

pantherPRINT

Step-by-step Instructions

pantherPRINT is a service to print black & white copies and color copies using computer desktop workstations in the general access Campus Computer Labs (CCL), select departmental labs, and the UWM Libraries. pantherPRINT uses a print release station, a computer devoted to managing print jobs for public printers, and requires a pantherPRINT card.

Printing Costs

Black & white: \$.07 (seven cents) per sheet (printing duplex/double-sided results in \$.035 per page)

Color: \$.50 (50 cents) per sheet (printing duplex/double-sided results in \$.25 per page)

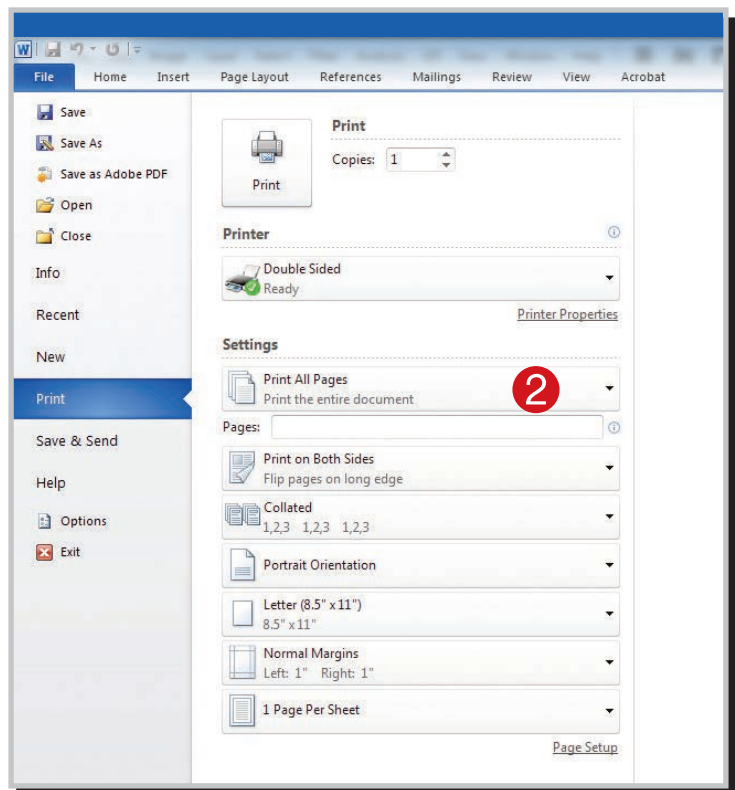
Using a Lab Computer

pantherPRINT requires use of a lab computer desktop work station; the individual must log in using an ePantherID and password. Files can be printed from a USB device or from pantherFILE.

AT THE DESKTOP WORKSTATION

1. From the application's main menu select *File, Print...* ①

The print dialog box appears ②



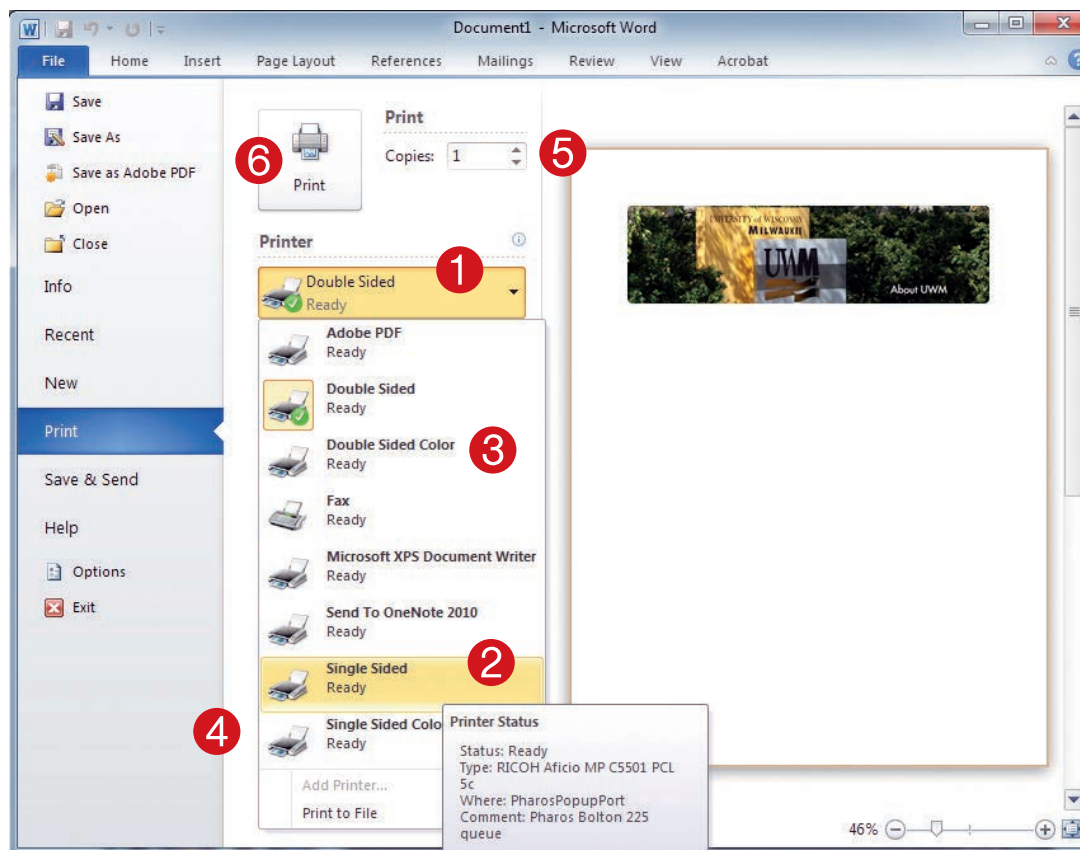
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2. Select your print options:

Double Sided ① or *Single Sided* ② OR *Double Sided Color* ③ / *Single Sided Color* ④
and *Number of Copies* ⑤

3. Click the *Print* ⑥ button. The Pharos Popup Client dialog box displays.



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From the *PHAROS Popup Client* dialog box

4. Enter your UWM ePantherID **1** and your password **2**.
5. Click the *Print* **3** button in the dialog box. Your document is sent to the print queue and can only be printed when you select the job and enter your password at the *pantherPRINT Release Station*.

Repeat steps 1-5 if appropriate.

NOTE: Print jobs stay in the *pantherPRINT Release Station* queue for two hours and then are automatically deleted.

Passwords
are
CASE SENSITIVE!

Print Job Details

Please enter your ePanther ID **1** This name is associated with the job at the Pharos Station

Please enter your ePanther password **2**

Pharos Systems illuminate **3** Print Cancel

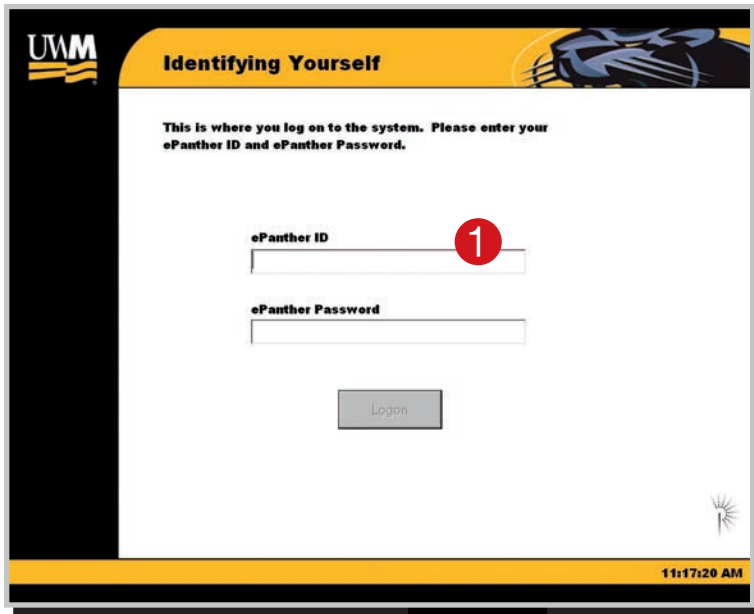
6. Close any open applications and log off your computer.
7. Move to the *pantherPRINT Release Station* computer located next to each printer. Insert your *pantherPRINT* card into the station's card reader and then locate, select and release your print job.

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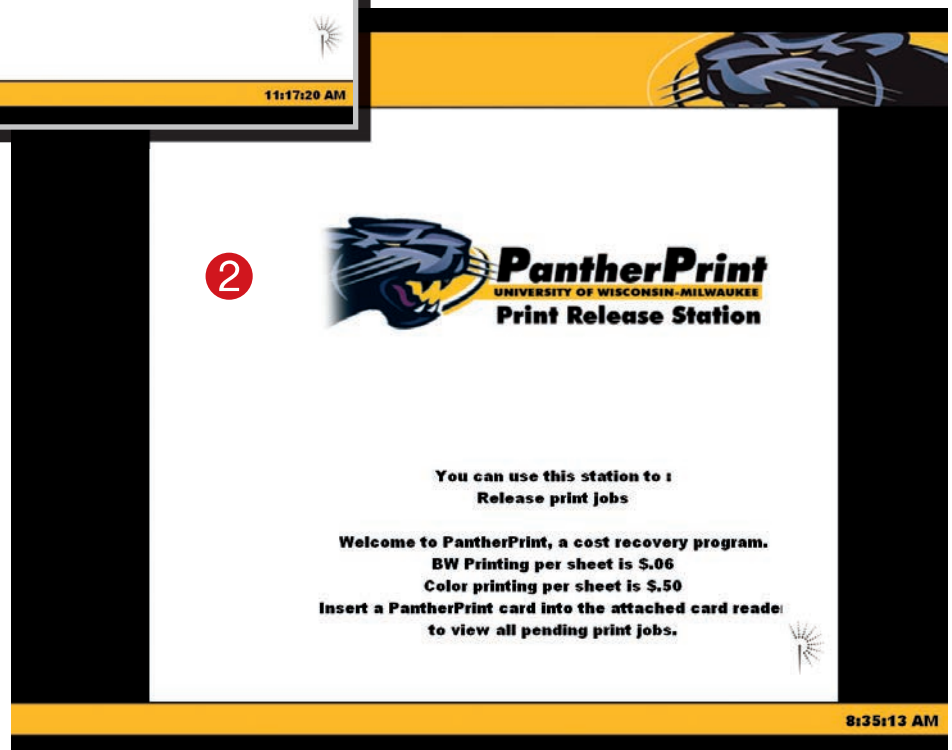
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AT THE pantherPRINT RELEASE STATION

The *pantherPRINT Release Station Welcome* window **1** or the *PHAROS* screen saver **2** may display at the release station computer.



If the *pantherPRINT Release Station* computer is not on or if the *pantherPRINT* program does not appear to be running, notify the *Lab Consultant* on duty.



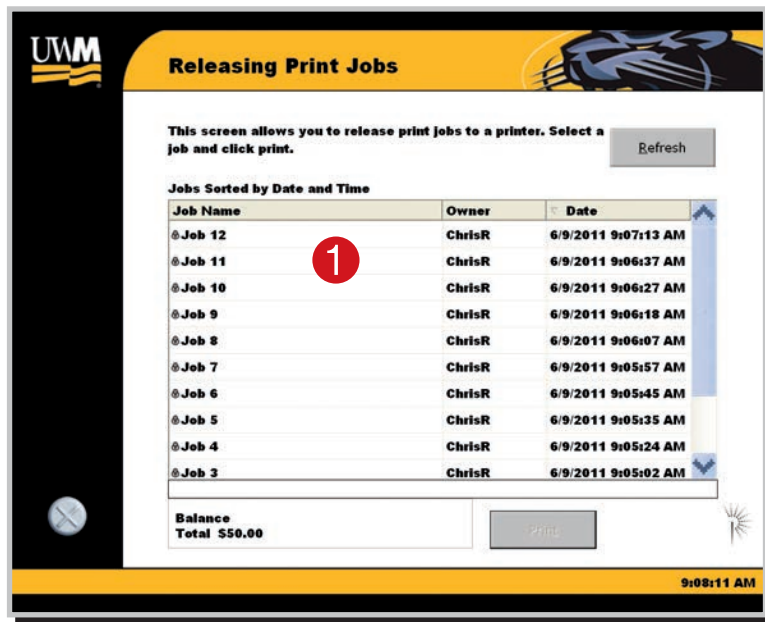
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Insert the *pantherPRINT card* into the release station card reader.

The *Releasing Print Jobs* window displays after the card reader has scanned the *pantherPRINT* card account balance information. (The card may move quickly out of and back into the card reader.)

NOTE: Large print jobs may take a longer time to appear at the *pantherPRINT Release Station*. If you do not see your print job(s) in the *Job Name* list, click the *Log Off* button in the *Releasing Print Jobs* window. The *pantherPRINT* card ejects from the card reader; re-insert the card into the release station card reader and locate your print job(s).



If the *pantherPRINT* card is ejected and/or an error message displays on the card reader, notify the *Lab Consultant* on duty.

THE *RELEASING PRINT JOBS* WINDOW IS MADE UP OF 5 (FIVE) SECTIONS:

1 THE *LIST* OF JOBS IN THE QUEUE

Only print jobs associated with your ePantherID will show up in the queue. The information will include the job name, date and time the job was sent to the release station queue from the PC.

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2 THE **COST** OF THE CURRENT SELECTION OF JOBS

The *cost bar* is located directly under the list of jobs section. When a job is selected (highlighted), the *cost bar* displays the *number of sheets* in the print job as well as the *total cost* you will incur by printing the selected job.

3 THE **ACCOUNT BALANCE TOTAL** ON YOUR PANTHERPRINT CARD

Your current *Account Balance Total* displays in the *account balance box* located below the cost bar *before* printing the currently selected job.

4 THE **PRINT** BUTTON

The *Print* button permits you to print a selected (highlighted) job.

5 THE **STATUS BAR**

The *status bar*, located at the bottom of the window, displays the *status of the job being printed*.

UWM

Releasing Print Jobs

This screen allows you to release print jobs to a printer. Select a job and click print.

Jobs Sorted by Date and Time

| Job Name | Owner | Date |
|----------|--------|---------------------|
| Job 12 | ChrisR | 6/9/2011 9:07:13 AM |
| Job 11 | ChrisR | 6/9/2011 9:06:37 AM |
| Job 10 | ChrisR | 6/9/2011 9:06:27 AM |
| Job 9 | ChrisR | 6/9/2011 9:06:18 AM |
| Job 8 | ChrisR | 6/9/2011 9:06:07 AM |
| Job 7 | ChrisR | 6/9/2011 9:05:57 AM |
| Job 6 | ChrisR | 6/9/2011 9:05:45 AM |
| Job 5 | ChrisR | 6/9/2011 9:05:35 AM |
| Job 4 | ChrisR | 6/9/2011 9:05:24 AM |
| Job 3 | ChrisR | 6/9/2011 9:05:02 AM |

250 sheets at a cost of \$15.00

Balance Total \$50.00

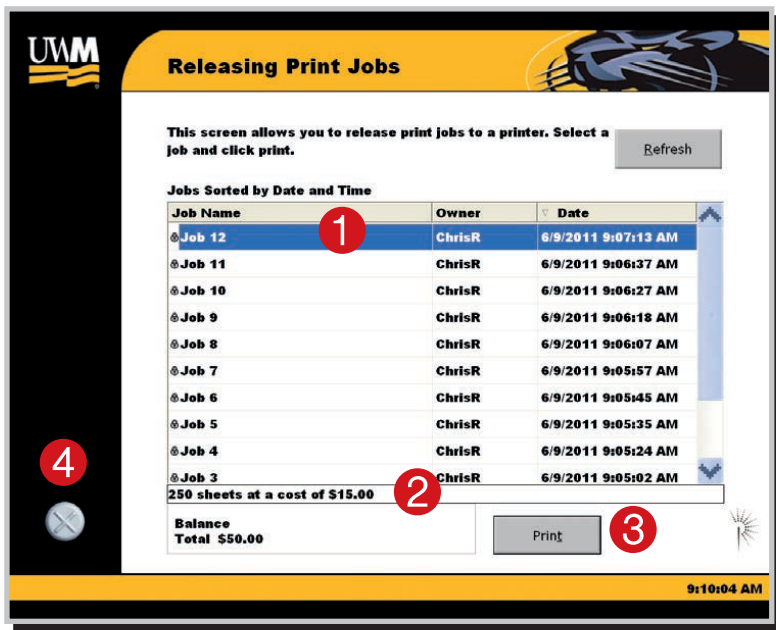
9:10:04 AM

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To *Release Print Jobs* from the print queue

1. In the *Releasing Print Jobs* window, select (highlight) the job to print. ①



2. Review the cost bar area to confirm number of sheets being printed and cost. ②
3. Click the *PRINT* button. ③

If the *pantherPRINT* card account balance is sufficient to cover the cost, the balance is decreased by the displayed cost, the job is printed and automatically deleted from the Job Name list. (The card may move quickly out of and back into the card reader).

Repeat steps 1-4 to print other pending jobs you have in the print queue.

4. Click the “X” button to log off.

The *pantherPRINT* card ejects from the card reader and the *pantherPRINT Release Station Welcome* window re-displays.

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INSUFFICIENT FUNDS TO RELEASE PRINT JOB(S) FROM THE PRINT QUEUE:

If the *pantherPRINT* Card account balance is not sufficient to cover the total cost of a selected printing job, a message, *Insufficient funds to continue print job*, displays. ❶ (The card may move quickly out of and back into the card reader). The job remains in the queue but is not printed.

1. Click the *OK* button in the dialog box. ❷
2. Click the “X” button ❸ to log off. The *pantherPRINT* card ejects from the card reader. If desired, locate a card dispenser and add money to your *pantherPRINT* card.

OR

3. Select (highlight) a job which the *pantherPRINT* Card account balance is sufficient to cover the total cost.

The screenshot shows the 'Releasing Print Jobs' interface. At the top, there is a header with the UWM logo and the title 'Releasing Print Jobs'. Below the header, a message states: 'This screen allows you to release print jobs to a printer. Select a job and click print.' A 'Refresh' button is located to the right of this message. The main content area displays a table of jobs sorted by date and time. The table has columns for Job Name, Owner, and Date. The jobs listed are Job 13 through Job 4. Job 11 is highlighted, and an error dialog box is open over it, displaying the message 'Error: Insufficient funds to continue print job' with an 'OK' button. A red circle with the number 1 is next to Job 13, a red circle with the number 2 is next to the 'OK' button, and a red circle with the number 3 is next to the 'Print' button at the bottom of the interface. The bottom of the interface shows a balance of \$50.00 and a 'Print' button. The time 9:15:13 AM is displayed in the bottom right corner.

| Job Name | Owner | Date |
|----------|--------|---------------------|
| @Job 13 | ChrisR | 6/9/2011 9:14:44 AM |
| @Job 12 | ChrisR | 6/9/2011 9:07:13 AM |
| @Job 11 | ChrisR | 6/9/2011 9:06:37 AM |
| @Job 10 | ChrisR | 6/9/2011 9:06:27 AM |
| @Job 9 | ChrisR | 6/9/2011 9:06:18 AM |
| @Job 8 | ChrisR | 6/9/2011 9:06:07 AM |
| @Job 7 | ChrisR | 6/9/2011 9:05:57 AM |
| @Job 6 | ChrisR | 6/9/2011 9:05:45 AM |
| @Job 5 | ChrisR | 6/9/2011 9:05:35 AM |
| @Job 4 | ChrisR | 6/9/2011 9:05:24 AM |

999 sheets at a cost of \$59.94

Balance Total \$50.00

Print

9:15:13 AM