

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

Instructions for Windows 10



How to add Pharos Printers on Windows 10

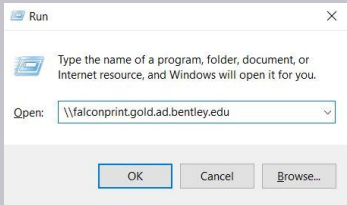
To add a Bentley University printing station to your personal Windows 10 device, use the following steps.

1. In the Windows Search Box in the bottom left corner of your Windows pc, type the following server name:

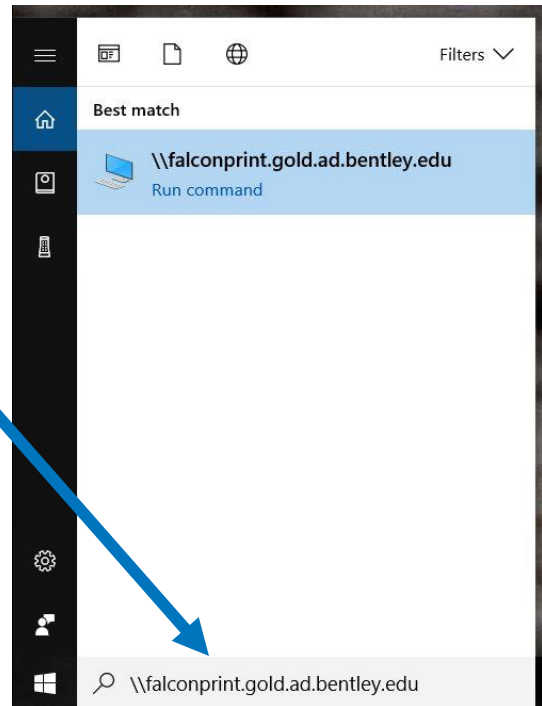
\\falconprint.gold.ad.bentley.edu

and press Enter.

*Alternatively, search for the Run utility, press enter, and then enter the server name into the Run box).



The screenshot shows the Windows Run dialog box with the text "Type the name of a program, folder, document, or Internet resource, and Windows will open it for you." The "Open:" field contains the server name "\\falconprint.gold.ad.bentley.edu". There are "OK", "Cancel", and "Browse..." buttons at the bottom.



2. *If prompted*, enter your Bentley shortname using the following format:

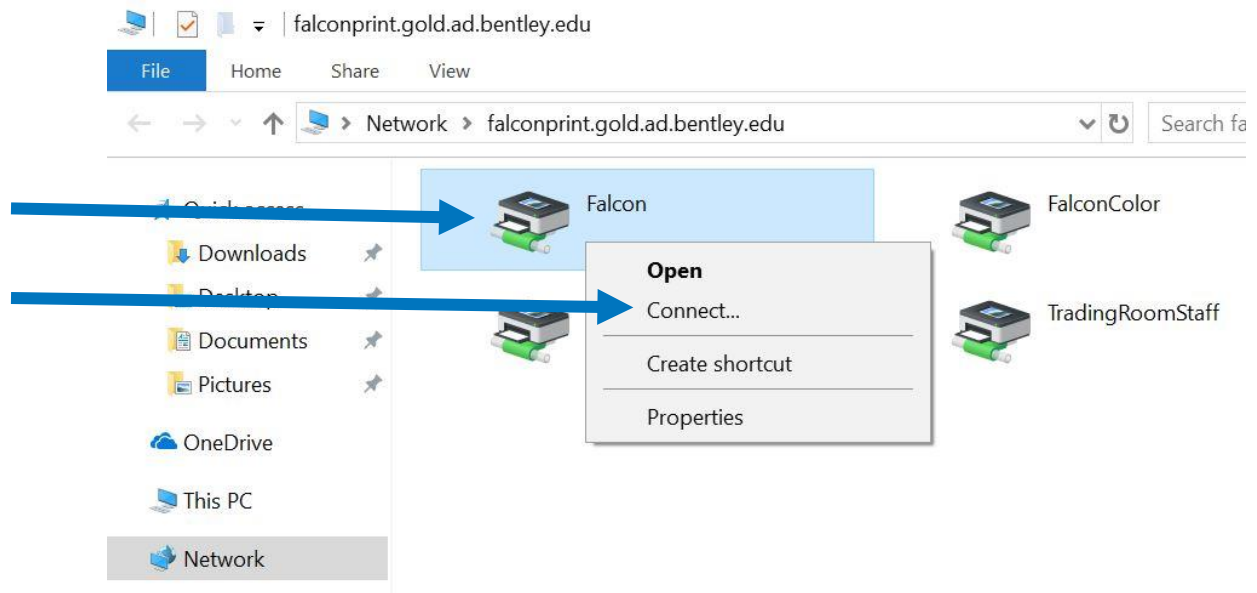
- a. Students:
BLUE\shortname

- b. Faculty:
GOLD\shortname

Enter your password, check the box labeled "Remember my credentials" then click "OK" to continue.



3. A window with printers listed should open. Double click on “Falcon” (or right click on “Falcon” and select “Connect”) to install the printer:



To print in color, repeat Step 3 for FalconColor.

