COLUMBIA | COLUMBIA UNIVERSITY
IRVING MEDICAL CENTER

INFORMATION
TECHNOLOGY

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# Printing on Campus with the Pharos System

The CUIMC IT Service Desk provides many high-speed laser jet printers on campus, run by a system called Pharos. Full details and FAQs are on our website. Students enrolled in a CUIMC program and taking classes during the current semester have a per semester quota of unlimited black and white pages and 200 color pages.

- To print to any black and white Pharos printer, select "CUMC_B&W" when sending the print job from a computer. Color print jobs should be sent to "CUMC_Color".
- Printers are controlled by a touch panel mounted at the printer, see steps further below for help.
- You can configure your own computer to print to all of the Pharos printers. Instructions are on a separate handout and on our website.

Printer Locations	Printer Type and Options
24 Hour Lounge - Hammer Lobby	1 black and white printer, 1 color, 1 multifunction
Health Sciences Library - Hammer 1st Floor	2 black and white printers, 1 color
Hammer Lower Level 1	2 black and white printers
154 Haven 4th Floor	1 black and white printer
Bard Hall	1 black and white printer
Tower I Mailroom	1 black and white printer
Tower II Lobby (24 hour access)	1 black and white printer
Tower III Amenity space (24 hour access)	1 black and white printer
Georgian 4th Floor Room 415 (24 hour access)	1 black and white printer
Physicians and Surgeons Student Lounge 1st Floor	1 black and white printer
Presbyterian Hospital 20th Fl DMBI Lobby	1 multifunction
School of Nursing	1 black and white, 1 color (1st Fl), 1 multifunction (2nd Fl)
Vanderbilt Clinic 8th Floor Student Lounge	1 multifunction printer
Vagelos Education Center	1 black and white, 1 color (4th Fl), 1 multifunction (7th Fl)

Step by Step Pharos Printing Instructions

1. Select **Print** within the software program you are using.
   - Black and white will print double-sided by default. For single, select advanced options when you are first sending the print job (see page 2 for help if needed).
   - To print to ANY black and white Pharos printer on campus, select the **CUMC_B&W** queue; for color select **CUMC_Color**.
   - Make sure the Document/Paper size is set to **Letter**.
2. After a moment, a Pharos popup window will appear on your computer prompting you to log in. Type in your **MC** login ID (the first part of your CUIMC email account) then click **Print** .
3. Go any Pharos printer and tap your ID card or use the touch panel to enter your **MC** login and password
   - The first time you tap your ID card at a terminal reader it requires your MC login and password; afterwards it is registered in the Pharos system for all printers and you will not be prompted when swiping your card.
   - The password is the same one used for your CUIMC email account.
4. Select the desired document in your print queue and touch the **Print** button on screen to begin printing.
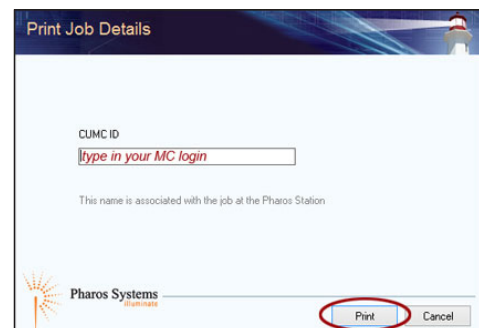
Pharos Quotas and Purchasing Pages

Per semester quotas: Students must be enrolled in a CUIMC program and taking classes at CUIMC during the current semester to receive the quota. Active students receive unlimited black and white pages and 200 color pages. Pages that are not used by the end of the current semester do not roll over into the next period. Students can add more color pages to their quota by purchasing them in increments of $1.00 at the cost of $.50 per page.

Purchased pages: Anyone with an active MC account can purchase Pharos pages in increments of $1.00 from the Service Desk in the Hammer Building LL1-118. Pages are deducted based on whether they print from a black and white printer ($.25 per page) or color printer ($.50 per page, whether or not color ink is used).

For all accounts, nothing is deducted until physically printed. After logging in to a Pharos printer your balance is displayed as pages or dollars, depending on the printer being used. If you have both purchased pages and semester quota pages on your account the semester pages will be deducted first.

IMPORTANT: Unused purchased pages on either type of account expire at the end of each calendar year.

Printing Tips and Troubleshooting

If a print job jams, the printer should automatically re-print at the same location once the jam has been cleared. Please 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 account for 24 hours. After 24 hours, print jobs expire and are removed from the queue.

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 change this select the **Properties** button in the Print window, then the **Printing Shortcuts** tab and change the option under **Print On Both Sides**.

Macintosh computers may default to the last selected option, whether double or single sided. To set single sided printing, 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**.
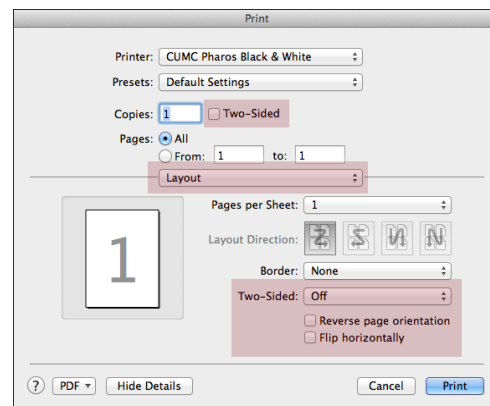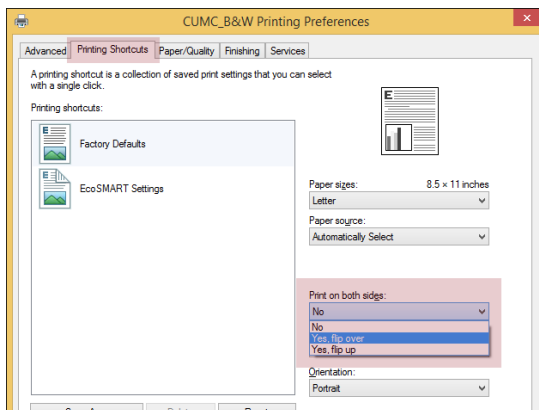
Green Computing - tips to save paper when printing:

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 **Print Area - Set Print Area** from the **Page Layout** tab. Your printout will only contain the cells selected.

PowerPoint - To print text only select **File - Print** and change the **Settings** from **Full Page Slides** to **Outline**. If there are some images you would like to print as well, you can go back and print individual slides.

Word - make sure the **Shrink to Fit** option is in your Word ribbon; selecting it will adjust formatting on documents that have a few extra lines on the last page: **http://support.microsoft.com/kb/2664217**

If using Shrink to Fit changes formatting too much, hit **Ctrl** + **z** (**command** + **z** on a Mac) to change back.