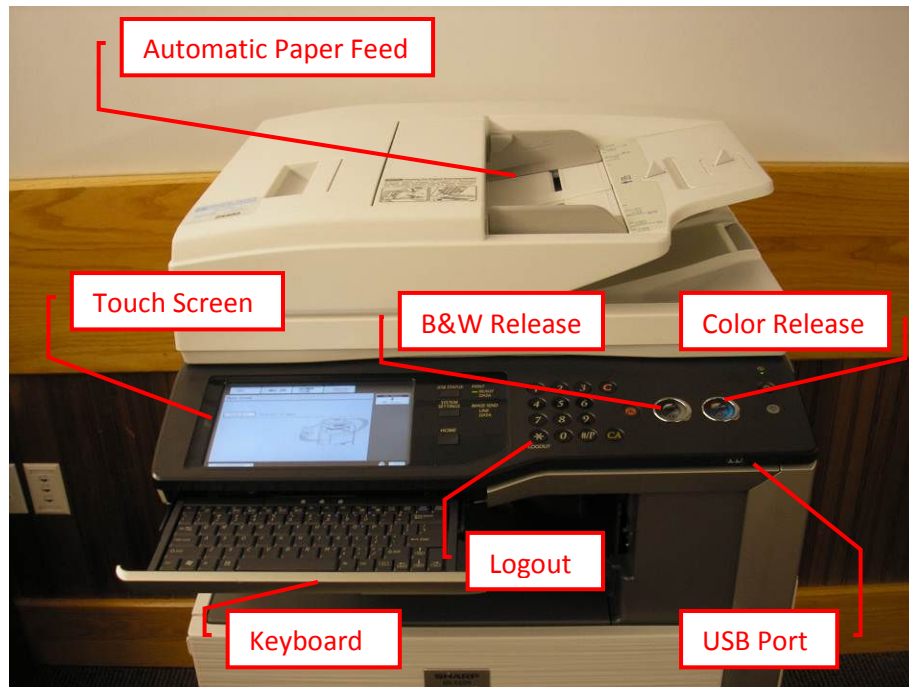


Using the Pharos MFP Printer

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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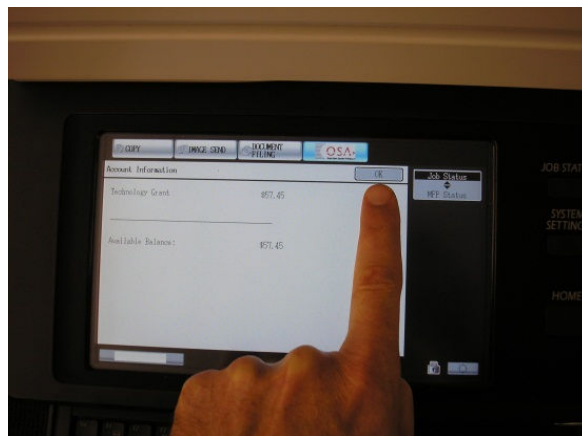
Logging In



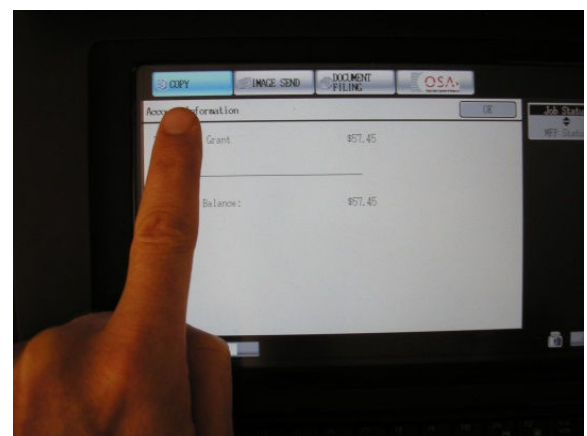
Step 1: Press “Touch Here” to begin



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”



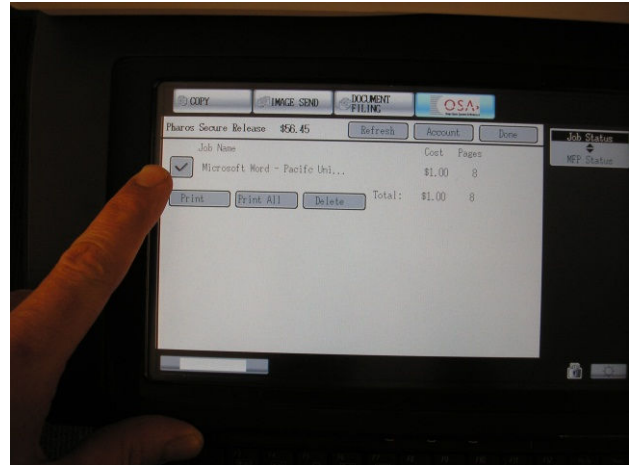
Step 4: Select Desired Mode (Ex. Copy, Image Send [*Scan*], OSA [*Print*])

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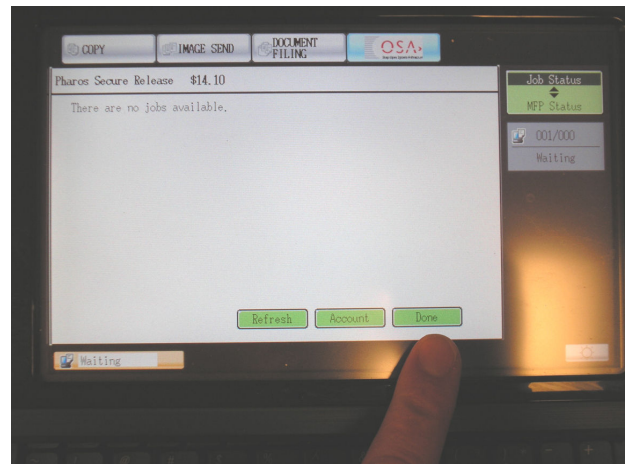
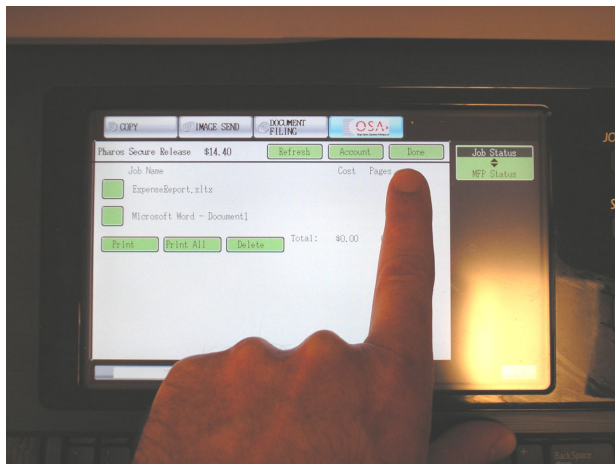
Print Function



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”*

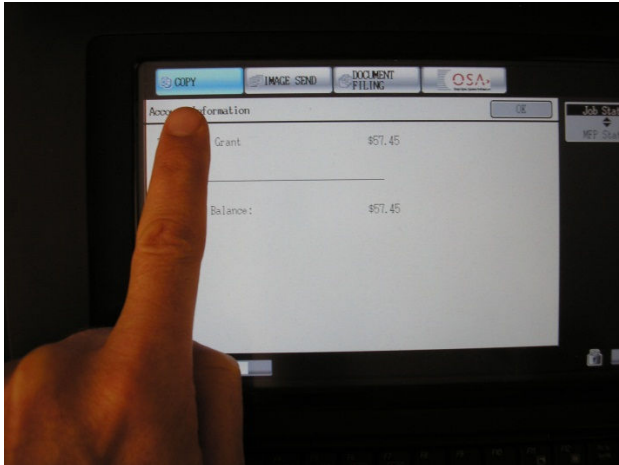


Step 3: If you do not want to print all of the documents, press “Done” in the upper right part of the screen. If you print all of the documents, press “Done” in the lower right part of the screen.

*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



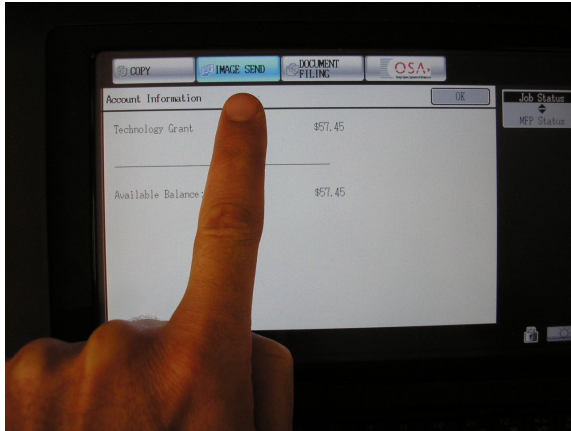
Step 3: Choose the Black and White or Color button depending on desired result*

*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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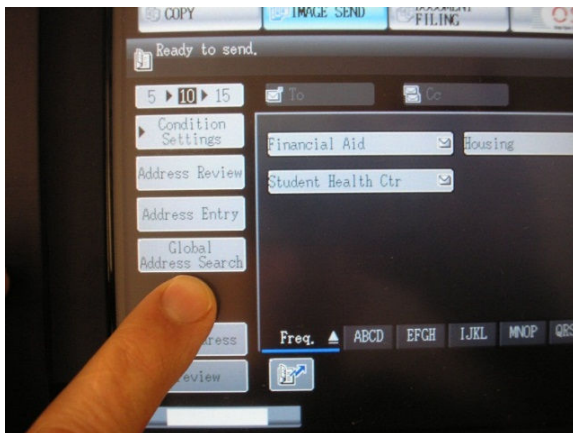
Scan to Email Function



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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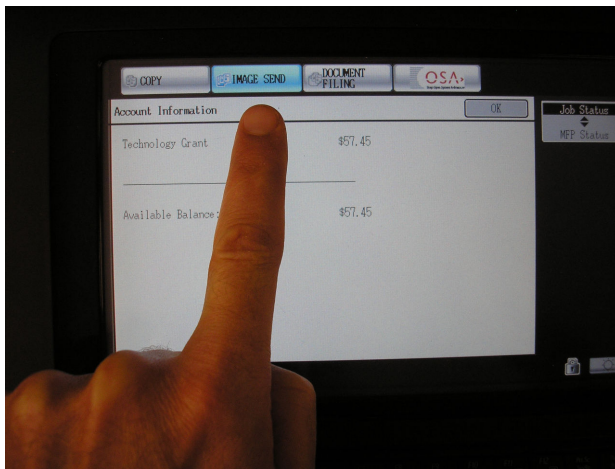
Step 5: Select the name and then “To”



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

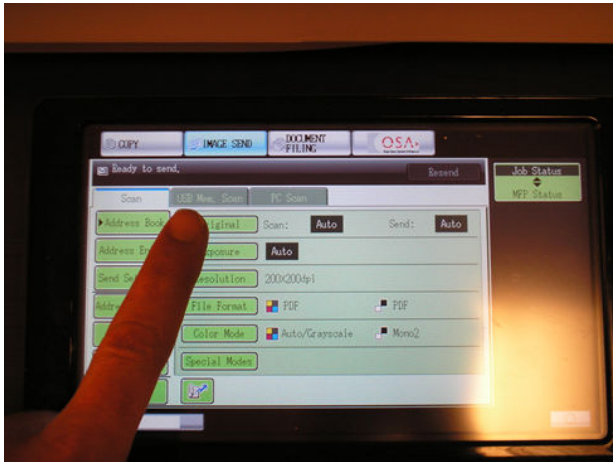


Step 1: Select “Image Send” in the top-middle of the screen



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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