

Printing Tutorial



Equipment

- 10 PC's, 2 IMacs, 2 printers (black & white only), copier, scanner, and fax (only local numbers)

Pharos Printing - How to Print

1. From the program, go to File and choose Print Preview.
2. If the Print Preview looks correct, then select Print from the Print Preview window.
3. From the Print Window, check selections:
 1. Print Range - Choose All, Pages (to enter a range such as 2-6), Current (to print the page currently being viewed), or Selection (to print only a section you have highlighted).
 2. Print Frame - As laid out on screen if you want it to print exactly as it is displayed on the screen (see the Options tab for all Print Windows other than from Mozilla).
 3. Print Properties/Preferences
 - Flip on Long Edge for duplex printing using the Portrait Orientation
 - Flip on Short Edge for duplex printing using the Landscape Orientation.
4. Choose Print.
 1. Give your job a name. You can also password protect your job at this point.
 2. Hit Print.
 3. After few seconds the cost for your print job will be displayed. Click OK or Cancel.
5. When you are ready to print your jobs, you will need to go to the Print Release Station for that location.
 1. Enter you NetID.
 2. Swipe you Mav Express ID card (black strip facing the light)
 3. Highlight a job to see how much it will cost. Highlight a job AND click Print to accept charges and to send the job to the printer.

NOTE: You are not charged for your print jobs until you swipe your Mav Express card and click Print to release the print jobs to the printers. If you do not release your print jobs they will be deleted automatically after 2 hours without any charges occurring to your account.

Laptop Printing in the Lab

Student Mobile Printing is intended to allow students to print from their laptops on campus to standard Black and White or Color laser printers located a various convenient locationson campus. To take advantage of this service the "Student Mobile Printer" package must be installed on a laptop. This package will install two printers, a popup program, and the Pharos uninstall program.

How to Get:

Install Pharos Uniprint for Windows (<http://www.uta.edu/oit/cs/software/pharos/uniprint-81-win/smp-win7-install.php>)

Install Pharos Uniprint for Mac (<http://www.uta.edu/oit/cs/software/pharos/uniprint-81-mac/smp-mac-install.php>)

How to Use:

Printing to the Pharos printer queue will allow you to send the print job to OIT Lab Printers that support Student Mobile Printing, SMP; then release them at any of the print stations.

Known Issues:

Packages can only be downloaded when client is on the campus network. This is an intended security function. For more information on connecting to the campus network see: Network Connections

It has been reported that under Windows 7 only one printer icon will appear. Usually the "Student Mobile Printing Color". However, both "Student Mobile Printing BW" and "Student Mobile Printing Color" appears when selecting a printer from within a program. This is a known Microsoft issue and there is currently not a sufficient resolution to this issue. For more information see:

"Windows 7 - Grouping Printer Objects" http://pharos.custhelp.com/cgi-bin/pharos.cfg/php/enduser/std_alp.php Search by Keyword - "1582".