Employees & Student Workers

1) Press the **Billing** button

🧑 HP La	serJet M4345 MFP Ready		Black Copies:	1
	Billing	P	int Release	
	Pharos Cost Center Selection	Ph	aros print release application	
5	Сору	Jo	b Storage	
	Make copies from an original document	Se	an and store a job	
2010-May-24	09:19 AM			

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.

Review Billing)
You have permissions to only one cost center: 640 IT Srvcs - GF	
Charge to Personal Account	
Accept	

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

Select CostCenters Code	0
Select CostCenters Code	Ourrent Charge Code:
630 Tech Infr - GF - GD901,630	Current Charge Code.
O 640 IT Srvcs - GF - GD901,640	
	Charge to Personal Account
	Search
	Cancel

Select CostCenters Code		
Select CostCenters Code	Current Charge Code:	
<complete></complete>	640 IT Srvcs - GF	
	Charge to Personal Account	
	Search	
	Accept Cancel	

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.*

Review Billing		0
	Charge to Personal Account	
Balance	\$5.95 Accept Ca	ancel

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

🌘 HP La	serJet M4345 MFP Ready	Black Copie	s: 1
	Billing	Print Release	
	Phanos Cost Center Selection	Phanos print release appl	ication
6	Сору	Job Storage	
	Make copies from an original document	Scan and store a job	
2010-May-24	09:20 AM		Sign Out

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)

Please Select a Document		2
Print_Jobs Pharos_Test_doc.pdf	Date: Pages: Price: Protected:	10/05/24 09:21 1 \$0.05 no
Account Print All Print	(Delete



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

Please Select a Document		2
Print_Jobs Pharos_Test_doc2pdf Pharos_Test_docpdf	Date: Pages: Price: Protected:	
Account Print All Print) (Delete

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

Please Select a Document	0
Print Jobs • <empty></empty>	Date: Pages: Price: Protected:
Account Print All Print	Delete

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

