

# UoA-WiFi wireless printing setup

For Windows 64-bit operating system

**Note:** This guide is for use with computers using a 64-bit version of Windows. The screenshots are a guide only and may vary for different editions of Windows.

## 1. Connecting to UoA-WiFi

### 1: Preparation

Before printing on the UoA wireless network, you must first be connected to UoA-WiFi.

An instruction guide on how to connect can be downloaded from:

<http://www.auckland.ac.nz/wireless>

## 2. Downloading the wireless printing setup file

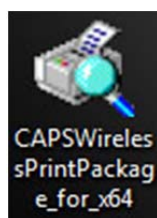
The wireless printing setup file for Windows can be downloaded from:

[ftp://ftp.auckland.ac.nz/pub/CAPS/Win/print\\_drivers/CAPSWirelessPrintPackage\\_for\\_x64.exe](ftp://ftp.auckland.ac.nz/pub/CAPS/Win/print_drivers/CAPSWirelessPrintPackage_for_x64.exe)

When prompted, save this file on your computer.

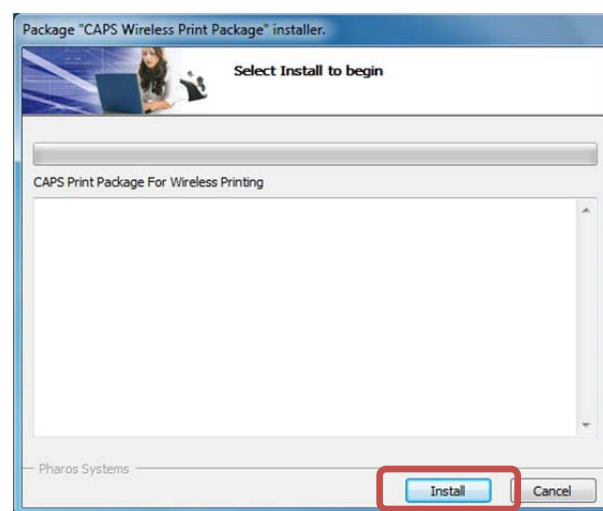
## 3. Installing the wireless printing setup file

After saving the setup file, double click on the 'icon' to install the application:

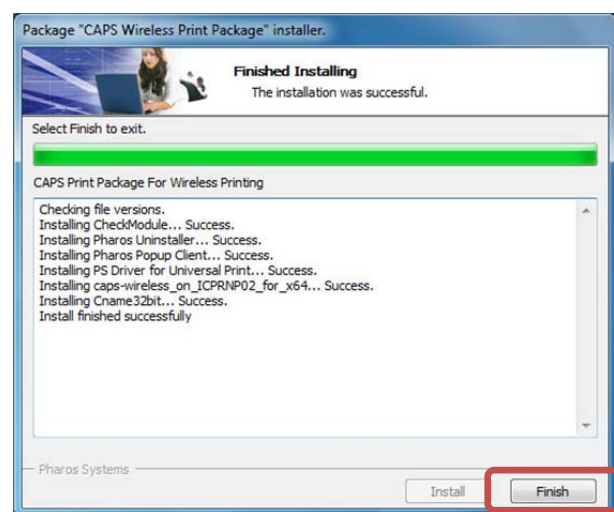


Simply double-click on the file you just downloaded to start the installation process.

A window will open. Click 'Install' to begin the installation process:



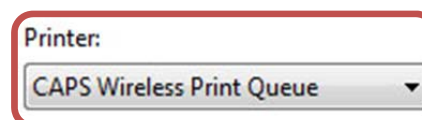
When the installation is complete, click on 'Finish':



## 4. Wireless printing on UoA-WiFi

First, ensure that you are logged on to UoA-WiFi and that you can browse the internet.

When you print your document, select the printer 'CAPS Wireless Print Queue':

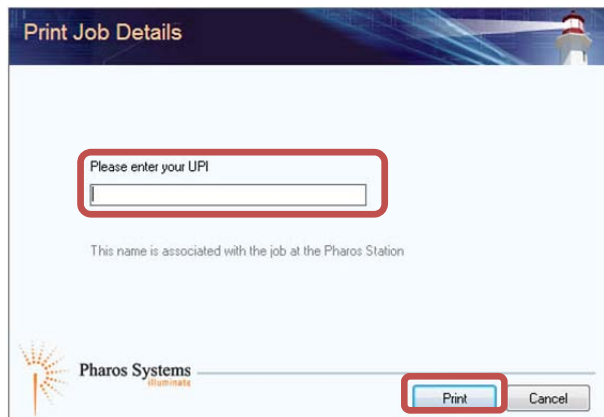


Select the settings you would like, then click 'Print'.

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The 'Print Job Details' window will open and prompt you to enter your UPI. Enter your UoA 'UPI', then click on 'Print':



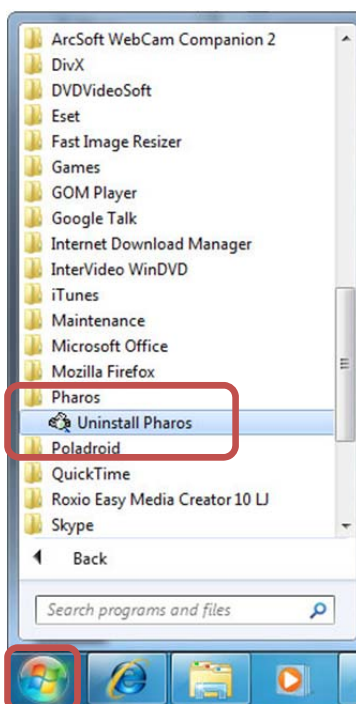
The print job will be sent to the print queue and you will be able to print on the UoA-WiFi wireless network.

## 5. Troubleshooting FAQs

6.

**I want to uninstall the wireless printer but I don't know how!**

Click the 'Start' button on the bottom left of your screen, browse to the 'Pharos' program folder', then click 'Uninstall Pharos':



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Follow the on-screen instructions and the printer will be uninstalled automatically.

**I'm getting an error window instead of the window asking me for my UPI!**

If, after selecting 'Print', instead of being prompted enter your UPI you see the following window, then you are not currently connected to UoA-WiFi.



Check your wireless connection and wireless signal strength and reconnect if necessary.

**My PDF is Printing out really slowly!**

UoA wireless printing is currently restricted to using PostScript drivers. This may sometimes result in certain files, such as some PDFs, to much slower than if they were printed from a hardwired computer.