

Humanities

Pharos Secure

Printing/Scanning/Faxing Instructions

With Pharos Secure

You Can Use any Pharos Secure Machine On Campus

Including all machines in the Academic Service Centers



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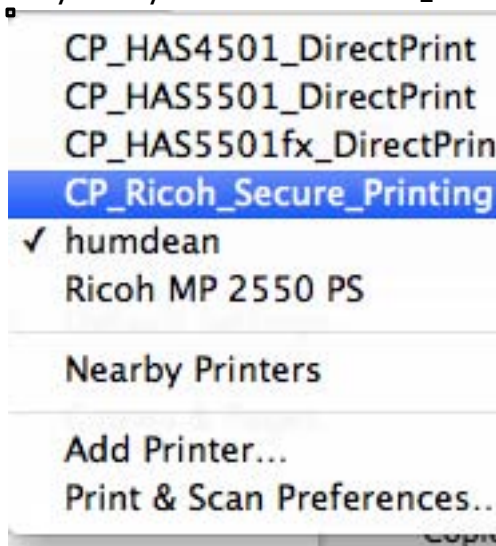
QUESTIONS

Faculty Services: HAS@ucsc.edu

HOW TO PRINT to PHAROS SECURE FROM YOUR COMPUTER

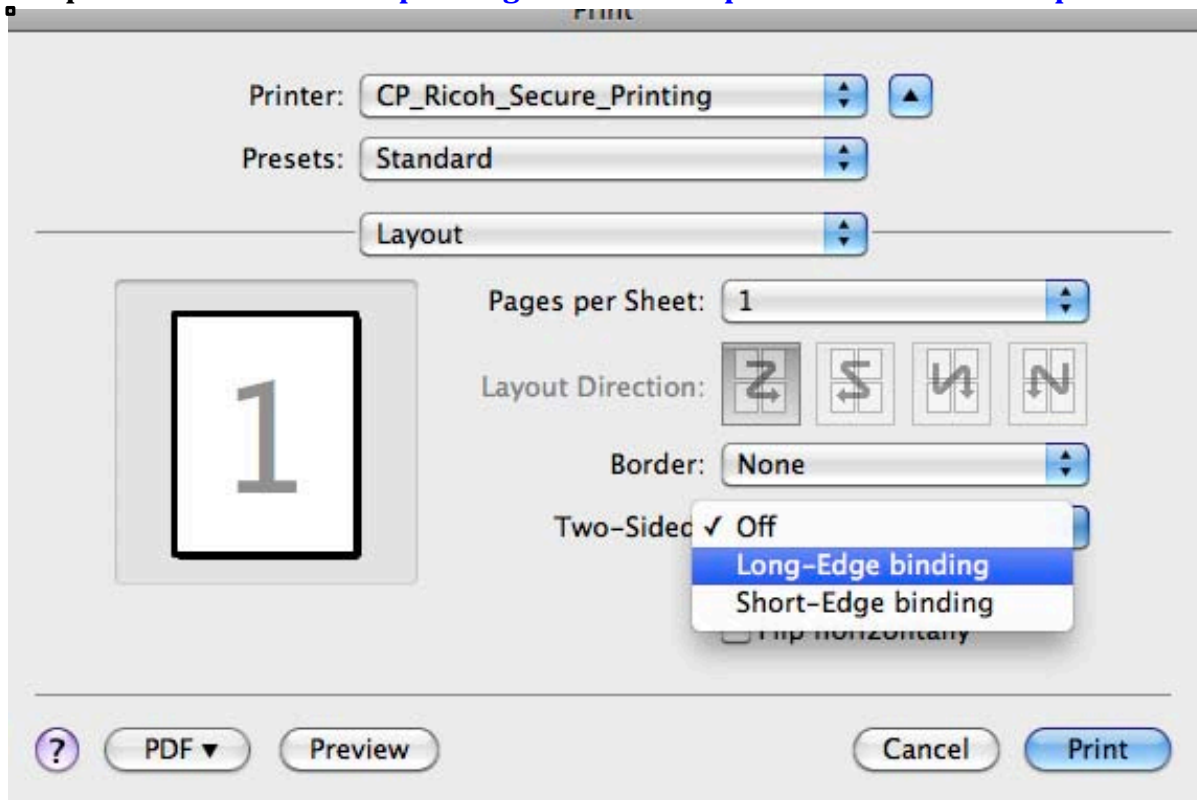
Step 1: At your computer, select

File/Print/Select Printer: CP_Ricoh_Secure_Printing

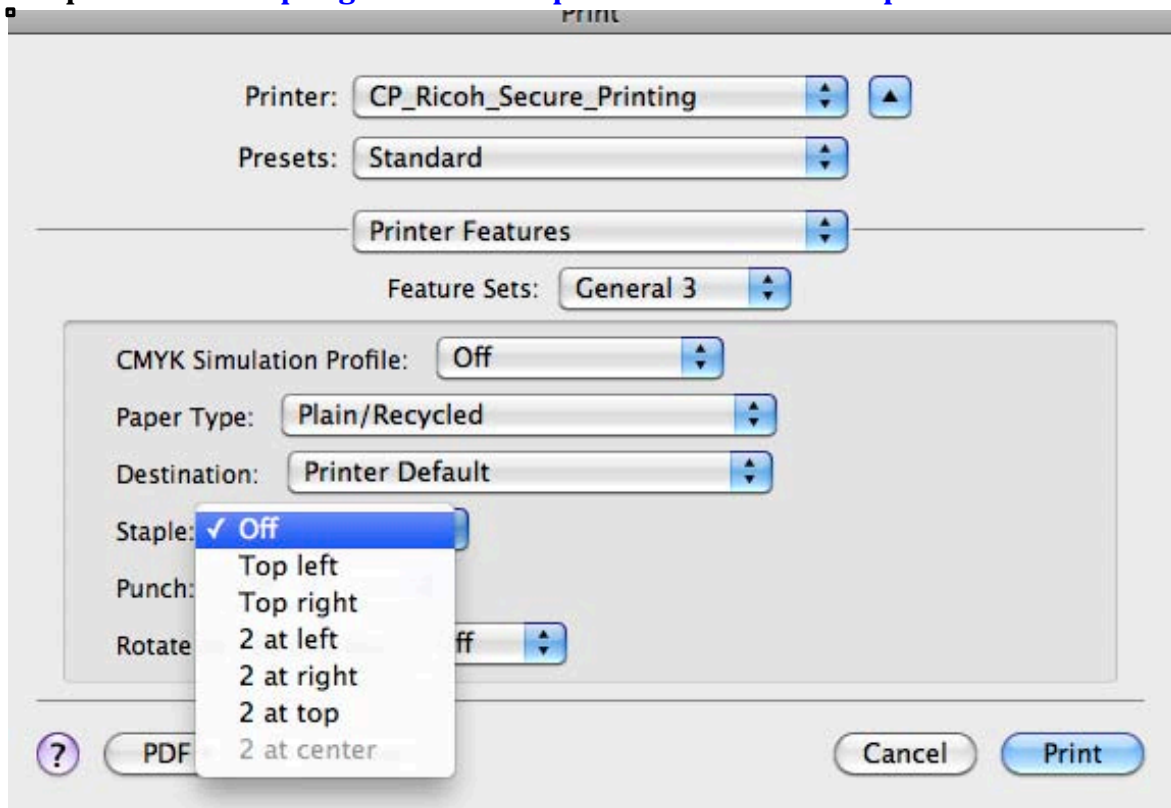


Step 2: Edit your Printer Settings, e.g. enable two-sided printing or tell it to staple

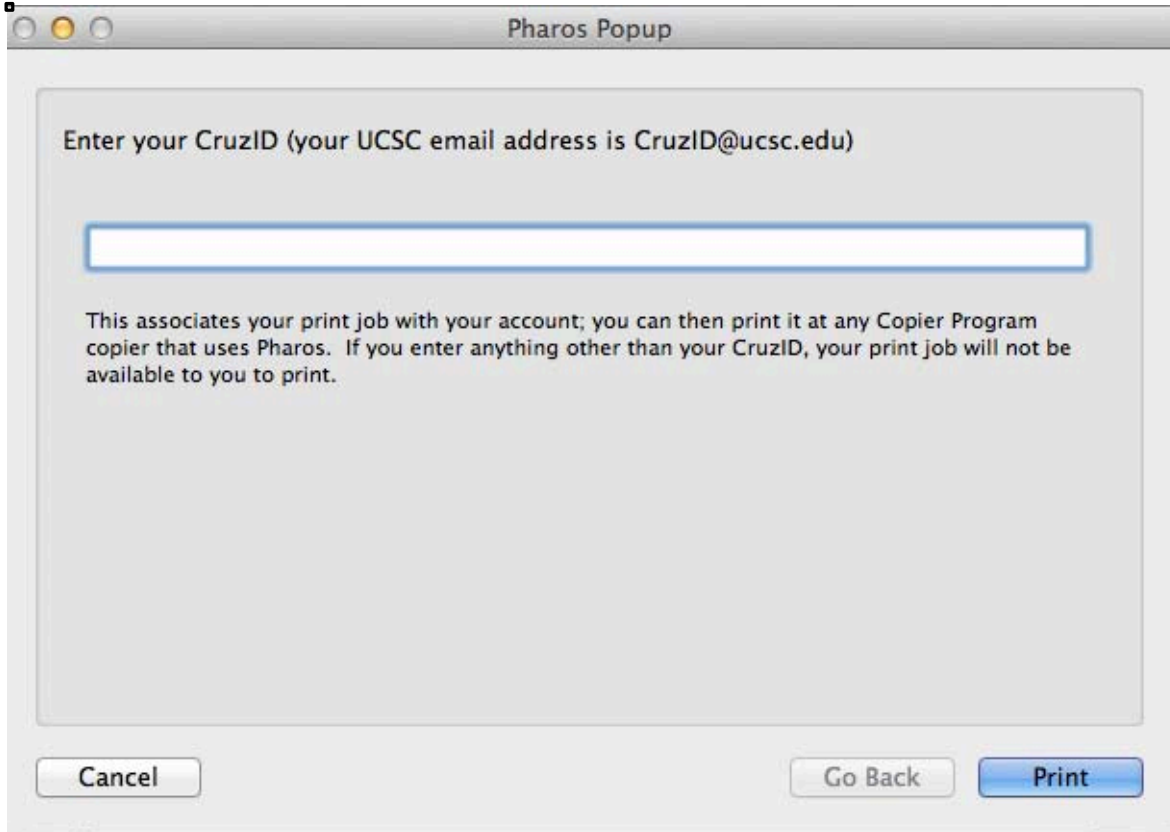
Sample: [Enable Two-Sided printing](#) *imitate this print screen for each option



Sample: [Enable Stapling](#) *imitate this print screen for each option



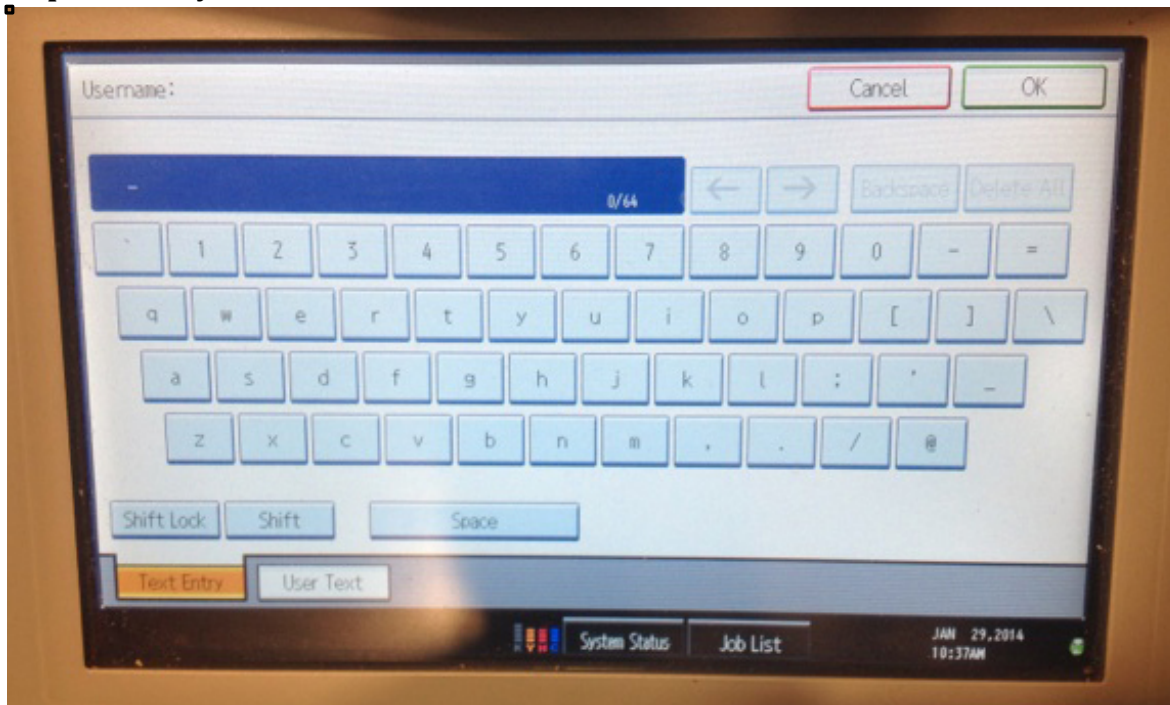
Step 3: Enter your Cruz ID and click "Print." This sends your print job into the printing queue.



A screenshot of a macOS-style dialog box titled "Pharos Popup". The dialog has a light gray background and a white content area. At the top, it says "Enter your CruzID (your UCSC email address is CruzID@ucsc.edu)". Below this is a single-line text input field. Under the input field, there is a paragraph of text: "This associates your print job with your account; you can then print it at any Copier Program copier that uses Pharos. If you enter anything other than your CruzID, your print job will not be available to you to print." At the bottom of the dialog, there are three buttons: "Cancel" on the left, "Go Back" in the center, and "Print" on the right. The "Print" button is highlighted with a blue gradient.

Go to your nearest Pharos Secure Printer and do the following:

Step 4: Enter your Cruz ID and click OK



A photograph of a Pharos Secure Printer's touch screen interface. The screen displays a login form with a "Username:" label and a text input field. To the right of the input field are "Cancel" and "OK" buttons. Below the input field is a virtual keyboard with letters, numbers, and symbols. At the bottom of the screen, there are buttons for "Text Entry" and "User Text". The bottom status bar shows "System Status", "Job List", and the date/time "JAN 29, 2014 10:37AM".

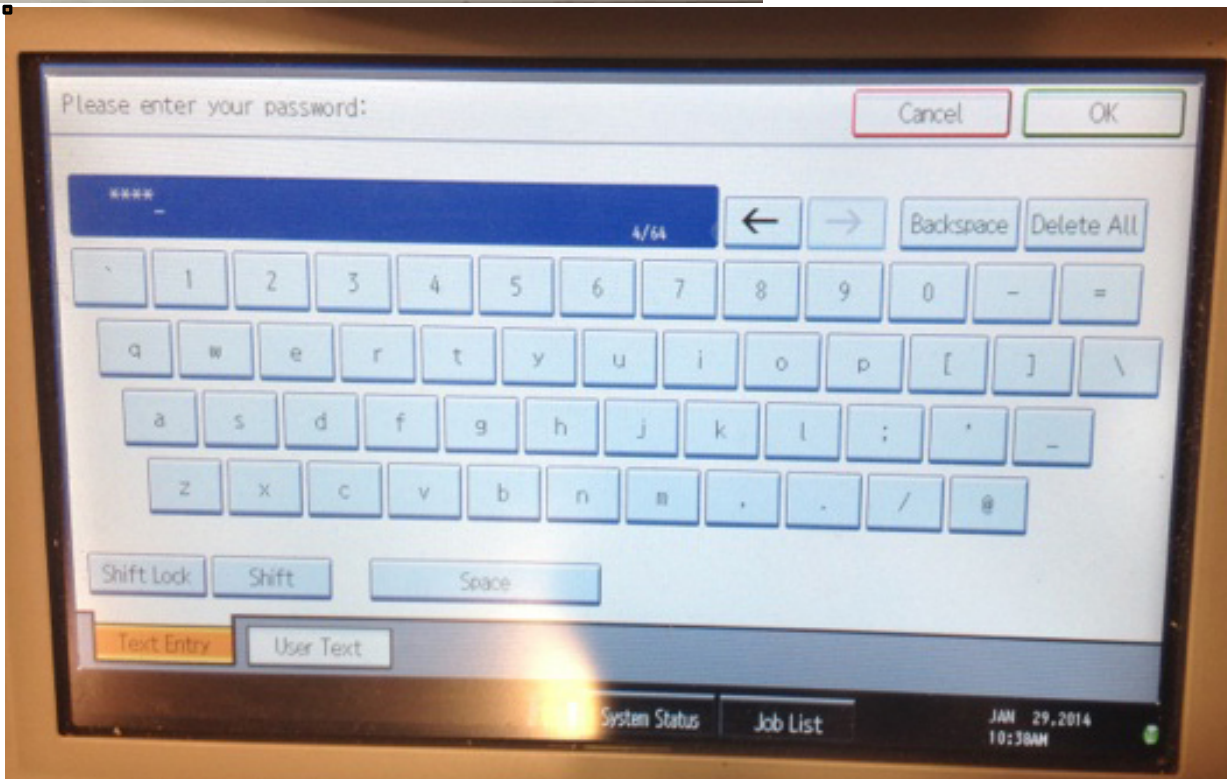
Step 5: Enter your copier code password and click OK

UNIVERSITY OF CALIFORNIA, SANTA CRUZ
PERSON NAMED BELOW IS A MEMBER OF THE STAFF
OF THE UNIVERSITY OF CALIFORNIA AT SANTA CRUZ.

George R. Blumenthal
Chancellor
Lorelei Sterling

[Signature] 09/16/2010
Employee Signature Date Issued
000001234 06/30/2013
Employee Identification Number Valid Until

This card is the property of the University of California and must be
returned to the issuing office before termination of employment.



Step 6: Click your charge-to code (this is pre-programmed) – Click It

The screenshot shows a software interface with a blue header bar. The main area is divided into two columns: 'Charge to:' and 'Funds'. The 'Charge to:' column contains a table with the following data:

Charge to:	Funds
19900-402761-002580-40 - Hum/CAS admin*Hum	(\$930.48)
Student Billing System Charges - Paid Monthly on y...	

Below the table are buttons for 'Prev', 'Next', 'Back', and 'Cancel'. To the right of the table are buttons for 'Personal Account', 'Show All', and 'Search'. At the bottom, there are buttons for 'System Status' and 'Job List', and a status bar showing 'JAN 29, 2014 10:30AM'.

Step 7: Select your print job and click “print”

The screenshot shows a software interface with a blue header bar. The main area is divided into two columns: 'Job Name' and 'Price Pages'. The 'Job Name' column contains a table with the following data:

Job Name	Price	Pages
<input type="checkbox"/> Cowell- Lit Gui-2.doc		

Below the table are buttons for 'Print', 'Print All', 'Delete', 'Account', and 'Logout'. To the right of the table are buttons for 'Prev' and 'Next', and a status bar showing '1 / 1'. At the bottom, there are buttons for 'System Status' and 'Job List', and a status bar showing 'JAN 29, 2014 10:39AM'.

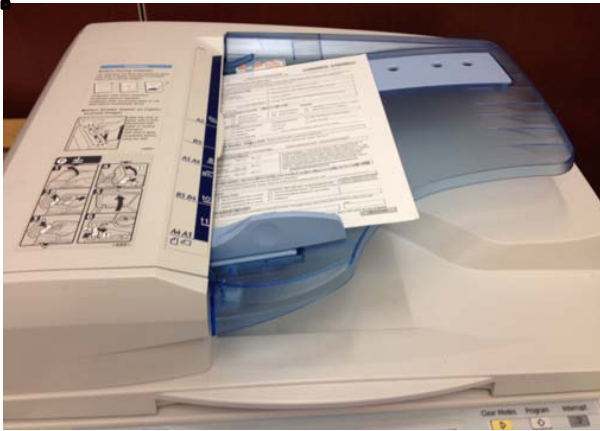
Step 8: Click “Logout”

HOW TO COPY

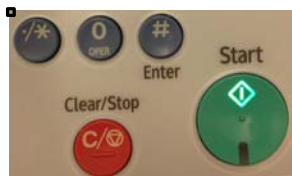
Step 1: Click the “Copy” button on the left side of the machine



Step 2: Place your Paper in the Top Tray OR Inside the Top Cover

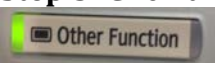


Step 3: Select your Settings e.g. 2-sided, staple, color or black and white. Use the numeric keypad on the right to select quantity



Step 4: Click the “Start” button

Step 5: Click the “Other Function” button on the left side of the machine and click “Logout”

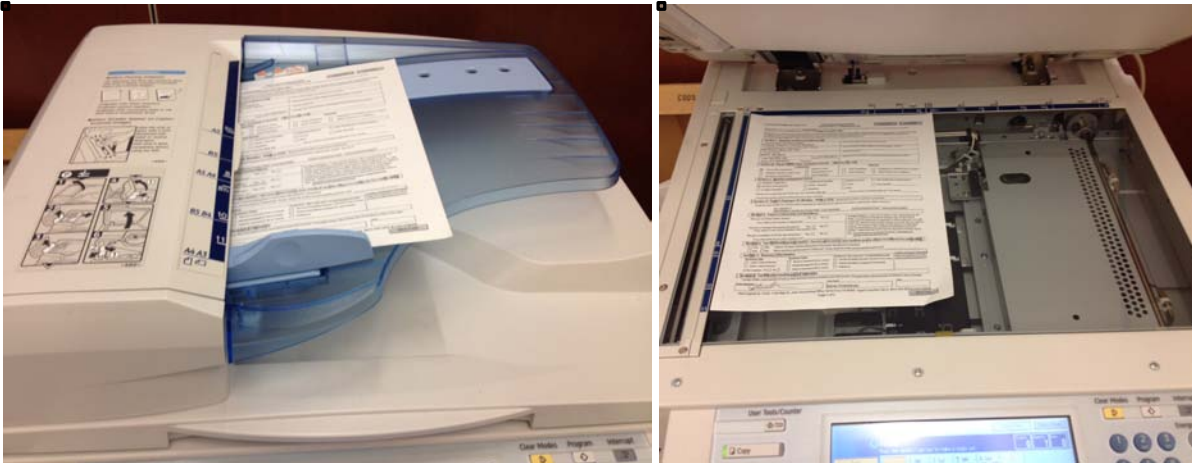


HOW TO SCAN AND EMAIL YOURSELF A PDF

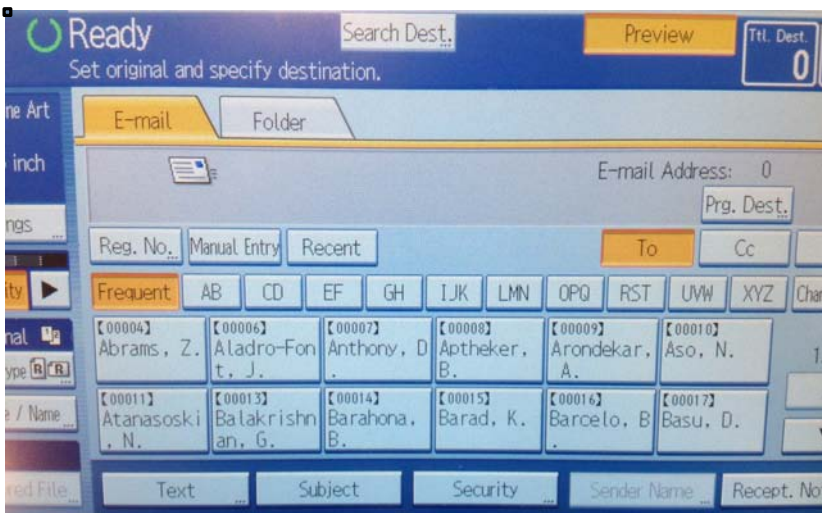
Step 1: Click the “Scanner” button



Step 2: Place your paper in the top tray or inside the top cover



Step 3: Select your name in the directory or click the “Manual Entry” tab and enter your email address



Step 4: Click the “Start” button. It will email you a PDF.

Step 5: Press # to exit.

Edited: 1/30/2014

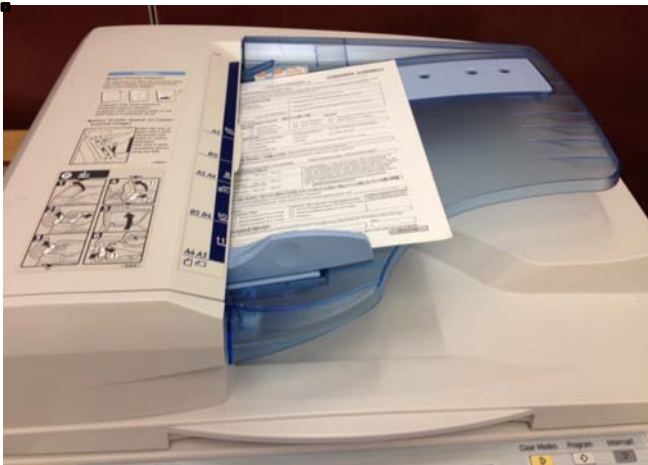
HOW TO FAX

Step 1: Click the “Facsimile” button

***NOTE: Not all machines have this function.**



Step 2: Place your paper in the top tray or inside the top cover



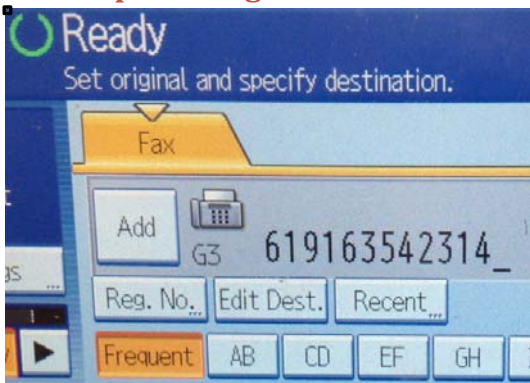
Step 3: Fax to an On-Campus or Off-Campus Number. Use the numeric keypad.

Off-campus local: Press “6” and then the number e.g. 6-233-6123

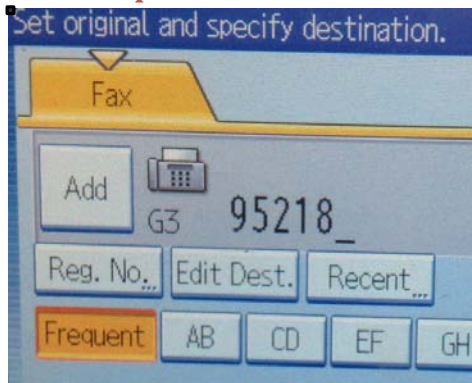
Off-campus long distance: Press “6” and “1” plus area code then the number e.g. 6-1-916-354-2314

On-campus: Press “9” and the last four digits e.g. 95218

Off-campus – long distance



On-campus



Step 4: Press “Start” *Wait a few minutes, it will print a confirmation page

Edited: 1/30/2014

HOW TO SCAN AN UNUSUAL-SIZED DOCUMENT

Step 1: Click on the Scanner Button



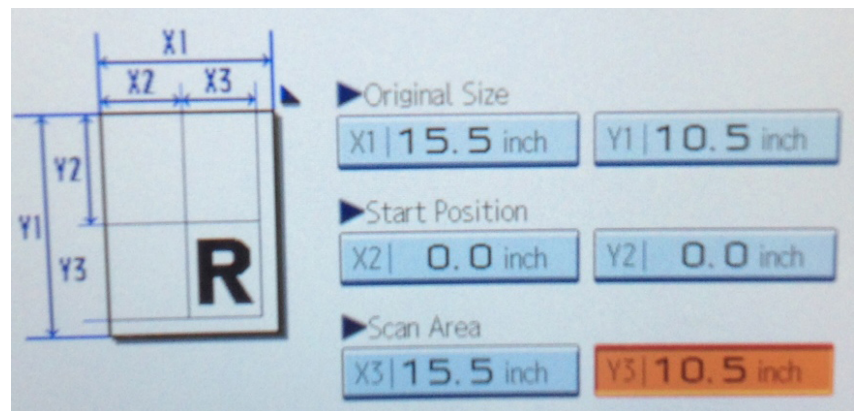
Step 4: Click Scan Size and Select a Pre-set size, Auto Detect size or select Custom Size



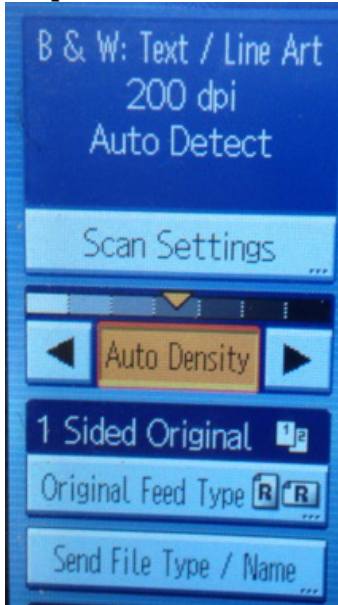
Step 2: Load your Document on the Top Scanner



Step 5: If you selected "Custom Size," edit the Original Size and Scan Area X and Y. Use the numeric keypad. Click OK and OK again.

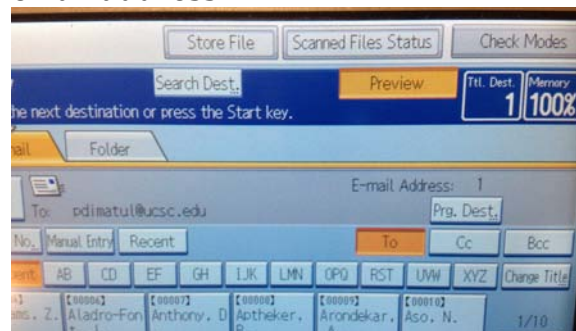


Step 3: Click Scan Settings



Step 6: Click the "Preview" button.

Step 7: To send it to yourself, select your name in the directory or click the "Manual Entry" tab and enter your email address



Step 8: Click "Start" and then #

Step 9: It displays a preview. Click "Send" or "Cancel." If you select cancel, go back to Step 3.