**Downloading the *Pharos Uniprint .dmg* package for your Macbook**

1. Obtain the file **Popup.dmg** from here: <https://campbelllaw.sharefile.com/share/view/s5f1fd77d01f04f298ea97d6d54be6e4c>
	1. *This link is also in Podio….you can do a search for “Pharos Macbook” using the spyglass*
2. Click the blue **Download** button to download the **Pharos Mac Installer .dmg** to your desktop
3. Double-click this file to create a new disk image in Finder. This disk contains the Popup 9.0.10 **Popup.dmg**.
4. Double-click the **Popup.pkg** to start the installer – Click “*Continue*” twice
	1. Click “*Install*” to begin installing the Pharos Macbook client
	2. Enter your Macbook *password* when prompted
	3. Click “*Close*” once you see “*The Installation was successful*” message
5. Close the **Popup** box AND “Eject” the Popup disk image off your desktop
6. **Pharos Popup** and **Notify** software will now be running on your Mac and will be automatically launched every time you sign into your Macbook (runs in the background) once you finish the next steps

**PLEASE PROCEED TO THE NEXT STEPS TO FINISH THE PHAROS PRINTER SETUP!**

**Configuring Pharos Student Printers for your Macbook:**

To start using the Pharos Student Printer setup on your Macbook, you will need to follow the below steps EXACTLY!

**NOTE:** If you are running the newest version of the *Mac OS – Ventura*, then the “Advanced” icon will already be present on the toolbar.

1. Open **System Preferences**  and click on the **Print & Scanner** icon 
2. Click the Lock Icon  in the lower left corner (*enter your Macbook password* ) – click “*Unlock*”
3. Click the “**+”** button in the lower left corner
4. Hold down the *Control* key on the keyboard and click *anywhere* on the “Add Printer” toolbar
	1. From the popup menu that appears, select **Customize Toolbar**
	2. Drag the **Advanced** icon (looks like two gears) to the toolbar and close the customization dialog
	3. Now, click on the **Advanced** icon in the toolbar to configure the Pharos printer
5. From the ***Type*** field, select **Pharos Print Server**
6. The ***Device*** field, should say “**Another Device**” (no need to change)
7. In the ***URL*** field, enter the URL: **popup://pharos.campbell.edu/CULawprint**
* In the ***Nam****e* field, enter "**CULawprint**" for the new printer queue
* In the ***Location*** field, enter “**Library**” (optional)
* In the ***Use*** field, select the “**Generic PostScript Printer**”
1. Click “**Add”**
2. Check the box for “**Duplex Printing Unit**” and click “**OK**”
3. Now the new print queue **CULawprint** will now show up in the list of available printers.
4. To print to **CULawprint**, select it from the printer list in *any* application, i.e., Word, Powerpoint, Chrome, etc.
5. Do a test print from MS Word to check the setup
	1. Open up ANY document and “test print” print at least 1 page
	2. Select the **CULawprint** option
	3. 
	4. Enter your **Campbell email ID** as your “Username” when prompted above (i.e*., D\_Tilly1234*)
	5. Click “**Print**”
	6. Then go to ANY Konica Minolta printer in the Library or the one in the Commons:
		1. scan your ID Badge
		2. select your print job
		3. confirm the print job completed
		4. Push the “Access” button on the printer, then “Yes” to sign out of the printer
6. **ANY problems or issues, please email the Law School IT Team at lawhelpdesk@campbell.edu or stop by the**

**IT Suite on the 4th floor, Suite 440** *(Just look for the open door and the smiling faces) 😊*

 **