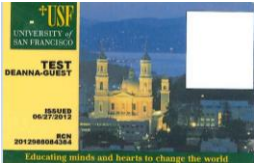
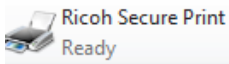



Steps	Description	
Step 1: Obtain an Active Card	<p>USF ID Card – Use your USF ID card to copy/print. The card must be active. If you have been re-issued a new card, you must use your new card.</p> <p>Servicing Department: OneCard</p> 	
Step 2: Identify payment options	<p>Bill to a Department FOAP – You can request your Budget Manager to set up your card so that you have the option of charging your department copy/print transactions to your department FOAP. <i>Note:</i> This is not a declining balance card. Usage will be billed to the department FOAP on a monthly basis.</p> <p>Servicing Department: PAAS upon budget manager approval</p> <p>Don\$ - Click on “Personal Account” to use your Don\$ to pay for your personal copy/print transactions. You must have enough funds to cover your print job. To add funds, go to http://usfca.edu/onecard and click on the link: <small>View Your Balance and Transaction Report</small></p> <p>Servicing Department: OneCard</p>	
Step 3: Connect to the USF Network	<p>Connect your equipment to an active USF Ethernet port or visit your “Network Settings” and find “USF Wireless”. Enter your USF username and password. Ensure you are connected as Pharos will not work if you are not on the USF network.</p> <p>Servicing Department: ITS</p>	
Step 4: Install a Printer Driver	<p>For USF issued computers/laptops, Pass-through Authentication is required. ITS has already pre-installed the printer driver on your machine.</p> <p>Servicing Department: ITS</p>	
Step 5: Print a document and Select a Printer	<p>For Windows (PT):</p> 	<p>For Mac (PT):</p> 
Step 6: Find a Device	<p>For a list of Pharos-enabled public MFP device, go to http://usfca.edu/purchasing/pharos and click on the following link: Ricoh MFP Location and Types</p> <p>Servicing Department: USF Copy Center</p>	
Step 7: Secure Release	<p>Go to any public Pharos-enabled device and release your print job by swiping your card or touch the LED screen and enter your username and password to authenticate.</p> <ul style="list-style-type: none"> • Select your department FOAP or press Personal account pay by Don\$ and press “OK” • Select the print jobs that you want to print • Confirm payment • Press “Logout” on the LED screen or re-swipe your card to logout <p>Complete printing instructions is located at http://usfca.edu/purchasing/pharos/print/ (TBD)</p>	
Step 8: Make a copy	<p>Complete copying instruction is located at http://usfca.edu/purchasing/pharos/copy/ (TBD)</p>	
Step 9: Scan a document	<p>Complete scanning instruction is located at http://usfca.edu/purchasing/pharos/scan/ (TBD)</p>	
Step 10: Support	<p>See the following department to obtain support in any of the following areas:</p> <ul style="list-style-type: none"> • USF ID card, contact One Card at onecard@usfca.edu or 415-422-7663 • Request for Pharos access to copy print, contact your department • Printer Driver, contact ITS at ITSHelp@usfca.edu or 415-422-6668 • Copy/Print quality or device issues, contact Copy Center at copycenter@usfca.edu or 415-422-6188 • All other issues, contact purchasing@usfca.edu or 415-422-5898 	