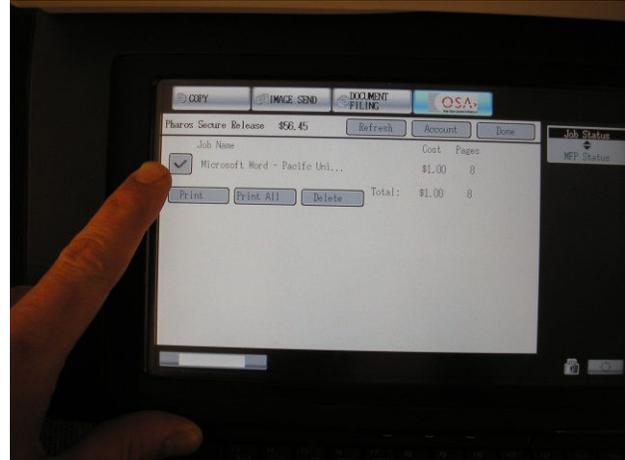
**Step 4:** Select Desired Mode (Ex. Copy, Image Send [*Scan*], OSA [*Print*])

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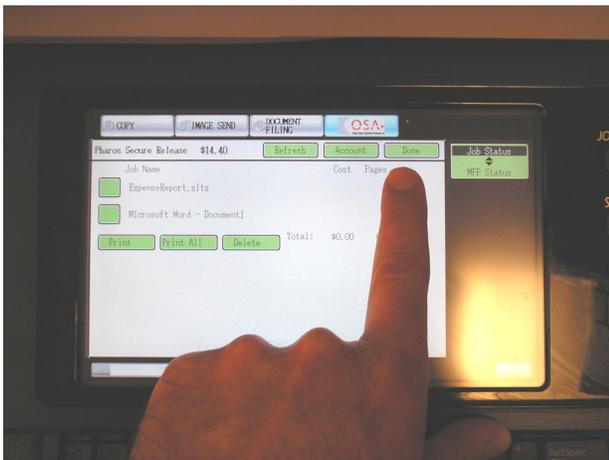
## Print Function



**Step 1:** Select the “OSA” tab at the top right of the touch screen and press “Pharos Print”

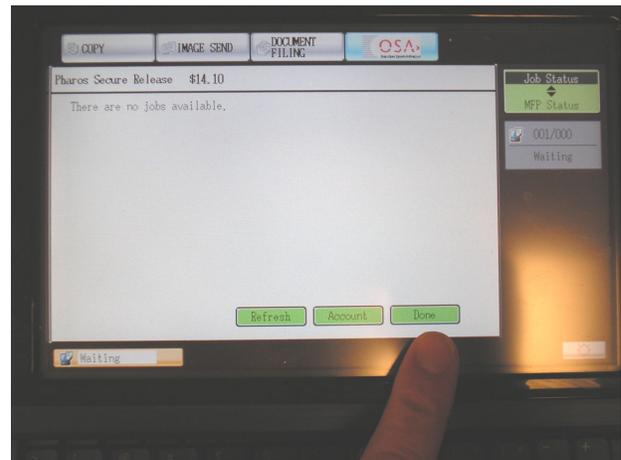


**Step 2:** Select the document(s) that you would like to print then press “Print” or select “Print All”\*



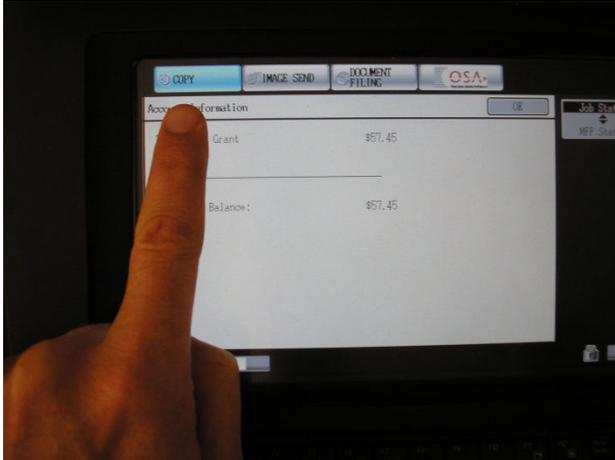
**Step 3:** If you do not want to print all of the documents, press “Done” in the upper right part of the screen. If you print all of the documents, press “Done” in the lower right part of the screen.

\*Prints will be in Black and White or Color based on your settings when the document is sent from the computer.



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## Copy Function



**Step 1:** Select Copy in Upper Left of Screen



**Step2:** Place Documents in top feeder or on glass and choose desired functions\*

\*2 Sided Copy (Double or Single Sided Documents)

\*Choose Number of Copies



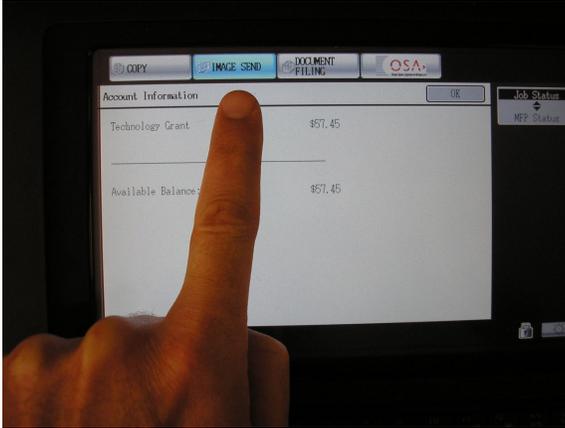
**Step 3:** Choose the Black and White or Color button depending on desired result\*

\*Black and White is on the left and Color is on right

**Step 4:** Follow on screen instructions to scan additional pages or end scanning and send the job

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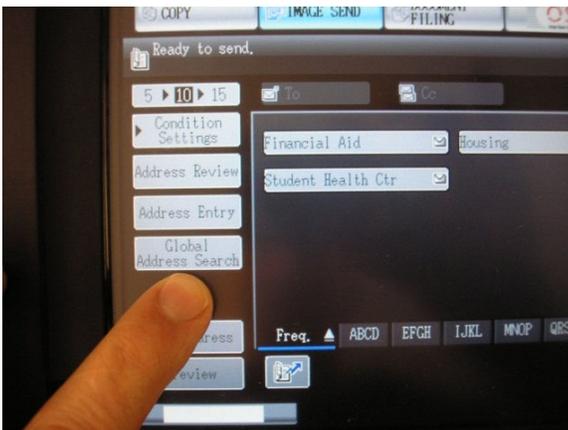
## Scan to Email Function



**Step 1:** “Select Image Send” in the top-middle of the screen



**Step 2:** Hit “Address Book” on the upper left.



**Step 3:** Select “Global Address Search” on the left of the screen



**Step 4:** Type in first name and then select “Search”

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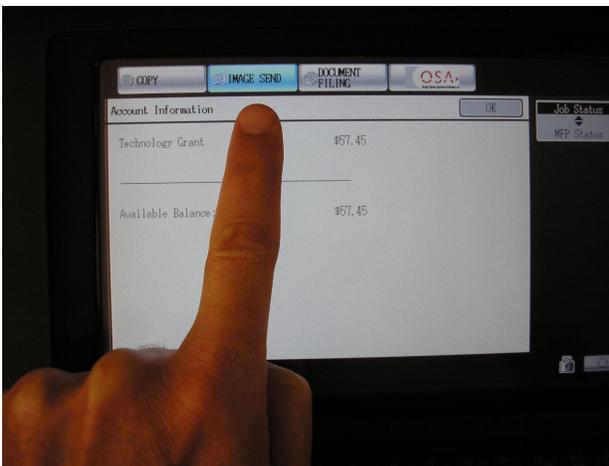
**Step 5:** Select the name and then “To”



**Step 6:** Choose the Black and White or Color button depending on desired result\*\*

\*\* Black and White is on the left and Color is on the right

## Scan to USB Function

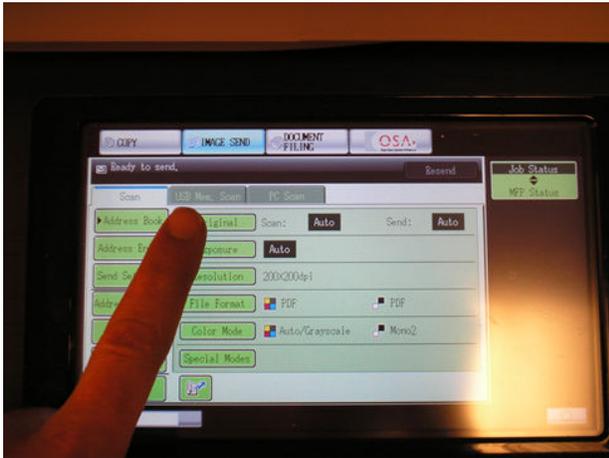


**Step 1:** Select “Image Send” in the top-middle of the screen



**Step 2:** Insert USB flash drive in front right of device

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**Step 3:** Select “Condition Settings” on the left side of the Image Send screen



**Step 5:** Choose the Black and White or Color button depending on desired result\*\* (It will show up on the USB device as a Pdf file unless you select a different option)  
\*\* Black and White is on the left and Color is on right

**Step 4:** Select “USB Mem. Scan” at top middle of screen

## Logout Function



**Step 1:** When the job is complete press logout in the bottom left of the number pad

*last updated 4/5/2012*

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