

Printing to NDLS Printers from Windows Vista/7

View a [video demonstration](#) on configuring your computer to print to Law School printers.

Once you have the printers installed, it is recommended to use the following printers:

ND Alternative BW PCL when printing PDF files.

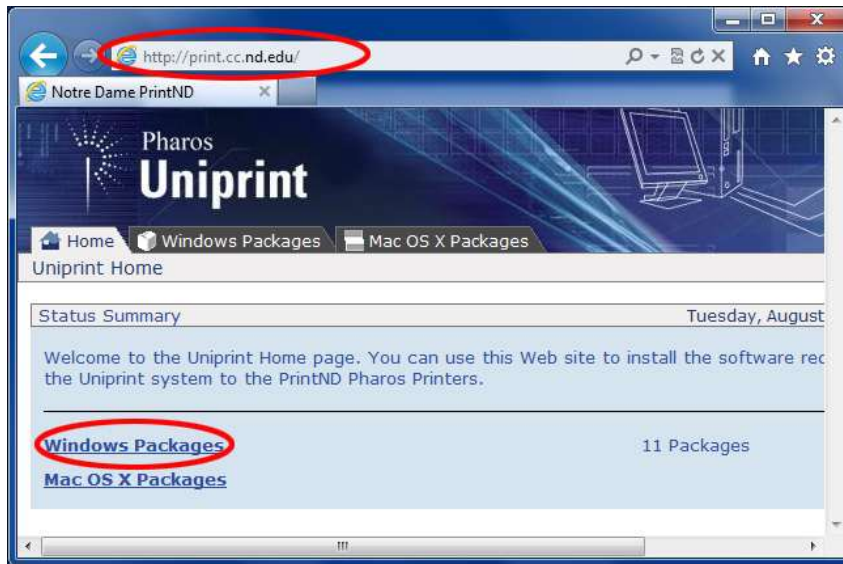
Default ND BW PS for all other printing needs.

Follow the instructions below to print from your laptop to the Pharos Release Stations located in the Computer and Instruction labs on the 3rd floor of Biolchini Hall (Printers reserved for Law School students only). After the instructions are complete, you will be able to print from your laptop using either a wireless or wired network connection on campus. In order to install printers or send print jobs from off-campus, you must first be connected to the campus network through the VPN. Click the machine type to find information on using the VPN: [Windows](#) or [Mac](#).

*NOTE: Print jobs are purged from the system after they have been printed, or 6 hours after being sent to the Pharos Release Station. When printing to either **Default ND BW PS** or **ND Alternative BW PCL** print queues, you can release the print job from ANY Pharos Release Station on campus.*

Adding Pharos Printers:

1. Open your favorite Web browser (this example uses Internet Explorer 9) and type PRINT.CC.ND.EDU into the address line and press enter.

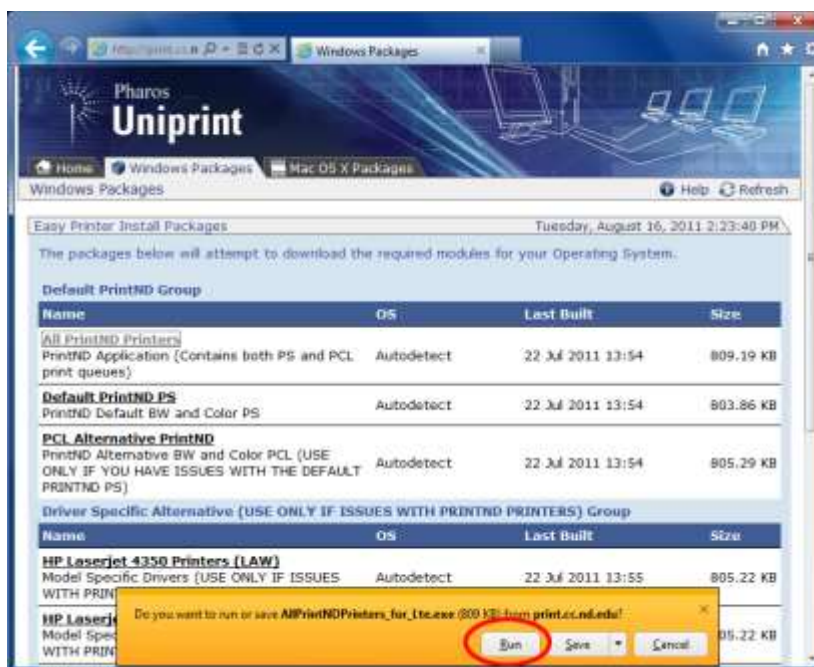


2. Click the **Windows Packages** link.

3. Click on the **All PrintND Printers** link. *Note: Only choose the HP Laserjet 4350 Printers (LAW) if instructed to do so by one of the IT staff.*



4. Click on the **Run** button (this option may not be the same with different Web browsers)



- Click on the **Actions** button (this option may not be the same with different Web browsers)



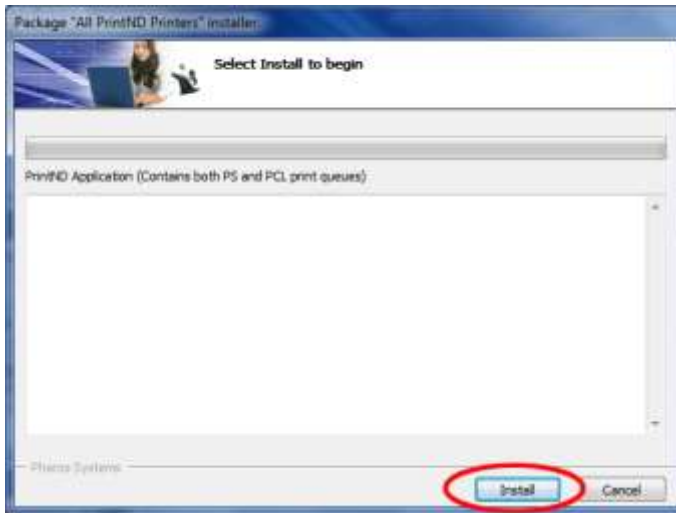
- Click the **More Options** (this option may not be the same with different Web browsers)



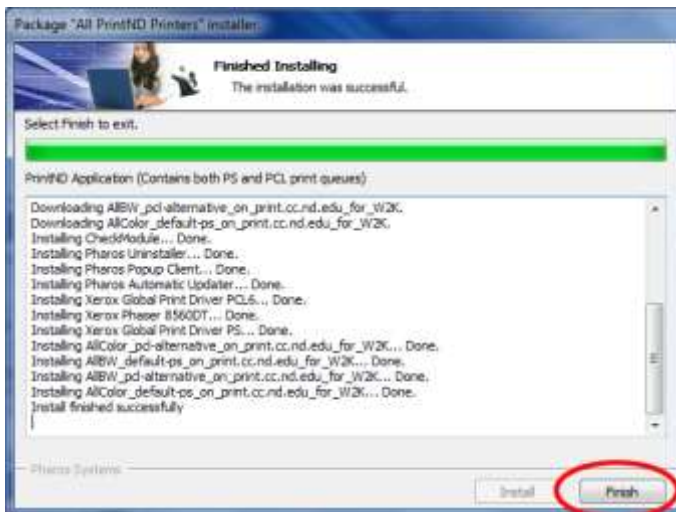
- Click **Run anyway**



8. Click the **Install** button



9. It will take a few minutes for the installation to complete. When it does, click the **Finish** button



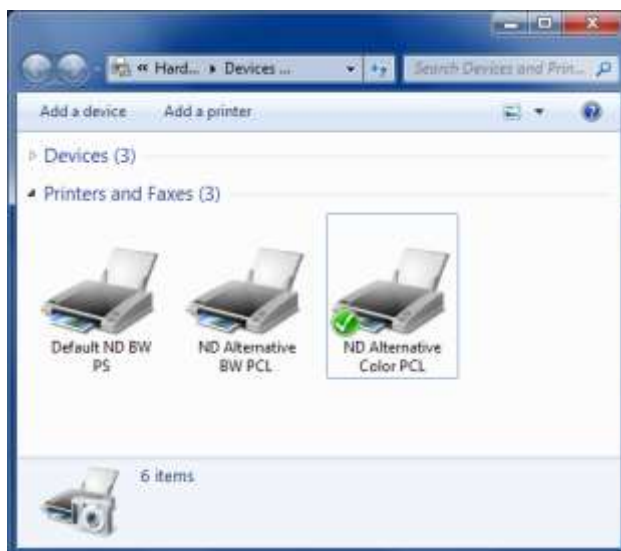
Setting the default printer

When you install the printers, the system will set one of the printers as the default – likely a color printer. The Law School does not have any color printers, so it is recommended you set your own default printer.

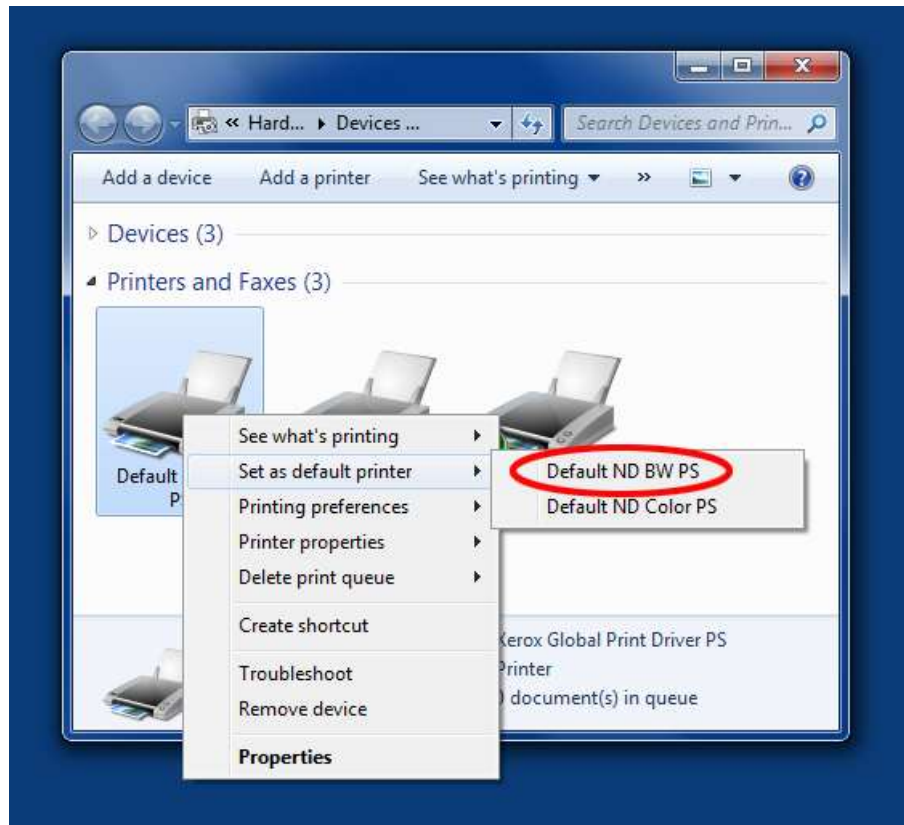
1. Click on the Start button and select **Devices and Printers**



2. In addition to your existing printers, you will now see the following (your computer may display Default ND Color PS instead of Default ND BW PS)



3. Right click on **Default ND BW PS** (or **Default ND Color PS** if it is showing instead) and click on *Set as default printer* and choose **Default ND BW PS**. This sets which printer is used when you click the Print button in many programs. *Note: you can also see the **Default ND Color PS** printer now.*



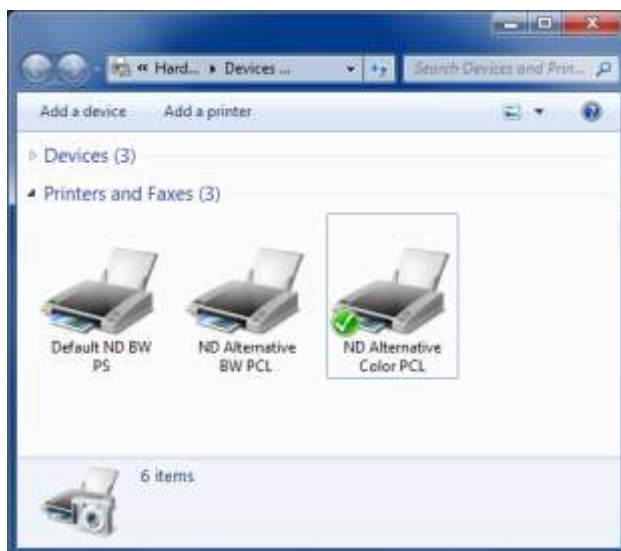
Deleting the Color Printers (optional)

The Pharos installer configures 4 printers for your machine. Two of them are color printers. The Law School does not have any color printers so if you would like to reduce the number of printers on your system, you can complete the following to remove the color printers:

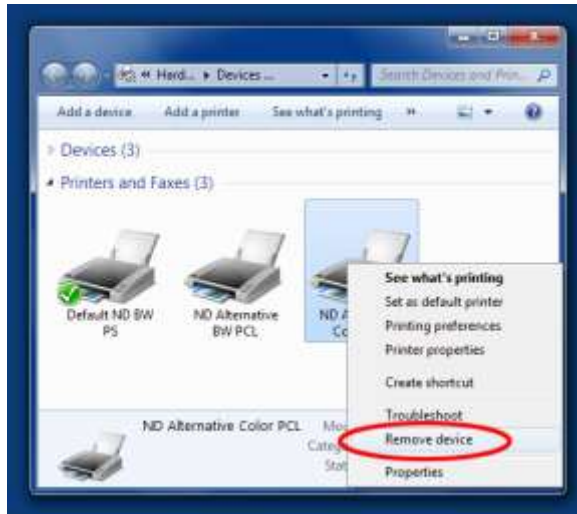
1. Click on the Start button and select **Devices and Printers**



2. In addition to your existing printers, you will now see the following (your computer may display Default ND Color PS instead of Default ND BW PS)

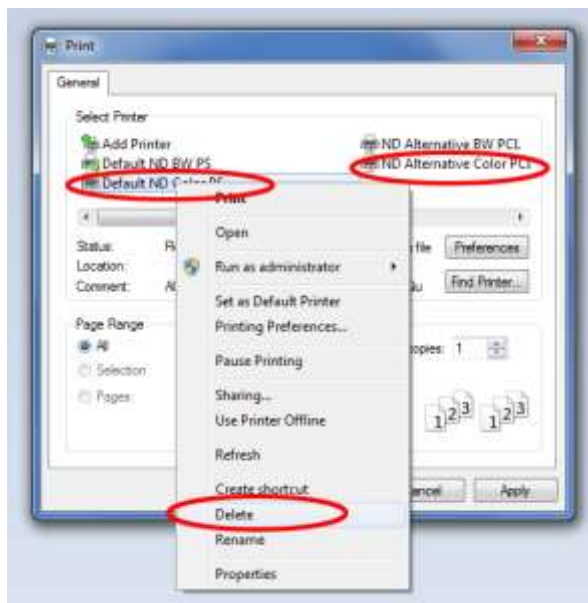


3. Right click on **ND Alternative Color PCL** and select *Remove device*.
Note: This is also the method you can use to remove last year printers from your laptop.



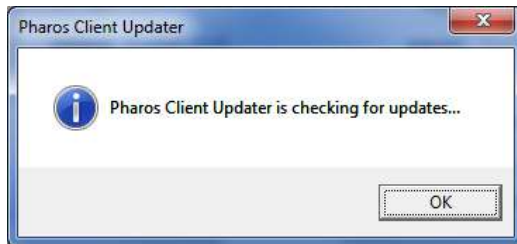
4. Since the **Default** printers are grouped together, you cannot right click on the printer and remove the device without removing both printers. So, in order to remove the **Default ND Color PS** printer, you need to open any program with a print option. Open the Print dialog box. Locate the printer **Default ND Color PS** in the list and right click on it. Then, select *Delete*.

Note: This method can also be used to remove other printers as well.



Printing with Pharos

The first time you attempt to print to a Pharos printer, you will see the following box appear. You can click **OK** or wait for the box to disappear. Either way, you will need to click **OK** to the next box letting you know an update is available or not.



After you select the appropriate Pharos printer and click the Print button, you will be prompted to enter your netid in the box that appears. If you have printed to the same printer during your current session, you can simply click the **Last Answers** button to avoid retyping your netid.



Note: if your print job does not appear when you log into a release station, you should check your computer to make sure you don't have the pop-up window above still on your screen.

It is also possible that you typed your netid incorrectly. If this is the case, you will simply need to send the print job again and re-type your netid.

We have also seen some cases where print jobs have not shown up at the Release Station when students have been printing PDF files and they chose the **Default ND BW PS** instead of the **Alternative ND BW PCL** printer. If this is the case, you will need to resend the print job with the PCL option.