

Pharos Installation

Windows XP or Vista

Installing the Pharos software and printers on your computer will allow you to print (using the money in your Pharos account) to the Pharos printers on campus. You do not have to be on campus to send a job to a printer. If you are not on campus, you must have the Cisco VPN client software installed on your computer and you must be logged in before sending a job to the printer or installing the printer drivers. You do have to retrieve the print job within 24 hours from the time it was sent.

If you select the [Pharos Color or Black and White](#), you can only retrieve your print job from the 2nd floor of the Library or the Student Development Lounge.

If you send your print job to the [Pharos Black and White Only](#), you can retrieve your print job from one of 3 places: 3rd floor of the Library, 4th floor of the Library or the 2nd floor of the CBH building.

NOTE: If installing the drivers on the UNTHSC campus using the wireless network, you must be logged in to the network. You do not need to be connected to the VPN when printing while on the UNTHSC wireless network.

Retrieving a Print Job

To retrieve a print job go to one of the MFDs (Color or Black & White) and scan your badge using the attached reader. If you do not have your badge, type your UNTHSC network (GroupWise) ID and password. All of the jobs sent to this copier/printer will be listed.

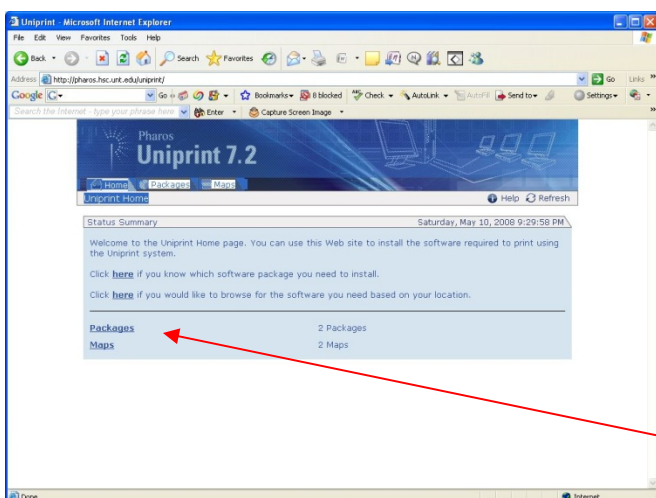
Remove Existing Pharos Printers (if necessary)

If you have previously installed Pharos on your laptop, you must delete the existing printers before installing the current Pharos printers (Pharos HP4350, SD EAD1 MFD, CBH2 MFD).

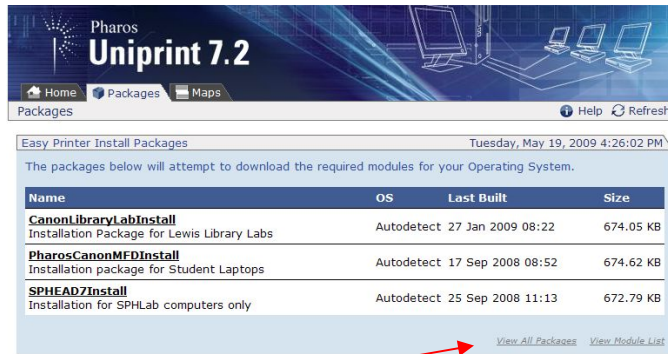
1. Select *Start, Printers and Faxes*
2. Right-click on the printer and select *Delete*

Installing Pharos Printers

1. Go to the following address:
<http://pharos.hsc.unt.edu/uniprint>
2. Click on *Packages*



3. Click on *View All Packages*



4. Click on the 2nd *PharosCanonMFDInstall*



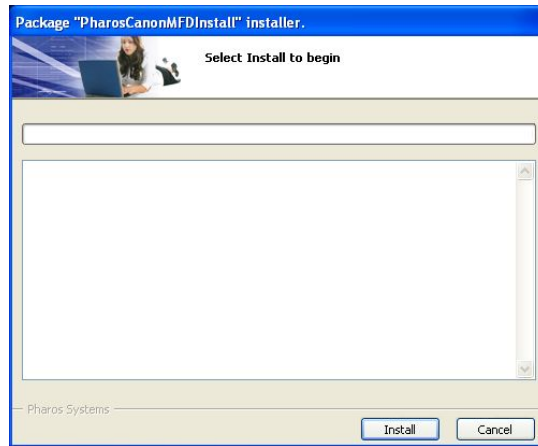
5. Click on *Run*



6. Click on *Run*



7. Click on *Install*



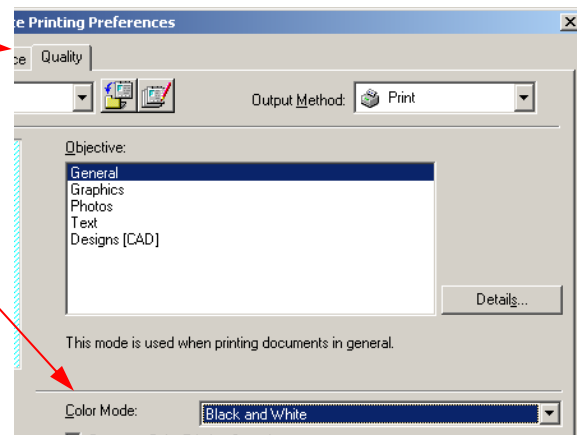
Edit Printer Properties

You must complete the next section as well. We tried real hard to keep you from having to do this, but it is necessary. The following printer properties must be edited:

2-Cassette Feeding Unit Side Paper Deck

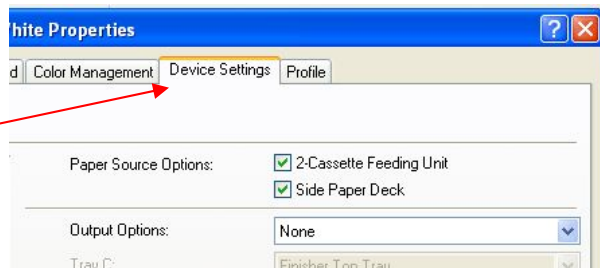
Preferences:

1. Select *Start, Printers and Faxes*
2. Right click on the *Pharos Color or Black and White*
3. Select *Printing Preferences...*
4. Click on the *Quality* tab
5. Change *Color Mode* to *Black and White*



Properties:

1. Select *Start, Printers and Faxes*
2. Right-click on the *Pharos Color or Black and White*
3. Select *Properties*
4. Click on the *Device Settings* tab



5. Check the following options:
 - X 2-Cassette Feeding Unit
 - X Side Paper Deck
6. Right-click on the *Pharos Black and White Only*
7. Select *Properties*
8. Click on the *Device Settings* tab
9. Check the following option:
 - X 2-Cassette Feeding Unit

