COPY, SCAN & FAX

**1 Copy**
- Tap Vanderbilt ID card at designated area on device.
- Oracle COA string will be displayed.
- Select desired Oracle COA string (if more than one is displayed).
- Select Make Copy or Main Menu for additional copy features (duplex, staple, etc.)

**2 Scan**
- Tap Vanderbilt ID card at designated area on device.
- 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.
- Select **Main Menu** for Fax.
- Enter desired fax number.
- Select **Start**.

**4 Back to Print Job List**
- Select **Print Release**.
- Select **My Documents**.

For Service & Supplies call 800.347.1955 or go to RJYoung.com to set up online requests.
HOW TO SECURE A 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 18 hours until released.

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

Forgot VUnet ID Card?
   • Select Swipe card or touch here to begin on Pharos start screen.
   • Enter VUnet ID and password on keypad. Select Log on button (bottom right).

Printing more than one document and/or selecting from different Oracle COA string?
   • Select My Account to return to Oracle COA string/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.

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