

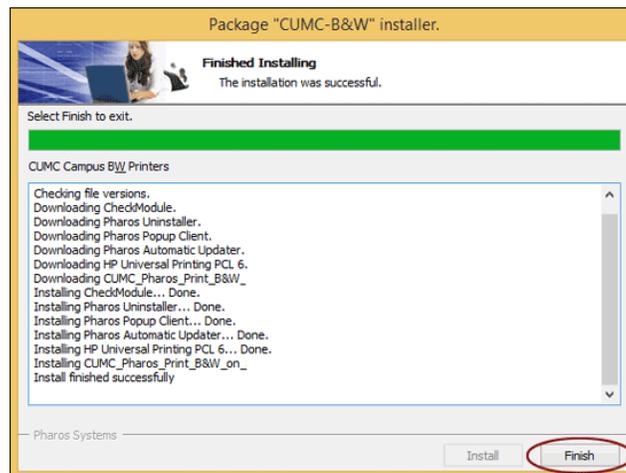
## Set Your Computer to Print to Pharos

This document steps you through configuring your own computer to send print jobs to the Pharos printing system on the CUIMC campus. For general information on using Pharos, please see our **Printing on Campus** handout or visit our website.

Instructions for Windows computers are below. Macintosh instructions are on page 2 of this handout.

### Configure Pharos on Windows

1. Make sure your computer is directly connected to the campus network via Mercury secure wireless, VPN if off campus, or the secure wired network.
2. Go to <http://print.cumc.columbia.edu/uniprint/Packages.asp> and select the link to download the Pharos installation file.
3. When prompted, **Save** the file to a desired location on your computer. The file itself can be deleted once you have completed the installation.
4. Browse to the file you have just downloaded (**CUMC\_Pharos\_for\_Lte**), double-click on it to open, then select the **Install** button.
5. 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.



Pharos is now set up on your computer. Pharos print queues are:

- **CUMC\_B&W** for any black and white Pharos printer on campus
- **CUMC\_Color** for either color Pharos printer in the Hammer building

### Double-sided Printing

Windows computers will default to double-sided printing when using the **CUMC\_B&W** (Pharos black and white) printers. This can be changed when sending a print job if needed:

1. Select **File - Print** within the program you will be printing from.
2. With **CUMC\_B&W** selected, click the **Preferences** (or Properties) button.
3. Select the **Printing Shortcuts** (or Layout) tab, and adjust the **Print on both sides:** drop down menu to your desired option.

## Configure Pharos on Macintosh

1. Make sure your computer is directly connected to the campus network via Mercury secure wireless, VPN if off campus, or the secure wired network.
2. Find the [Set Up a Macintosh Computer to Print to Pharos](#) article on our website, and select the link to download the **CUMC\_Pharos-9.0.10.pkg** file.
3. If prompted **Save** the file to the desired location on your computer; it can be deleted after installing.
4. Double-click on the **CUMC\_Pharos-9.0.10.pkg** file.
5. The **Install Pharos Popup Client** window will open. Select **Continue** to begin, then **Continue** again to pass the Read Me information.
6. Make sure **Macintosh HD** is listed as the destination and click **Install**.
7. When prompted type in the administrative password for your computer and click **Install Software**.
8. An **Installation was successful** message will appear when done, select **Close** to finish. The Popup mount can be ejected from your computer.
9. Verify that your Mac has the printers installed and updated: Open System Preferences (click the Apple icon in the upper left) and select **Printers & Scanners**.
10. Both **CUMC B&W** and **CUMC Color** should appear in the left **Printers** list. Select one, then click **Open Print Queue** to the right. If prompted follow instructions to run the software install/update, then select the other CUMC printer to repeat.

The Pharos printer queues - **CUMC B&W** and **CUMC Color** - will now be available when printing from your Mac.

## Setting Pharos Double-sided and Default Printing

After installing Pharos, Mac users should verify that double-sided printing was enabled for the CUMC B&W printers, and that the desired default printer is selected.

1. Open **System Preferences** (from the Apple menu in the upper left) and select **Printers & Scanners**.
2. Make sure the **Default printer:** field near the bottom of the window has your desired printer/option selected; if not use the drop-down menu to change.
3. Click once on **CUMC B&W** in the **Printers** list to the left to select it.
4. Select the **Options & Supplies** button towards the upper right.
5. At the next window select the **Options** tab (if Options isn't listed, select **Driver**).
6. Check off the **Duplex Unit** option near the middle of the window, then click **OK** to exit.
7. Close the **Printers & Scanners/System Preferences** window.

NOTE: Checking the Duplex Unit will not automatically default your Pharos print jobs to double-sided. You must make sure that the **Two Sided** option is selected in the Print dialog box's Layout options whenever sending a print job to the CUMC B&W Pharos queue.

