

## Printing from Rinker and Tutu's computers

1. Log onto the computer with your network (same as your MocSync) account.
2. When you are ready to print your document, go to File->Print in the program you are using.
3. Select either the Color or BlackWhite Print Queue to for your document.
  - a. You can select Double-sided (Duplex) or Single-sided printing before submitting the document for printing.
4. Go to any of the Pharos print stations in Rinker, Tutus or the Library and swipe your ID card to select and print your jobs.

### Printing Tips:

5. All print jobs sent to the Color Print Queue are billed at the Color Print Rate. So if don't need to print in color, make sure to select the BlackWhite Print Queue on the computer.
6. Print jobs sent to the BlackWhite Queue can be picked up on any of the Pharos printers. Print jobs in the Color Queue can only be picked up on a color printer.