

**Elisabeth Haub  
School of Law  
Fall 2025 Orientation**

**Law ITS**

**PACE** UNIVERSITY

Information Technology Services

# **Law ITS Team**

**Jackie Benaroch, Manager of Ed Media and Law ITS**

**Danny Mathew, AV Support Specialist**

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# CONTACT

## Help Desk Walk-in Location and Hours

**Aloysia Hall Room 302**

**Monday through Friday**

**9:00 a.m. – 5:00 p.m.**

**[Law ITS website](#)**

**Email: [pacehelpdesk@pace.edu](mailto:pacehelpdesk@pace.edu)**

## Phone Support Information

**Monday through Thursday**

**8:00 a.m. – 7:00 p.m.**

**Friday, 8:00 a.m. – 6:00 p.m.**

**Saturday, 12:00 p.m. – 4:00 p.m.**

**(914) 773-3333**

**[Help Desk](#)**

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# ITS WEBSITE

- [New Student Checklist](#)
  - Review the New Student Checklist for important steps needed for account activation, access to systems, familiarizing policies, and more.
- [Student Digital Toolkit](#)
  - The Digital Toolkit is a collection of self-help guides, tutorials, and resources geared to help students and faculty at Pace.
- [IT Support and Services](#)
- [Alert System](#) – To receive time sensitive emergency notifications via telephone, email or text.

# COMPUTER LABS

- **Main Floor of Law Library**
- **Glass 300**
- **Windows 10 / Office 365**

# STUDENT PRINTING

- **Pharos print release stations**
  - **\$30.00 free print pages (Spring, Summer I, Fall)**

## *Printing Type*

Black and White

Color

## *Printing and Copying*

6¢ for 1st side      3¢ for 2nd side

30¢ for 1st side      27¢ for 2nd side

*(printing is double sided by default)*

## *Scanning*

2¢ per scan

2¢ per scan

- **Four printers in Gerber Glass, and one in Dannat Hall lounge area.**

[Visit the Student Printing website](#) for more info

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# WIRELESS

- **PACE-WIFI**
- **PACE-GUEST** (active student, staff, or faculty)  
[wireless website](#)
- **LAN ports**



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[Law ITS website](#)

# EXAM4

- [Exam4 website](#)
- Enables you to take exams on your laptop
- **Wait for email instructions from LAW ITS, install the software as indicated**
- Take a practice exam, familiarize yourself with the software, word count, etc. prior to your first exam

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# EXAM4 REQUIREMENTS

Exam4 currently supports: (What OS Version do I have?)

Windows 11 (Home, Pro, Edu and Enterprise) [versions 20H2\*\*, 21H1\*\*, 21H2\*\*, 22H2]

Windows 10 (Home, Pro, Edu and Enterprise) [versions 21H2\*\*, 22H2\*\*, 23H2, 24H2]

macOS 15.x.x Sequoia

macOS 14.x.x Sonoma

macOS 13.x.x Ventura

macOS 12.x.x Monterey\*\*

**\*\* Extegrity Support for these operating systems ends August 1, 2025**

*Please note: You must also have full administrative rights to your device in order to run Exam4. Users of institutionally owned/controlled devices should contact their IT Department for assistance.*



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