

## PHAROS Print Stations

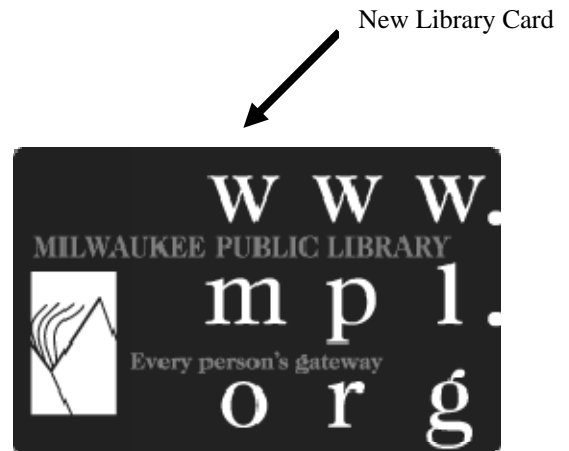
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In order to print a document from a Milwaukee Public Library networked computer, you will need a new Milwaukee Public Library card (see picture below). You will also need to add money to your library card. The following exercises provide instruction on adding value to your new library card and printing from a PHAROS Print Station.

*(Note: this exercise is continued from the previous page)*

### Adding Value to your Milwaukee Public Library Card

1. Locate the copier/printer in the facility.
2. Insert the Milwaukee Public Library card into the copier/printer's reader (*note: magnetic strip down*).
3. The reader will display how much money is currently on your library card.
4. Add money using either coins or cash, however, you will not receive change (*note: make sure to add enough money so that you will be able to print all pages, e.g. 15¢ for one page, 30¢ for two pages, etc.*).
5. Push the red button to eject your card.



### Printing from a PHAROS Print Station

1. Locate the PHAROS Print Station (it is located next to the copier/printer).
2. Insert your Milwaukee Public Library card into the reader (*note: magnetic strip down*).
  - A current list of print jobs will display.
3. Click on the username you used for the print job.
4. Click the **PRINT** button located in the bottom right-hand corner of the screen.
5. Enter the password you assigned to your print job.
6. Click the **OK** button.
7. Click the **Log Off** button to eject your Milwaukee Public Library card.
8. Take your card from the reader and pick up your documents from the copier/printer.

**REMEMBER:**  
You must have enough money on your Milwaukee Public Library card to print all pages of your print job!

- ⊙ Printing costs 15¢ per page at Milwaukee Public Libraries.
- ⊙ Your print job remains in the system for two hours; if you do not print within that time, your print job will be deleted.
- ⊙ You can print your job from any Print Station in the building.