



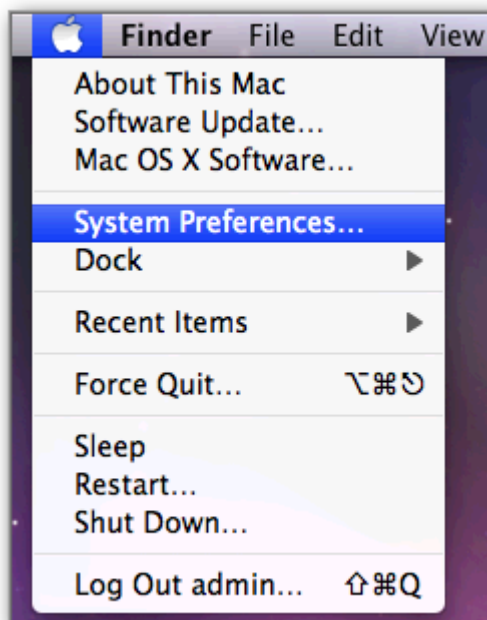
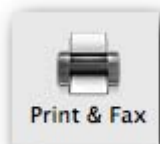
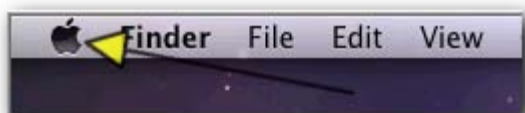
## Installing a University Printer (after installing Pharos).

For students attempting to connect to Philadelphia University Printers.

This guide assumes you are connected to the University network (either via Ethernet or Wireless) and have gone through Campus Manager Registration. It further assumes you have followed the driver install, Pop-Ups and Notify instructions documents.

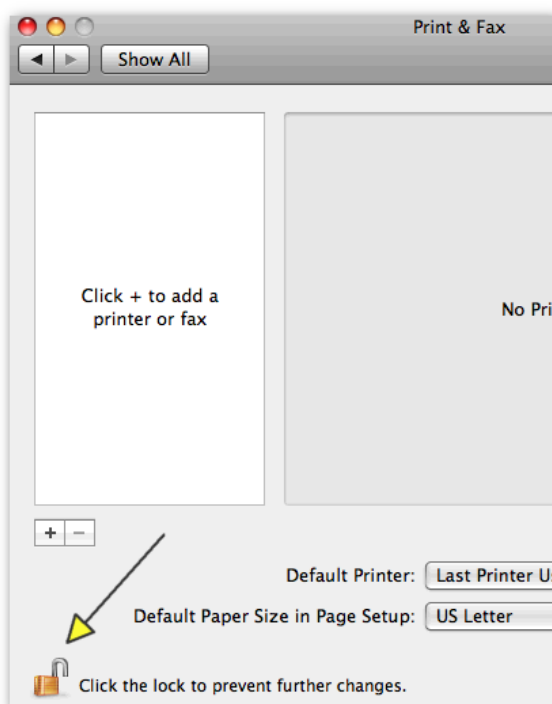
If you have not followed any of these steps please review the appropriate instructions at <http://www.philau.edu/printing>.


1. Prior to beginning please have printed or downloaded the list of printers available at <http://www.philau.edu/printing>.
2. To Begin please click on the “Apple” symbol in the upper left side of your desktop.
3. Click on “System Preferences”.
4. Then click on “Print & Fax”.






5. The "Print & Fax" window will now launch. In the lower left of "Print & Fax" window there is a "Lock" please ensure that the "Lock" is unlocked. If it is locked, click on it. You will be asked to enter your username/password. The lock will now unlock and changes made to the system saved.

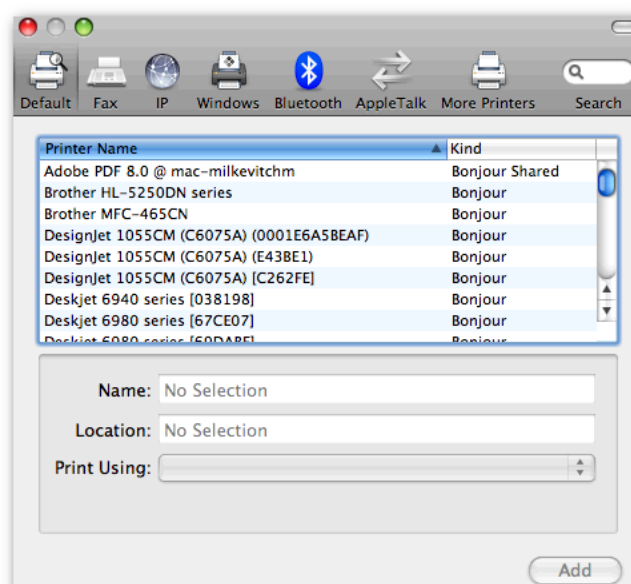
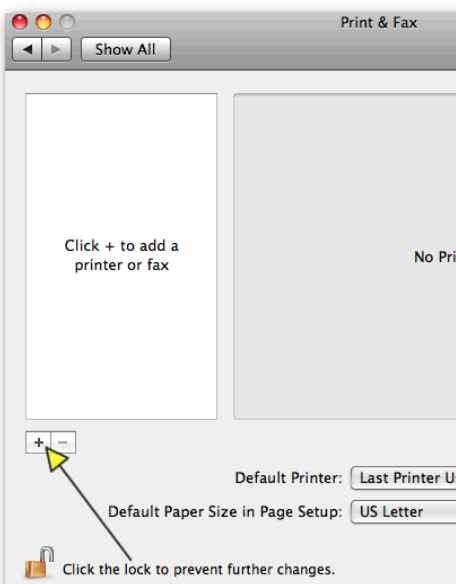


 Click the lock to make changes.



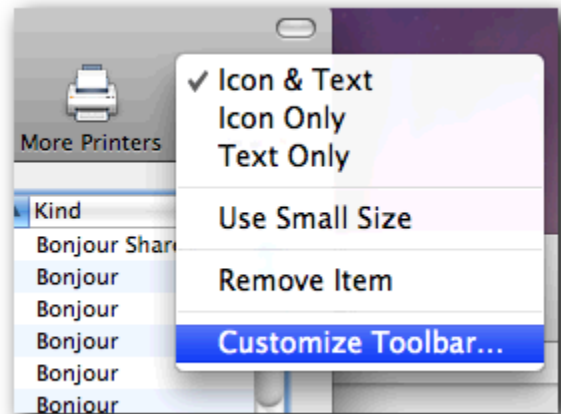
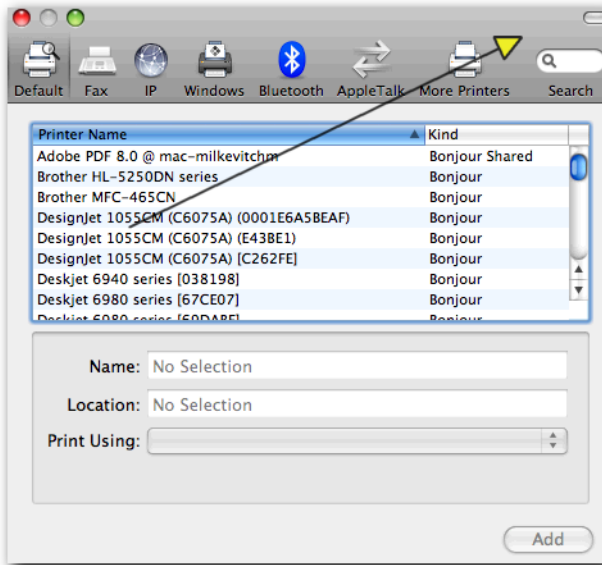
 Click the lock to prevent further changes.

6. Now click on the "+" icon to begin the process to add a printer.
7. A new window will launch containing a list of printers.

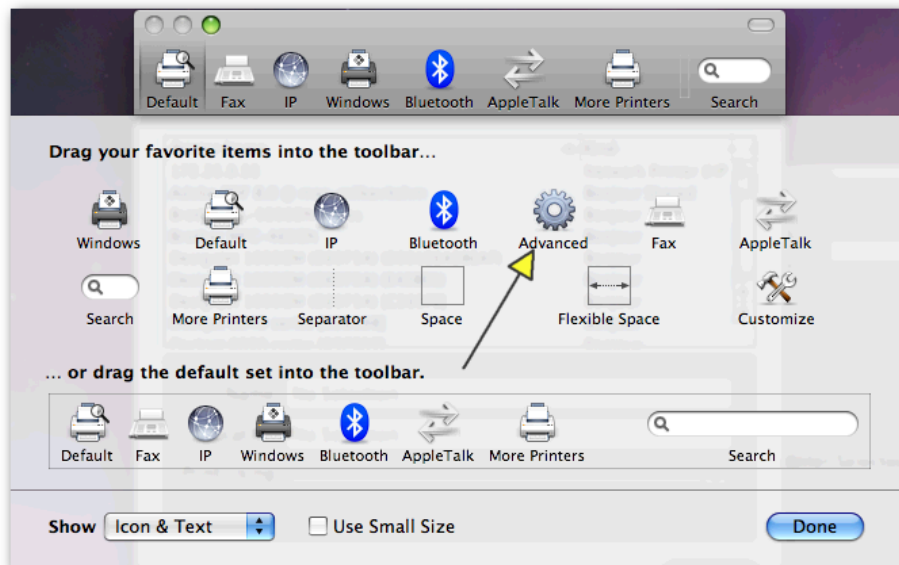




8. Now control + click or right click anywhere with the silver area as demonstrated below.
9. A menu will appear, please click "Customize Toolbar".

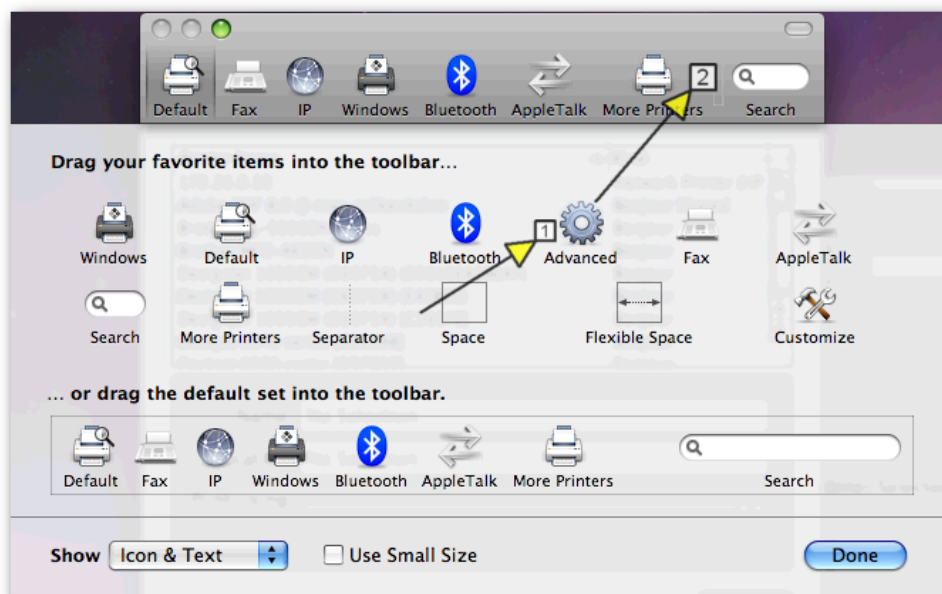


10. A new window will appear with a list of all possible options to add to the printer menu. Please locate the "Advanced" option.

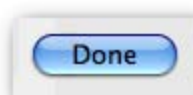




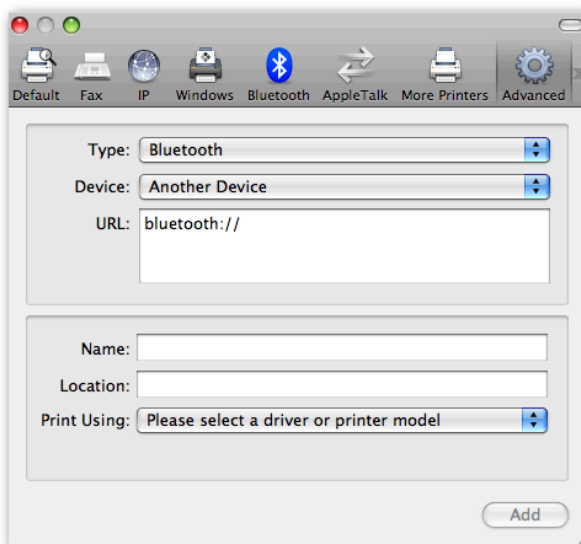
11. Click on the “Advanced” item and hold down your mouse button – now drag the “Advanced” item to the upper toolbar.



12. The tool bar will now change and the “Advanced” option should now appear in the upper toolbar. Please click “Done” to proceed.



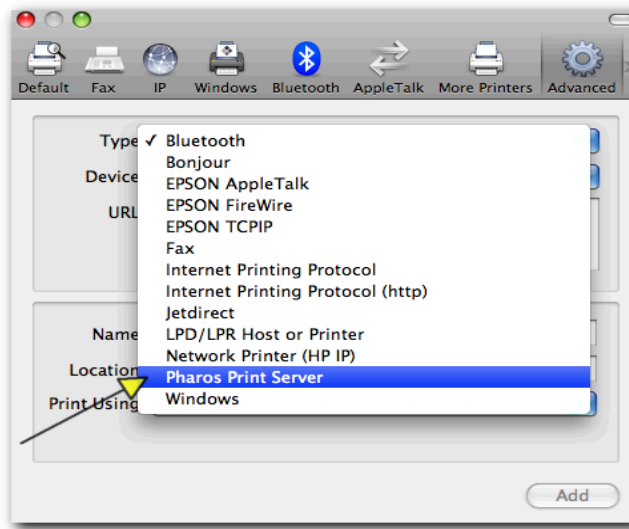
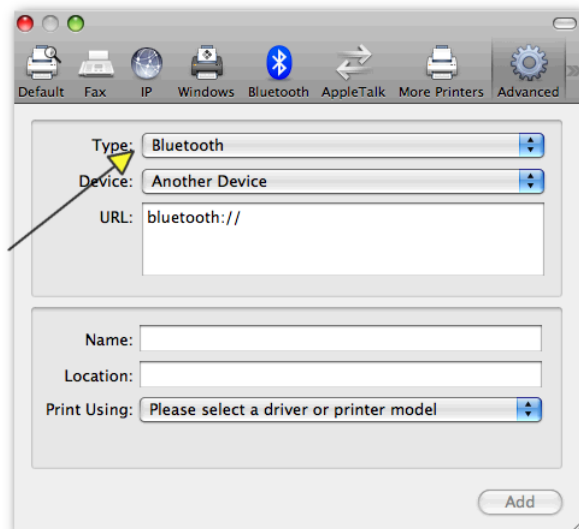
13. You will now return to the main Print & Fax window. Please click on Advanced.
14. The window will now change and provide a variety of options.



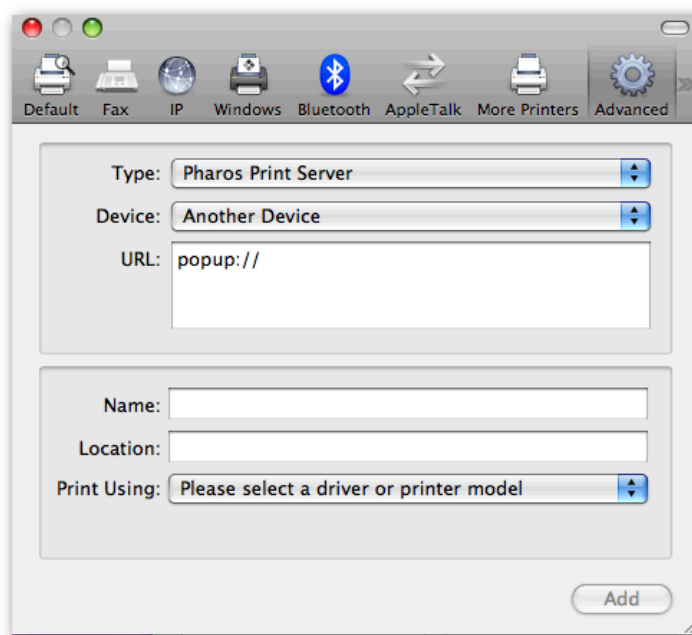


15. Please click on the drop down next to "TYPE". A list of possible options will expand.

16. Please Select Pharos Print Server".



17. The window will now change to reflect the selection of "Pharos Print Server".



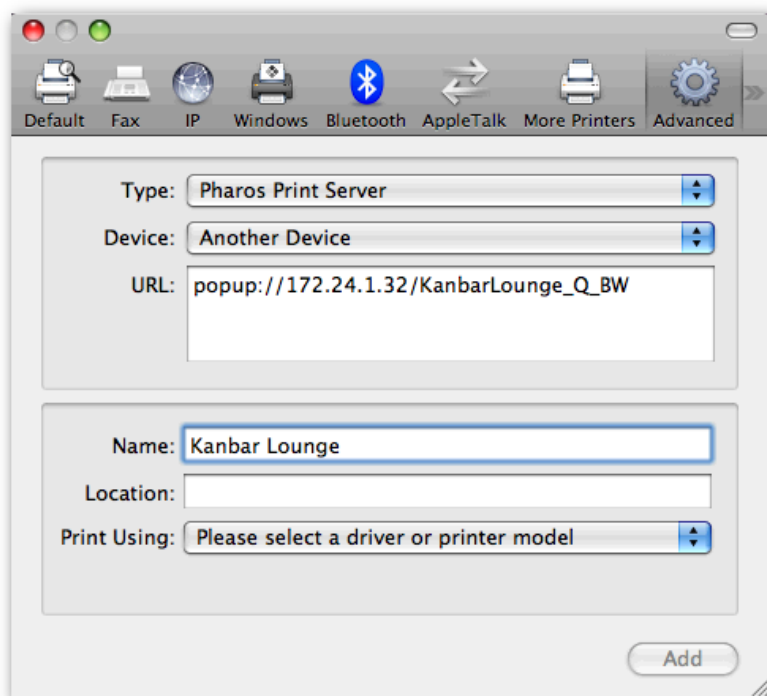
18. Now, please refer to the printer list and identify the printer you wish to install.

19. For the purposes of this tutorial we will be installing the Kanbar Lounge Black and White printer.

20. In the printer list we can identify the printer either by the Name Column or the Comment Column.

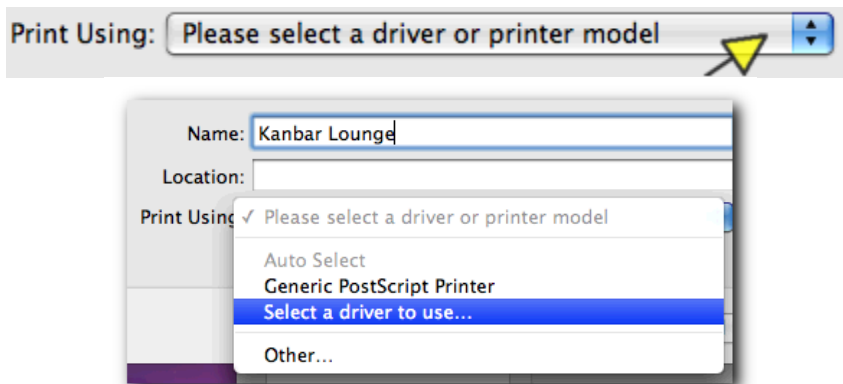


21. In this case the printer we want is "KanbarLounge\_Q\_BW". This is case sensitive so it has to be entered exactly as displayed in the list.
22. Now enter the following information in the "URL:" area, leave "popup://" in place as this is necessary.
  - a. The printer URL will be preceded by the following items:
    - i. Popup:// - this is the protocol used to send the print.
    - ii. 172.24.1.32 – this is the server to which your print will be routed.
    - iii. KanbarLounge\_Q\_BW – this is the name of the print queue for that printer on the server.
23. Enter the printer information:
  - a. E.g. popup://172.24.1.32/KanbarLounge\_Q\_BW

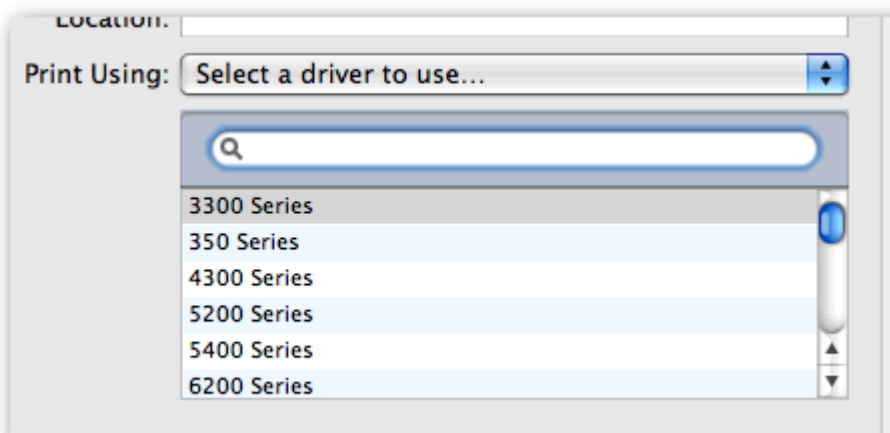


24. Next click on the dropdown next to "Print Using".

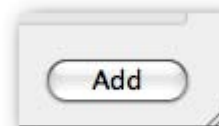
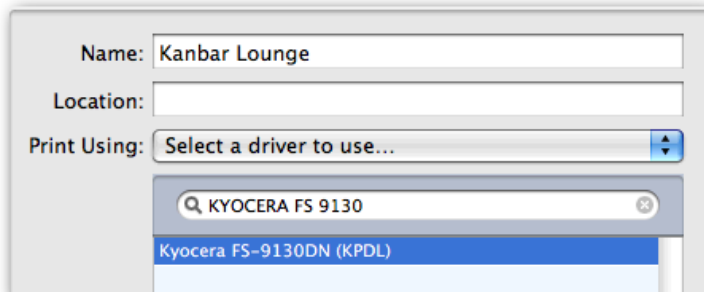
25. Next click on "Select Driver to Use".



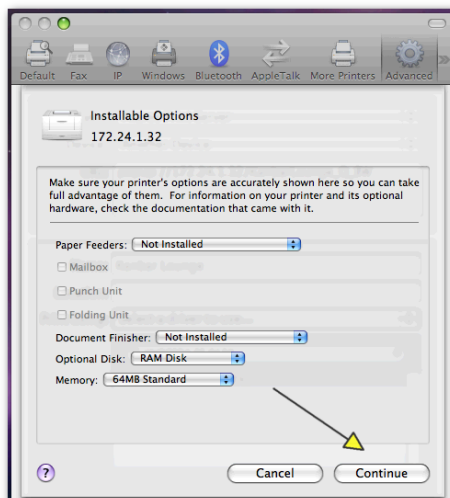
26. A list of driver options will now appear. Please type in the model of the printer or scroll down the list. The model of the printer can be located on in the Model column (e.g. Kyocera Mita FS-9130DN).



27. A list of driver options will now appear. Please type in the model of the printer or scroll down the list. The model of the printer can be located on in the Model column (e.g. Kyocera FS-3100DN KX). Once you've located the proper driver click on the driver and then click "Add".



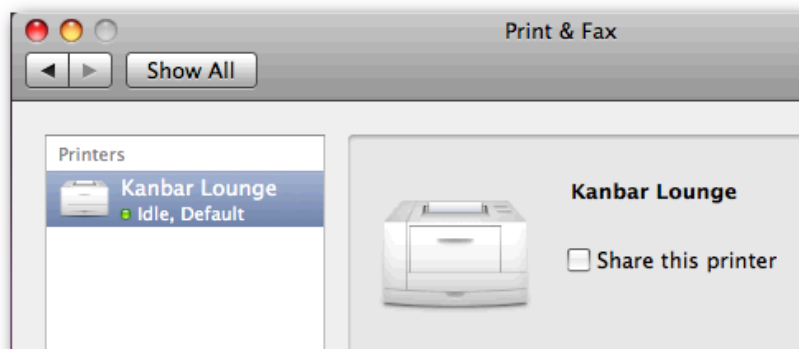
28. A list a new window with advanced options will appear. Leave these as their defaults and click "Continue"



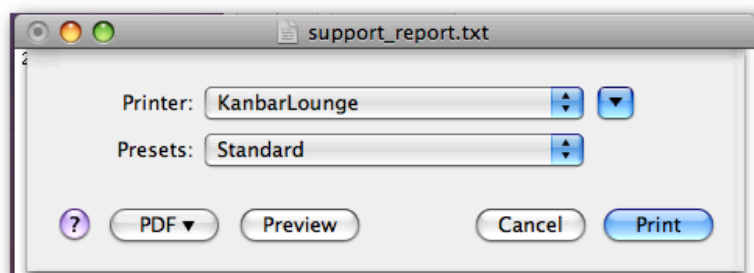
29. A list a new window with advanced options will appear. Leave these as their defaults and click "Continue."



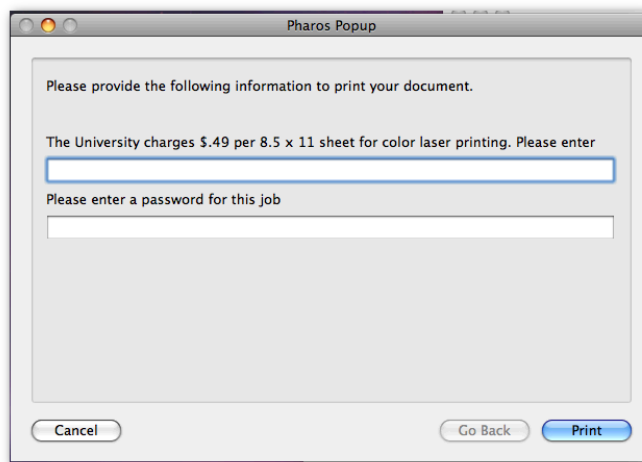
30. The printer is now installed and should appear in your printer list.



31. To confirm the printer is installed please open a document and print it to the Kanbar Lounge Printer.

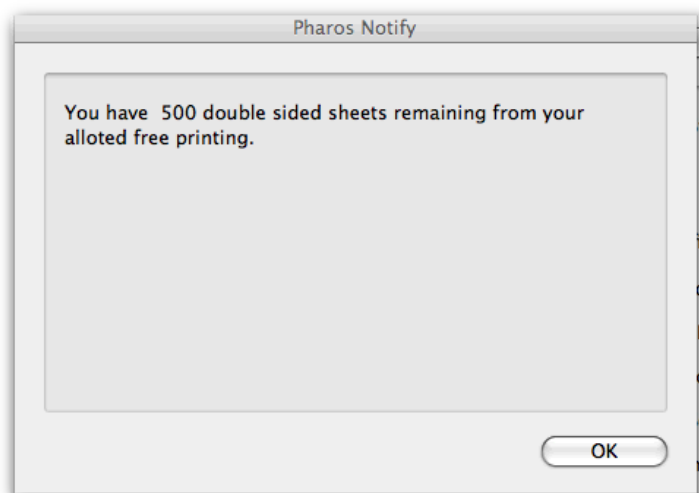


32. A Pharos Popup will appear asking for your university username and password.

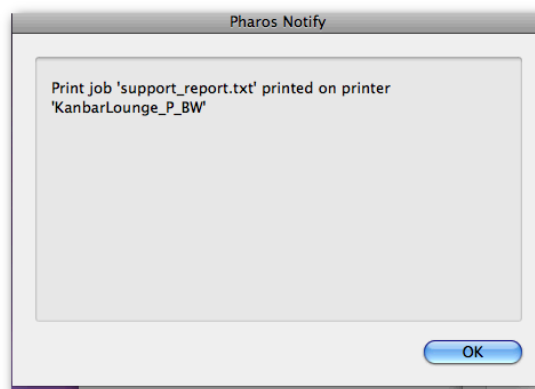


33. If the printer is successfully installed you will be shown how many pages you have left of your quota for the semester.





34. You will also be notified that your print was successful.



35. You can, at this time, pickup your printed document from the printer.

### **STILL HAVING ISSUES?**

Contact the help desk at 215-951-4648 to find out the hours of the University's Student Laptop Clinic, located in the basement of Gutman Library.