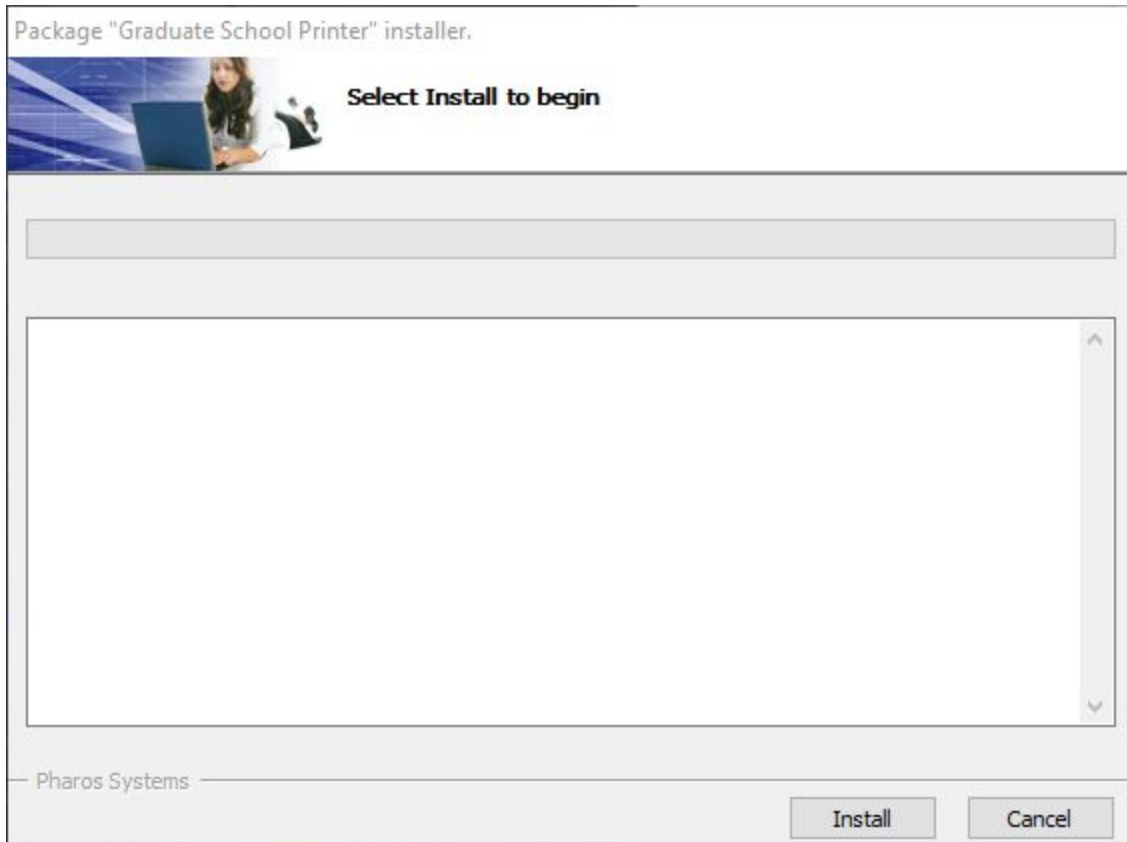


# How to Install Pharos for the Graduate School Printer

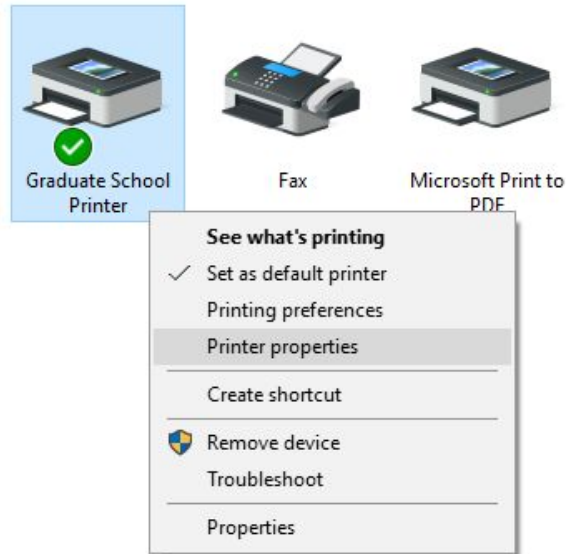
Extract the **GraduateSchoolPrinter\_Setup.exe** from the zip file provided on the UMaine IT site. From on campus connected to either **Tempest** or a **wired connection** run the file you just extracted.



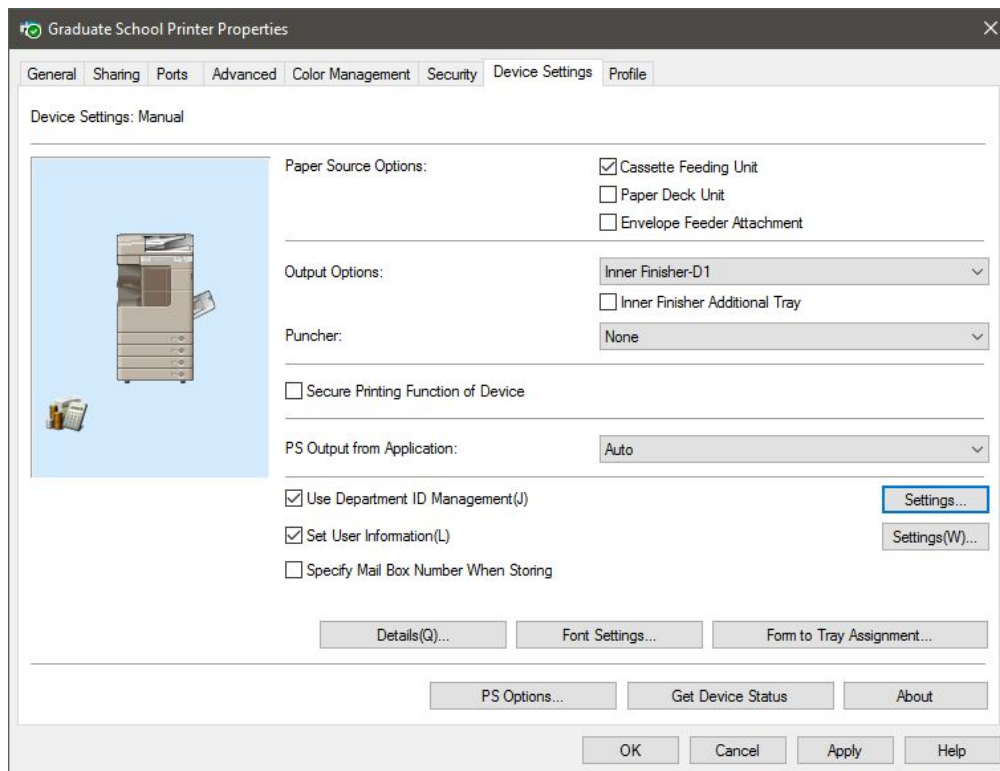
Click **Install** to start the installation. When it is done click **Finish**.

Next click **Start** and type in **Devices and Printers** and press **Enter**. This should open the Devices and Printer window.

Right click the **Graduate School Printer** and select **Printer Properties**

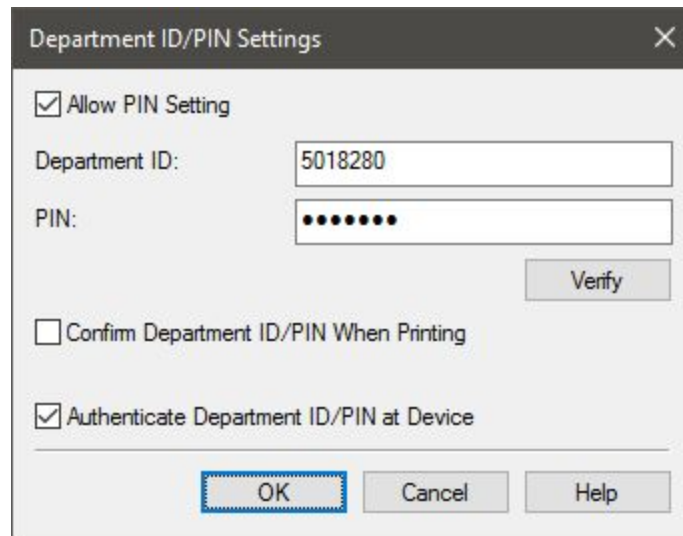


In the window that appears click the **Device Settings** tab



Select **Cassette Feeding Unit** and **Use Department ID Management**.  
Under Output Options select **Inner-Finisher-D1**

Click the **Settings...** button next to Use Department ID Management



The screenshot shows a dialog box titled "Department ID/PIN Settings" with a close button (X) in the top right corner. The dialog contains the following elements:

- A checked checkbox labeled "Allow PIN Setting".
- A text input field labeled "Department ID:" containing the value "5018280".
- A text input field labeled "PIN:" containing seven black dots.
- A "Verify" button located to the right of the PIN input field.
- An unchecked checkbox labeled "Confirm Department ID/PIN When Printing".
- A checked checkbox labeled "Authenticate Department ID/PIN at Device".
- A horizontal line separating the settings from the buttons.
- Three buttons at the bottom: "OK" (highlighted with a blue dashed border), "Cancel", and "Help".

Check **Allow PIN Setting** and enter **5018280** for Department ID and PIN.  
Uncheck **Confirm Department ID/PIN When Printing**  
Check **Authenticate Department ID/PIN at Device**

Click **OK** and then **Apply**. You are now setup to print to the Graduate School Printer.