

## QUICK REFERENCE GUIDE

### YOUR CARD ID

If you have forgotten your card, you can enter the Card ID on the keypad at the “Swipe Card” prompt.

Your Card ID is:

**73 + 9-digit PeopleSoft ID + Issue Number**

Your Issue Number should be 1. Contact the Help Desk if you had your card replaced. A Pharos Administrator can provide this number.

### CHANGING YOUR PASSWORD



1. **Press** 1 for Copy or 2 for Print.
2. **Swipe** your card or enter your Card ID.
3. **Enter** your password.
4. **Press NO**.
5. **Enter** your new password.
6. **Verify** your new password.
7. **Press** Exit.

### RUNNING COPY JOBS



1. **Press** 1 to run a copy job.
2. **Swipe** your card or enter your Card ID.
3. **Enter** your password.
4. **Press** Enter/Yes.
5. **Select** your cost center using the up and down arrows.
6. **Use** the copier as normal.
7. **Press** Exit when finished.

**NOTE:** If you need to make copies for multiple cost centers, you will need to logout and login to switch cost centers.

### RUNNING PRINT JOBS



1. **Print** the document from your computer.
2. **Press** 2 to run a print job.
3. **Swipe** your card or enter your Card ID.
4. **Enter** your password.
5. **Press** Enter/Yes.
6. **Select** your cost center using the up and down arrows.
7. **Select** the job using the up and down arrows.
8. **Press** Enter/Yes to select a job.
9. **Press** 1 to print the job or **Press** 2 to delete the job.
10. **Press** Exit when complete.

**NOTE:** If you need to print for multiple cost centers, you will need to logout and login to switch cost centers.

If you experience any issues with the PS20 Terminals, please contact the Help Desk at [HelpDesk@csuci.edu](mailto:HelpDesk@csuci.edu) or at extension x8552.