



# Pharos Facts



- ❖ **“Pharos”** is the software we use that enables you to print to our library printers/copiers
  - Select one of the Pharos printers
  - Print as usual from any application – enter **eid** in Pharos popup
  
- ❖ **To install** on your computer, see instructions on Library’s Web site (see below)
  - Follow the instructions **CAREFULLY**
  - **Library computers/labs** already have Pharos printers installed
  
- ❖ Printing requires a **Pharos account**
  - Account should already be setup
  - Add funds at the Library Service Desk – funds are non-refundable
  - Logon at Pharos printer with id badge or username/password
  
- ❖ To print/install from **off campus**, use VPN (see below)
  
- ❖ **Costs:**
  - Black/White: 5 cents per side for 8½ x 11 & 8½ x 14; 10 cents per side for 11 x 17
  - Color: 25 cents per side for 8½ x 11 & 8½ x 14; 50 cents per side for 11 x 17
  - No charge for scan-to-email
  
- ❖ Pharos printers are **located:**
  - Library 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors
  - MET 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors
  - EAD 5<sup>th</sup> floor, 7<sup>th</sup> floor
  - CBH 2<sup>nd</sup> floor
  - Color copiers
    - Lib 2<sup>nd</sup> floor
    - MET 2<sup>nd</sup> floor

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## Web Sites to Know

- ❖ Library
  - Main page: <http://library.hsc.unt.edu/> -> Services -> Printing / Copying / Pharos System
  - Help with accounts/printing, contact Library Service desk: 817-735-2465 ~ libcirc@unthsc.edu
  
- ❖ Help Desk:
  - VPN Connection: <http://studentvpn.unthsc.edu/> (Software at: [http://web.unthsc.edu/info/200737/helpdesk/2370/get\\_software](http://web.unthsc.edu/info/200737/helpdesk/2370/get_software))