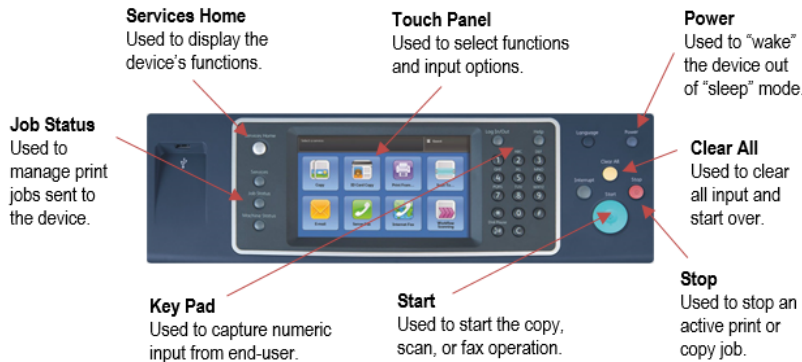


Academic Printing

Quick Reference Guide

Introduction

Multifunction devices have been deployed throughout Humber to facilitate academic copy, print, and scan needs.



Printing Costs

Credits are charged based on the number of impressions (sides of a page) and the type of paper used. Charges are as follows:

Paper Size	Paper Type	Monochrome	Colour
8½ x 11	Letter	2.5 credits	20 credits
8½ x 14	Legal	4 credits	35 credits
11 x 17	Tabloid	5 credits	40 credits
18 x 24	Arch C	Not Available	400 credits
24 x 36	Arch D	200 credits	780 credits
36 x 48	Arch E	400 credits	1,560 credits

Note: Not all paper sizes or types of printing are available in all locations.

Locations

Multifunction devices are available to students in the following locations:

Open Access Learning Spaces

North: D160, H205, LX109, N205
Lakeshore: A240, FB102

Other Locations

Library, Lakeshore Commons,
Orangeville (O204), Carrier (CAR100)

NOTE: Most computer labs have single-purpose printers.

Print/Copy Credits

Students are allocated 2,500 print credits at the start of every semester.

Credits may be used for printing and/ or copying (monochrome or colour).

Additional print/copy credits may be purchased online as needed.

Purchasing Credits

Credits can be purchased at...

myPrinting.humber.ca

Acceptable payment methods include PayPal, credit card, or Visa Debit.

Purchased credits carry forward from one semester to another.

IMPORTANT: Purchased credits are non-refundable and non-transferable.

Large-format Printing

Large-format printing (plotting) is available through the Plotting Booth at North Campus (N222).

Monday to Thursday

9:00 a.m. to 6:30 p.m.

Fridays

9:00 a.m. to 4:30 p.m.

IMPORTANT: One's semesterly print allocation may NOT be used for large-format printing. Large-format printing only works off purchased print credits.

Using the Multifunction Device

Printing a Document

1. From the **File** menu of your application, select **Print**.
2. In the **Print** dialog box:
 - a. Select the appropriate printer for monochrome or colour.
 - b. Set options for # pages, copies, 3-hole punch, stapling, etc.
 - c. Click **Print**. Your print job is sent to a print queue.
3. Use the Pharos control panel to:
 - a. Tap the **Printing** button.
 - b. **Login** with your Humber username and password.
 - c. Select a print job. Drag the green bar to scroll the list.
 - Tap the **Print** button to print a job.
 - Tap the **Print All** button to print all jobs.
 - Tap the **Delete** button to delete a job.
4. Tap the **Exit** button when you are done.

Copying a Document

1. Use the Pharos control panel to:
 - a. Tap the **Copying** button.
 - b. **Login** with your username and password.
2. On the Xerox control panel:
 - a. Press the **Services/Services Home** button.
 - b. Tap the **Copy** icon on the screen.
 - c. Choose settings (# copies, 1 or 2 sided, etc.).
 - d. Position document and press the green **Start** button.
3. Tap **Exit** on Pharos control panel when you are done.

Scanning a Document

1. Use the Xerox control panel to:
 - a. Press the **Services/Services Home** button.
 - b. Tap the **E-mail** icon on the screen.
 - c. Tap the **New Recipient** button.
 - d. Enter the recipient's email address on touchscreen.
 - e. Tap the **Add** button.
 - f. Tap the **Close** button.
2. Tap the **E-mail Options** tab.
 - a. Tap the **File Format** button and specify file type.
 - b. Tap the **Save** button.
3. Tap the **Advanced Settings** tab.
 - a. Tap the **Resolution** button and select the DPI value.
 - b. Tap the **Save** button.
4. Position document and press the green **Start** button to scan.
5. Press the yellow **Clear All** button when done.

Important Notes

Printing

Jobs sent to monochrome devices will not print on the colour devices and vice versa.

Print Jobs will remain on the print server for four hours or until printed, whichever comes first.

Copying/Scanning

For a single document, place original on glass (align to top left corner) and close the cover.

For multiple documents, remove staples/clips and place originals face up in the feeder tray.

Pharos Control Panel

Tap the touchscreen to activate it.



NOTE: The touchscreen is extremely sensitive. For best results, key in data slowly and carefully. Consider using a stylus for improved accuracy.

IMPORTANT: You have about 90 seconds to execute the copy function before being automatically logged out. To restart the timer, tap anywhere on the display before it expires.

Help & Support

Please contact the I.T. Support Centre if you experience printing or copying difficulties:

☎ 416.675.6622X8888

💬 [humber.ca/techtalk](https://www.humber.ca/techtalk)

✉ SupportCentre@humber.ca

📍 A212 (Lakeshore) or NX2010 (North)

Note: Information Technology Services regularly checks academic copiers/printers to reload paper, clear jams, and replace toner.