Pharos Installation

Installing the Pharos printers on your computer will allow you to print (using the money in your Pharos account) to the Pharos printers on campus. Before beginning, you must be connected to the UNTHSC network, either on campus, or using the VPN. (See the ITS Help Desk web site, http://helpdesk.hsc.unt.edu/?page_id=1008, for VPN instructions.)

Installing Pharos Printers

1.	Using a browser (e.g., Internet Explorer, Firefox, Safari, Chrome), go to the Web address: http://pharos.hosts.hsc.unt.edu/uniprint

2.	Click on the link for your operating system – for Macs, you will need to unzip/install the pkg file

3.	The supplied file should remove any current Pharos printers and install the new ones

Using the Pharos Printers

You do not have to be on campus to send a job to a printer. If you are not on campus, access the campus network via the virtual private network (VPN). See the ITS Help Desk Web site (http://helpdesk.hsc.unt.edu/?page_id=1008) for VPN instructions.

1.	Choose what type of printing you want to do – color or black & white
    a. If you need to print using color, you must use the "PharosColor" printer
    b. If you want to print only black and white, use the "PharosBW" printer

2.	Print as usual from your application (like Word), but choose the appropriate Pharos printer when you are allowed to select a printer

3.	When the Pharos popup box appears, enter your EUID (which is also your Pharos username)

4.	Once you submit a print job, you must retrieve it within 24 hours from the time it was sent
    a. If you select **PharosColor**, you can only retrieve your print job from the 2nd floor of the Library, the Student Development Lounge, or the second floor of the MET
    b. If you send your print job to **PharosBW**, you can retrieve your print job from ANY Pharos printer: Library 2nd, 3rd, or 4th floors, CBH 2nd floor, EAD 1st, 5th, or 7th floors, or MET 1st, 2nd, 4th or 5th floors

5. To retrieve a print job, go to one of the appropriate printers (see above) and scan your badge using the attached reader – if you do not have your badge, type your EUID and password
   a. All of the jobs you sent to this copier/printer will be listed
   b. Select any or all that you want to print and press Print

Changing Pharos Settings (PC)

To change printer defaults, do the following:

1. Click on the Start button

2. Click on Devices and Printers (Win 7) or Printers and Faxes (Win XP or Vista)

3. Right click on PharosColor or PharosBW (whichever one you want to change)

4. Choose Printing Preferences

5. To change the color setting (PharosColor only):
   i. Click on the Quality tab
   ii. Change the "Color mode:" setting to "Auto [Color/B&W]"

6. To change the duplex setting (one- or two-sided printing):
   i. Click on the Finishing tab
   ii. Under "Print Style" select 1-sided printing or 2-sided printing

7. Click OK

Changing the color mode to "Auto" will have documents to be charged according to whether there is color on the page or not. If there is any amount of color on a page, that page will be charged at the color rate. If not, that page will be charged at the black & white rate. (To be charged only at the black & white rate, print to PharosBW. You may retrieve your document at ANY Pharos printer.)

Changing Pharos Settings (Mac OS X)

To change printer defaults, do the following:

1. If you don't see Copies And Pages, click the expansion triangle to the right of the selected printer

2. To print duplex (two-sided):

   a. For **PharosColor**

      i. Click on Copies And Pages and select Layout
      ii. Change Two-Sided: from Off to Long-Edge Binding

   b. For **PharosBW**

      i. Click on Copies And Pages and select Finishing
      ii. Under Print Style:, change 1-sided Printing to 2-sided Printing