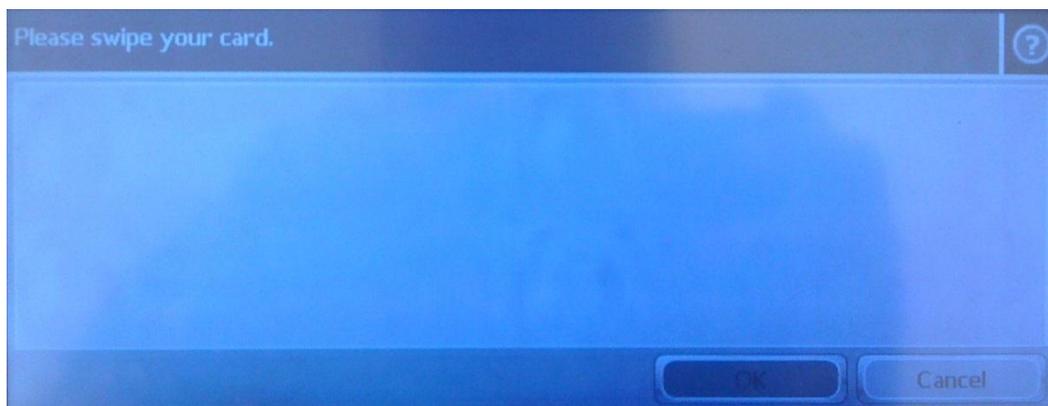


## Employees & Student Workers

- 1) Press the **Billing** button



- 2) Swipe your **Dolphin One** card. *(You do not need to press the OK button)*

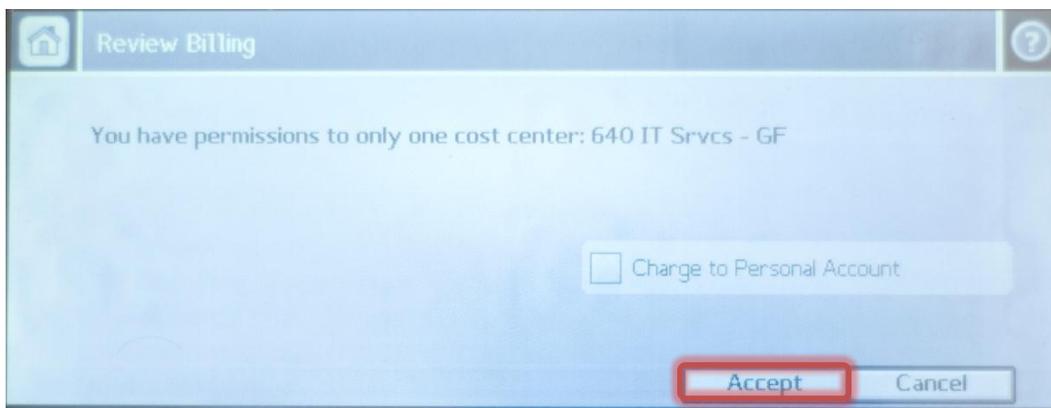


3) Wait while the system logs you in. (This can take up to 10 seconds on HP iMFP devices)

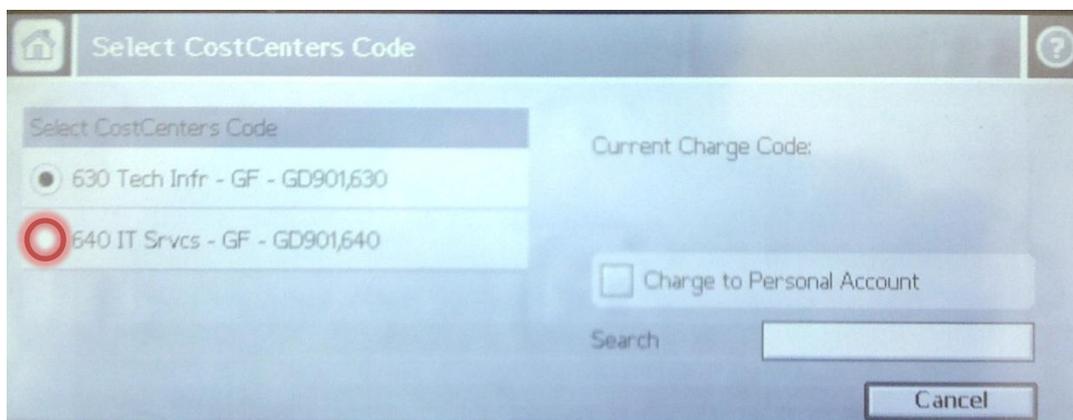


4) Choosing your funding source

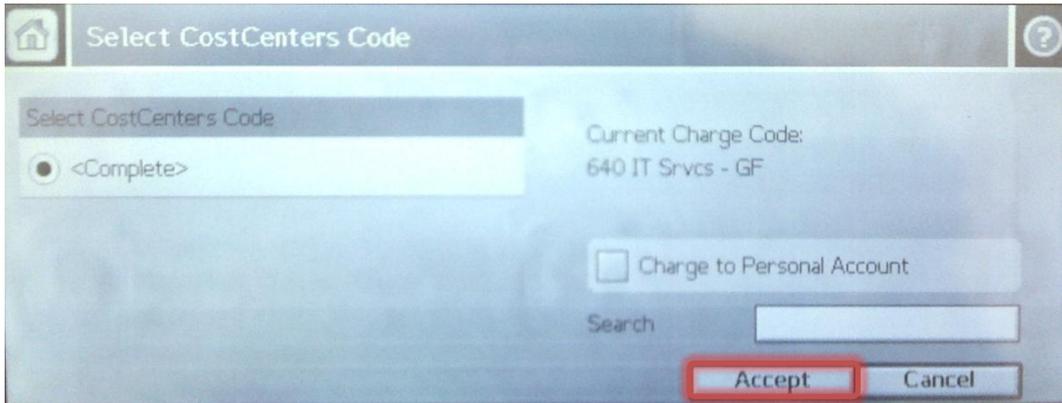
iv) If you only have one Cost Center: Press the **Accept** button then *proceed to step 5.*



v) If you have multiple Cost Centers: Select a *Cost Center* from the list (or search for it).

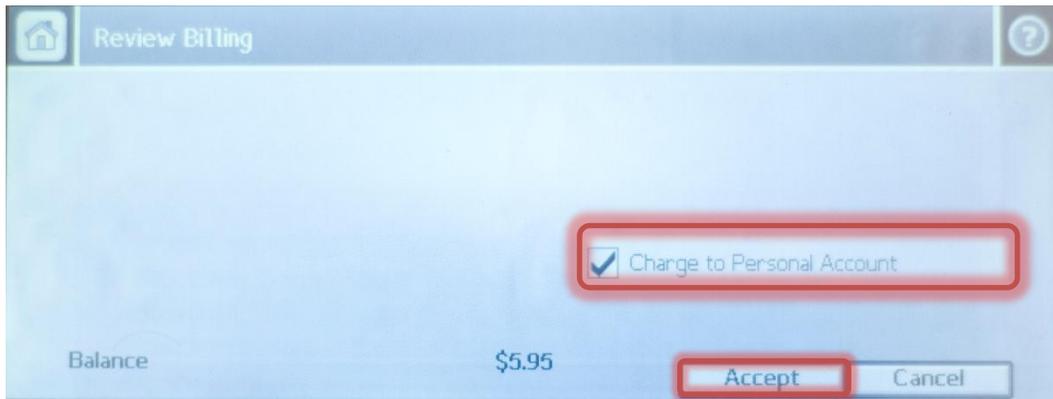


After a Cost Center is selected, press the **Accept** button. *Proceed to step 5.*

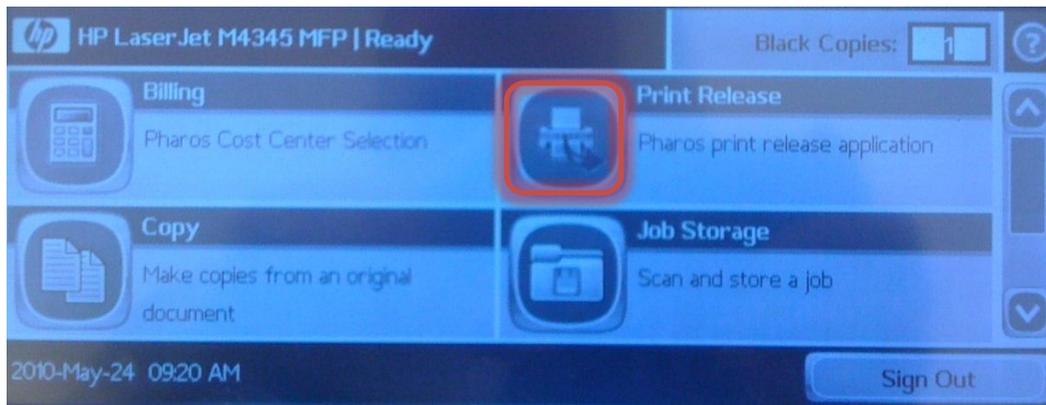


vi) If you are printing a personal document or student assignment:

Press **Charge to Personal Account** and then press **Accept** to charge against your Pharos Free and/or Dolphin Cash balance (*The sum of your Pharos Free and DolphinCash balance is displayed*). *Proceed to step 5.*

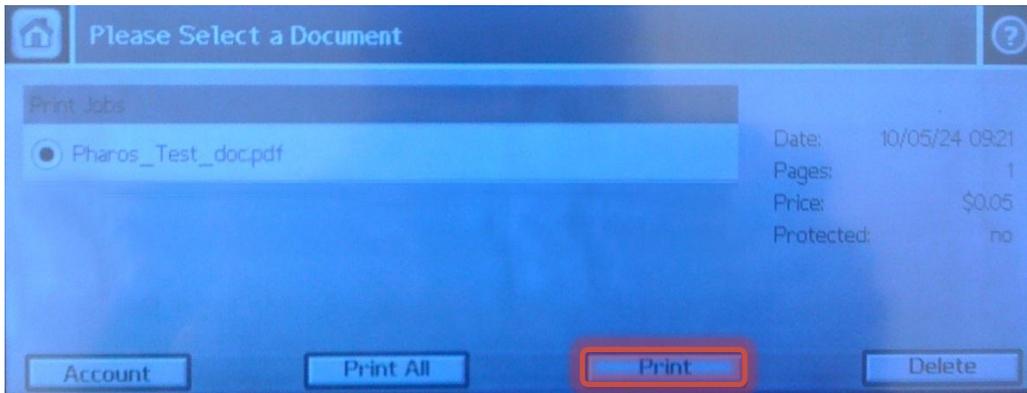


5) Press the **Print Release** button.



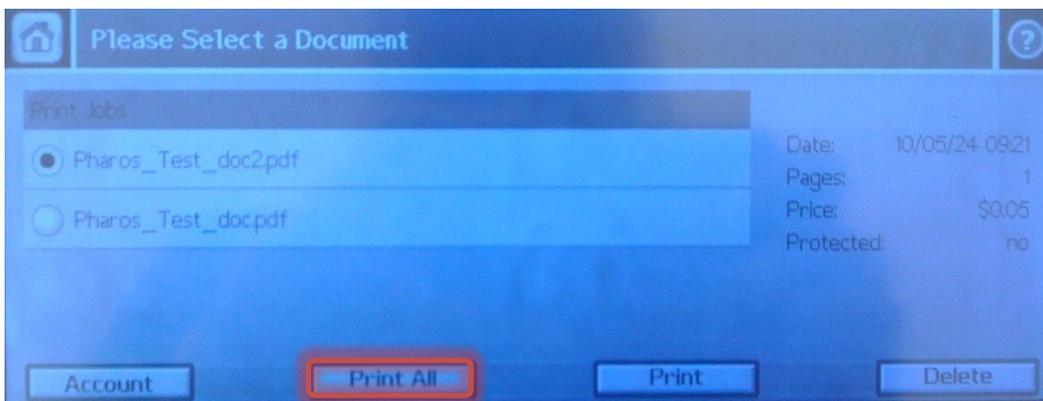
6) Releasing your Document(s)

- i) Select your document and press the **Print** button. *(If there is only one document listed, you do not have to select it)*

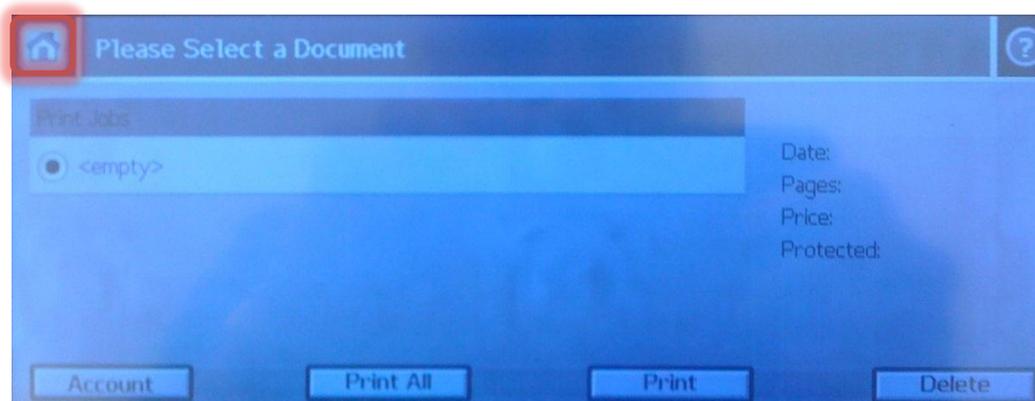


OR

- ii) Press the **Print All** button to charge all listed documents to the currently selected Cost Center or "Personal Account". *Proceed to step 7*



- 7) The document is printed, the balance is charged, and the "Please Select a Document" screen remains. Press the "Home"  button.



8) Press the **Sign Out** button.

