

Academic Printing

Quick Reference Guide

Introduction

Multifunction devices have been deployed throughout Humber to facilitate academic copy, print, and scan needs. Depending on the location, the machines will be labeled as to whether they are black and white or colour printing units.

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, Carrier (CAR100)

Please Note: Most computer labs have single-purpose printers.

Print/Copy Credits

Students are allocated 2,500 print credits (\$25) 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 myONECard.humber.ca. Acceptable payment method is currently just credit card. Purchased credits carry forward from one semester to another.

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

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.
 - i. Tap the **Print** button to print a job.
 - ii. Tap the **Print All** button to print all jobs.
 - iii. 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. Once active, you can choose the printing or copying button accordingly.

Please 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 any issues.

Phone: 1 (416) 675-6622 ext. 8888

Web Chat: <https://humber.ca/techtalk>

Campus Location: I.T Support Centre - A212 (Lakeshore) or Tech Zone – H109 (North)

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