

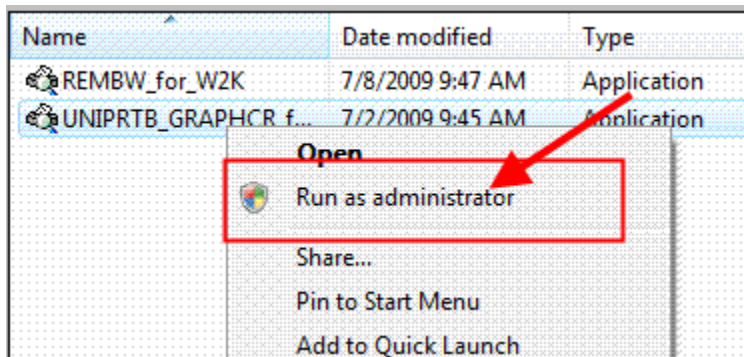


## Installing the Pharos Pay-for-Print Software

1. Access the UWGB web site and go to the CIT website <http://www.uwgb.edu/compserv/ehelp> ; click on the **Pharos Pay-for-Print** link.
2. (Similar for Windows7, Vista, and XP Users) Click on the Windows Installer File for the location desired and select **Save**. Select **Save** again to begin downloading the file to your computer. When the download has completed, select **Open Folder**.

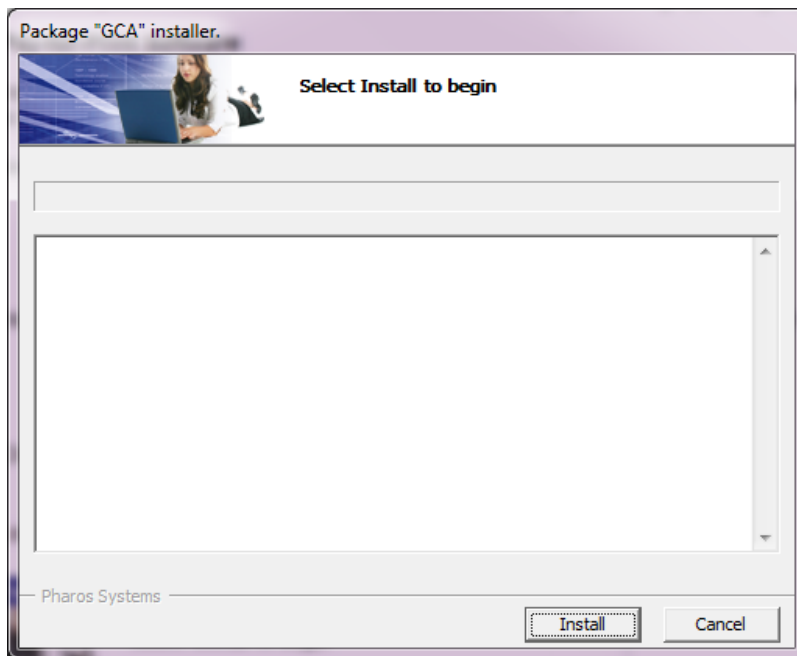


3. **NOTE: Windows 7 and VISTA USERS:** After downloading the installer (for example, **GCAX\_for\_W2K.exe**) right-click the file and select “ **Run as administrator**”. An Open File - Security Warning dialog box will appear, select **Run**. If you are prompted by the  User Account Control dialog box, select **Allow** to begin the installation.



**Windows XP users:** Double-click on the installer executable. An Open File - Security Warning dialog box will appear, select **Run** to begin the installation.

4. The package installer window will open. Click on **Install**.



5. The package installer will take a few moments. Please wait until it completes and click on **Finish**. **NOTE:** You can install more than one Pharos Pay-for-Print printer installed on your system.

## Choosing your Printer and Printing

When you print from an application using your laptop, your default printer will be selected. If you wish to use a printer other than the default, you must select it from the applications print window.

1. Go to the **File** Menu and select **Print...** The print window will open. Select the Pharos Pay-for-Print printer and click **Print**. Use the table below as a guide to the Printer Name (Queue) and Location you want to use.

Printer Location \ Printer Queue
General Access Lab - Instructional Services 1129 Cofrin Library, 3rd floor.  <b>BLACK_WHITE on UNIPRTB</b> <b>COLOR_ on UNIPRTB</b> <b>GACTBL on UNIPRTB</b>
MAC Hall - Hallway by MH122 , Wintergarden Writing Labs: CL109B, CL110 Wood Hall - WH327 Lab Sciences - 1st floor Concourse Student Services - SS1600  <b>REMBW on UNIPRTB</b>
Studio Arts Graphics Lab - SA314  <b>GRAPHCR on UNIPRTB</b>

2. The Print Job Details dialog box will appear. Give your print job a **Username** and **Password** and click on **Print**.
3. You may now proceed to a printer release station and print your job.

## Uninstalling Pharos Pay-for-Print Software for Printing

Pharos Pay-for-Print printing software can be uninstalled from your laptop just like any other application. Once uninstalled, ALL Pharos Pay-for-Print printers will be removed.

1. Click on the **Start Menu** and Open the **Control Panel**.
2. **Vista Users:** Open **Programs** and Select **Uninstall a program**; **Windows XP Users:** Open **Programs** and Select **Add or Remove Programs**.
3. Find **Pharos** and select **Uninstall** (Vista) or **Remove** (Windows XP). On Vista User Account Control needs your permission so click **Continue**.
4. Select **Run Uninstaller** and click on **Next**.
5. Click on **Next**.
6. Check **Pharos Popups** and click on **Next**.
7. Leave the default **Pharos** Directory and click on **Next**.
8. Click on **Start**.
9. Click on **Finish**.
10. The system will alert you that a restart is needed to complete the installation. Choose **OK** to reboot or **Cancel** to restart later.

**NOTE:** The installation instructions are offered as a basic guideline to connecting your laptop 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.