Using the Pharos MFP Copier
Students, Faculty, and Staff

Basic Features

The Pharos Multi Function Print stations offer copies, network printing, and scanning to email or USB all using your PUNet ID account. Please familiarize yourself with the basic operation of the device by reading this document.
Logging In

Note: If the copier is currently in energy saver mode, the screen will be turned off and the Energy Saver button will be illuminated. Press the Energy Saver button to turn the screen back on and wake up the copier.

Step 1: Press “Alternate Login” to begin

Step 2: Type in your PUNet ID and PUNet Password using the touch screen or keyboard

The Log In/Out button will be illuminated while you are signed in to the copier.

Step 3: Review your print credit and press “OK”

Step 4: The copier will default to the printing function (Secure Release). Press “Exit” on the touch screen or the “Services Home” button to the left of the screen to switch to see other available functions.
Print Function

**Step 1:** If you are not already on the Secure Release page, press the “Services Home” button to the left of touch screen to get to the main menu. From there, press “Print Release” to go to the Secure Release screen.

**Step 2:** Select the document that you would like to print by tapping on the name of the document and press “Print” or use the “Print All” button to print all queued documents.
Copy Function

Step 1: Press the “Services Home” button to the left of the touch screen to get to the main menu. From there, press “Copy” to go to the copy option screen.

Step 2: Place Documents in top feeder or on glass and choose desired functions:
- Number of Copies
- Color (Auto Detect or Black & White)
- 2-Sided Copy (1-1 Sided, 1-2 Sided, etc.)

Step 3: Press the green Start button to begin making copies
**Scan to Email Function**

**Step 1:** Press the “Services Home” button to the left of the touch screen to get to the main menu. From there, press “Email” to go to the email option screen.

**Step 2:** Add an email address.
- Use the “New Recipient...” button to manually enter an email address and press “Add.” Press the “Close” button to return to the main Email screen.
- Use the “Network Address Book...” button to search for an email address by last name.
- Use the “Add Me...” button as a shortcut to add your email address.

If you need to delete an address, tap on the address in the recipient list for the option to remove it.

**Step 3:** Adjust any job options that you wish to change:
- Color or B&W Scan
- 1 or 2-sided Scanning
- Email Subject Header
- File name of document

**Step 4:** Press the green Start button to begin scanning.
Scan to USB Function

**Step 1:** Insert your USB flash drive in the port to the left of the touch screen.

**Step 2:** Press the “Services Home” button to the left of the touch screen to get to the main menu. From there, press “Workflow Scanning” to go to the scanning option screen.

On the Workflow Scanning screen, make sure the USB option is highlighted (tap the screen to select).

**Step 3:** Adjust any job options that you wish to change:
- Color or B&W Scan
- 1 or 2-sided Scanning
- File name of document

**Step 4:** Press the green Start button to begin scanning.
Print From USB Function

**Step 1:** Insert your USB flash drive in the port to the left of the touch screen.

**Step 2:** If you are not automatically redirected, press the “Services Home” button to the left of touch screen to get to the main menu. From there, press “Print From” to bring up the list of available files.

**Step 2:** Select the file that you wish to print. Not all file formats will be supported by the copier.

**Step 3:** Adjust any job options that you wish to change:
- Color or B&W Print
- 1 or 2-sided Output

Note: If the copier does not recognize the document page size, you can manually select a size from the “Paper Supply” option. Please be aware that the copier will not scale to fit so it will crop the document to fit the selected page size.

**Step 4:** Press the green Start button to begin printing. Printing times will vary depending on the complexity of the document and will be charged the normal printing fees.
To Log Out of the Copier

**Step 1:** Press the Log In/Out button.

**Step 2:** Confirm that you wish to log out.

**Step 3:** You will be logged out and the screen will return to the initial sign in prompt.