
UNIVERSITY OF NEW HAVEN

Office of Information Technology

Library Printer Instructions:

1. Log in at [MyCharger](#)
2. Click on the Information Technology tab located on the bottom left-hand side of the page
3. Click the IT Info for Students link on the upper right-hand side of the page
4. On the bottom right-hand side of the page, click the appropriate link for the printer you are looking to use

Mac Users

- a. After download is complete, click with two fingers (or right click) and select "Open"
- b. On the box that pops up, click "Open"
- c. Type in your laptop password to allow the installer
- d. Run the installer for the Pharos Program
- e. Restart your computer
- f. Download and install the Pharos Printer Driver for Mac
- g. Go into system preferences and click "Printers & Scanners"
- h. Click the + button under the printer list
- i. Click with two fingers (or right click) to the right of the printer icon in the toolbar at the top
- j. Click "Customize Toolbar", then drag the advanced icon onto the toolbar
- k. Click "Advanced"
- l. Type: Pharos Print Server
- m. In the URL pane after popup:// type the following: pharos.newhaven.edu/Library%20B&W%20Printers (DO NOT COPY AND PASTE)
- n. Name: Library B & W
- o. Location: Library
- p. Use: Select Software
- q. In the filter window, type 9040, and select HP LaserJet 9040 from the list
- r. Click "Add" and the printer should now show up on your list
- s. **Library Color Printer:** Follow steps a through l
- t. In the URL pane after popup://type the following: pharos.newhaven.edu/Library%20Color%20Printers (DO NOT COPY AND PASTE)

- u. Name: Library Color
- v. Location: Library
- w. Use: Select Software
- x. In the filter window, type 4700, and select HP Color LaserJet 4700 from the list
- y. Click "Add" and the printer should show up on you list

Windows Users

- a. After download is complete, click "Run" to install
- b. Click "Finish" to complete the setup
- c. Repeat steps 1 & 2 for the Library Color Printer for Windows link if you want the colored printer as well
- d. Select any additional printers desired (Library Color, Orange Campus, Residence Hall) and click "Run" to install them.

Residence Hall Printer Instructions:

Mac Users

- a. Follow steps a through l
- b. In the URL pane after popup:// type the following: pharos.newhaven.edu/Residence%20Hall
(DO NOT COPY AND PASTE)
- c. Name: Residence Hall
- d. Use: Select Software
- e. In the Filter window, type 601, and select HP LaserJet 600 M601 M602 M603 Series from the list
- f. Click "Add" and the printer should now show up on your list

Windows Users

- a. After download is complete, click "Run" to install
- b. Click "Finish" to complete the setup
- c. Repeat steps 1 & 2 for the Library Color Printer for Windows link if you want the colored printer as well
- d. Select any additional printers desired (Library Color, Orange Campus, Residence Hall) and click "Run" to install them.

NOTE: When printing color text (not images), you may need to manually select color from the print options menu for it to print the text in color