

Brief Kiosk Tutorial

FROM A COMPUTER WORKSTATION - DO THE FOLLOWING:

- Send a file to print as you normally would from your computer's workstation.

Make sure you are the person that is logged onto this machine before sending a printout.

- Follow the pop-up dialog questions by first assigning a name to your print job.

This will be the name of your printout that Pharos identifies on the Print-release station.

FROM A PHAROS PRINT RELEASE STATION - DO THE FOLLOWING:

- Find the Pharos Print Release Station in the area and Press Any Key to activate the login screen

• Login to the Pharos UniPrint system using the same Rowan University network account that you used to logon to the workstation.

- When prompted by the Print-Release Station's dialog screen, swipe your Rowan Card as indicated

• Identify your job(s) from the Print-Release Station's queue and select the one you would like to print

• Highlight then click the print icon. Your printout will be sent to the printer that is indicated at the bottom left-hand corner of the screen

- Logoff the Pharos print release station by clicking on the Log-off icon

PLEASE NOTE:

All printouts not printed within two hours, will automatically be purged from the print queue and no charge incurred!