

# STUDENT PRINTING INSTRUCTIONS

NOTE: You'll need your DolphinOne card or guest card. Guest cards can be purchased in the Library and the University Student Union at the DolphinOne Card Kiosks (DOCKs)



## MOBILE PRINTING:

*To print from a mobile device:*

1. Submit your document as an attachment to [printBW@csuci.edu](mailto:printBW@csuci.edu) or [printCOLOR@csuci.edu](mailto:printCOLOR@csuci.edu)
2. Receive confirmation email that your document has been received
3. Release your document at any Pharos device

## COLOR PRINTING:

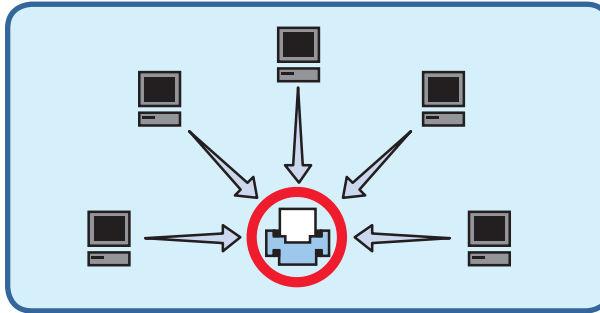
By default, all documents will print in black & white. Some printers can print color.

*If you wish to print in color, please do the following from your computer:*

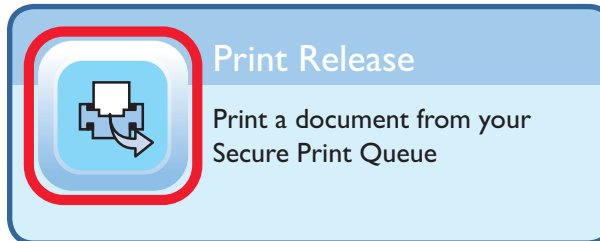
1. Open the document you wish to print.
2. Go to the **File** menu, choose **Print**.
3. Click the printer's **"Properties"** button
4. Go to the **"Color"** tab
5. UNCHECK **"Print in Grayscale"**
6. Click **OK** to save your new settings
7. Click **OK** to print.
8. Follow the final steps on this page at a color printer

**IF YOU NEED HELP:**  
please visit the **IT Help Desk**  
or the **Library Circulation Desk**

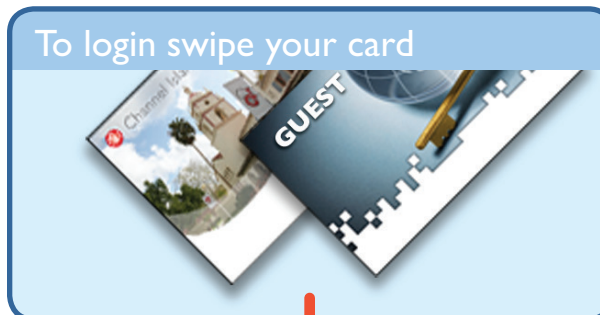
**STEP 1:** Print your document to the **'Pharos HP Printer - CI'** printer.



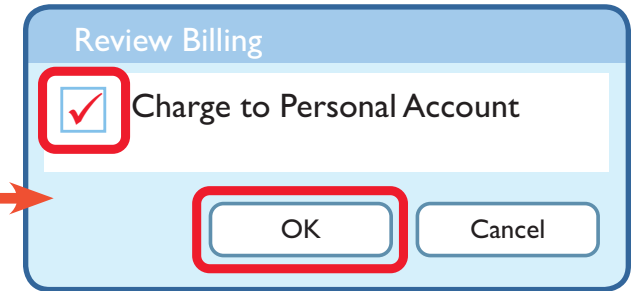
**STEP 2:** Press the **"Print Release"** button on the printer display



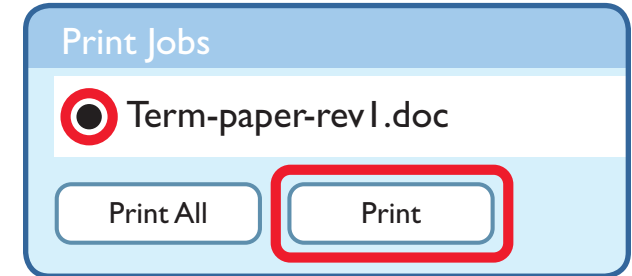
**STEP 3:** Swipe your **DolphinOne Card** or guest card.



**STEP 4:** Select **"Charge to Personal Account"** and press **"OK"**



**STEP 5:** Choose your print job on the display. Click **"Print"** to print one, or **"Print All"** to print all.



**STEP 6:** Press the **"Home"** icon to return to the home screen, then press **"Sign Out"**



# EMPLOYEE PRINTING INSTRUCTIONS

NOTE: You'll need your DolphinOne card and need authorization to at least one Pharos Cost Center. If you need authorization to a Pharos Cost Center, please contact your department copier contact.



## MOBILE PRINTING:

*To print from a mobile device:*

1. Submit your document as an attachment to [printBW@csuci.edu](mailto:printBW@csuci.edu) or [printCOLOR@csuci.edu](mailto:printCOLOR@csuci.edu)
2. Receive confirmation email that your document has been received
3. Release your document at any Pharos device

## COLOR PRINTING:

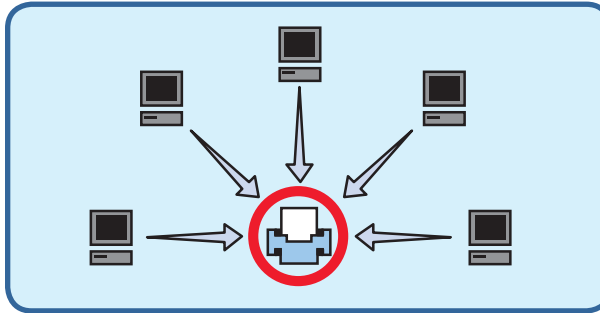
By default, all documents will print in black & white. Some printers can print color.

*If you wish to print in color, please do the following from your computer:*

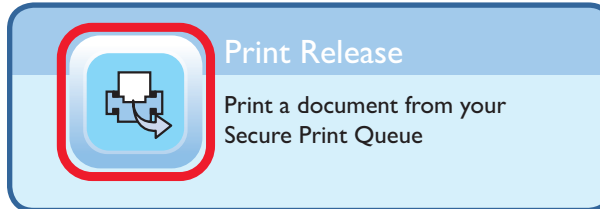
1. Open the document you wish to print.
2. Go to the **File** menu, choose **Print**.
3. Click the printer's "**Properties**" button
4. Go to the "**Color**" tab
5. UNCHECK "**Print in Grayscale**"
6. Click **OK** to save your new settings
7. Click **OK** to print.
8. Follow the final steps on this page at a color printer

**IF YOU NEED HELP:**  
please visit the **IT Help Desk**  
or the **Library Circulation Desk**

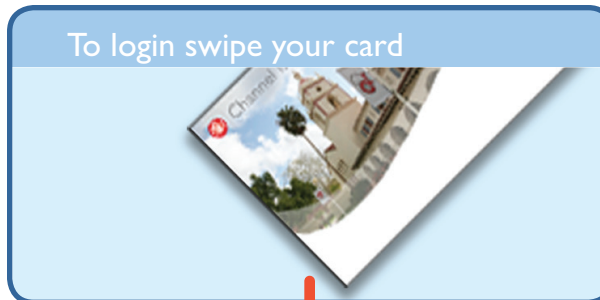
**STEP 1:** Print your document to the '**Pharos HP Printer - CI**' printer.



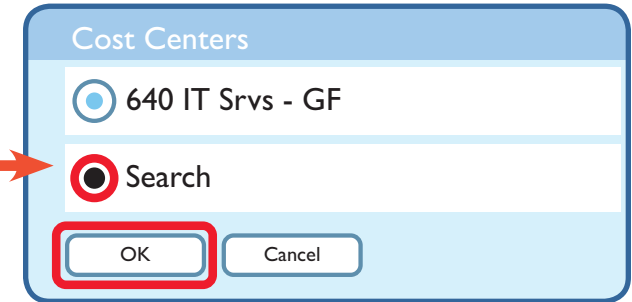
**STEP 2:** Press the "**Print Release**" button on the printer display



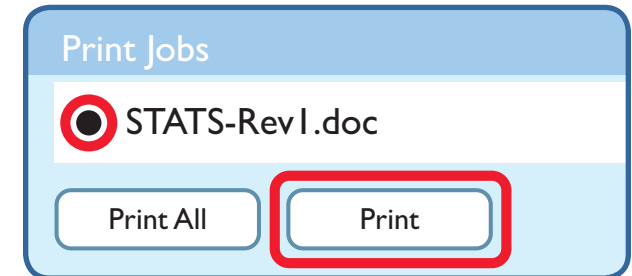
**STEP 3:** Swipe your **DolphinOne Card**



**STEP 4:** Choose a cost center or search for one not listed, then press **OK**.



**STEP 5:** Choose your print job on the display. Click "**Print**" to print one, or "**Print All**" to print all.



**STEP 6:** Press the "**Home**" icon to return to the home screen, then press "**Sign Out**"

