

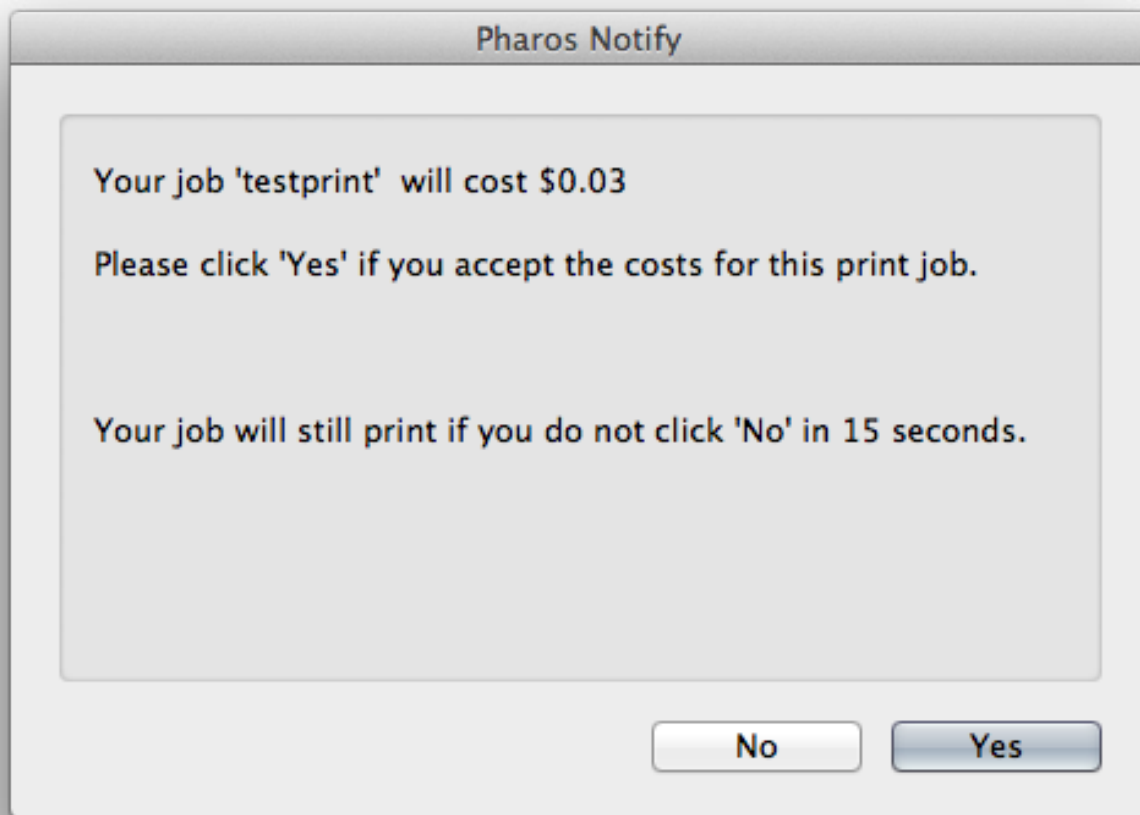
# Faculty and Staff Printing on a MAC with Pharos Print Management

## ***ALL FACULTY AND STAFF PRINTING WILL BE CHARGED TO YOUR DEPARTMENT***

Every department on campus has a corresponding five digit budget number. This number is what you should select to charge prints back to your department.

If you teach or work in only one department, you will not need to choose a budget number. If you work or teach in multiple departments, or you manage more than one departmental budget, you will need to designate which department the print or copy you are making is for.

If you print in a public lab or classroom, you will be asked to authenticate with your UArts username and password. This will not happen if you print from your personal computer.

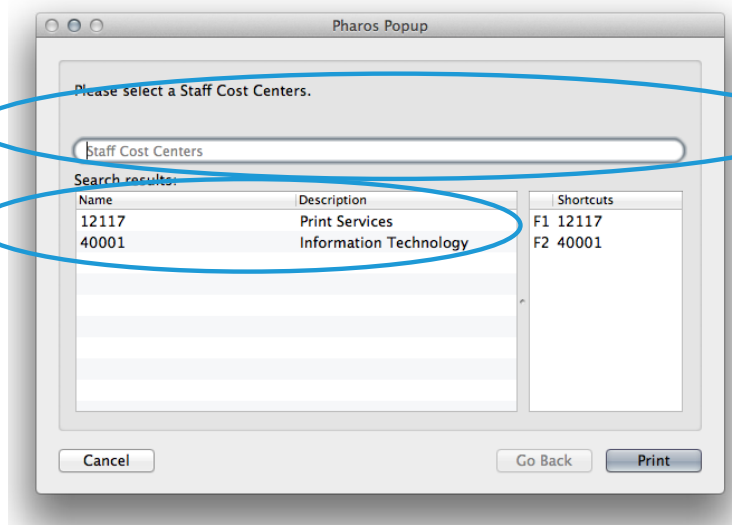


If you only have one cost center you will be presented with the Cost Acceptance Screen. If you click **YES** your prints will be charged to the cost center that was chosen. If you click **NO** your print will be canceled. If you click nothing, your job will be printed after 15 seconds.

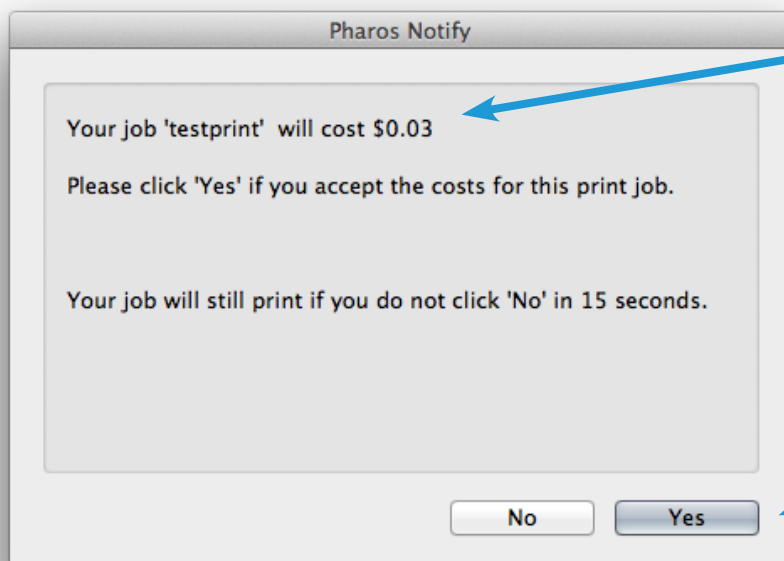
## If you have multiple cost centers you will be presented with two windows.

You can double click on items in the list to choose them as the cost center you want to charge. You can also drag them to the Shortcuts area to the right and assign them a function key for easy selection the next time that you choose to print.

If you do not see your cost center in the list of Search Results, type the first 3 numbers into this blank and hit enter. That should display all available cost centers in that group.



Once you have Selected your cost center, click the **PRINT** button and you will be taken to the Cost Acceptance screen to confirm the cost of your job.



The Cost Acceptance screen is displayed so that you can verify that you are being charged the correct amount for a print. A black and white print costs \$0.03 and a color print costs \$0.12. If you have multiple pages or double sided prints, this will be reflected in the amount that is shown.

If you click **YES** your prints will be charged to the cost center that was chosen. If you click **NO** your print will be canceled. If you click nothing, your job will be printed after 15 seconds.