

# PHAROS

## FREQUENTLY ASKED QUESTIONS

### WHAT IS PHAROS?

Pharos is a print management system that will be fully activated in all computer labs on May 31, 2016, the first day of Summer Session I. A print management system makes a big impact on our sustainability footprint because of the amount of paper, toner and energy saved over time. Just as important, it saves money in the student Technology Access Fee (TAF) account that will be dedicated to educational technology projects that otherwise wouldn't be possible.

### WHY IS PHAROS BEING IMPLEMENTED?

Most regional universities have been using Pharos or a system like it for as many as twenty years. Resources such as paper and toner are paid for by the student fee called TAF and this will continue to be the case. At the beginning of each semester each student account will be allotted an amount of print-outs. By limiting students equally, we are not "taking away free printing," only limiting it, and doing so in order to conserve resources while fairly distributing those resources between students who print out in excess and those who print out conservatively. To learn more about TAF and some of the educational technology it has funded, go to: <http://www.apsu.edu/atc>

### WHO ELSE IS PARTICIPATING IN PRINTING RESOURCE CONSERVATION ON OUR CAMPUS?

Faculty and staff, while not using Pharos, are committed to reducing our consumption of resources. Concerned faculty have formed a committee that will inform other faculty of best paperless teaching practices throughout the coming year. Concerned staff also formed a committee to look for alternative technologies and practices that will minimize our dependency on paper.

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## 1. Below, find answers to the following **sustainability** topics related to paper:

- How many trees does it take to make a ream of paper?
- What are some paper pollution issues?
- How much paper do we use?
- How much paper generally ends up in the landfill?

- How does recycling paper help?
- What can we do to help?

### **HOW MANY TREES DOES IT TAKE TO MAKE A REAM OF PAPER?**

According to *Conservatree.com* there is no easy answer to this question because it depends on the type(s) of trees and processes used to make a certain type of paper. Regular office paper is half as efficient to make as newsprint, and 1 ream (500 sheets) uses about 6% of a tree “(which adds up fast)!” Trees grown as a crop for the industry create a monoculture that prevents healthy biodiversity in the forest ecosystem.

### **WHAT ARE SOME PAPER POLLUTION ISSUES?**

The issues are significant, including deforestation, an immense use of water, polluted wastewater discharges, air pollution in the form of nitrogen dioxide, sulfur dioxide and carbon dioxide, contributing to acid rain and the carbon footprint, vast energy consumption, and landfill waste.

### **HOW MUCH PAPER DO WE USE?**

According to *thepaperlessproject.com* “the U.S. uses approximately 68 million trees each year to produce paper and paper products... Loss of forests contributes between 12 and 17% of annual global greenhouse gas emissions.” “According to the *Environmental Protection Agency*, printing and writing papers typically found in a school or office environment such as copier paper, computer printouts and notepads, comprise the largest category of paper product consumption.”

### **HOW MUCH PAPER GENERALLY ENDS UP IN THE LANDFILL?**

According to *Environmental Protection Agency*, paper makes up about 27% of municipal solid waste. Go to: <https://www.epa.gov/smm/advancing-sustainable-materials-management-facts-and-figures>

### **HOW DOES RECYCLING PAPER HELP?**

Recycling paper is an important action, but it is always better to first “reduce, reuse, and then recycle.” Paper fibers collapse and are unusable after 5-10 times through the recycling process, and the process always requires wood pulp be added. According to the *Environmental Protection Agency*, “recycling causes 35% less water pollution and 74% less air pollution.”

### **WHAT CAN WE DO TO HELP?**

TIPS FOR BEST PRINTING PRACTICES ON CAMPUS AND IN THE OFFICE (From *Cal Poly Pomona*)

1. Avoid printing email messages and Web pages.
2. If you do need to print Web pages, turn off graphics to minimize the number of pages. Or, use the “print-friendly” option. The same applies to printing articles.

3. Edit and proofread papers online before printing (e.g.: use the spell check feature to find spelling and grammatical errors).
4. Use “Print Preview” from the File menu to check your document before printing.
5. Check margins, printer and page settings prior to printing.
6. Print one copy at a time.
7. Print only the pages needed in a document.
8. Print PowerPoint slides (handouts) six to a page and in black and white only with no background.
9. Always protect your password to prevent others from using your account.
10. If you send a print job but find an error before releasing the print job, do not release the job. The print job will time out and automatically be deleted in 2 hours.
11. If a print job fails, be sure to put the wasted paper in the blue recycle bin!

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## **2. Below, find answers to the following financial topics:**

- **Costs per page**
- **Allotment**
- **What should I do if I use all my Pharos allotment?**
- **Refunds**
- **After hours printing**
- **How can I check my account balances?**
- **How can I add more funds to my allotment?**
- **What if my balance isn't enough to complete a print job?**
- **Will my allotment be rolled over at the end of each semester?**
- **My work study requires me to print. Will I be charged for those pages?**
- **What happens if I have to print articles or web pages for a class?**
- **Two examples of how the \$30 allotment might be spent in one semester**

### **COSTS PER PAGE**

The cost of printing for black and white will be \$0.08 for simplex (single-sided) and \$0.10 for duplex (double-sided). For color printing the charge will be \$0.25 per page.

### **ALLOTMENT**

Each student must have a valid APSU ID card issued to them to print. It will automatically be preloaded at the start of each semester with an allotment of \$30 worth of printouts. If you were to print only simplex sheets that would “buy” you 375 sheets of paper. If you print out only duplex sheets that would be 600 sheets. The allotment can go a long way!

### **WHAT SHOULD I DO IF I USE ALL MY PHAROS ALLOTMENT?**

Pharos is tied to your Govs Card account. If you find your allotment is approaching zero, visit one of the reload stations located in the Library or the University Center to add funds to your account – when you log in to use a Pharos computer it will track your finances.

## **REFUNDS**

Institutionally provided funds will not be refunded since they are an allocation of the Technology Access Fee (TAF). Personal funds will not be removed from the student's account or be swept to TAF. Funds that are added by the student will be accumulated with Gov Bucks and will remain as spendable balances across campus.

### ***Frequently Asked Questions about Govs Card account***

#### **Q. What is a Govs Card?**

A. The Govs Card is the official APSU ID card. The Card has a declining balance account, called Govs Bucks, that allows users to add money to their card. Govs Bucks may be used at locations across campus including the Pharos print management system.

#### **Q. How can a student start an account?**

A. Registered students automatically receive an account for Pharos on their Govs Card.

#### **Q. Where can I check my Pharos balance?**

A. On the Pharos portal: [myprintcenter.apsu.edu](http://myprintcenter.apsu.edu)

## **AFTER HOURS PRINTING**

Some students will desire to print after business hours or on weekends and may not have enough funds remaining in their account. Currently, two machines exist on campus (one in the Library and one in the University Center) that allow students or guests to purchase pre-loaded cards or to add funds to their account.

## **HOW CAN I CHECK MY ACCOUNT BALANCES?**

Access your account in the Pharos portal by opening a web browser and entering: [myprintcenter.apsu.edu](http://myprintcenter.apsu.edu). Your remaining balance will be displayed under the **My Funds** area. A complete history of your Print Jobs is also available.

## **HOW CAN I ADD MORE FUNDS TO MY ACCOUNT?**

Pharos is tied into your Govs Card Account. If you find your Pharos funds are low, visit one of the reload stations located in the library and the MUC.

## **WHAT IF MY BALANCE (OR WHATEVER SHOWS ON EACCOUNT) ISN'T ENOUGH TO COMPLETE A PRINT JOB?**

Pharos will verify that there are enough funds in your account prior to releasing a print job. If there is not, visit one of the reload stations located in the Library and the MUC.

## **WILL MY ALLOTMENT BE ROLLED OVER, SEMESTER TO SEMESTER?**

Yes and no. This is how it works:

APSU will allocate \$30 to each enrolled student's account at the beginning of each semester. Printing allotments will roll over from Fall to Spring semester, to be swept from student accounts at the end of Spring semester. Printing allotment for Summer will be swept from the students account at the end of the semester.

Pharos print allocations will use three semesters:

- Fall semester will include the fall semester on the Clarksville campus and the Fall I and Fall II terms at Fort Campbell.
- Spring will include the Wintermester, Spring semester on the Clarksville campus, and Spring I and Spring II at Fort Campbell.
- Summer will include Maymester, Summer III at Fort Campbell, and the Summer I and Summer II terms on the Clarksville campus.

### **MY WORK STUDY JOB REQUIRES ME TO PRINT. WILL I BE CHARGED FOR THOSE PAGES?**

If there is printing needed for office purposes, please visit with your department.

### **WHAT HAPPENS IF I HAVE TO PRINT ARTICLES OR WEB PAGES FOR A CLASS?**

First ask yourself – is it essential that I print this article? Can I read it on the computer screen? Do I need to print the entire article or just a part of it? Always ask your professor if they expect you to print out materials.

If you must print, do a Print Preview first. You may find there are additional pages (i.e. table of contents, ads from web pages, etc.) that are not needed. Also consider printing two pages per sheet. This feature is available in most programs. The text is legible and there is plenty of room for notes in the margins.

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### **3. Two examples of how the \$30 allotment might be spent in one semester:**

Example 1.

You have a class that meets three time per week for which you are required to print out 30 slides per day. You have 12 eight page papers to write for different classes. You also have a 10-page paper that includes charts and pictures, so you want to print that paper in color. The costs associated with these requirements are as follows (30 slides printed six slides per page on both sides of the page requires 3 pages per class meeting. 45 class meetings during the semester. This comes to \$0.10 per page X 3 pages per meeting X 45 meetings = \$13.50), (12 eight page papers, printed on both sides for review and editing, then printed single sided for submission. This comes to (12 papers X 8 pages per paper / 2 sides X \$0.10 per page + 12 papers X 8 pages each X \$0.08 per page = \$12.48), (10 pages, printed on both sides for review in black and white, then printed single sided in color for submission. This comes to 10 pages / 2 sides X \$0.10 per page + 10 pages X \$0.25 per page for color = \$3.00) Your total cost for printing during the semester is \$13.50 + \$12.48 + \$3.00, which comes to \$28.98.

#### Example 2.

A student has been printing 1,000 pages per semester for each of 4 classes (4,000 pages total). This includes the following:

1. 500 pages per course (2,000 total) of slides from the lecture
  2. 350 pages per course (1,400 total) of articles supporting papers and lecture
  3. 150 pages per course (600 total) of papers for submission. This includes 2 copies of the papers for review in the Writing Center (first and second draft) and one copy for submitting to the professor
- ii. Example Solution: The student chooses the following options:
1. Only print the slides used during test reviews (60 slides per course) so that the students can write notes on the slides. These are printed 3 per page (with notes area to side) using double sided printing. All other slides are kept digitally for access on the student's phone. Print cost for 60 slides per course: (\$4.00)
  2. Most of the articles are maintained digitally, but the student chooses to print three articles for discussing with her study group (70 pages total). Print cost for 70 pages using double sided printing: (\$3.50)
  3. The student initially prints papers double sided for review in the Writing Center (100 pages total), then realizes that she can take the papers to the Writing Center digitally using her flash drive. All of the completed papers are printed single-sided for submission (200 pages total). Print cost for 100 pages printed double sided and 200 single sided pages: (\$21.00)
  4. Total Printing cost: \$29.50.
  5. The student does not spend any personal funds, and the university saves \$0.50, which when multiplied by 10,000 students provides \$5,000 for purchasing technology for student use.

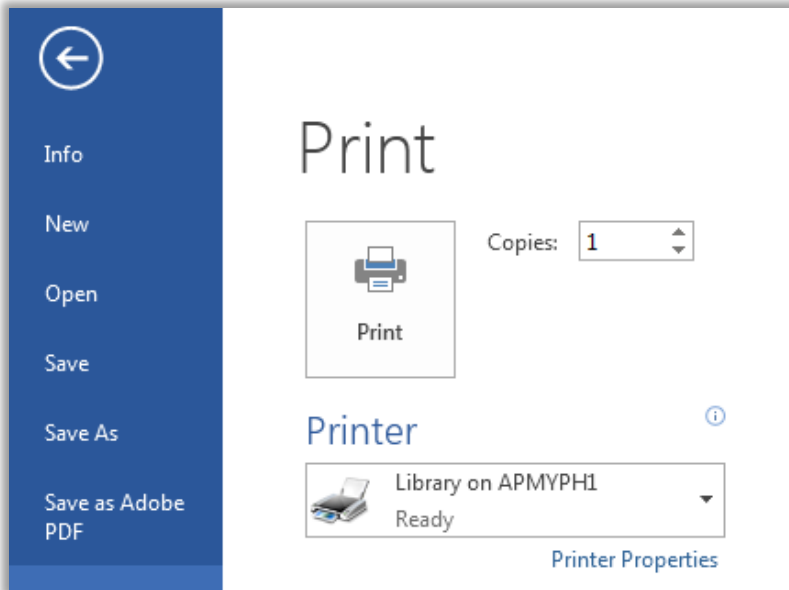
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## 4. Printing in Woodward Library

All student-use printers in the Library are accompanied by a Pharos print release station. A print release station consists of a computer and a printer. Currently, there are eight Pharos print release stations in the Library. These release stations allow you to release a print job(s). Below are different ways that you can send a print job(s) to Pharos and release them at the print release stations in the Library. *Students must have a valid APSU ID issued to them in order to be able to print.*

- **"File" --> "Print"**: When you print a document from within a program (e.g., Microsoft Word, Excel, Adobe Reader, etc.), click "File" and "Print". A default printer named


“Library on APMYPH1” is installed on all student-use computers. When you print, make sure that this print is selected. Once you have sent a print job to the printer, you will be able to release it from ANY Pharos print release stations in the Library. See a set of instructions below on “**How to Use the Pharos Print Release Stations**” to release a print job(s).



- **Upload a document(s) through Pharos Web Portal:** Login to Pharos Print Center (or a web portal) at [myprintcenter.apsu.edu](http://myprintcenter.apsu.edu) and upload a document(s) and manage print queues. After you upload a document through Pharos web portal, you will be able to release it at any of the print release stations in the Library. See a set of instructions below on “**How to Use the Pharos Print Release Stations**” to release a print job(s). Most standard file formats are supported for uploading to Pharos through the web portal. Students using personal or library laptop computers may use this option for printing documents in the Library.

## Web Portal Logon

Secure Login




Username



Password

Keep me logged in

## Pharos Print Center

PHAROS  Print Center Help

Job List Activity

<input type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date
<input type="checkbox"/>		WebPAC_training.doc		14	7	12 seconds ago

Navigation:    20 items per page

Payment method : My Funds : \$0.00  
Total available funds

Print options :

Color:   Pages per side:

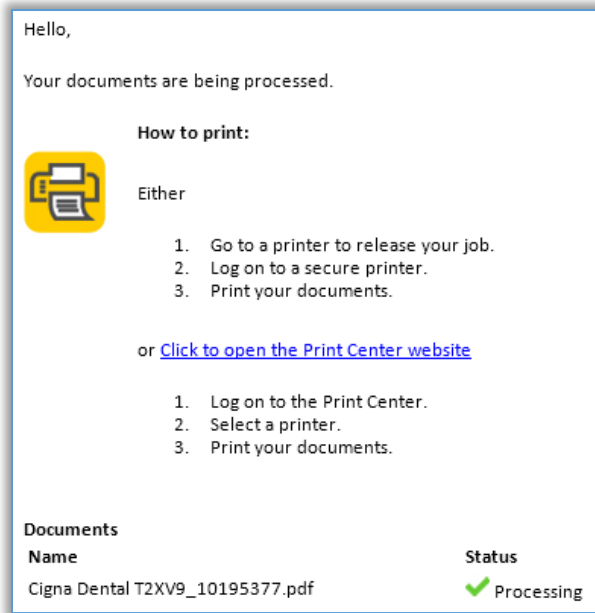
Sides:

- **Email Attachments:** You can forward a document(s) as an email attachment(s) to [bw@apsu.edu](mailto:bw@apsu.edu) from your APSU email account to print to Pharos. Once the email attachment is submitted to Pharos, the sender will receive an email confirming a list of



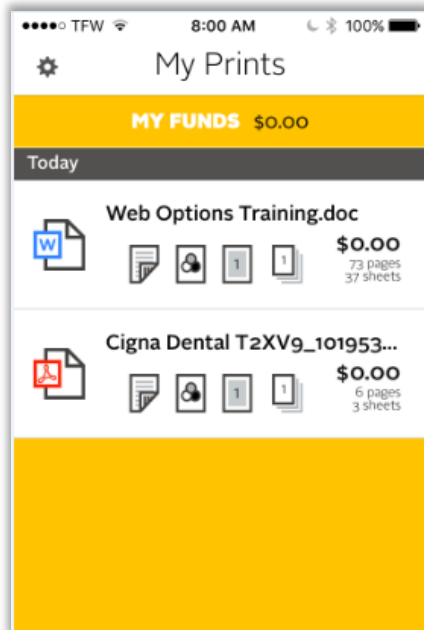
submitted documents which are ready to be released at any Pharos print release stations. You can use this option to send a document to Pharos from anywhere and release it at the library's release stations. See a set of instructions below on "**How to Use the Pharos Print Release Stations**" to release a print job(s).

*Example of email notification*



- **Pharos Print App:** You can download the Pharos Print app from the [iTunes App Store](#) for Apple devices or from the [Google Play App Store](#) for Android devices (by searching the app stores for Pharos Print). After downloading the app, you need to configure it by entering the server name [myprintcenter.apsu.edu](#) and the port number **443** in the app configuration. Then, use your username and password to login. The Pharos Print app will allow you to edit printing options, preview, and delete print queues already submitted to Pharos Print Center. Not all apps will support, but for those that do, select the "Open in" option, then find "open in Pharos".

### Pharos Print app



### How to Use a Pharos Print Release Station

1. Go to one of the Pharos print release stations in the Library and release your print job(s). All students must have a valid APSU ID card issued to them.

### Pharos Welcome Screen



2. At a release station, swipe your Govs ID card or enter your login and password to identify yourself and release a print job(s). Two release stations in the Library use

keyboard logon while the rest use card logon to release print jobs. So, you need to swipe your ID card at one of the card Logon release stations (numbered “**Printer 2**” thru “**Printer 6**”); but if you do not have your ID with you, you can login to Pharos with your username (same as your OneStop login) and password at the release stations (numbered “**Printer 1**” and “**Printer 7**”).

*Pharos Card Swipe Screen*



### Pharos Keyboard Logon Screen

Identifying Yourself

This is where you log on to the system. Please enter your Logon ID and Password.

Logon ID  
aTanw67

Password  
\*\*\*\*\*

Logon

5:16:39 PM

3. When you log in to a Pharos release station, you will see the document pending to be printed on your account. Select the document(s) individually and then click “Print” on the bottom right-hand corner. The document will print at the printer. Pick up your document(s) and click “Logoff” at the bottom left corner when you are done.

**Note:** Your document will remain in the print queue for two hours; and after two hours it will be purged from the queue and you will need to resend the job to the printer.