

Printing on Campus with the Pharos System

eSupport immediate help online: <http://support.cumc.columbia.edu>
 5-Help (212-305-4357) • 5help@columbia.edu • <http://www.cumc.columbia.edu/it>

The CUMC IT Service Desk provides one color and eighteen black and white high-speed laser jet printers on campus. They are controlled by the Pharos printing system.

IMPORTANT: Printer pages purchased within the [myUNI](#) web site can only be used on the Morningside campus printing system, called “Ninja”. If you will not be printing at Morningside, do not purchase pages this way!

Pharos Basics

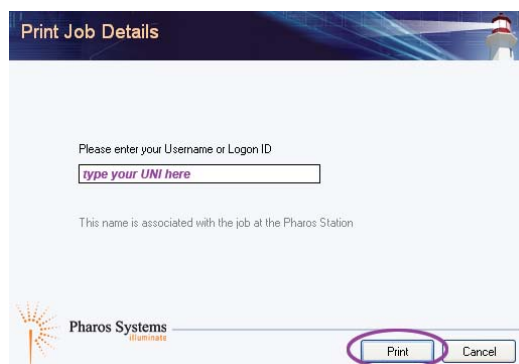
- CUMC Students that are currently enrolled in classes have a printing quota of 1000 pages per semester.
- Black and white print jobs only need to be sent to one printer/queue, “CUMC BW”. After sending, any Pharos printer can be used to print. Color print jobs should be sent to “Color2NDFL_3”.
- Printers are controlled by either the computer terminal adjacent to them or a touch panel on the printer itself. Please see the other side of this document for more information about Pharos printer features and FAQs.
- You can configure your own computer to print to all of the Pharos printers. Instructions are available on a separate handout or go to <http://www.cumc.columbia.edu/it/printing>.

Printer List

Location	Printer Type and Options
24 Hour Computer Lounge - Hammer Lobby	3 black and white terminal printers
Health Sciences Library - Hammer 1st Floor	2 black and white terminal printers
Teaching and Learning Center - Hammer LL104 Lounge	1 black and white terminal printer
Teaching and Learning Center - Hammer LL206 Study Room	1 black and white terminal printer
CUMC IT Service Desk area - Hammer 2nd Floor (24 hour access)	3 black and white terminal printers, 2 black and white touch panel printers, 1 color terminal printer
Bard Hall Lobby (24 hour access)	1 black and white terminal printer
Bard Hall Recovery Room Cafe (24 hour access)	1 black and white terminal printer
Tower II Lobby (24 hour access)	1 black and white terminal printer
Georgian 4th Floor Room 415 (24 hour access)	1 black and white terminal printer
Presbyterian Hospital 17th Floor Computer Lab	2 black and white terminal printers

Step by Step Pharos Printing Instructions

1. Select **Print** as you normally would from within the software program you are using.
 - Black and white Pharos printers print double-sided by default. To print single-sided you must select advanced options when you are first sending the print job (see instructions on the other side of this handout).
 - To print to ANY black and white Pharos printer on campus, select the **CUMC BW** queue. This is the default printer on all public computers.
 - To use the Color printer on the 2nd Floor of the Hammer building, select the **Color2NDFLR_3** queue.
2. After a moment, a Pharos popup window will appear on your computer’s screen prompting you to log in. Type in your **UNI** and select the **Print** button in the lower right.
3. Go any Pharos printer, type in your **UNI** and **Pharos password**, highlight the job you’d like to print and hit **Enter** or select the **Print button** on screen. More detailed steps on using the individual printers are on posters located above each printer.



Pharos Printing Quotas

If you are currently enrolled in classes on the Medical Center campus and are not affiliated (enrolled in a program) at Morningside as well, you automatically receive a printing quota for use at the Medical Center Library when you establish your Columbia e-mail account.

Print quotas are 1000 pages per enrolled semester. This appears on the Pharos terminal screens and touch panels in dollar amounts, with \$100 equaling 1000 pages, \$10 equaling 100 pages, etc.

- One side of a Black and White printed page = .05; Two sides = .10
- One side of a Color printed page = \$1.00

Nothing is deducted from your print quota until it is physically printed.

Please call or visit the CUMC IT Service Desk if you have questions or experience any problems with your quota.

Printing Tips and Troubleshooting

If a print job jams, it will automatically reprint on the same printer once the jam has been cleared. Pharos will only deduct the actual completed print job. Contact the Service Desk if a printer jams and you need assistance.

All print jobs that you have not yet printed will remain in the Pharos queue under your UNI for 24 hours. After 24 hours, print jobs expire and are removed from the queue.

You will remain logged in to a printer for about 10 seconds after printing. To log out immediately, press the **Logoff** icon on the screen or touch panel.

Files that are large, contain images, or contain a lot of formatting (Adobe Acrobat PDF, PowerPoint) can take a longer time to print. If the printers are busy, please only send a few pages of a large file at a time.

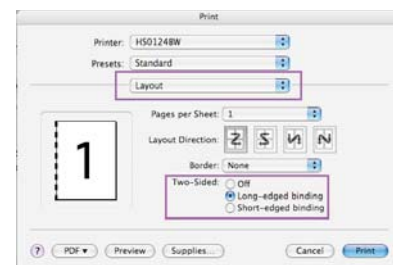
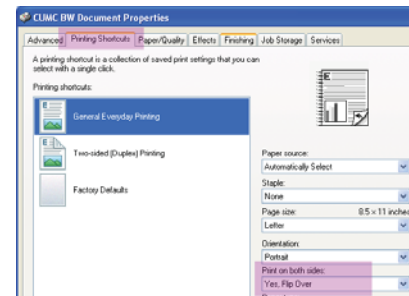
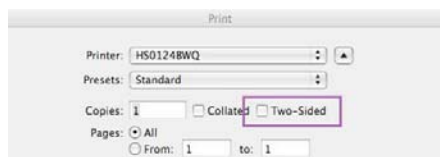
Double and Single Sided Printing

Windows computers in the public areas print double-sided by default. To print single-sided you must select advanced options when you are first sending the print job:

Select **File - Print - Properties** button - **Printing Shortcuts** tab, and change the option selected under **Print On Both Sides** in the lower right side of the window.

Macintosh computers may default to the last selected option, whether double or single sided. To change printing options:

Select **File - Print** and either de-check **Two-sided** to the right of the **Copies** field, or select **Layout** from the third drop down menu and check the **Off** option next to **Two-sided**.



Green Computing - tips to save paper when printing:

Word - Select **Print Preview** and click on the **Shrink to Fit** icon in the toolbar:



Using Shrink to Fit will change the document formatting slightly. If you don't like the change simply press the **Control** and **Z** keys on your keyboard (**Command** and **Z** on a Mac) at the same time to undo the change.

Excel - If you see ##### in a cell or column indicating that there isn't enough room to display the actual cell contents, just right-click over the individual cell or column header (Control-click on a Mac), select **Format Cells**, then the **Alignment** tab at the top and check off **Shrink to Fit** under **Text Control**.

If Excel is printing more of the spreadsheet than you need, simply highlight the group of cells you want to print, and select **File - Print Area - Set Print Area**. Your printout will only contain the cells selected as the Print Area.

PowerPoint - To print text only from a PowerPoint presentation, select **File - Print** and change the **Print what:** option to **Outline View**. If there are some images you would like to print as well, you can go back and print individual slides.