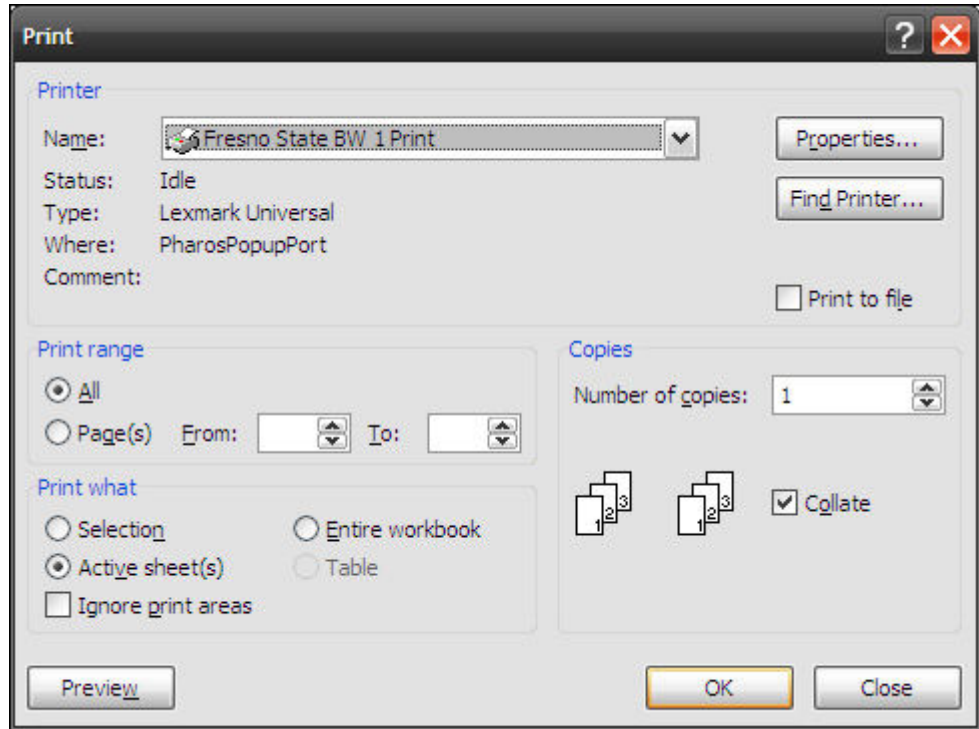


Submitting Pay for Print 2.0 jobs from Campus Labs

1. In the program you wish to print from, click **File** and select **Print**.
2. Depending on what lab you are printing from you will see one of the following:

Labs on Server 1: Fresno State BW 1 Print or Fresno State Color 1 Print

Labs on Server 2: Fresno State BW 2 Print or Fresno State Color 2 Print




3. You will then be presented with the "Print Job Details" screen. Enter your Fresno State email username and password. Then enter a descriptive name for your document.

Print Job Details

Enter your Fresno State E-Mail ID (without entering @csufresno.edu)

Enter your E-Mail password


Enter a descriptive name for this job This name is shown at the Pay-for-Print Station and will help you identify the job

 **Pharos Systems**
illuminate

4. Click **Print**.
5. If the print job was submitted successfully you will see the following screen.

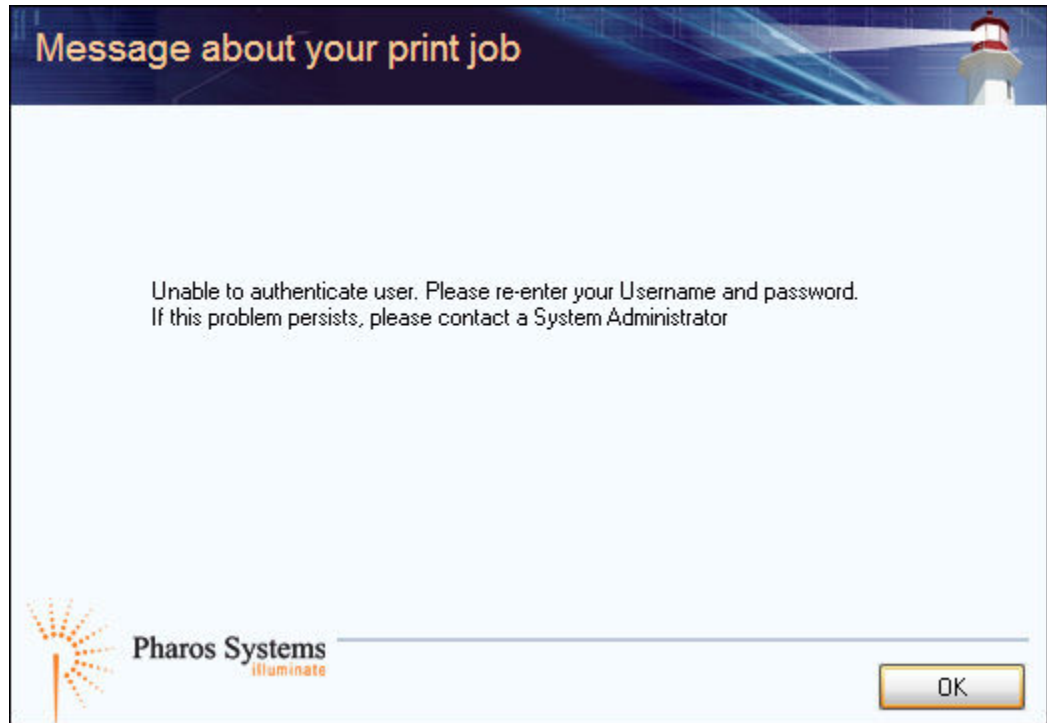
Message about your print job

Your print job was successfully submitted

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illuminate

6. If the print job was **not** submitted successfully due to an invalid username and/or password, you will see the following screen.

Please Note: You will need to resubmit the print job with the correct username and/or password in order to resolve the issue.



7. Go to the desired print location to retrieve your job.

Time Limits

Unprinted jobs submitted from one of the campus print labs will be purged from the print queue after 2 hours. Unprinted jobs submitted from a wireless connection or from home will be purged after 48 hours.

Refunds and Printing Errors

You, the customer, are responsible for all print jobs. Printing drafts, finding errors/typos in your report or printing of wrong documents are your responsibility. You can receive refunds for poor print quality and/or damaged documents caused by the printer.