

Rules and Procedures

The University of Northern Colorado provides printing services in public computing labs and other public locations for the use in support of the University mission. The service is intended to conserve resources by discouraging waste. This service includes providing quality printers and printing supplies in all Pharos labs. Users are given an allotment of free printing each year and charged for printing above that amount.

What is the Pharos Print System?

The Pharos Print System is a print management system designed to work with computers and printers in computer labs and UNC Libraries. The system utilizes your email username and password to send print requests to designated printers. After you approve the print to be completed, the printing charges will be deducted from your Pharos print account. Users must have free or pre-paid credits in the account prior to printing.

The following guidelines will be followed in administering the Pharos Print System printing process.

Each academic year Pharos Print System users will receive free print credits of a value of \$8.00 that is equal to printing 100 free black and white single sided pages.

The credit will be added to the user's Pharos print account in August prior to the beginning of each fall semester.

Users requiring more then the academic year allotment for printing can add money to their account to cover the excess. Value can be added to the Pharos print account with a Visa, MasterCard, or Discover credit cards or by charging it to a student bill. All print credit sales are final. You will not receive a refund for any unused print credits regardless if you drop out of classes, or graduate.

Users will not be permitted to carry forward free print credits from year to year. Any unused free print credits will be cleared from all accounts at the conclusion of summer session. Print credits that are purchased by the user will carry over from year to year.

Visitors and alumni who wish to print at the Libraries may purchase a Pharos Printing Card at the Library for use on select printers in the Libraries.

All users are responsible for their own accounts. UNC is not responsible if someone else has printed from a user's account. If you feel your account has been compromised change your password immediately.

All users are responsible for picking up their print jobs once they are sent to a printer. UNC is not responsible for lost or stolen print jobs.

Refunds will only be issued for bad prints resulting from mechanical or equipment failure such as smeared toner, extremely light print or partially printed pages, or paper jams which cause damage to the page. User errors such as sending a black and white job to a color printer or printing multiple copies of a page will not be eligible for refunds.

UNC encourages users to conserve paper and resources when possible and use the recycle bins for discarded paper. The following are ways to reduce waste and save money.

- Print only the pages that you need in a document.
- When printing PowerPoint slides, print them six (6) to a page, black & white only, with no background.
- Print only what you need; don't print drafts for every revision.
- Use the "Print Preview" from the File menu to check your document before printing.
- Edit and proof read papers online before printing.
- Always check with the computer lab consultant before resending a print job. The printer might have other documents in front of your print job, or the printer might be out of paper. Your print allotment will be quickly depleted if you send multiple copies.
- Avoid printing email messages and Web pages.
- Send electronic documents instead of printing hard copies.
- Use the spell check feature to find spelling and grammatical errors.
- Print only one copy.
- Turn off graphics in Web browsers to minimize the number of pages in Web output.
- Use the duplex function to include more than one page per printed document.
- When printing class assignments or papers, print more than one page per sheet via Zoom option:
- Use the duplex (2-sided) printing feature where it's available.
- Check margins, printer, and page settings prior to printing.
- Always protect your password to prevent others from using your account and never give your password to anyone else.
- Use the "print-friendly" option when printing Web pages.

The following procedures show how to use the Pharos Print System.

Instructions for using the Pharos Print System

[Click here for instructions on using the Pharos Print System](#)

Instructions for printing with the duplex option

[Click here for instructions on printing duplex.](#)

Instructions for using the Pharos Print Card System at the University Libraries?

[Click here for instructions on using the Pharos Print Card System](#)

Glossary of Terms:

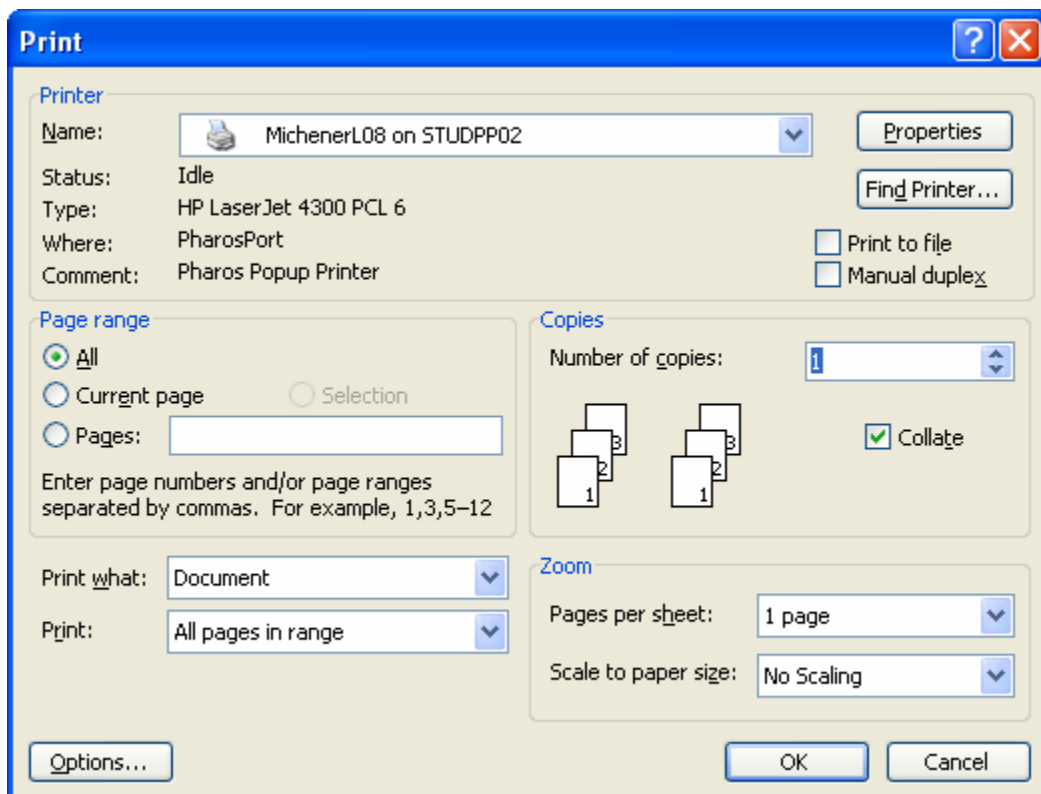
[Click here for a glossary of terms](#)

Instructions for Using the Pharos Print System

From any Pharos Print System computer workstation, click on the print button and enter your user ID and password when prompted. This is the same user ID and password that is used for accessing Bear Mail: the first four letters of your last name along with the four random numbers.

Example of user ID: smit1234 or john.doe@unco.edu

- A pop-up screen will appear when you choose the print option; click OK:




- The Print Job Details screen will appear; enter user ID and password:

Print Job Details

Enter your User ID (i.e. jdoe1234)

Enter your password

If you forget your password it can be changed at ursa.unco.edu or contact the TSC at 1-4357

 Pharos Systems


- The Pharos Notify screen will appear and ask you to accept the charge for the print job:

Pharos Notify

Do you wish to accept the charges and print this job?

Print job 'Microsoft Word - Document18' contains 1 page(s) and costs \$0.08.

You have no money in your account.



- After you have accepted the print job, Pharos will tell you to which printer your job has been sent. Check to make sure that it is the intended printer:

Pharos Notify



Print job 'Microsoft Word - Document18' printed on printer 'MichenerL08_P2'
NOTICE: Effective 8/10/2006 you will begin paying 8 cents per page for single sided black and white printing

OK