

Installing CAPS Printing on Windows

Pharos Version: 8.1

Requirements

Windows 2000, XP, Vista, 7. (32-bit and 64-bit)

Installing

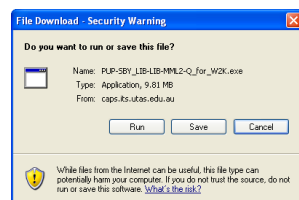
- 1 Open a web browser to <http://caps.its.utas.edu.au>. A list of available Print Queues will be shown.
- 2 Determine which CAPS Print Queue/s you wish to use. The queues are grouped first by campus, then by name. If uncertain of the name, check the label on the physical printer.

For example:

ITS-ITS-CROFT is served by *ITS-ITS-CROFT-Q*.

LIB-LIB-MML21 and *LIB-LIB-MML22* are both served by *LIB-LIB-MML2-Q*.

- 3 The software you need is listed under the **Software** column for that queue. Note that you may find both *32-bit* and *64-bit* versions. If you are using a 64-bit version of Windows, click the 64-bit version. Otherwise, click the 32-bit one.
- 4 At the following prompts, click **Run**.



If you are using a different browser than Internet Explorer, simply download the file and then run it.

- 5 If using UAC (Windows Vista/7), you may be prompted to **Cancel** or **Allow** the installer. Click **Allow** to proceed with installation.
- 6 The installer will make the necessary changes to the Windows Firewall. If using a third party firewall package, you must configure it to allow the following ports: 515, 2355, 28201, 28203.
- 7 When the installer finishes, the printer is ready for use. No reboot is necessary.

Note: The print driver installs with default settings. You may need to change the printer defaults to suit your requirements, for example A4 instead of US Letter, or black and white default on colour printers.

Installing Multiple Printers

You may install as many CAPS printers as you wish.

Renaming

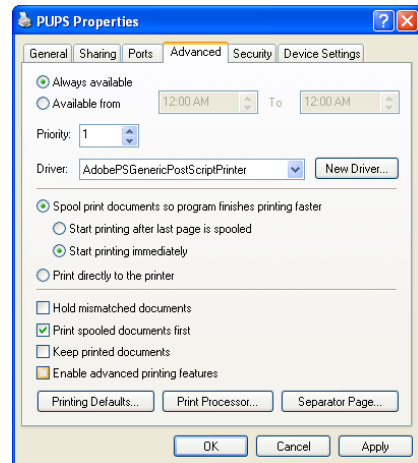
Do not rename any of the installed CAPS printers. If a printer is renamed and stops working, you can restore function by uninstalling the Pharos software and then re-installing as per this guide.

Advanced Printing Features

It's best to **uncheck** *Enable advanced printing features*.

The option is designed to allow users to print multiple pages per sheet, even when the application does not support it. CAPS may count the pages in such jobs incorrectly, and overcharge as a result.

Leaving this option enabled can also confuse some printers, making them print text in white. This makes the pages blank.



Document control details

Author:	John Curran
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