

Vanderbilt University CampusPrint QUICK START GUIDE

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.

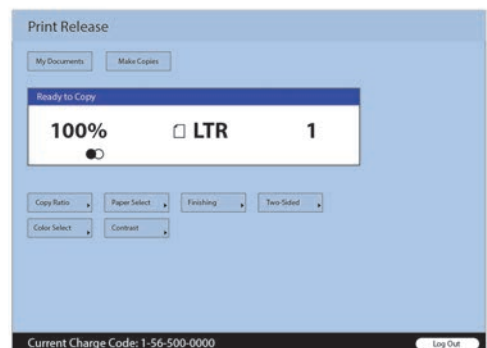
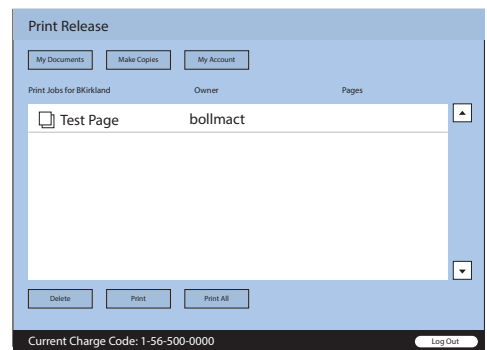
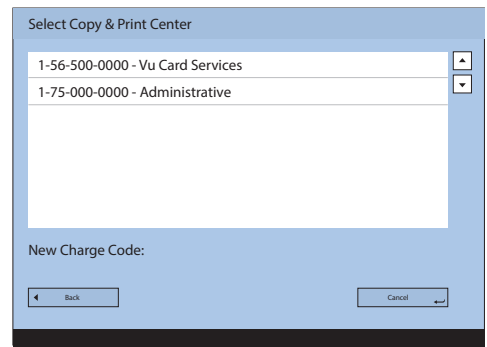
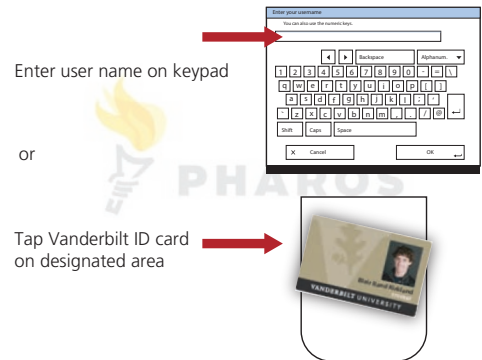
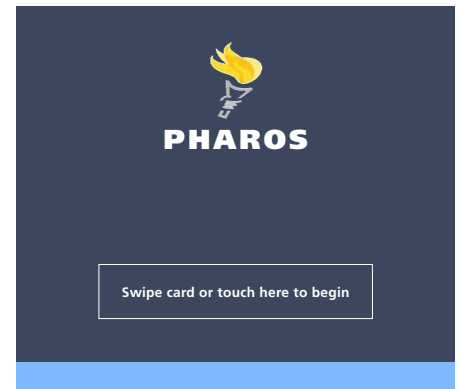
Need to make a quick copy in the middle of print job?

- 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.



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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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