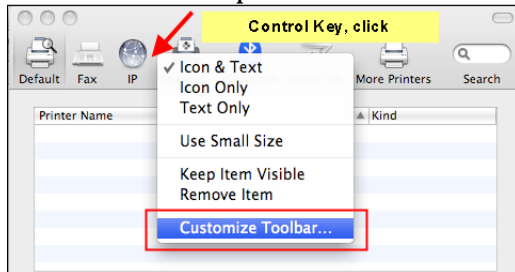


STEPS FOR INSTALLING PHAROS PAY-FOR-PRINT SOFTWARE ON A MAC

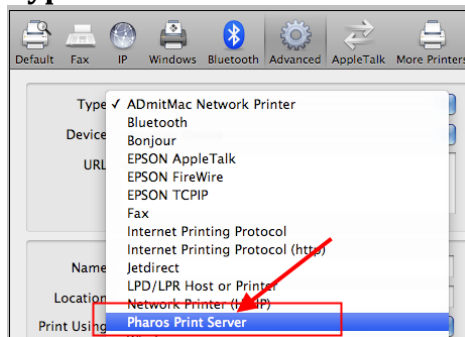
1. Download and install the [Pharos Client popup](#).
2. Go to **Apple** → **System Preferences** → **Print & Fax**.
3. Click the “+” to add a new printer.
4. At the top of the new printer window, hold in the **control** key and click in the **toolbar** at the top → choose **Customize Toolbar** from the submenu.



5. **Click and drag** the Advanced icon  to the toolbar and click **Done**.



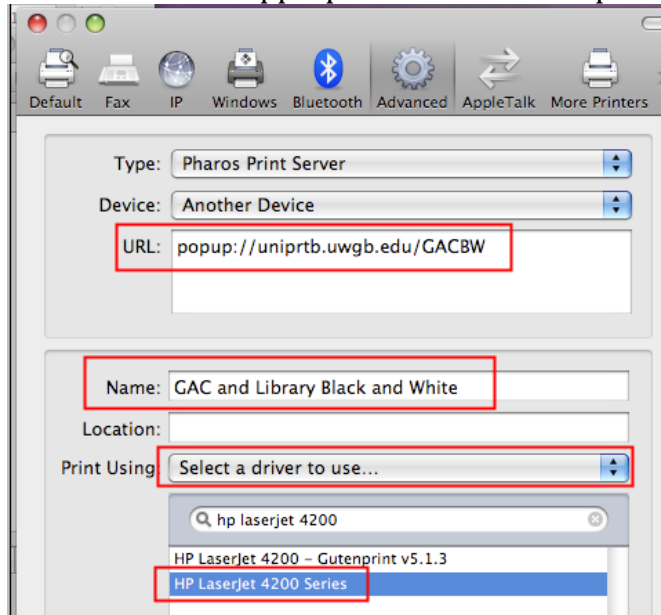
6. Click the **Advanced** icon (it may sit and appear to be frozen for a few seconds)
7. **Type:** Select **Pharos Print Server** from the drop-down menu.



8. **URL:** Use the following table for the correct url to enter for the appropriate campus printer you want to use. ***Please note the URLs have changed!**

Printer Name\Location	URL
GAC and Library Black and White	popup://uniprtb.uwgb.edu/BLACK_WHITE
GAC and Library Color printer	popup://uniprtb.uwgb.edu/COLOR_
GAC Tabloid printer	popup://uniprtb.uwgb.edu/GACTBL
Wood Hall Black and White	popup://uniprtb.uwgb.edu/REMBW
MAC Hall	popup://uniprtb.uwgb.edu/REMBW
Graphics Lab Tabloid	popup://uniprtb.uwgb.edu/GRAPHCR
Laboratory Sciences	popup://uniprtb.uwgb.edu/REMBW

9. **Name:** Create an appropriate name for the printer.

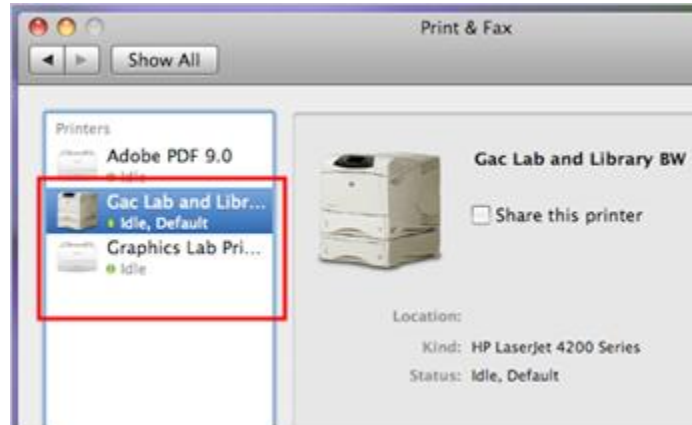


10. **Print Using:** (see above) select **“Select a driver to use...”**
(DO NOT USE Gutenprint drivers, use the Series drivers instead)

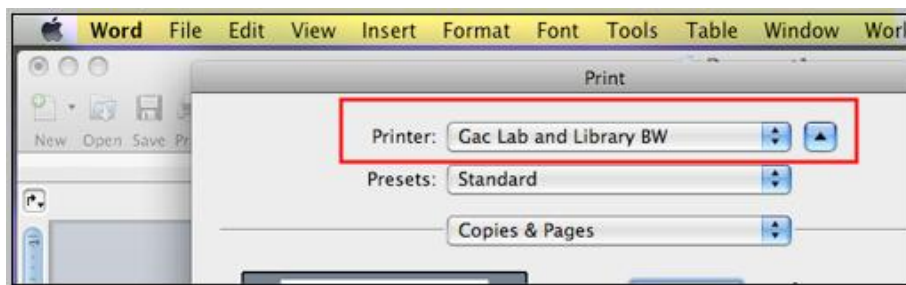
Printer Name\Location	URL
GAC and Library Black and White	HP Laserjet 4200
GAC and Library Color	HP Color Laserjet 4650
GAC Tabloid	Xerox Phaser 7760DN
Wood Hall Black and White	PCL 5
Mary Ann Cofrin Hall Black and White	PCL 5
Graphics Lab Tabloid	Xerox Phaser 7760DN
Housing Lab & Laboratory Sciences	PCL 5

11. Click **Add** after locating the correct driver.
12. You may be prompted to select advanced features. ***The only printer change you will want to make is to check the **Duplex** box on the GAC & Library Black and White.**

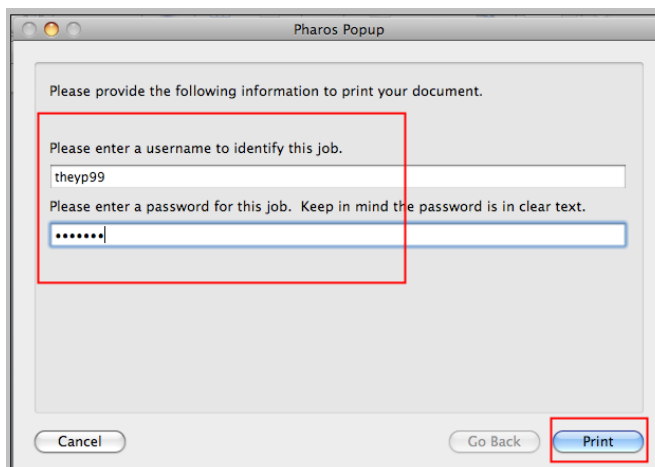
13. The printer will now appear in the list of installed Printers. **Close** the “Print & Fax” window.



14. Using any application, you can now select your Pharos printers. Select the printer and click on **print**.



15. At the **Pharos Popup**, supply a username and password to each print job and then proceed to the Printer Release station in the lab.



NOTE: The installation instructions are offered as a basic guideline to connecting your Macintosh computer to the Pharos Pay-For-Print system. There is no formal support, but should you need additional assistance please visit one of the general computer access labs during operating hours.