

MATC Campus Card



- **Allows students access into the Academic Support Centers**
- **Allows students to use the Pharos Print Systems in Academic Support Centers and Libraries.**

Pharos Printing Systems

- The Academic Support Centers and the Libraries have implemented the **Pharos Print procedure**.
- Print jobs are captured and listed at a **Pharos release station**.
- Use your **Campus Card** to release the captured job to print.

Pharos Printing Systems

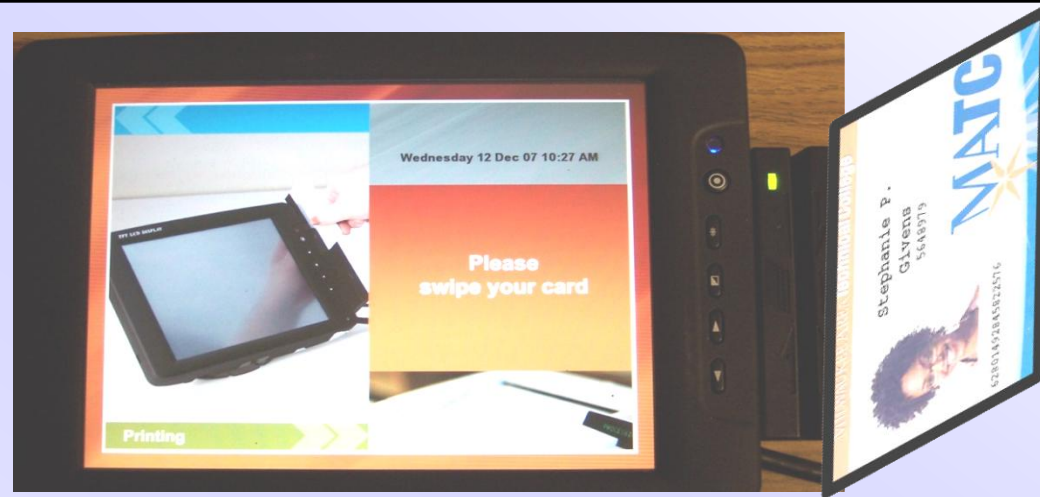
At the Computer:

1. On this “**Print Job Details**” screen enter a name for the print job
2. Enter a password for the job
3. Retype password to confirm
4. **Click print** then proceed to Pharos Release Station

The screenshot shows the 'Print Job Details' interface. At the top, there is a header with the title 'Print Job Details' and a lighthouse icon. Below the header, there are three input fields. The first field is labeled 'Please enter a name for this job' and has a red arrow pointing to it. To the right of this field, there is a note: 'This name is shown at the Pharos Station and will help you identify the job'. The second and third fields are labeled 'Please enter a password for this job' and are stacked vertically, with red arrows pointing to each. At the bottom left, there is the Pharos Systems logo with the tagline 'illuminate'. At the bottom right, there are two buttons: 'Print' and 'Cancel', with a red arrow pointing to the 'Print' button.

❖ If you don't go release your job within 15 minutes your job will automatically delete.

Pharos Printing Systems



At the Release Station:

Swipe your Campus Card through the Pharos Card Reader (Swipe the black bar area)

Pharos Printing Systems

Pharos Release Station displays all jobs.

1. Scroll the list of jobs
2. Find your job, and select that job
3. Click **“Print”**
4. Enter Password
5. Press **“Next”** or **“Enter”** to print job
6. Press **“Exit”** to log off

