HOW TO USE SECURE PRINT

1 Send File to Print Queue
   • Send document to print as usual. Document will be sent into a print queue and remain there up to 12 hours until released.

2 Release Print Job
   • Tap Vanderbilt ID card at designated area on device. Cost center(s) and document(s) in print queue will be displayed.
   • Select desired cost center (if more than one is displayed) and document to release file to print.

   **Forgot Vanderbilt ID card?**
   • Select Swipe card or touch here to begin on Pharos start screen.
   • Enter VUID and password on keypad.
   • Select Logon button (bottom right).

   **Printing more than one document and/or selecting from a different cost center?**
   • Select My Account to return to cost center/documents lists.

   **Need to make a quick copy in the middle of print job?**
   • Select Make Copy.
   • Select Main Menu for additional copy features.

3 Log Out
   • Select Log Out or session will expire after 30 seconds.

For Service & Supplies call (800) 347-1955 or go to RJYoung.com to set up online requests.
COPY, SCAN & FAX

1 Copy
   • Tap Vanderbilt ID card at designated area on device.
     Cost center(s) will be displayed.
   • Select desired cost center (if more than one is displayed).
   • Select Make Copy or Main Menu for additional copy features (duplex, staple, etc.)

2 Scan (no charges apply)
   • Tap Vanderbilt ID card at designated area on device to access.
   • Select Main Menu for Scan & Send.
   • Select Send to Self (based on Vanderbilt ID card), Scan to Email from address book or select New Destination and enter VU email address.
   • Select Start.

3 Fax (no charges apply)
   • Tap Vanderbilt ID card at designated area on device to access.
   • Select Main Menu for Fax.
   • Enter desired fax number.
   • Select Start.

4 Back to Print Job List
   • Select Print Release.
   • Select My Documents.

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