

**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

PACE UNIVERSITY

Information Technology Services

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

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](#)

PACE UNIVERSITY

Information Technology Services

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

WIRELESS

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



PACE UNIVERSITY

Information Technology Services

[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

PACE UNIVERSITY

Information Technology Services

exam4



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.



PACE UNIVERSITY

Information Technology Services

[Law ITS website](#)