

Step 1: Install Print Services for Mac OS X 10.5 (Leopard) and 10.6 (Snow Leopard)

Note that some steps are optional:

- [1.1 Install the Popup Software/Printer Driver](#)
- [1.2 Adding a Specific Printer \(optional\)](#)
- [1.3 Enable Duplex Printing \(optional\)](#)
- [1.4 Create Duplex Preset \(optional\)](#)

Note: Mac OS X 10.6 (Snow Leopard) is not fully supported by Computing Services at this time; visit the [Snow Leopard \(OS X 10.6\)](#) (<http://www.cmu.edu/computing/news/status/snowleopard.html>) status page for details.

Last Updated: 11/12/09

1.1 Install Popup Software/Printer Driver

Mac OS X 10.5 and 10.6

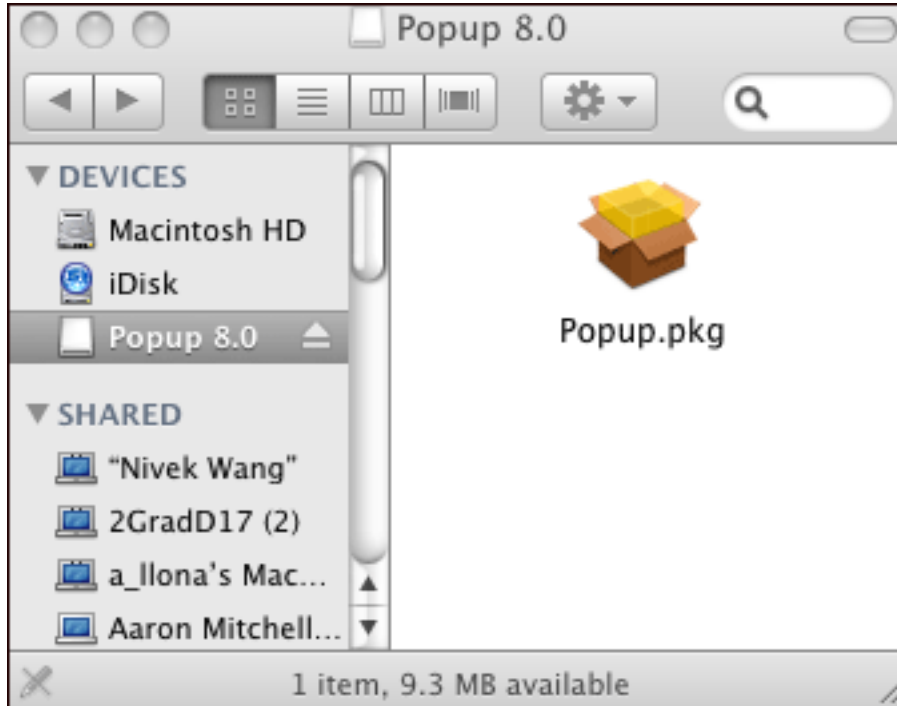
Note: These steps will walk you through the process of installing the Andrew Central B&W Print Queue that will work for ALL public printers. By selecting the **andrew** print queue, your print job will be sent to ALL public cluster and library printers on campus. You can release, print and delete your print job from ANY campus release station.

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Install Popup Software

Follow these steps to install the popup software:

1. Visit the [Mac Print Software](http://www.cmu.edu/computing/software/all/printers/mac-central.html) (<http://www.cmu.edu/computing/software/all/printers/mac-central.html>) web page and download the popup software AND the generic printer driver (CMUGeneric PPD).
2. Double-click the **Popup.dmg** file to open the disk.
3. Double-click the **Popup.pkg** file to run the installer. Through the process, you'll be prompted to authenticate and will be asked to select the destination for the installation. When the Install is finished, close the installer window.



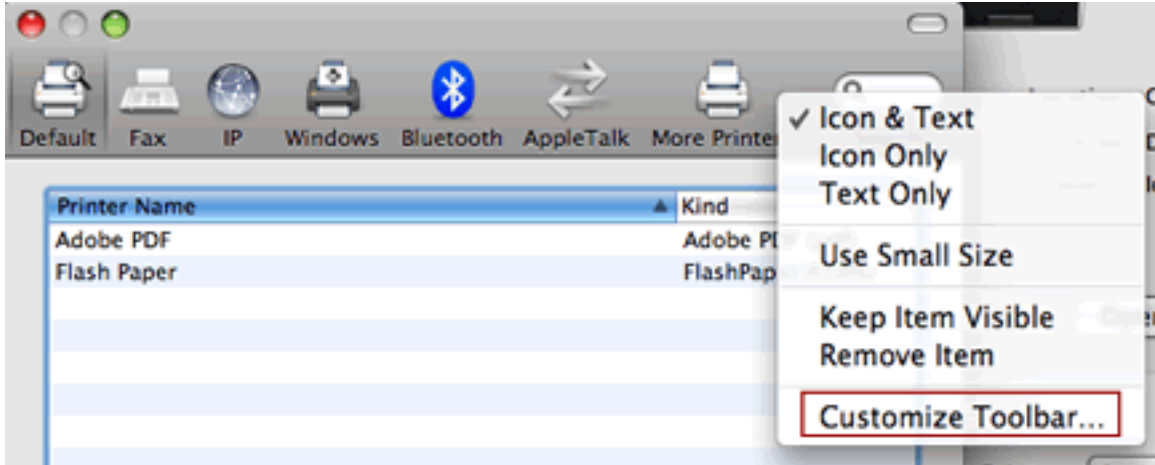
Install the Print Driver

Follow these steps to install the printer driver:

1. Select the **Apple menu > System Preferences > Print & Fax.**

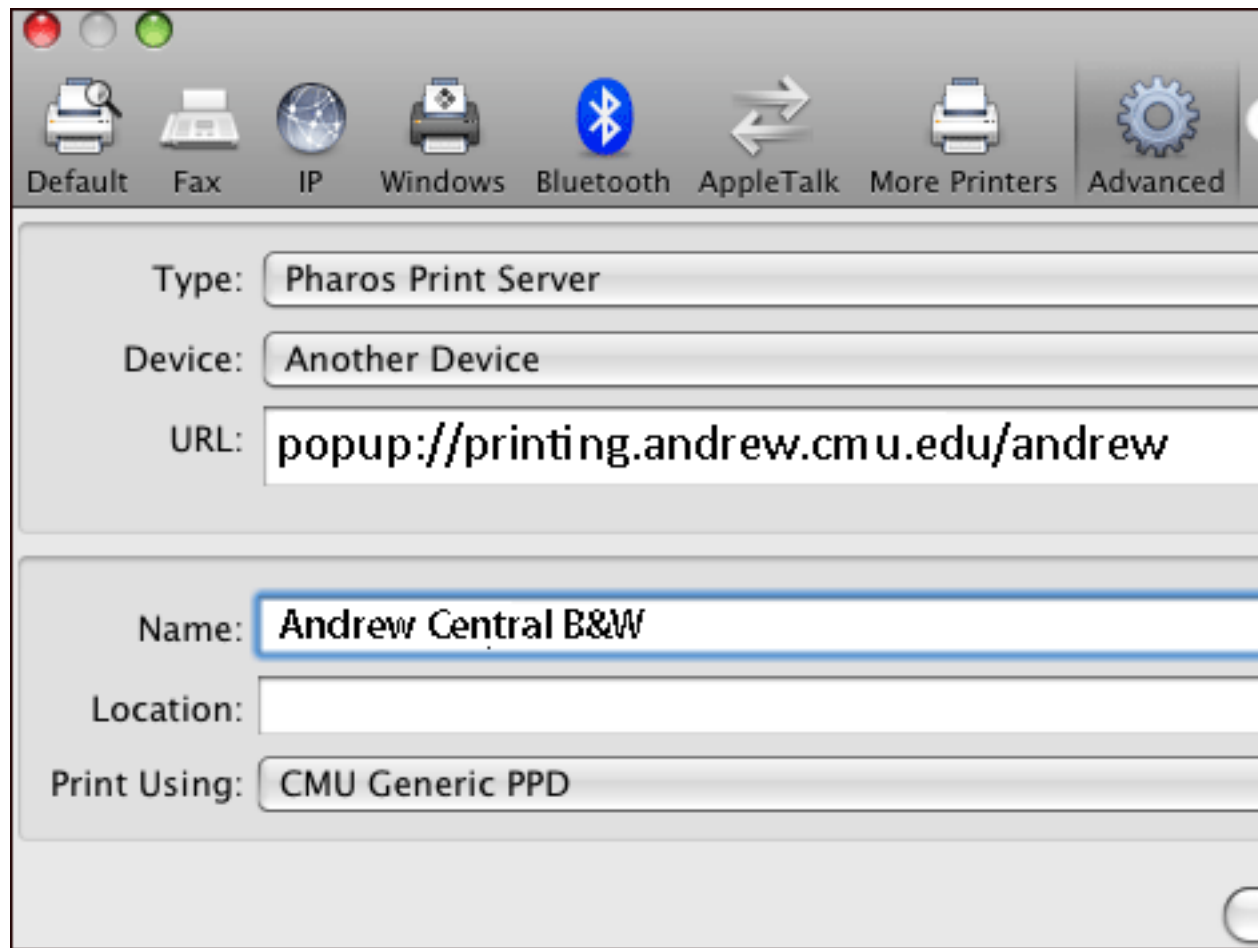
2. Click the **lock** icon to make changes; an authentication window appears.
3. Enter an Administrator level name and password, and then click **OK**.
4. Click the **+** to add a new printer.
5. Select **Advanced**.

Note: If Advanced doesn't appear, **CTRL-click** (right-click) the toolbar and choose **Customize Toolbar...** Drag **Advanced** to the Toolbar and click **Done**.



6. When the **Advanced** tab appears (this may take a few moments) enter the following:

- **Type:** Pharos Print Server
- **Device:** Another Device
- **URL:** popup://printing.andrew.cmu.edu/andrew
- **Name:** Andrew Central B&W
- **Printing Using:** Select Other.
 - o Navigate to your desktop (or to where you downloaded the file) and select **CMUGeneric.ppd**.
 - o Click **Open**.



- Click **Add**.
- Click the **lock** icon to prevent changes and close the Print & Fax window.



1.2 Adding a Specific Printer (Optional)

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1.2 Adding a Specific Cluster or Library Printer (optional)

Follow these steps if you are interested in adding specific cluster or library printer(s), otherwise, continue with [Step 2: Order Your Print Job](#).

Some cluster printers offer the ability to perform [special print jobs](http://www.cmu.edu/computing/doc/printing/tips.html) (<http://www.cmu.edu/computing/doc/printing/tips.html>). If you want to use any of these features, you'll need to install a printer driver specific to the printer you want to use. Follow these steps:

1. Review the list of public printers on the [Andrew Printing Chart: Mac](http://www.cmu.edu/computing/clusters/printing/macchart.html) (<http://www.cmu.edu/computing/clusters/printing/macchart.html>) and determine which printer you want to print to (which print driver you'll need).
2. Follow the [Install the Print Driver](#) step as you did in Step 1.1, but complete the **Advanced** tab as follows:
 - Type: **Pharos Print Server**
 - Device: **Another Device**
 - URL: Refer to the **URL** column of the [Andrew Printing Chart: Mac](http://www.cmu.edu/computing/clusters/printing/macchart.html) (<http://www.cmu.edu/computing/clusters/printing/macchart.html>). For example, if you want to add the CFA Color Laser, enter **popup://printing.andrew.cmu.edu/cl-cfa-colorlaser**.
 - Name: Refer to the **Printer Name** column of the [Andrew Printing Chart: Mac](http://www.cmu.edu/computing/clusters/printing/macchart.html). (<http://www.cmu.edu/computing/clusters/printing/macchart.html>)
 - Print Using: Select the appropriate printer driver from the list of already installed drivers. If you can't find the printer driver in this list, refer back to the [Andrew Printing Chart: Mac](http://www.cmu.edu/computing/clusters/printing/macchart.html) (<http://www.cmu.edu/computing/clusters/printing/macchart.html>) and follow the link to the manufacturers site to download the appropriate driver.



[1.3 Enable Duplex Printing](#)

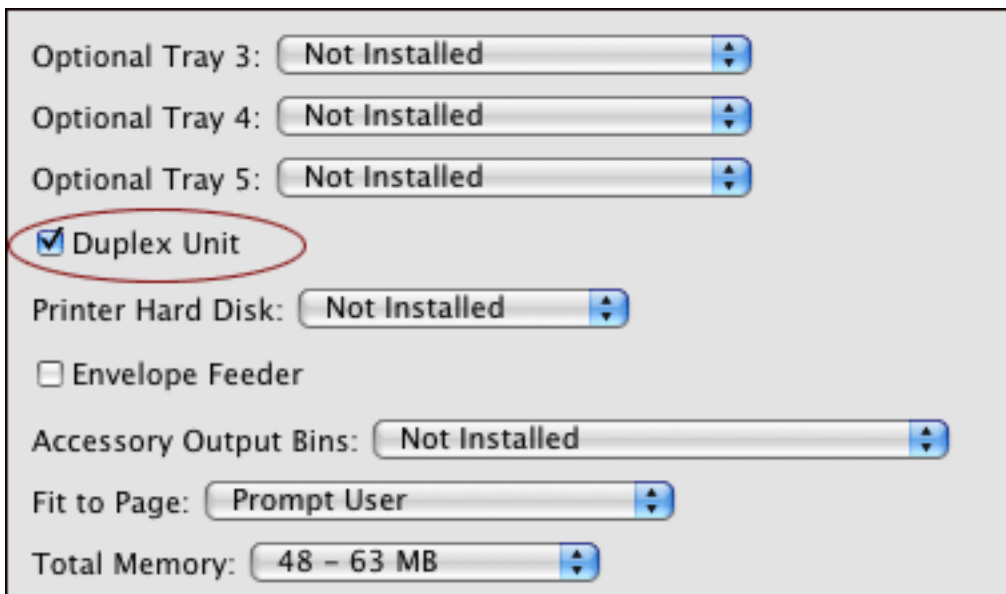
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1.3 Enable Duplex Printing (optional)

IMPORTANT: If you are using the central print queue, **DO NOT** complete this step. Duplex printing is automatically enabled for this printer driver.

If you plan to print to a specific public HP printer and would like to duplex print, you must enable duplexing for that printer. Use the [Andrew Printing Chart: Mac](http://www.cmu.edu/computing/clusters/printing/macchart.html) (<http://www.cmu.edu/computing/clusters/printing/macchart.html>) to determine whether the printer supports duplex printing.

1. Continuing from Step 1.2, an Options window (similar to the one below) appears, select the **Duplex Unit** checkbox.
2. Click **Continue**.



Optional Tray 3: Not Installed

Optional Tray 4: Not Installed

Optional Tray 5: Not Installed

Duplex Unit

Printer Hard Disk: Not Installed

Envelope Feeder

Accessory Output Bins: Not Installed

Fit to Page: Prompt User

Total Memory: 48 - 63 MB

Note: If you are configuring duplex printing independent of the flow of these instructions, follow these steps:

- From the **Apple** menu, select **System Preferences > Print & Fax**.
- Select the printer you want to duplex print to and click **Options & Supplies**.
- Select **Driver**. An Options window (similar to the graphic above) appears.
- Select the **Duplex Unit** checkbox and then click **OK**.



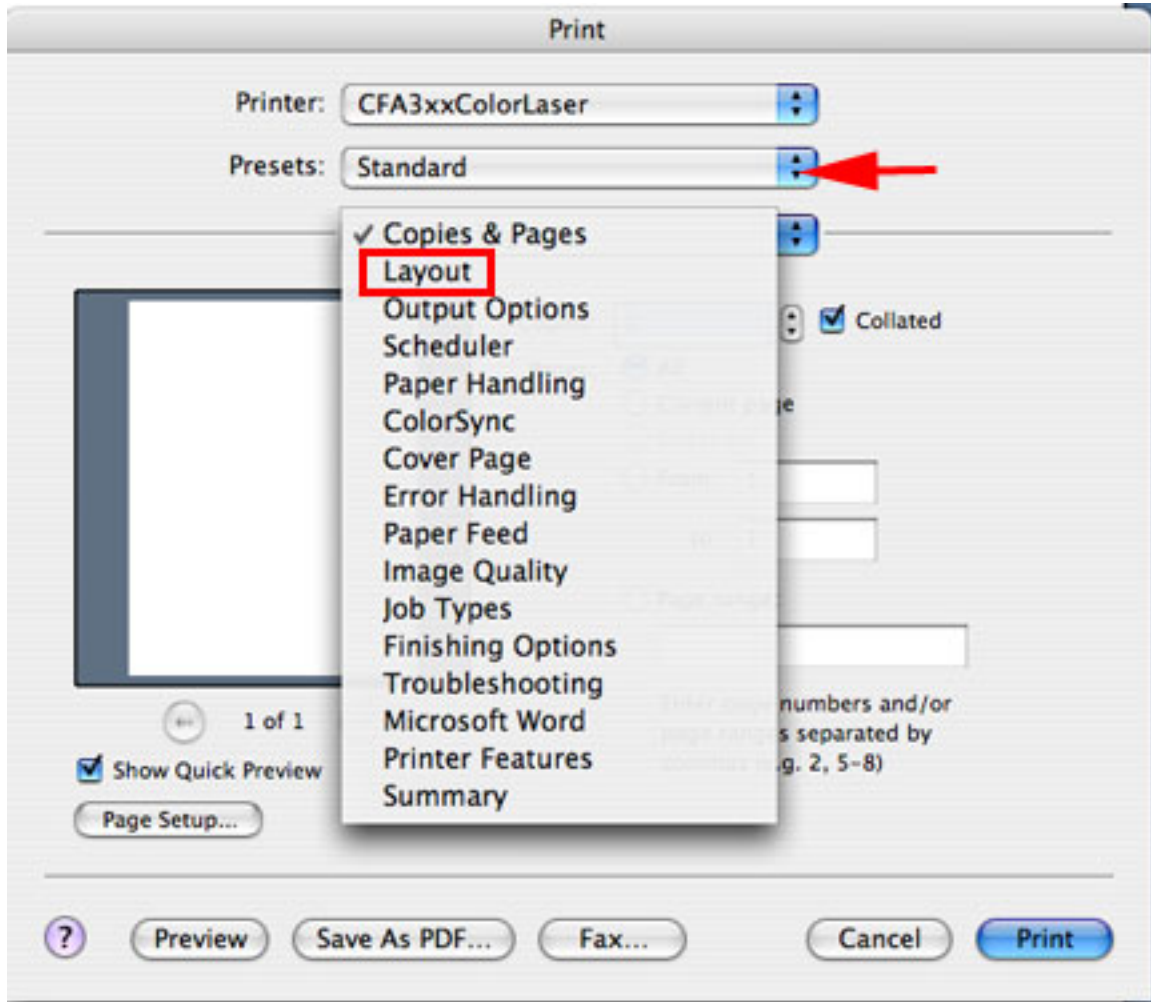
1.4 Create a Duplex Preset

Last Updated: 6/26/09

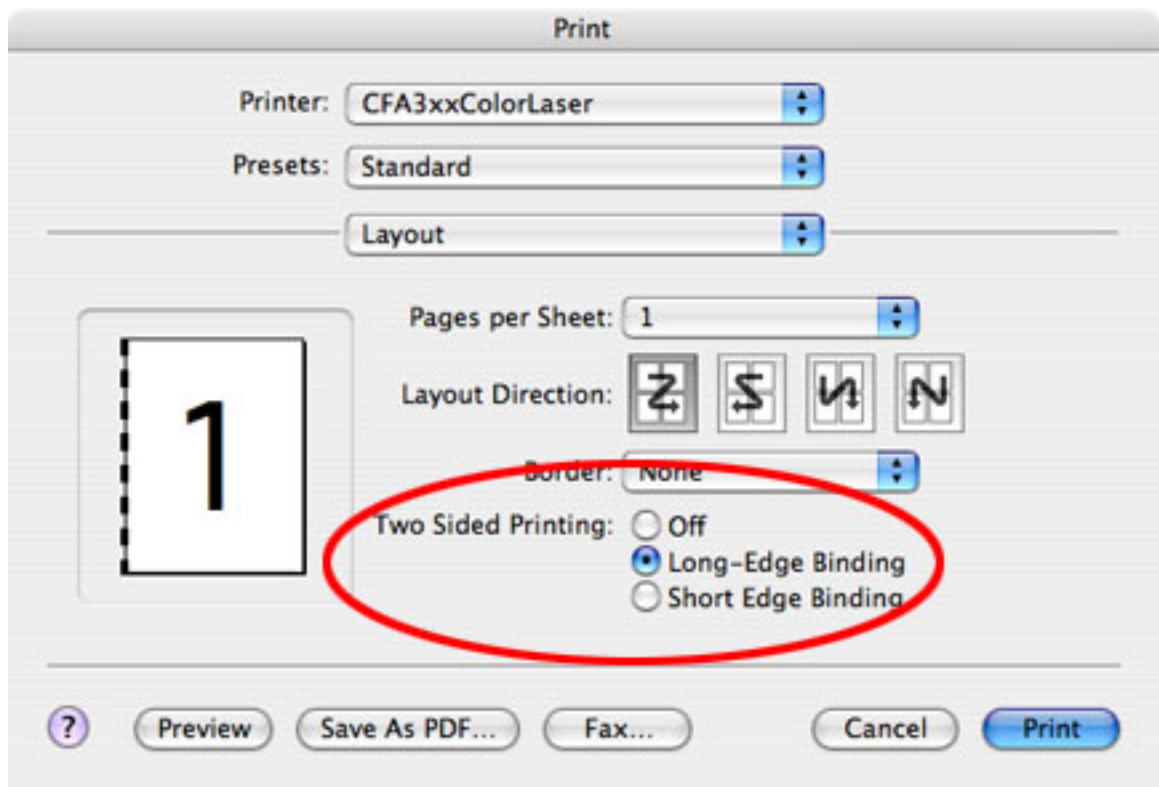
1.4 Create a Duplex Preset (optional)

Duplex printing is automatically enabled for the central print queue. If you are interested in printing duplex jobs to a **specific** printer listed in the [Andrew Printing Chart: Mac](http://www.cmu.edu/computing/clusters/printing/macchart.html) (<http://www.cmu.edu/computing/clusters/printing/macchart.html>), follow the steps to enable duplex printing for that specific printer.

1. Launch an application and select **Print**.
2. From the Print dialog box, select **Layout** from the "Copies and Pages" drop-down list.



- Under Two Sided Printing select the **Long-Edge Binding** option.



3. Select **Save As** from the Presets drop-down.
4. At the "Save Preset As" prompt, type **Duplex** and click **OK**.
You now have a Duplex preset. Once you print using this preset, it will be the default for future print jobs. Select Standard from the Preset drop-down if you would like to print a job in "simplex" mode.



Step 2: Ordering Your Print Job

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Step 2: Order Your Print Job

Follow these steps to order your print job:

1. Select **Print** as you normally would. The application's print dialog box appears.
2. Select the specific public printer you wish to print to, or choose "Andrew - Central B&W Queue" to print to the centralized print queue.
 - By selecting the **Andrew Central B&W queue**, your print job will be available for release at ALL black and white Cluster and Library release stations.
 - The central queue is configured with a generic driver that supports double-sided (duplex) printing and tabloid (11"x17") paper.
 - All print jobs sent to the central print queue expire after 4 hours. The queue for the University Center LL printer features an extended job expiration of 12 hours. You must send your job to that specific print queue to take advantage of the extended job expiration.
 - If you require printer specific features (e.g., manual feed for the CFA cluster, specific resolution settings, etc.), or are printing complex PDFs or Adobe files, we recommend that you use a queue for a specific cluster printer. By using a specific cluster printing queue, you are in turn using a driver that is specific to that printer model. To use special printing features, refer to the "Adding a Specific Printer" steps for your operating system. For a complete list of public printers, spooler information and descriptions, refer to the [Andrew Printing Chart: Windows](http://www.cmu.edu/computing/clusters/printing/winchart.html) (<http://www.cmu.edu/computing/clusters/printing/winchart.html>) or [Andrew Printing Chart: Mac](http://www.cmu.edu/computing/clusters/printing/macchart.html) (<http://www.cmu.edu/computing/clusters/printing/macchart.html>).
3. The Pharos Popup Print Screen, similar to the following, appears. Enter your Andrew UserID or "guest" if printing with a Plaid Ca\$h card. Optionally, you may also enter a password for the document and a name.

Note: When printing from Windows XP Pro x64, the popup window does NOT appear.

Please provide the following information to print your document.

Andrew ID: (enter "guest" if you will print with a Plaid Ca\$h card)

Job Password: (optional; DO NOT USE ANDREW PASSWORD)

Job Name: (optional)

Cancel Go Back Print

4. Select **Print**.



Step 3: Release Print Job

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Step 3: Release Your Print Job

Follow these steps to release your print job from the printer release station:

1. If you selected a specific printer location, visit that location. If you chose "Andrew - Central B&W" (the centralized print queue), visit any release station.
 2. Swipe the **appropriate ID card** or **Plaid Ca\$h card** with the magnetic strip facing the terminal.
 - If you swipe an ID card, only jobs for that userID will appear.
 - If you swipe a Plaid Ca\$h card, all guest jobs will appear.
 3. Locate your job on the screen and touch that part of the screen to select it, verify the cost, and then touch **Print** to print the job.
 - If you entered a password for the job, a password dialog box will be displayed. You will need to enter the same password to release the job.
 - Jobs not printed before the expiration time are automatically deleted.
1. When you are finished touch **Logoff** to exit the queue.

For help with using a manual feed, see [Using Manual Feed \(http://www.cmu.edu/computing/doc/printing/manual.html\)](http://www.cmu.edu/computing/doc/printing/manual.html).

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