

Set Your Computer to Print to the Pharos System All OS Versions

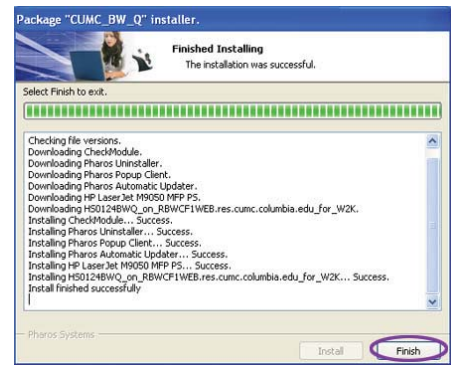
eSupport immediate help online: <http://support.cumc.columbia.edu>
 5-Help (212-305-4357) • 5help@columbia.edu • <http://www.cumc.columbia.edu/it>

This document steps you through configuring your own computer so it can send print jobs to the laserjet Pharos printers at various locations on campus. For general information on how to use the Pharos printers, please see our **Printing on Campus** handout or go to: <http://www.cumc.columbia.edu/it/printing>

Please use the appropriate instructions below based on your computer's operating system.

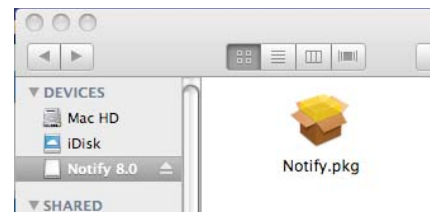
Windows XP and Vista

1. Go to http://www.cumc.columbia.edu/it/getting_started/win_pharos.html and select the link to download the Pharos installation file. Be sure you know the correct bit version for your computer, 32 or 64-bit. There is a link on the page that explains the differences; most personal computers purchased prior to 2009 are 32-bit.
2. When prompted, **Save** the file to a desired location on your computer. The file itself can be deleted once you have completed the installation.
3. Browse to the file you have just downloaded, double-click on it to open, then select the **Install** button.
4. The **Package installer** window will appear and run. Once installation has completed, select the **Finish** button in the lower right corner of the install window.
5. That's it! Pharos is now set up on your computer. The Pharos printer queues are:
 - **CUMC BW** - for any black and white Pharos printer on campus
 - **Color2NDFL_3** - for the color printer on the 2nd floor of the Hammer building.



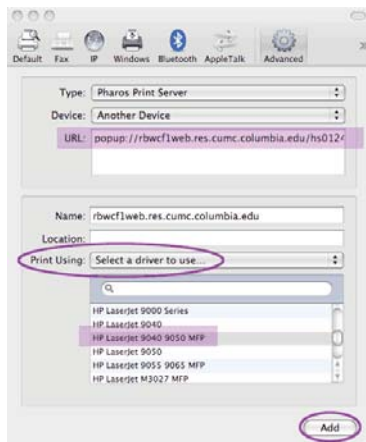
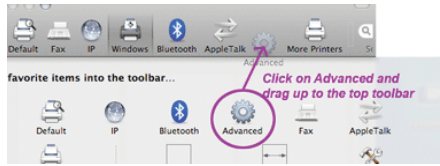
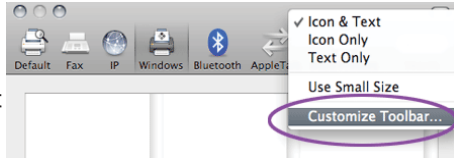
Macintosh 10.5 (Leopard) and 10.4 (Tiger)

1. Go to http://www.cumc.columbia.edu/it/getting_started/mac_leopard_pharos.html or http://www.cumc.columbia.edu/it/getting_started/mac_tiger_pharos.html and select the links to download *both* the **Notify.dmg** and **Popup.dmg** files. Both web sites contain the same files, they are not specific to either OS version.
2. If prompted, **Save** the files to the desired location on your computer. They can be deleted once you have completed the installation.
3. Double-click the **Notify.dmg** file to mount it to your computer, then double-click **Notify.pkg**.
4. The **Notify Installer** will open. Select **Continue** to begin, then **Continue** again to pass the **Read Me** information.
5. Select a destination disk; you will only be able to select your startup disk.
6. Select the **Install** button to automatically install the **Notify** application.
7. You will be prompted to type in the administrative password for your computer, then select **OK**.
8. An **Install Succeeded** window will appear when done, select **Close** to finish. The Notify mount can be ejected from your computer.
9. Repeat Steps 2 through 8 above using the **Popup.dmg** file to install the Popup application for Pharos printing.
10. When both Notify and Popup applications have been installed, open **System Preferences (Apple icon - System Preferences)** and select the **Print & Fax** icon.
11. Select the **+** icon towers the lower left of the **Print & Fax** window. You may need to select the padlock icon first and type in your administrative log in to unlock the Print & Fax settings.



Leopard (10.5)

- Hold down your **Control** key and click on any blank area at the top of the Print & Fax toolbar, above the row of icons. Release the Control key when the popup menu appears and select **Customize Toolbar...**
- Click on the **Advanced** icon and drag it to the top toolbar, then select **Done** to close the customization window.
- Select the Advanced icon that you have just added to the toolbar, then from the **Type** menu select **Pharos Print Server**. It may take a moment for the Type menu to load.
- Click into the **URL** field so your cursor appears immediately after **popup://**
- Type: **print.cumc.columbia.edu/cumc_pharos_print_b&w**
- Verify that the full **URL** field reads **print.cumc.columbia.edu/cumc_pharos_print_b&w** - if not, you will not be able to connect to the Pharos printer.
- In the **Name** field type in your desired label for the Pharos queue, to identify it when sending a print job from your computer.
- From the **Print Using** drop down menu, choose **Select a driver to use...**
- Type **hp laserjet 9050** into the search (magnifying glass icon) field to find **HP LaserJet 9050** in the scrolling window immediately below, and click on it to select. Select the **Add** button.
- The Installable options will appear - to enable double-sided Pharos printing, check off the **Duplex Unit** checkbox* and then **Continue** to accept the default printer options. The new Popup queue will now appear in the list of printers.
- Close the Print & Fax/System Preferences window.



Installing the Color Pharos Printer (Leopard and Tiger)

To install the Color printer located on the 2nd floor of the Hammer building, repeat steps 14 through 22 above substituting the following information:

- Click into the **URL** field (Leopard) or **URI** field (Tiger) so your cursor appears immediately after **popup://** and type: **print.cumc.columbia.edu/cumc_pharos_print_color**
- In the (Device) **Name** field type **CUMC Pharos Color**
- For the **Driver** (Leopard) or **Printer Model** (Tiger), select **HP Color LJ 4650**
- Do not check off Duplex Unit in installable options, this will not work on the Pharos Color printer.

NOTE: After installation the Pharos printer may be set as your default. To change this, go back into the Printer Setup Utility, highlight the printer you would like to be the default, and select the Make Default icon at the top left.

* Checking the Duplex Unit option will not set Pharos to print double-sided by default; to print double-sided you must check off **Two Sided** from the Print dialog box when you send each print job to Pharos.

Tiger (10.4)

- Hold down the **Option** key on your keyboard while clicking on the **More Printers...** button at the bottom of the window.
- Another window will appear. From the topmost drop down menu, select **Advanced**.
- From the **Device** drop down menu, select **Pharos Print Server**.
- In the **Device Name** field type: **cumc_pharos_print_b&w**
- Click into the **Device URI** field so your cursor appears immediately after **popup://**
- Type: **print.cumc.columbia.edu/cumc_pharos_print_b&w**
- Verify that the full **Device URI** field reads **popup://print.cumc.columbia.edu/cumc_pharos_print_b&w** - if not, you will not be able to connect to the Pharos printer.
- Select **HP** for the **Printer Model**, then **HP LaserJet 9050** - you may need to scroll down to find it. NOTE: If the exact model is not available, you may change the **Printer Model** drop down menu to **Generic**, or download the LaserJet 9050 driver from www.hp.com.
- Select the **Add** button.
- The Installable options will appear - to enable double-sided Pharos printing, check off the **Duplex Unit** checkbox* and then **Continue** to accept the default printer options. The new Popup queue will now appear in the list of printers.
- Close the **Printer Setup Utility**. Your computer is now connected to the black and white Pharos printers.

