To install Pharos for Windows based laptops and PCs

1. Use this link to download the Windows version of Pharos.  
     
    <https://campbelllaw.sharefile.com/d-sf81a2570f483479a9b1b67afa7edfbad>
2. Download the Windows Pharos Pkg to your “**Downloads**” folder (check in File Explorer - Icon

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Graphical user interface, text, application, email

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1. Dbl click on the **Windows\_NewPharos\_Pkg1.0\_for\_x64** file
2. Click “**OK”** on the UAC Box (User Account Control)
3. Click on “**Install**” to start the process

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1. When complete, click “**Finish**”

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1. You can delete the install package from your “Downloads” folder or save it to share with others as needed.
2. Open MS Word, then a document. Click either “Print Preview” button or “File-Print” to bring up the print menu
   1. You should see “**Campbell Law Print**” under **Printer** (should have the green check mark and “Ready”)

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1. This is a universal Konica Minolta driver that automagically defaults to “2 – sided” printing. Change as needed by clicking on the arrow and selecting “Print One Sided”

Graphical user interface, application

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1. Also, by clicking on “**Printer Properties**” you bring up the Konica Minolta printer options for further customization
2. Here at “*Campbell Law Print Properties*” box you can set number of pages to print, Color, Portrait or Landscape, 2-sided, Original Size, etc if needed. If it is basic printing, then there is no need to click on “Printer Properties.”
3. Once you have selected the type of output, click “**OK**”

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NOTE: This menu is rarely used since most standard outputs are handled from the MS Word Print Menu.

Also,

1. This will take you back to the Word “Print” menu. Click “**Print**” to print your job.

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1. A popup box should appear where you will type in your Campbell UserID with birthdate ONLY

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1. Click “**Print**” to send your job to the student printers in the Library (B&W) or Commons (Color)

**NOTE**: you may get a popup from Pharos looking for any updates, just let it do the check and the boxes will disappear.

1. Go to ANY of the printers in the Library (B&W) or Commons (Color), scan your badge, select your job(s) and hit the “**Start**” button on the printer to print your job.
2. Remember to log out of the printer when done:
   * Click on “Access”
   * “Ok” the message to log you out (Helps to be courteous to the next user 😊)

Any problems or questions you can email IT, call or stop by the IT Suite 440

**Email**: [Lawhelpdesk@campbell.edu](mailto:Lawhelpdesk@campbell.edu)

**Phone**: 919 865 5890, 5889 or 4681 (James, Dave and Larry)