

HIMMELFARB LIBRARY

<http://www.gwumc.edu/library/>

GWIRELESS PRINTING INSTALLATION GUIDE

WINDOWS XP/Vista

Internet Explorer is the preferred browser for downloading the printer client file and it is used to illustrate the installation steps in the following documents. Other browsers such as Firefox can be used and may have a different “look and feel,” but should work fine for the downloading of the software program.

Before you can begin to download and install the printer client, please connect to the GWireless system from one of the GWireless Access Points in Himmelfarb Library as shown in the following steps.

For Instructions on connecting to the Gwireless Network visit the link below

<http://inside.gwumc.edu/cass/index.htm>

I. Download and install printer package for the Himmelfarb Library

Step 1: Visit the Printing and Copying at Himmelfarb web page to download and install the printer package:(<http://www.gwumc.edu/library/services/printing.cfm>) Click on the Wireless Printing link as shown below in Figure 1.

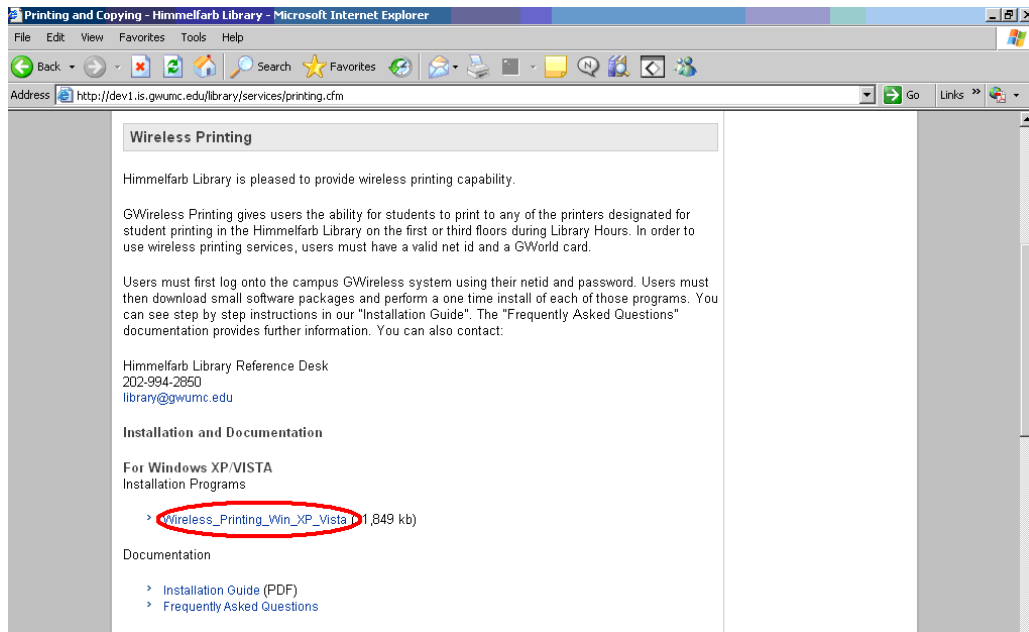


Figure 1 Web Page for downloading printer packages

Step 2: A window will open up for downloading the file. Click “Save” to save the printer driver package to the desktop or location you choose as shown in Figure 2.

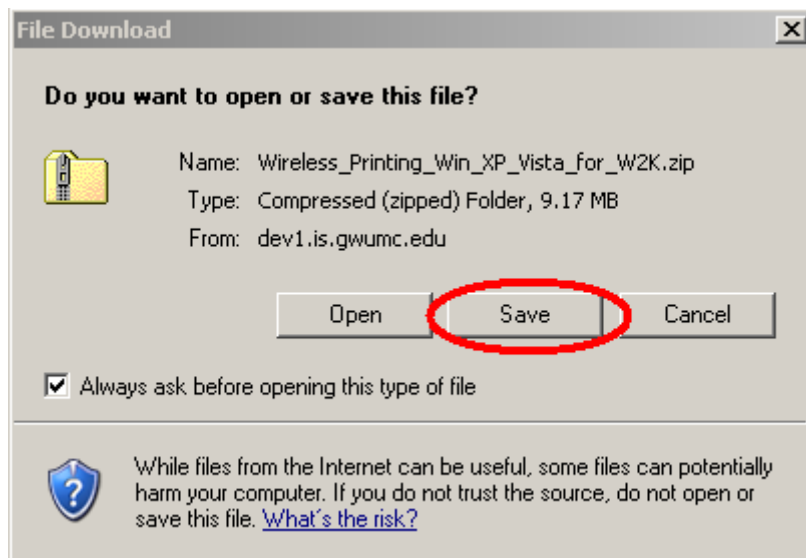


Figure 2 Saving of Printer Install Package

Step 3: Once the package has downloaded, “**Right-Click**” on the printer package you downloaded and “**Click on Extract All**” as shown in Figure 3.

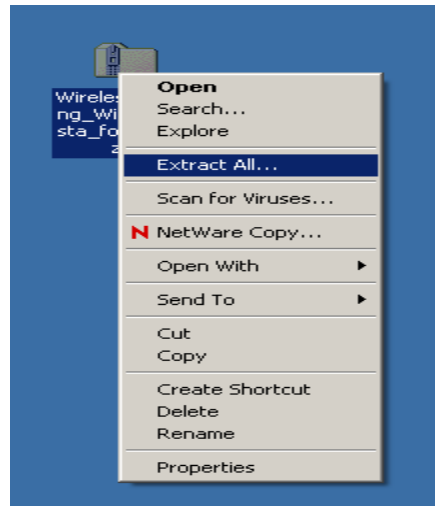


Figure 3

Step 4: Windows Extraction Wizard box will show. Click “**Next**” to continue.

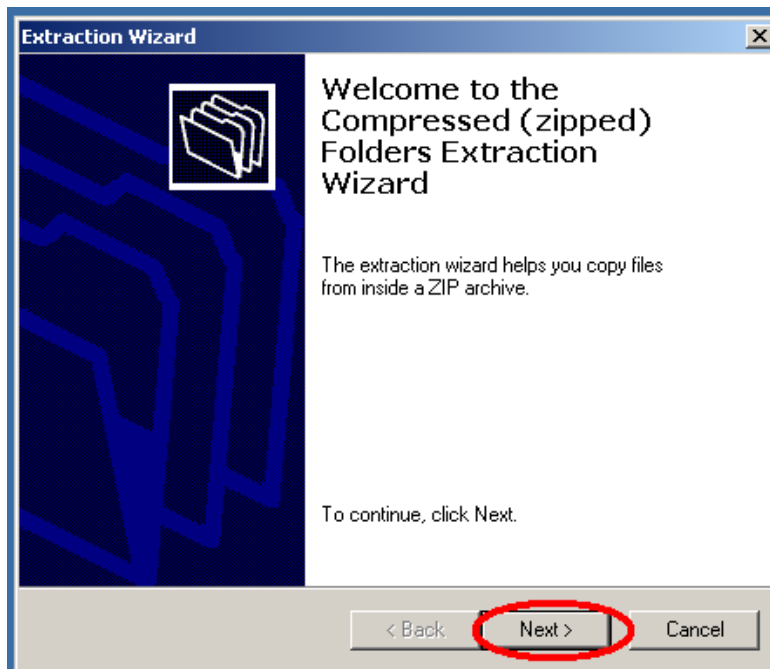


Figure 4

Step 5: Click “Next” to continue.

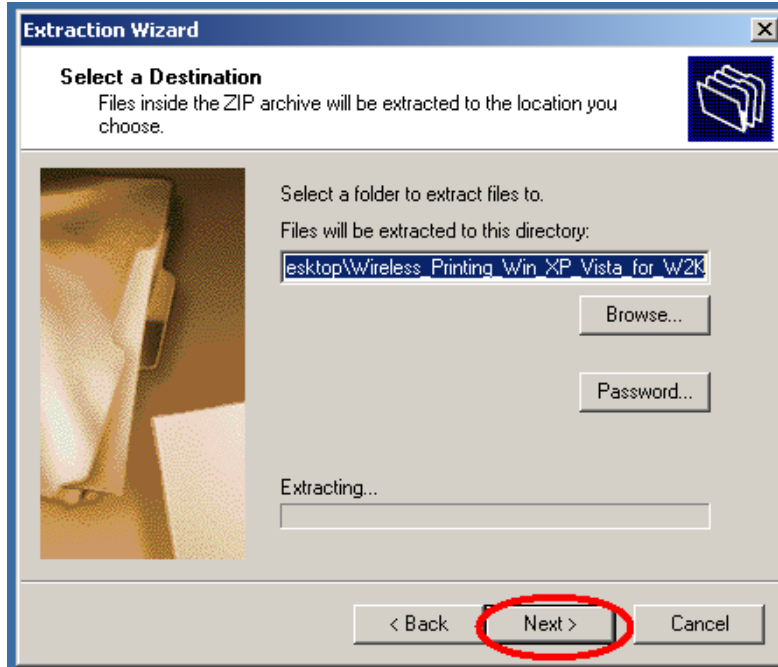


Figure 5

Step 6: Click “Finish” to complete extracting the installation file.

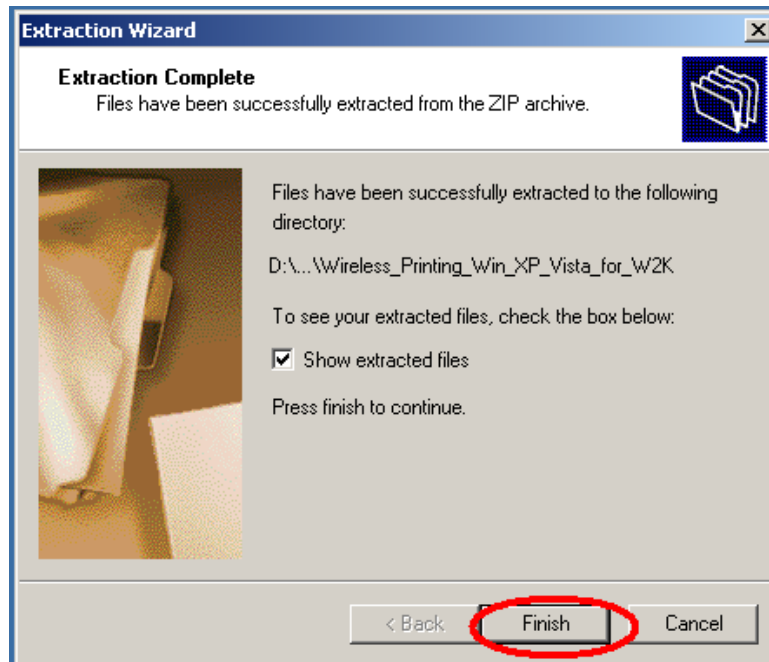


Figure 6 (Finished Unzipping Files)

Step 7: Right-Click on the printer package you downloaded and Click on “**Open**” as shown in Figure 7.

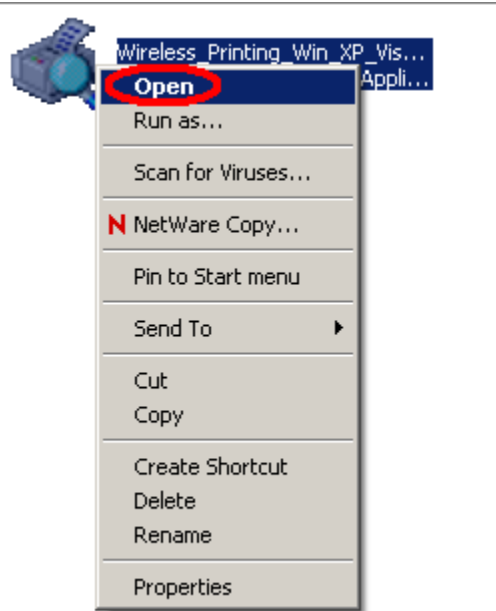


Figure 7 Running the installer package

Step 8: Click “**Install**” to begin the installation.

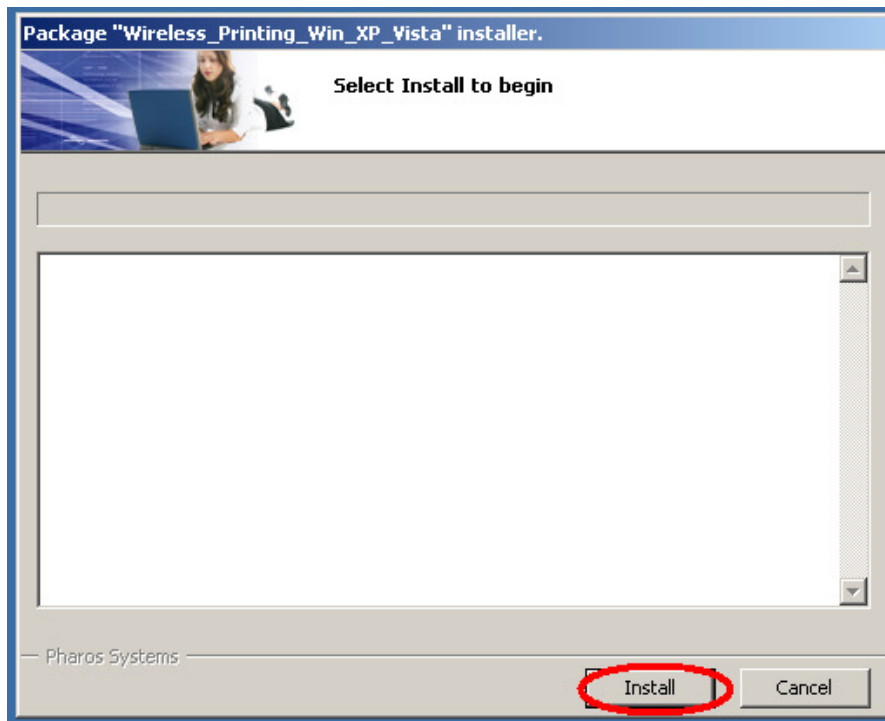


Figure 8 Installation Window

Step 9: Click “**Finish**” to complete the installation.

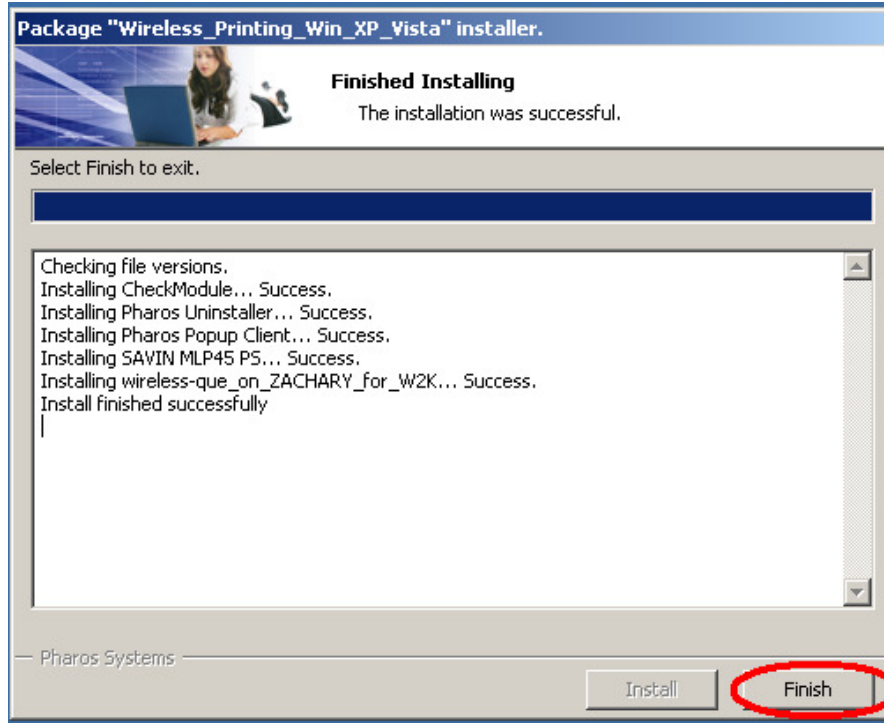


Figure 9 Successful Installation

You now have completed the printer driver package installation printers of Himmelfarb Library. You are now ready to be able to print to any of the designated printers on the first Floor of the Library or Third Floor during Library Hours only. See **Appendix 1** for instructions on uninstalling the Printer Package.

Step 10: The printer driver package does not automatically change the library printer to your default printer. You must select “**Himmelfarb Library Printers**” to print to those printers.

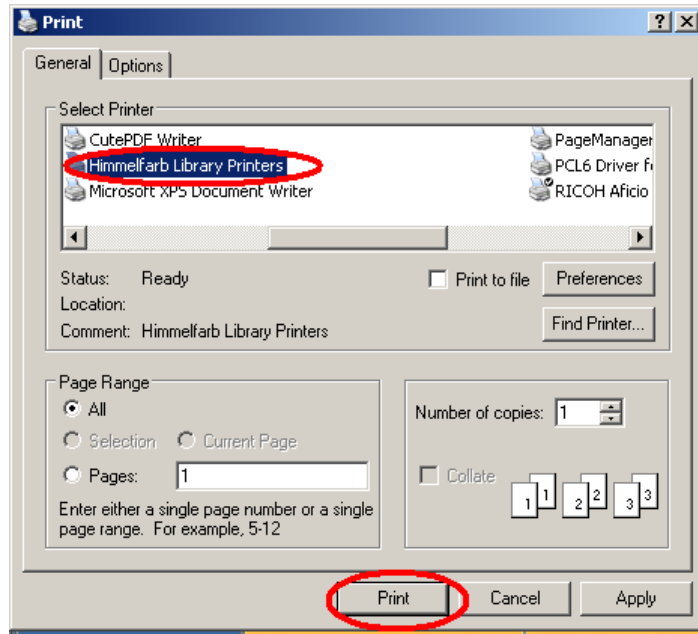


Figure 10 Windows Control Panel Printer Options

Step 11: Once you select print, you will get a popup window shown below

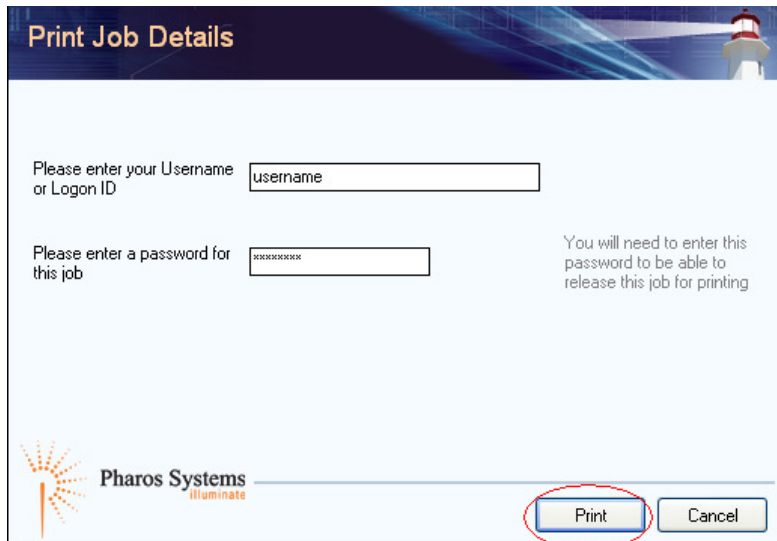


Figure 11 Pop-up windows for authentication to Pharos system

Enter a username you want to use and a password. You will need this to release your print job from any of the print release stations in the library.

Step 12: You can visit any of the designated Print Release Stations in the library to release your print job. Swipe your GWORLD card at the station, then find your username, click print and enter the password you created when you sent the job from the computer. This will release the job to one of the printers. You have 2 hours from the time you sent your job to go and release it at one of the print release stations. Jobs are automatically deleted after the 2 hour period.

Currently, Gwireless printing costs \$0.07 per printed side in black and white. Printouts are paid for through your GWORLD Card that has a positive cash balance.

**For further assistance, please contact:
Himmelfarb Library Reference Desk
202-994-2850
Library@gwumc.edu**

Append A: Uninstalling the printer packages for Windows XP/Windows Vista

The following are instructions for uninstalling the pharos printer packages from a Windows XP computer

Step 1: Click on the Windows “**Start**” button and then the “**All programs icon**”. This will show you all the programs installed. Choose “**Pharos**” from the menu and select “**uninstall Pharos**”



Figure 1 Pharos uninstall option

Step 2: Click “**Next**”

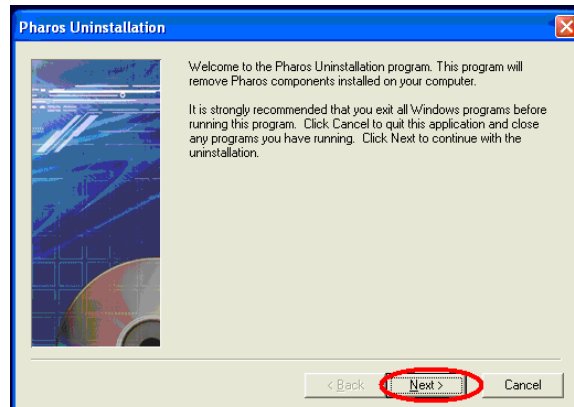


Figure 2

Step 3: Check the “**Pharos Popups**” box and then click “**Next**”

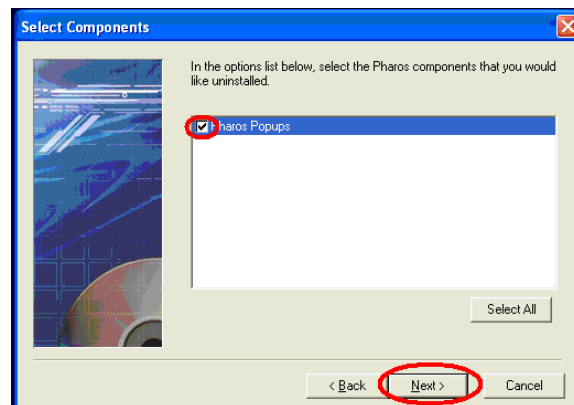


Figure 3

Step 4: Click “Next”

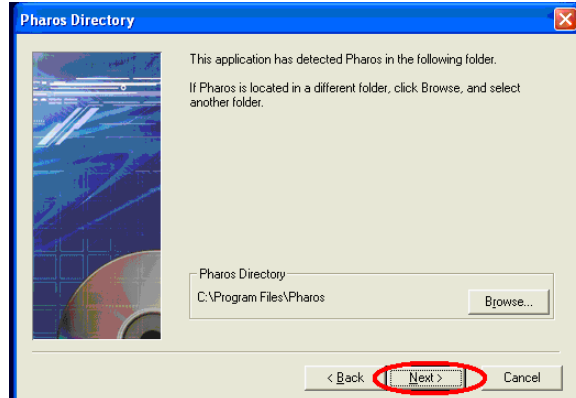


Figure 4

Step 5: Click “Start” to continue

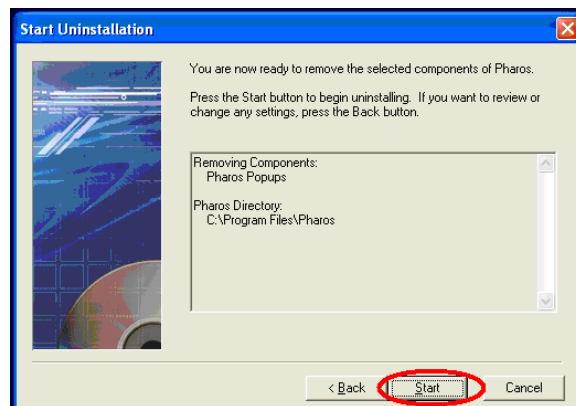


Figure 5

Step 6: Click “FINISH” to complete the installation and Then Click “OK” to reboot your computer

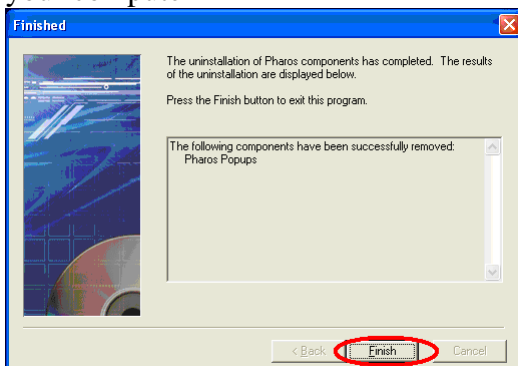


Figure 6

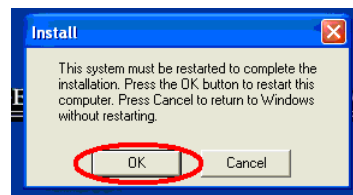


Figure 7