Windows Pay-for-print installation, Pharos 8.4

This guide describes the steps to set up Pharos Printing on your Windows computer. After installation, you will be able to print wirelessly to the University's pay-for-print system. If you have any questions, please contact the IT Helpdesk at 275-2000.

Please Note:

You must be logged in as an Administrator to complete this installation.
You must remove any older versions before proceeding with installation.

Check if you have an outdated UR Wireless Printing package:

Go to *Devices & Printers* under the Start button, and check for B&W Laser Printer, B&W Wax Printer and Color Wax Printer. If you have all three, follow the Uninstall steps.

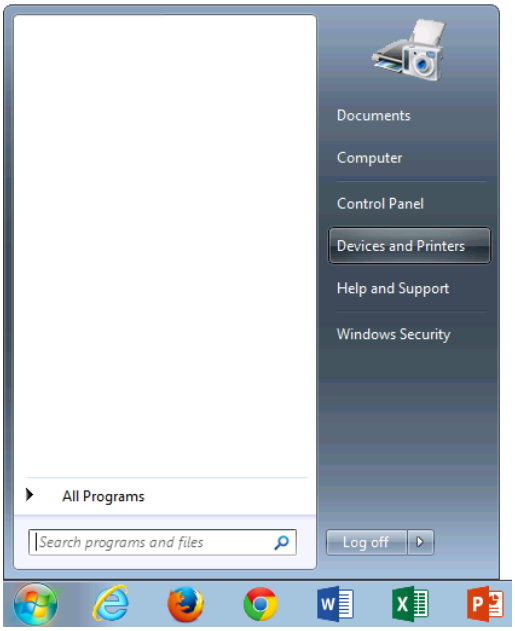


Figure 1. Start > Devices & Printers

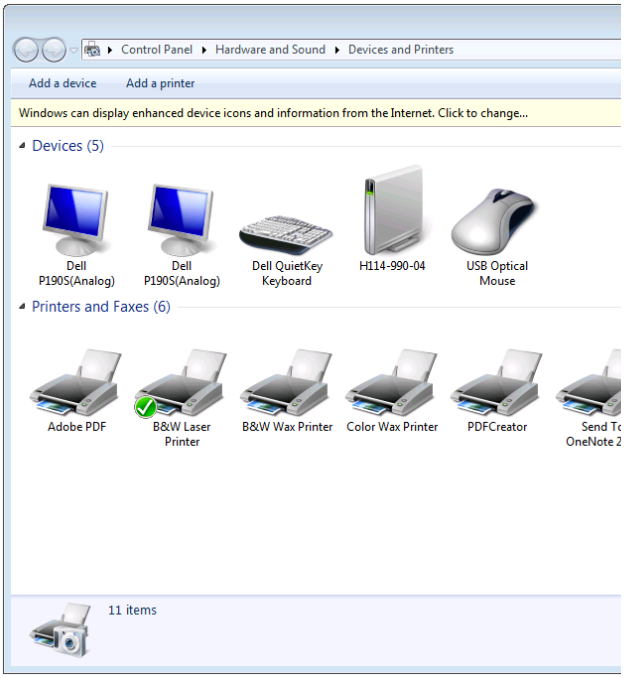


Figure 2. Look for B&W Laser, B&W Wax and Color Wax

PC Uninstallation Steps:

Go to Control Panel (fig 3), and choose Uninstall a Program (fig 4)

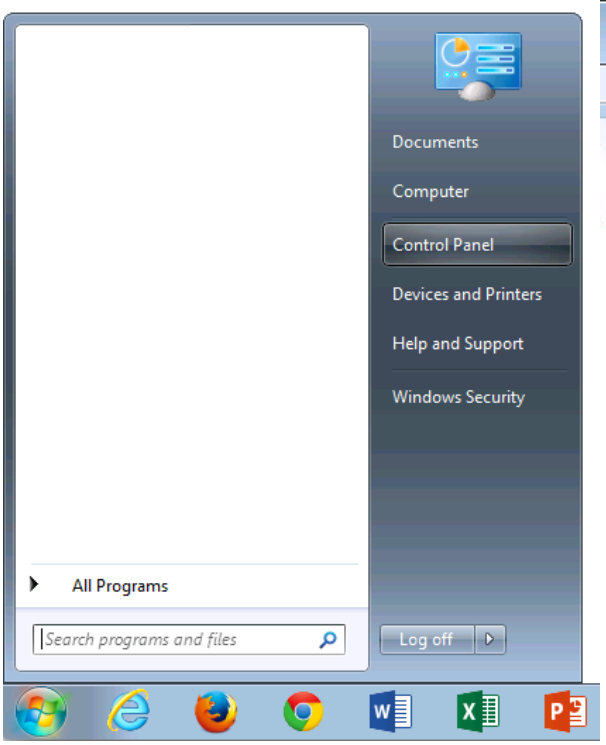


Figure 3. Start > Control Panel

Figure 4. Uninstall a Program, or, Programs and Features

Choose Pharos from the list, and click Uninstall/Change (fig 7)

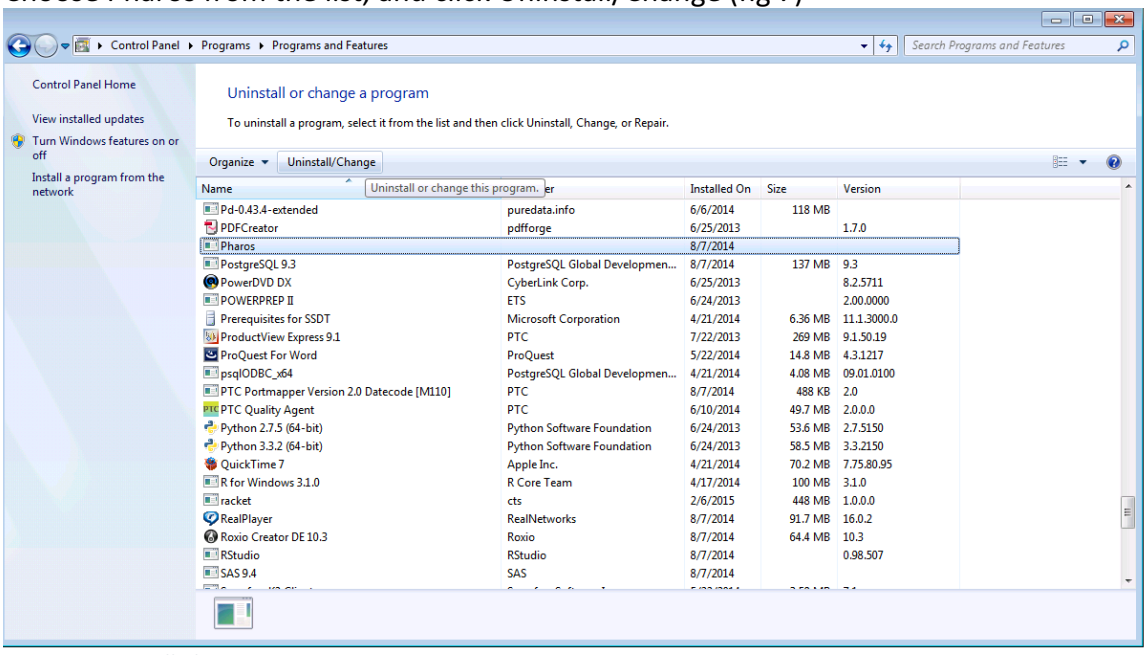


Figure 5 Uninstall Pharos

PC Uninstallation Steps:

Run Uninstaller, and follow the prompts (fig 6-11)
Choose Pharos Popups (fig 8)

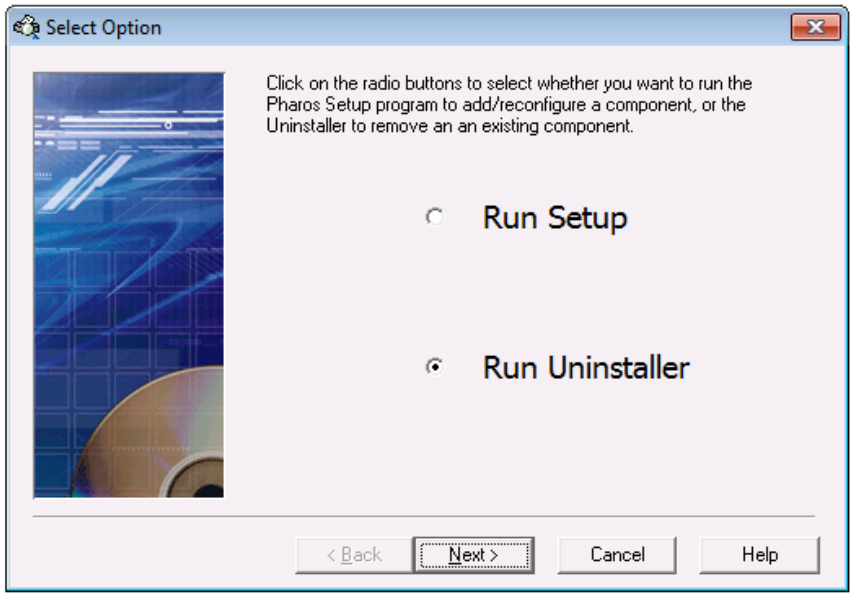


Figure 6. Run Uninstaller

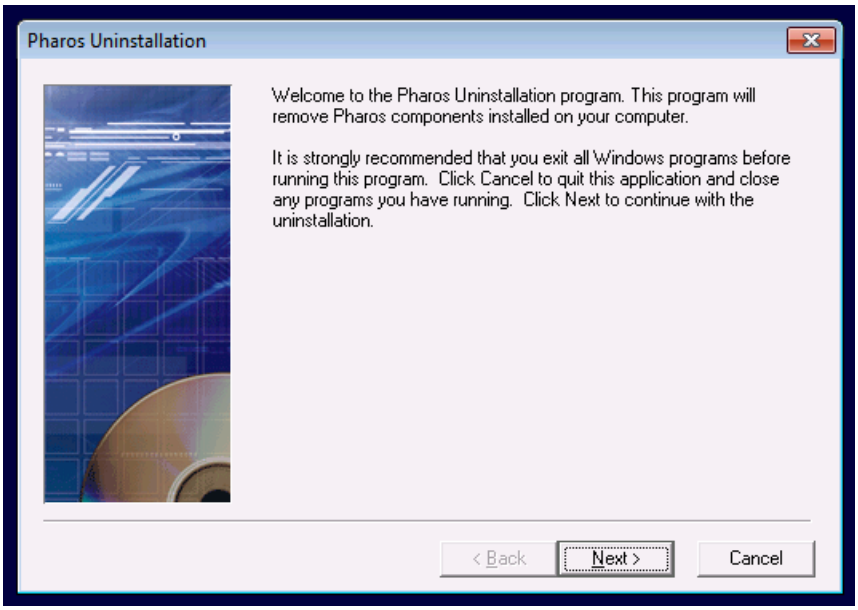


Figure 7. Next

PC Uninstallation Steps:

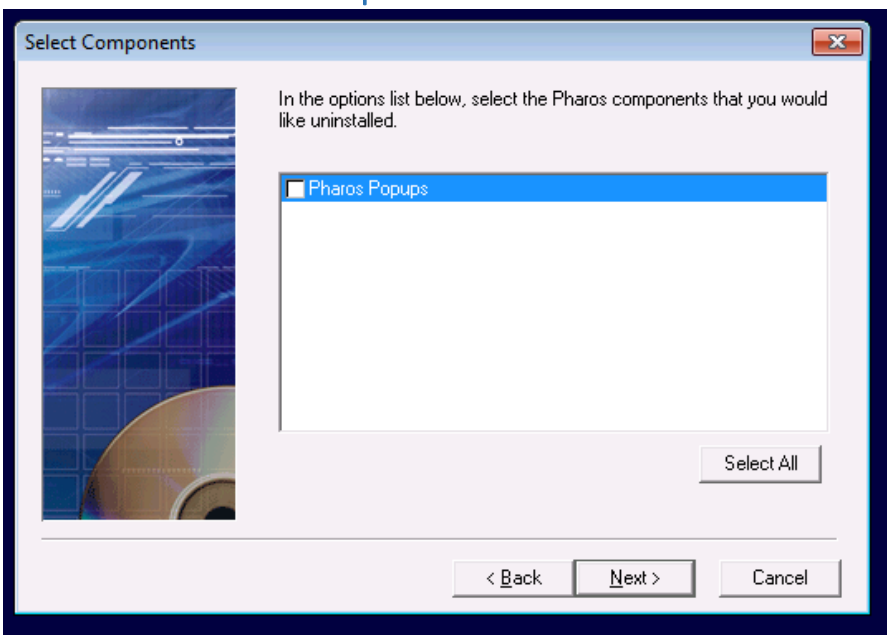


Figure 8. Choose Pharos Popups

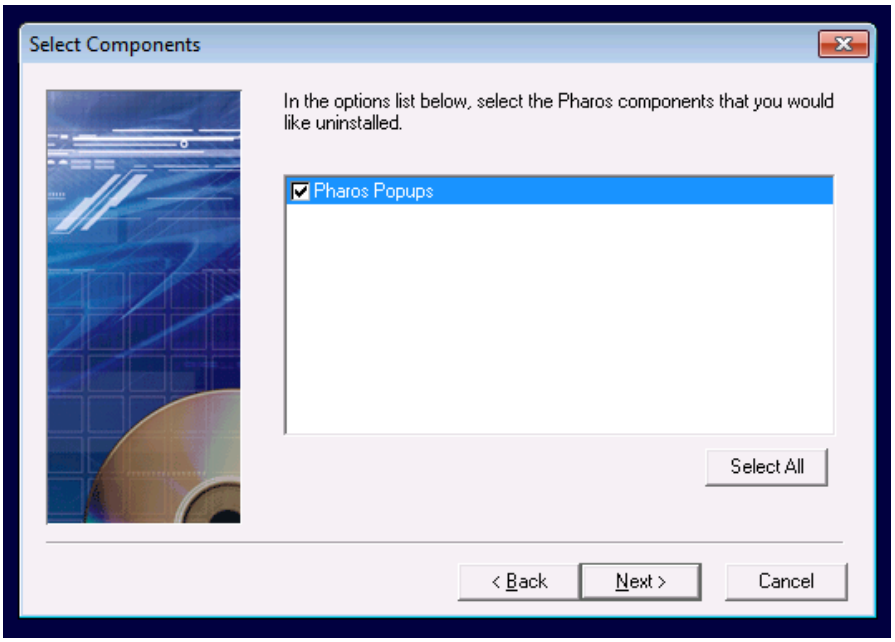


Figure 9. Next

PC Uninstallation Steps:

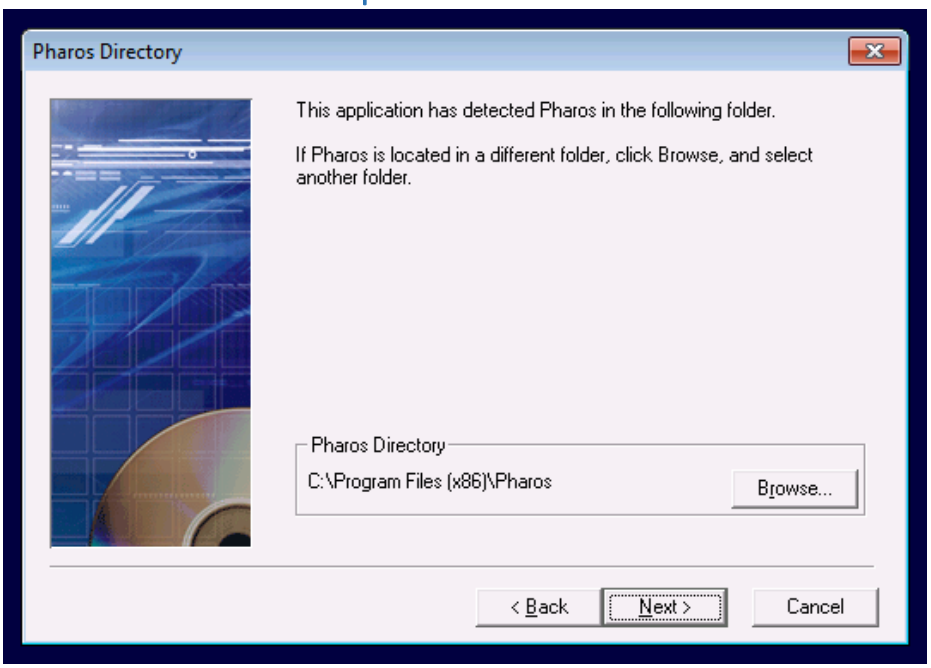


Figure 10. Next

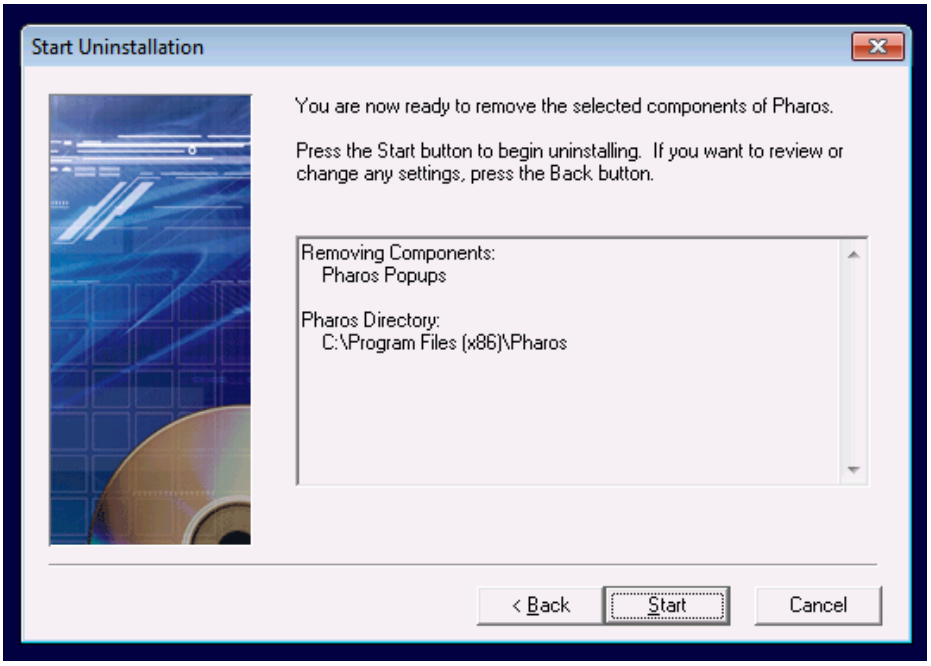


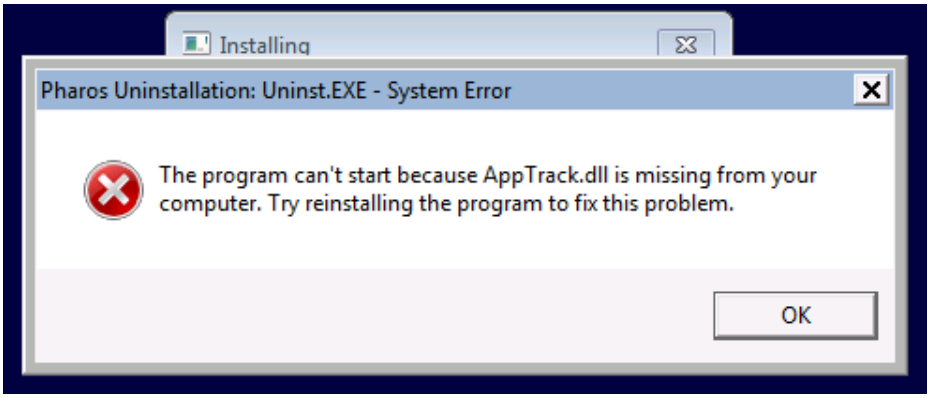
Figure 11. Start

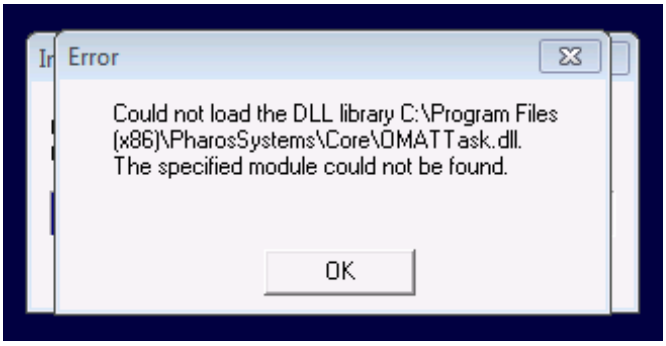
At this point, some systems may uninstall successfully. If that is the case, continue to PC Installation on Page 8

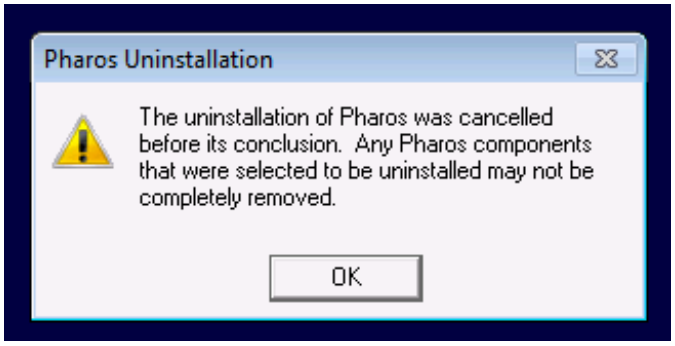
PC Uninstallation Steps:

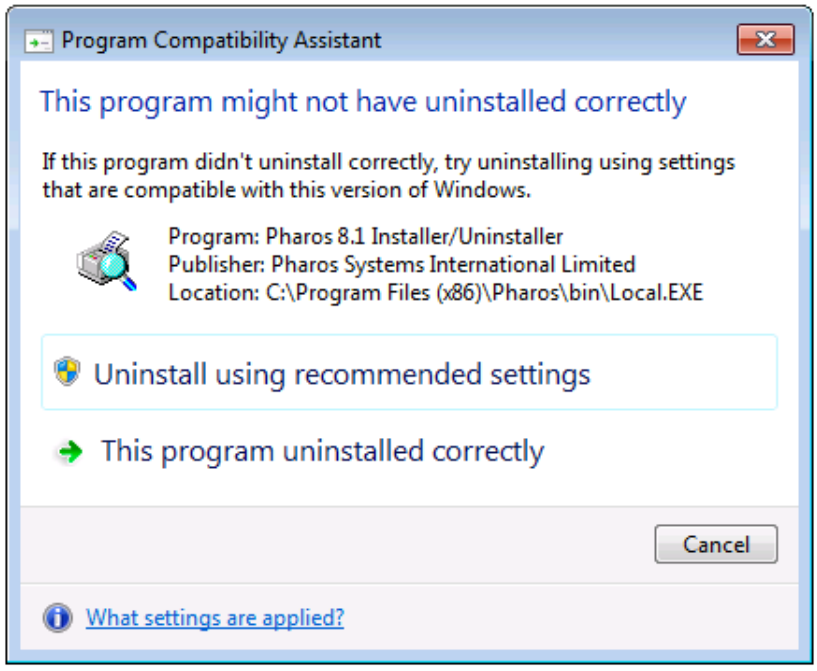
Uninstall Error Recovery

If you see the following series of errors, you must download and run an additional script to manually uninstall the old software. Download that here: rochester.edu/it /printing/assets/documents/Remove-Popups.zip









PC Uninstallation Steps:

Uninstall Error Recovery

Download and decompress Remove-Popups.zip, then double click Remove-Popups.vbs (fig 12)

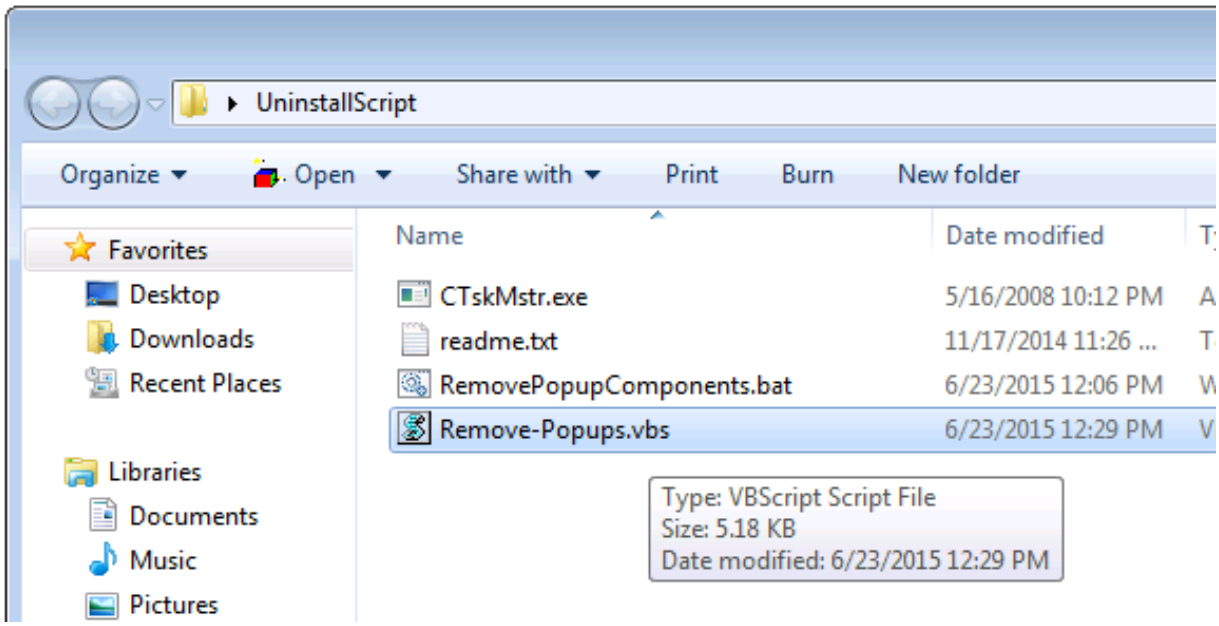


Figure 12. Double Click Remove-Popups.vbs

The removal script runs silently. You will know it has completed when you do not see the old package's printers in Devices and Printers (fig 13)

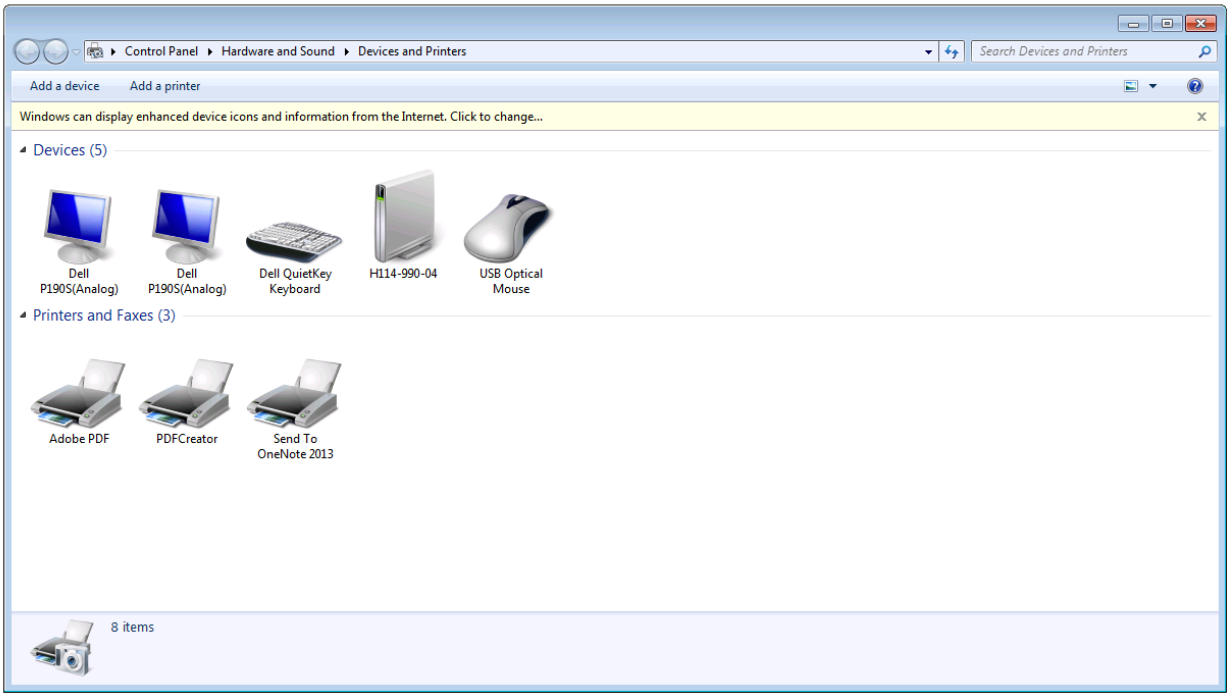
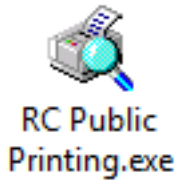


Figure 13. Note old UR printers are gone

PC Installation Steps:

Download and run the RC Public Printing.exe installer



Click Next and then Finish (fig 15-16)

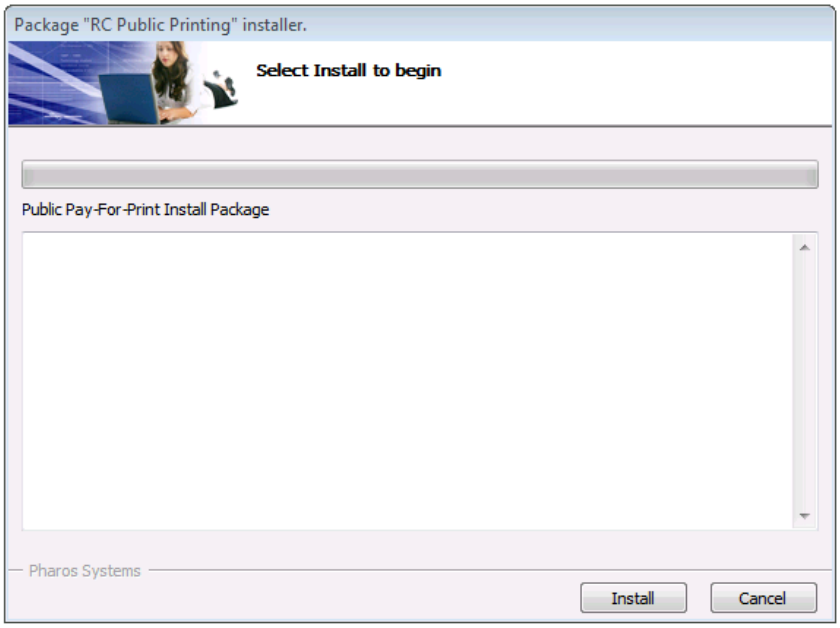


Figure 14. Install.

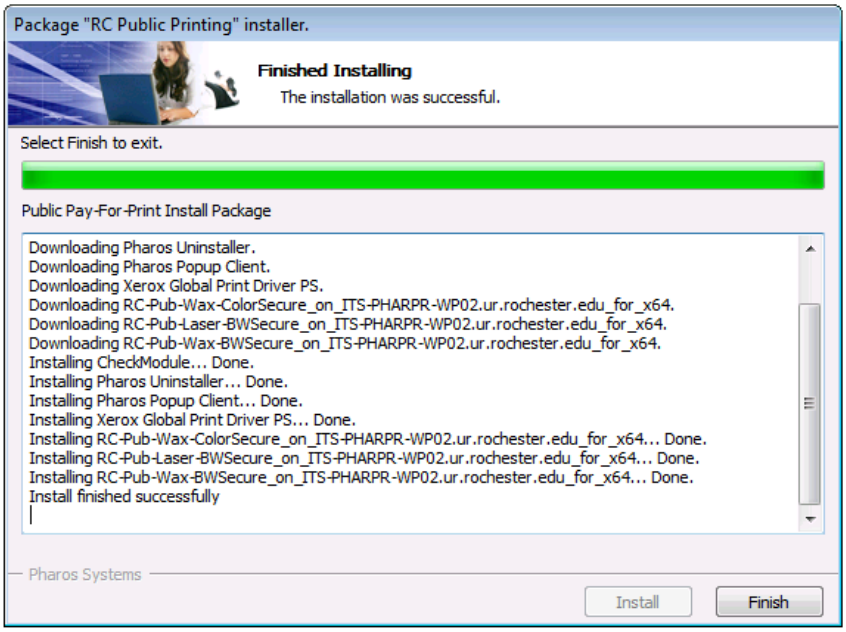


Figure 15. Finish.

PC Printer Use:

You can then set your default printer to color or BW by right clicking on the added printer in Devices & Printers (fig 16).

All three queues use the same driver, so they show as one printer. This is expected and unavoidable.

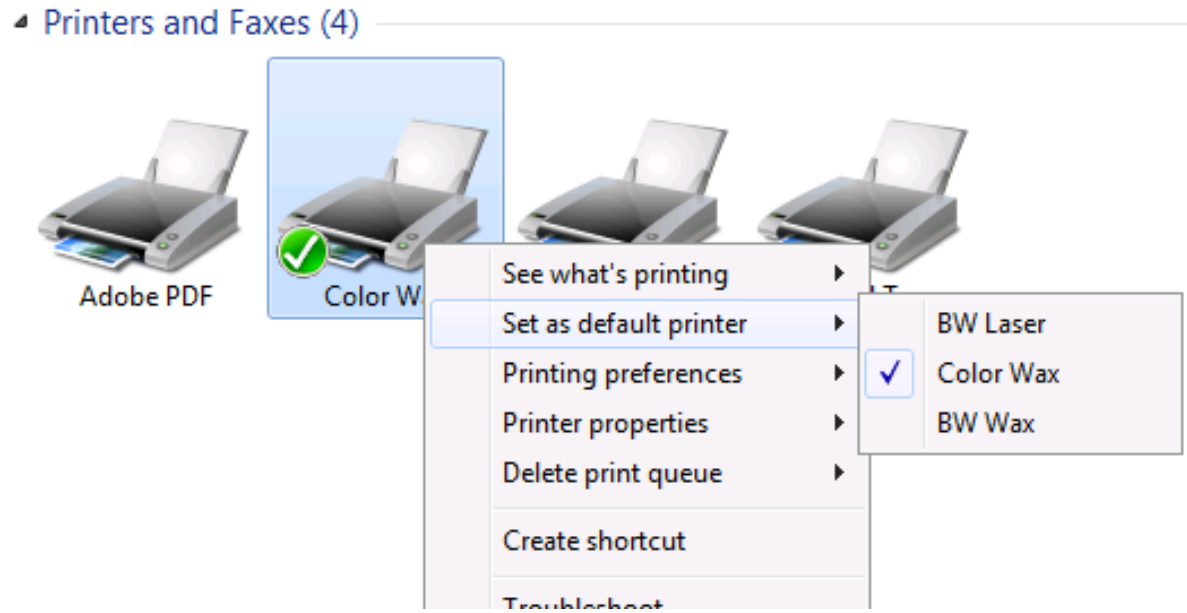


Figure 16. All queues show as one printer.

PC Printer Use:

Choose color or B&W by which printer you select (fig 17)

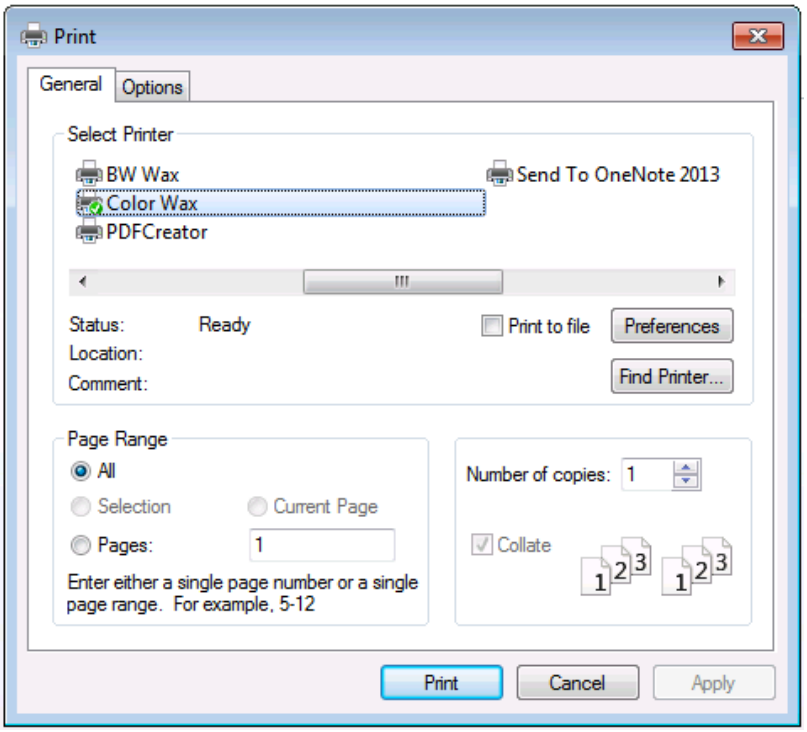


Figure 17. Select a printer.

Choose one or two sided printing in the Print dialog box by choosing “Preferences”.

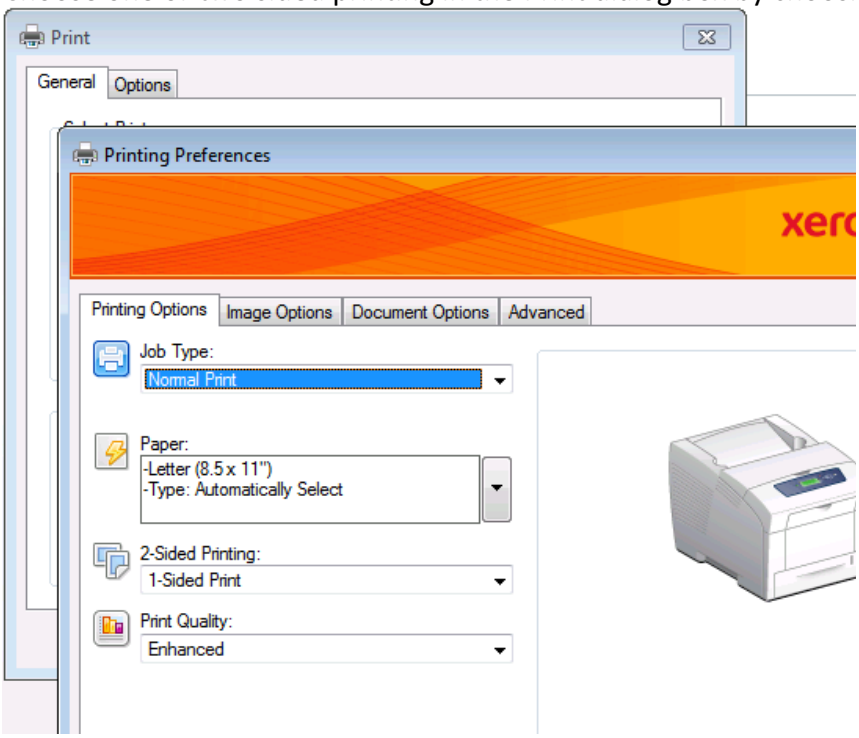


Figure 18. Choose 1- or 2-sided printing.