Windows XP/Vista/7 VLS Pharos Print queue Installation Instructions

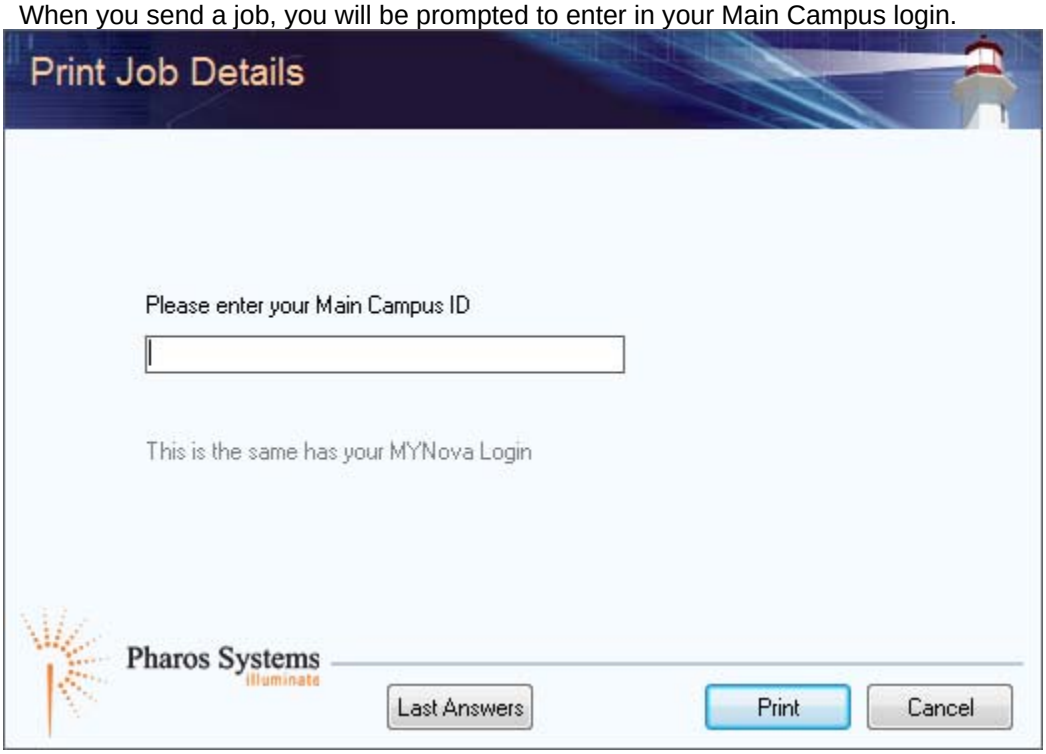
1. Visit http://lawpharos.law.villanova.edu/uniprint/Packages.asp

2. Click on **VLSPrint**, and save the file **VLSPrint_for_Lte.exe** to your desktop. Minimize your web browser and then double-click on the file to install it. (Vista users right-click on the file and choose Run as Administrator).

3. Click Install. Click Finish once installation is complete.

4. To send a print job to a Pharos enabled printer, simply send your print jobs to the printer labeled: **"VLS Print"**.

When you send a job, you will be prompted to enter in your Main Campus login.



A window will pop-up alerting you how many pages your job will be, and how much it will cost. Your job has been sent to the Pharos queue.

5. To print your job, simply walk up to any Pharos enabled printer and either:
   -Swipe your wildcard,
   or
   -Login with your Man Campus login

   -Then choose your job and press print.

**Jobs will remain in the Pharos Queue for 24 hours, then they will be deleted.

**You will only be charged if a job prints.

**If you encounter any problems please visit the TechZone suite.

**Print jobs will be deducted from your Pharos quota first ($50.00 quota, each page costs $0.08, double sided $0.12). When your Pharos quota is depleted, jobs will then be debited from your Wildcard account.

6. Note: By default, all print jobs will be sent in duplex mode (will utilize both sides of a sheet of paper). To change this, click start, printers & faxes, then right-click on the printer named "VLS Print' and choose "printing preferences".

On the Finishing Tab, Change the Print Style to 1-sided printing, then click Apply, then OK.