

HOW TO CONNECT TO BENTLEY'S PAY-TO-PRINT WORKSTATIONS

Instructions for macOS



How to add Pharos Printers on macOS

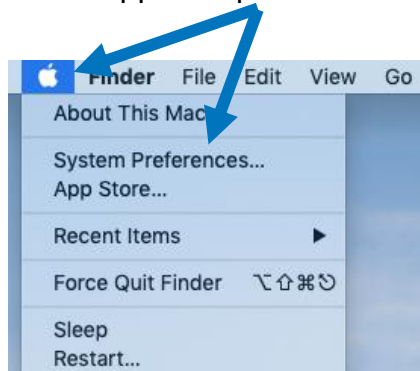
Adding a Bentley University printing station to your personal macOS device is a 2-step process. [Part one](#) is to add the printer to your device. [Part two](#) is to open a document you'd like to print in order to authenticate to the Falcon Print server, saving your credentials for future use.

Part one: Install the printer on your device

1. Open System Preferences from either:
 - a. the dock:



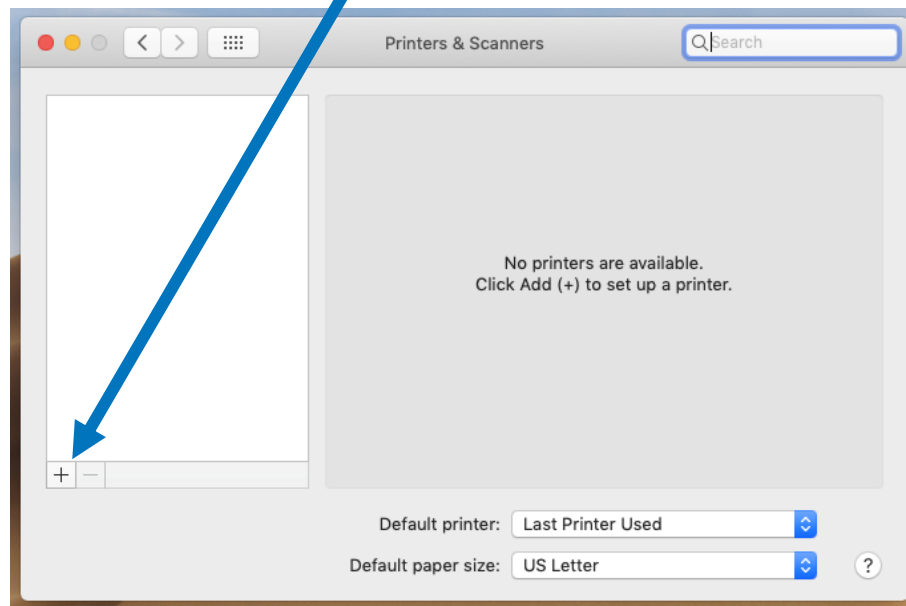
- b. or the Apple drop-down menu:



2. Choose Printers & Scanners:



3. In the box that opens, select the “+” icon at the lower left corner of the printers list window:

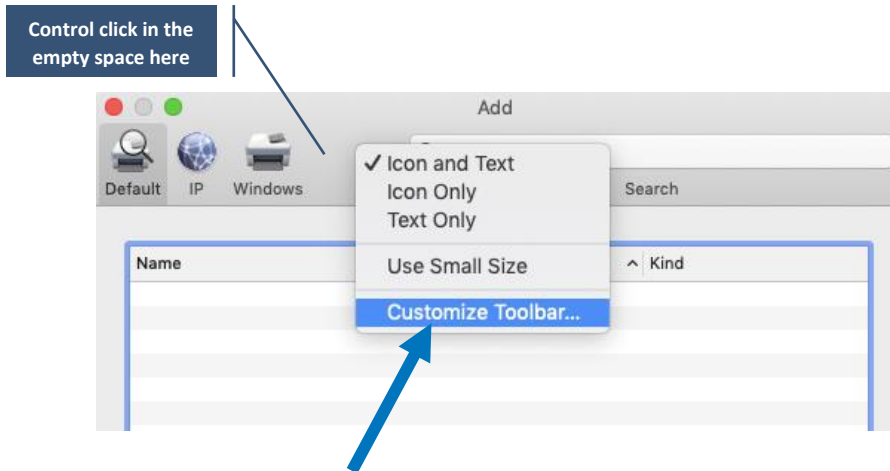


4. If your “Add” window already has an “Advanced” button near the top, [skip to step 9 \(page 5\)](#).

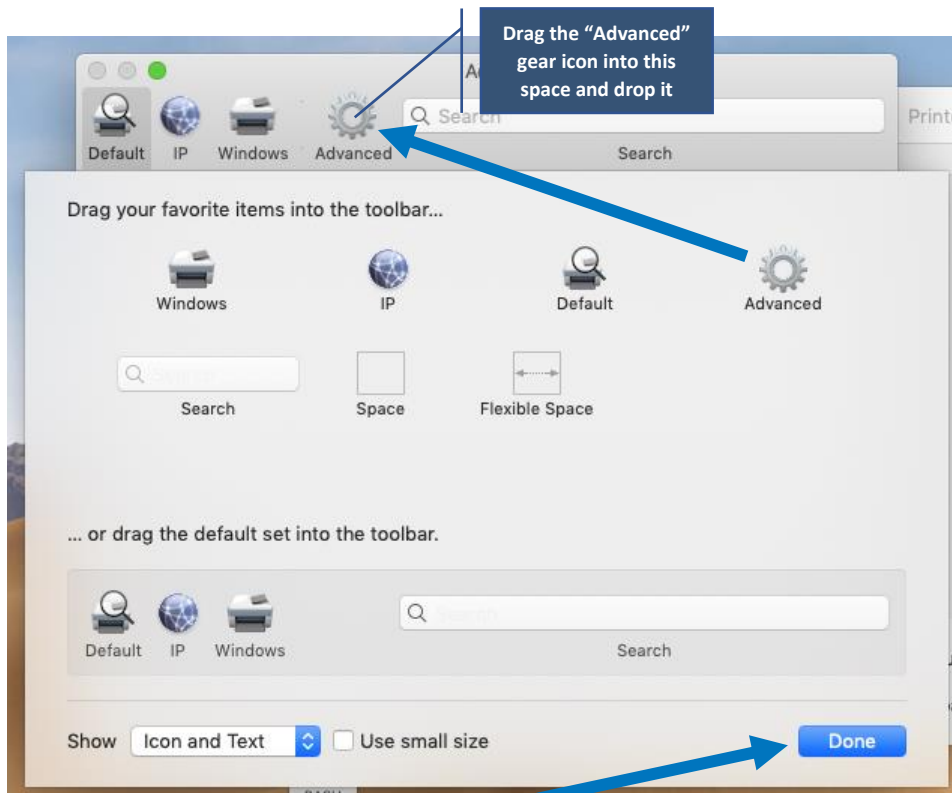
If your “Add” window DOES NOT have an “Advanced” button near the top, [proceed with steps 5-8 on the next page](#).



5. In the “Add” window, hold down the “control” key and click in the empty space to the right of the “Windows” tab to access the “Customize Toolbar...” option:



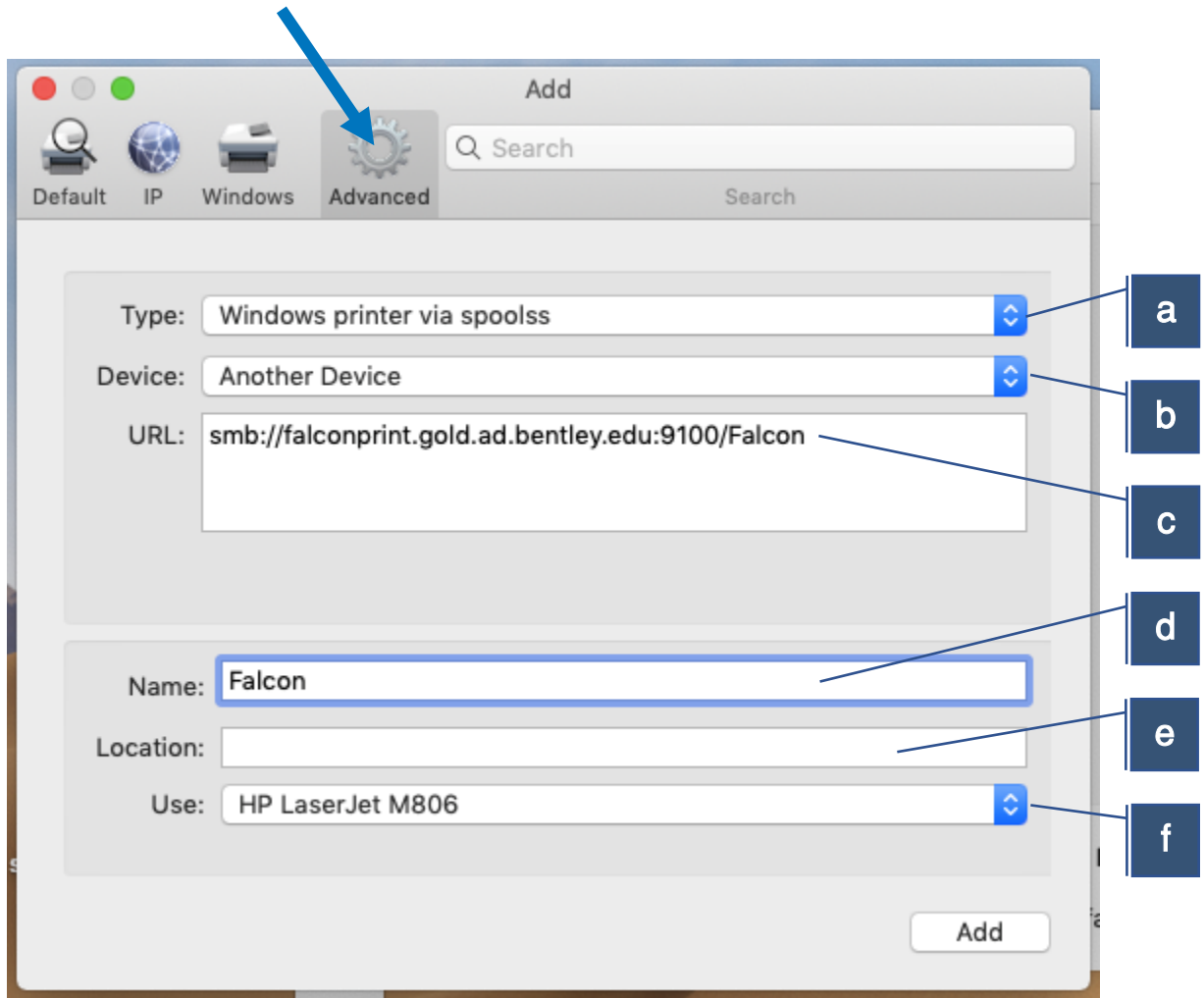
6. Choose “Customize Toolbar...”
7. From the options that appear under “Drag your favorite items into the toolbar...”, select the “Advanced” gear icon and drag it into the “Add” window options:



8. Select “Done”



9. Click on the “Advanced” icon:

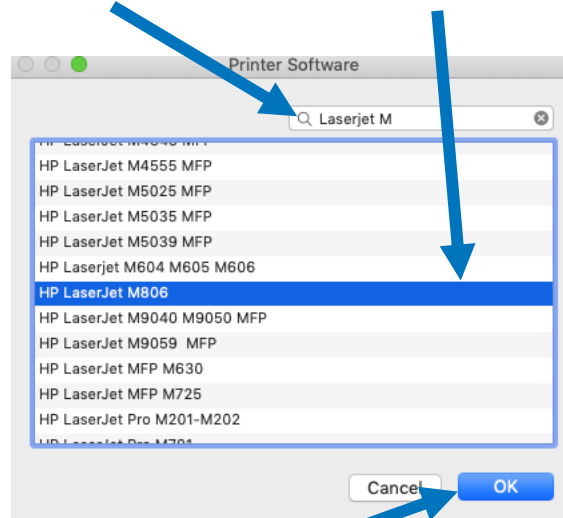


10. To install the black and white printer, select or enter the following information into the Advanced options shown above:

- a. Type: Windows printer via spools
- b. Device: Another Device
- c. URL: smb://falconprint.gold.ad.bentley.edu:9100/Falcon
- d. Name: Falcon
- e. Location: *Leave Blank*
- f. Use: Select Software...



- i. In the “Printer Software” window, type HP LaserJet M806 in the search box and select the printer from the results:



- ii. Select OK
- iii. *If your search does not return an option to select the HP LaserJet M806 printer, it means you do not have the driver installed. Please contact the Help Desk for further assistance.*

11. When your settings match those pictured on the previous page, choose “Add” to finish installing the Falcon Print printer. For color printing, [go to page 7](#).

Part two: Authenticate and save your credentials

12. Open any application and attempt to print to Falcon.

13. When prompted, enter your Bentley shortname using the following format:

- a. Students: BLUE\shortname
- b. Faculty: GOLD\shortname

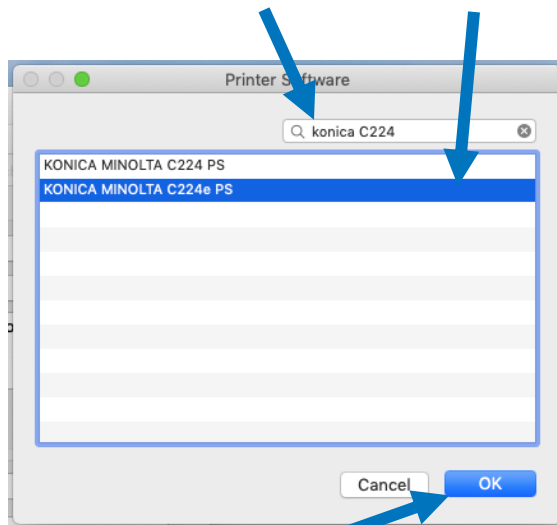
Then enter your password, and check the box to “Remember this password in my keychain” to avoid being prompted in the future.



Add FalconColor

To install FalconColor, follow the instructions for Falcon black and white printing using the following settings in Step 10:

- a. Type: Windows printer via spools
- b. Device: Another Device
- c. URL: smb://falconprint.gold.ad.bentley.edu:9100/FalconColor
- d. Name: FalconColor
- e. Location: Leave Blank
- f. Use: Select Software...
 - i. Determine which model color printer you are attempting to print to:
 - HP Color LaserJet M651
 - HP Color LaserJet M653
 - Konica Minolta c224e
 - ii. In the “Printer Software” window, enter the specific model from the list above in the search box and select the printer from the results:



- iii. Select OK
- iv. *If your search does not return an option to select the desired printer, it means you do not have the driver installed. Please contact the Help Desk for further assistance.*

Once the color printer has been installed, proceed with [Part two](#) to authenticate and save your credentials.

