



Salve Regina University Information Technology

Printing for Students with Windows Computers

As part of the tuition charge assessed to all full time students, each student is able to print the equivalent of 200 black and white pages per semester. Each page in excess of the 200 maximum is charged to the student at 10 cents a copy for black and white, and 25 cents for color. This charge is assessed once at the end of each semester and is included in the tuition bill. Our goal is to provide a reasonable amount of free printing while conserving paper and printer use.

The student Pharos printing solution allows users to submit print jobs, and then release them using the card swipes on enabled devices using the student's Salve Regina ID card.

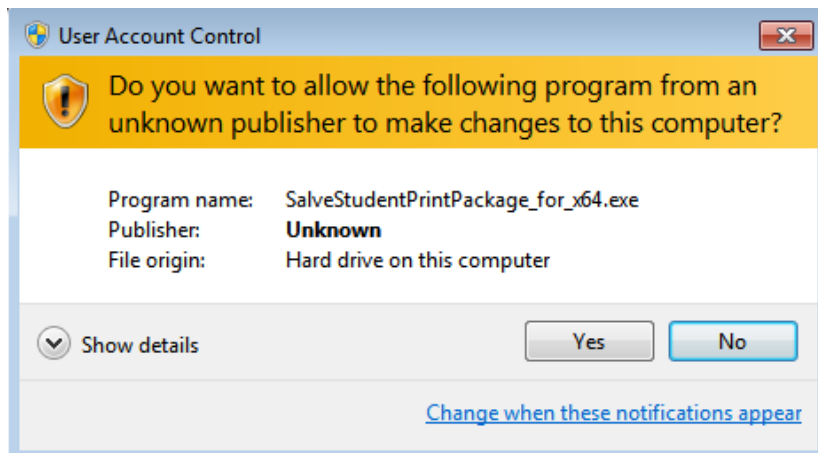
Card swipe printers are located in the McKillop Library, O'Hare, Wakehurst, as well as the computer labs in the Antone Center and the O'Hare Academic Center.

To begin using this system, the Pharos printer client software must be installed on the user's computer. The following directions provide step-by-step guidance to install and configure the software on your Windows Laptop.

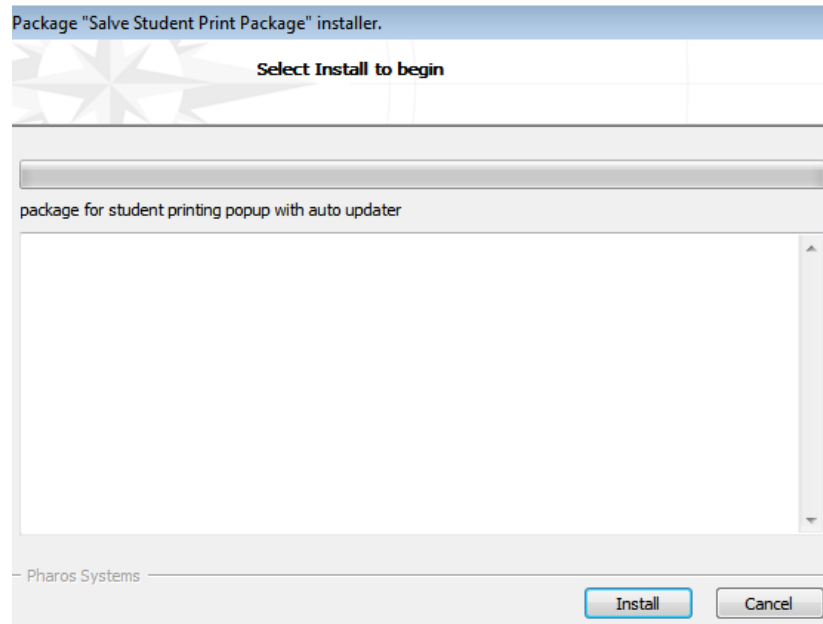
Installing the Printer Client software.

The printing software is downloaded by navigating to portal.salve.edu, hovering over the top left **Menu**, selecting **Offices**, then **Information Technology**, and then **My Printing**. The software download will be saved into the **Downloads** folder on your PC as a .exe file. Double-click this file to install.

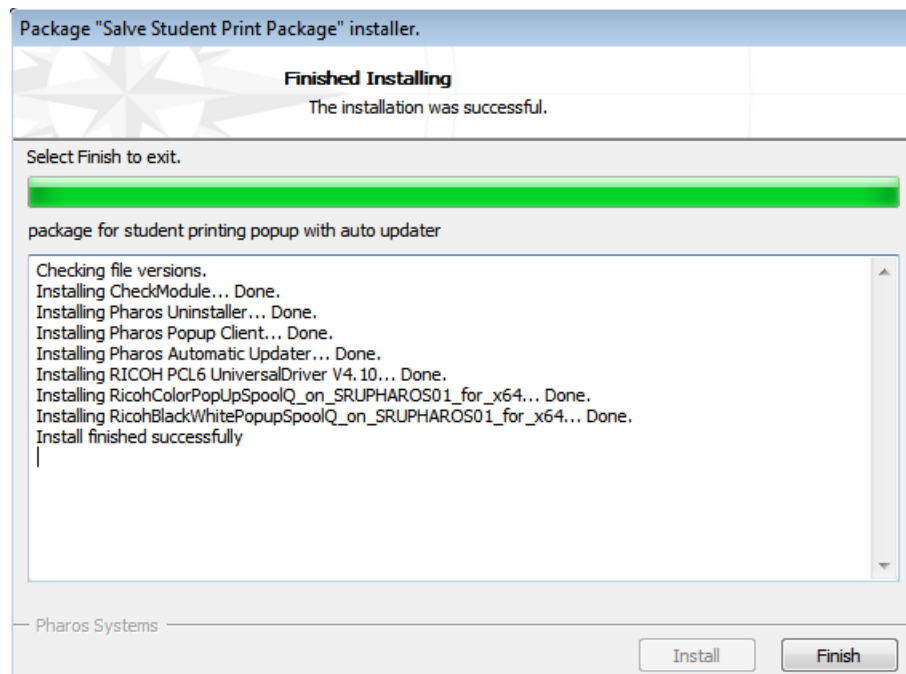
A security warning will pop up asking if you want to run the software. Please Select **Yes**.



A printer "Popup Package" software installer will appear. Click **"Install"**



After a short period, a "Finish" button will appear. Select it



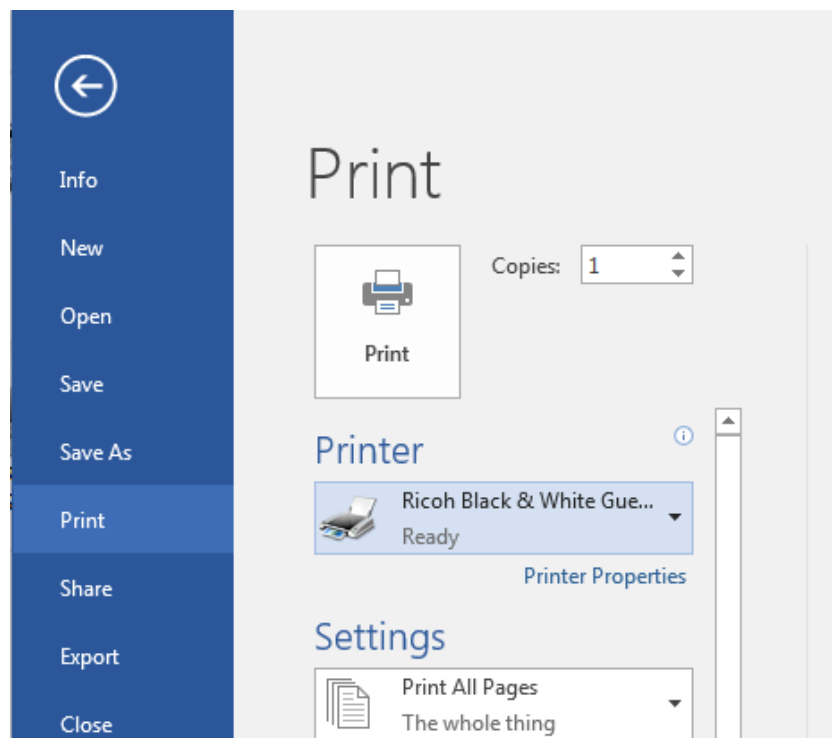
You will now have 2 Ricoh printers available for you in your **Devices and Printers** to use. They are Ricoh Multifunction and Ricoh Black & White.

Using Card Swipe Printers:

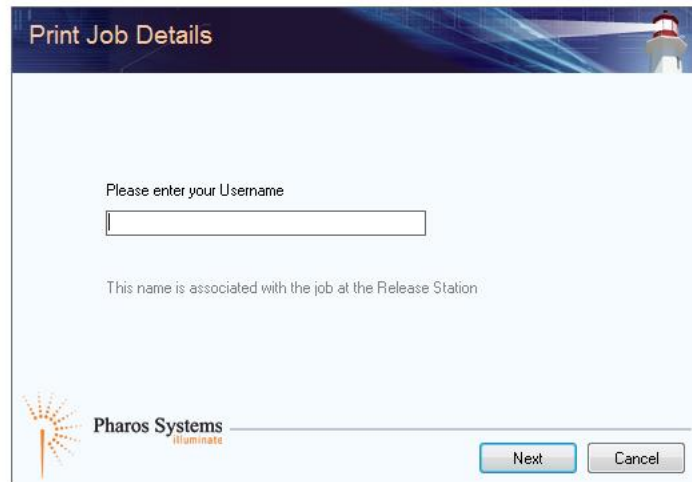
Card Swipe Printers are located in the McKillop Library, O'Hare, Wakehurst, as well as the computer labs in the Antone Center and the O'Hare Academic Center.

- McKillop Library
 - Garden Level Walk-Up Station
 - 1st Floor
 - 2nd Floor
 - 3rd Floor
- O'Hare
 - 1st Floor Lobby (**Black & White Only**)
- Wakehurst
 - 2nd Floor (**Black & White Only**)

When printing a document, select the type of printer (Ricoth Black & White or Ricoth Multifunction) that corresponds to printer you will be retrieving the print job from. Use the Print function in the application you want to print from, such as Microsoft Word.



A dialogue box will prompt you for your username, and then for your password. Enter your Salve Regina network username and password.



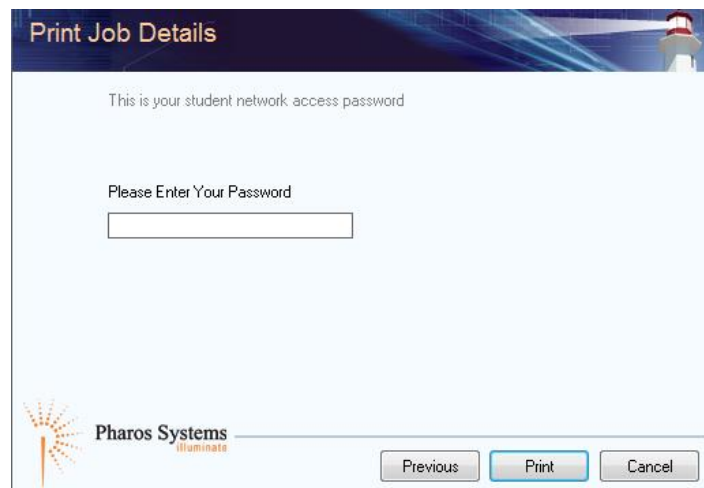
Print Job Details

Please enter your Username

This name is associated with the job at the Release Station

Pharos Systems
illuminate

Next Cancel



Print Job Details

This is your student network access password

Please Enter Your Password

Pharos Systems
illuminate

Previous Print Cancel

When you do this for the first time, the software will automatically run an update.

Walk-up to the printer you want to use and Swipe your ID card at a card swipe that is located with the printer that you would like to release the print job from.

A list of your print jobs will display on the screen. Select which job you would like to release, and print this job.

Additional Technical Support.

If you encounter any issues during the installation, feel free to reach out to the Help Desk. You can contact us via email at helpdesk@salve.edu, by phone at **(401)-341-7777, option 2**, or in person in Room 008 of McKillop Library. Our hours are 8:30am – 4:30pm, Monday – Friday.