

Printing your document

The following procedure describes the basic printing process for Windows.

1. From the software program, select the Print option.
2. Then select the Pharos Secure Printer from the list of available printers



NOTE: For more information, click the Help (?) button in the print driver.

3. Select the desired Print settings for your document



4. Click the Print button to print the job.

The printer is automatically set to print on both sides.

At the **printer**, tap your access badge to sign into the printer.

****You will not need to provide your passcode when using your ID badge.**

To print your document, **select Print All.**

Your document will be available for printing at any campus printer for seven days. If a document is not printed within this time period it will be deleted.