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.

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

Step 4: Enter your Cruz ID and click OK
Step 5: Enter your copier code password and click OK
Step 6: Click your charge-to code (this is pre-programmed) – Click It

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

Step 8: Click “Logout”
HOW TO COPY

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

![Copy button](image1)

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

![Paper in the Top Tray](image2)

![Paper inside the Top Cover](image3)

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

![Numeric keypad](image4)

Step 4: Click the “Start” button

![Start button](image5)

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

![Other Function button](image6)
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.
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

Step 4: Press “Start” *Wait a few minutes, it will print a confirmation page
## HOW TO SCAN AN UNUSUAL-SIZED DOCUMENT

<table>
<thead>
<tr>
<th>Step 1: Click on the Scanner Button</th>
<th>Step 4: Click Scan Size and Select a Pre-set size, Auto Detect size or select Custom Size</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Scanner Buttons" /></td>
<td><img src="image" alt="Scan Size Settings" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2: Load your Document on the Top Scanner</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Loading Document" /></td>
<td><img src="image" alt="Original Size Settings" /></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Step 3: Click Scan Settings</th>
<th>Step 6: Click the “Preview” button.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Scan Settings" /></td>
<td>Step 7: To send it to yourself, select your name in the directory or click the “Manual Entry” tab and enter your email address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 8: Click “Start” and then #</th>
<th>Step 9: It displays a preview. Click “Send” or “Cancel.” If you select cancel, go back to Step 3.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Scan Settings" /></td>
<td><img src="image" alt="Preview Button" /></td>
</tr>
</tbody>
</table>