



### Pharos Printing: Windows XP

Boston College has mandated that all computer labs across the University manage printing using the Pharos print management system. The Law Library Pharos Print stations are available in the Lutch Computer Center (LIB 300), the Fleet Legal Research Lab (LIB 253), and the Computer Assisted Learning Centers (LIB 155). The Pharos print management system is also installed in the Career Services Library (East Wing, 210A).

The Pharos print management system works with the EagleOne ID card. All computers in the library's labs and in the Career Services Library are configured to print using the Pharos System. BC Law students using the library lab and Career Services computers simply need to select the print command, walk to any release station in the library or Career Services Library, and follow the posted directions to retrieve their print job.

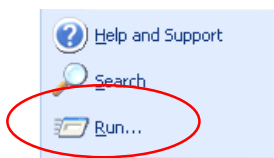
These instructions are provided to BC Law students wishing to print from their personal laptops equipped with Microsoft Windows XP Pro. Students with laptops equipped with Windows XP Home should upgrade their systems to XP Pro. Windows XP Home is not supported at Boston College. If you need help upgrading from Windows XP Home to Windows XP Professional please visit the Law Library's Student Computer Help Center (LIB 205) Monday through Friday at the posted times.

Please follow the instructions below to configure your laptop to use the Pharos print management system. If you encounter difficulties configuring your laptop, please visit the Law Library's Student Computer Help Center (LIB 205) Monday through Friday at the posted times.

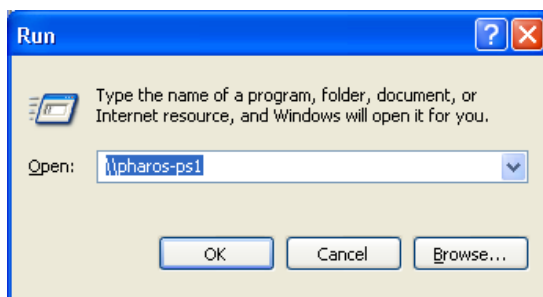


Log onto your machine.

Click on the **Start** button.

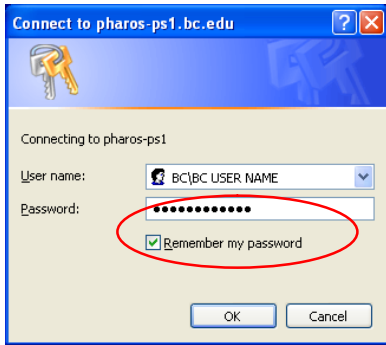


Select the **Run** command.



Type in `\\pharos-ps1`

Then click **OK**

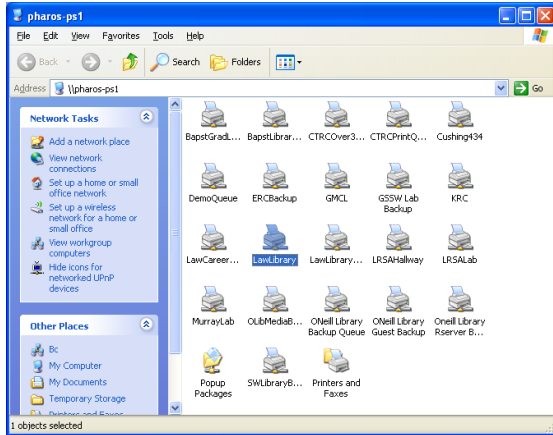


In the User Name field enter **BC\YOUR BC USER NAME**

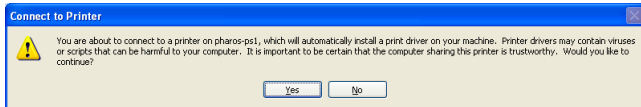
In the Password field enter your **BC Password**

Check the **Remember my password** box

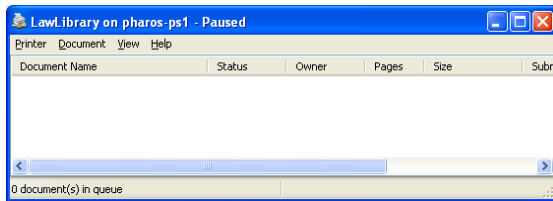
Click **OK**.



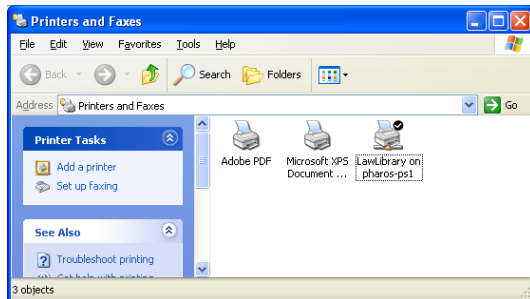
Double click on the **LawLibrary** icon.



Click **YES**.

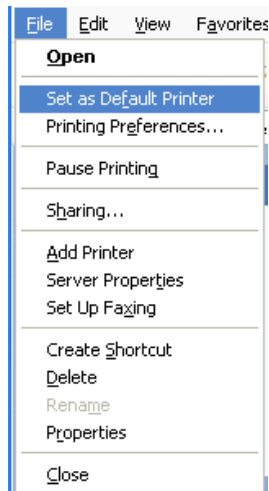


The queue window will pop up once the printer is added to your computer. (You can close this window.)



The LawLibrary queue is now added to your computer.

The "checkmark" to the right of the printer icon indicates which printer is set as the "default" printer.



If you wish to set the newly installed LawLibrary printer as your default printer,

14. select the printer (by clicking on the icon once),

15. Go to the **File** menu and select the **Set as Default Printer** option.

**Congratulations!** You have completed the necessary steps to add the LawLibrary Pharos printer queue to your computer.