

CAMPUS-WIDE FREE PRINTING

(Pharos Secure Release)

HOW TO SIGN UP (ID Enrollment)

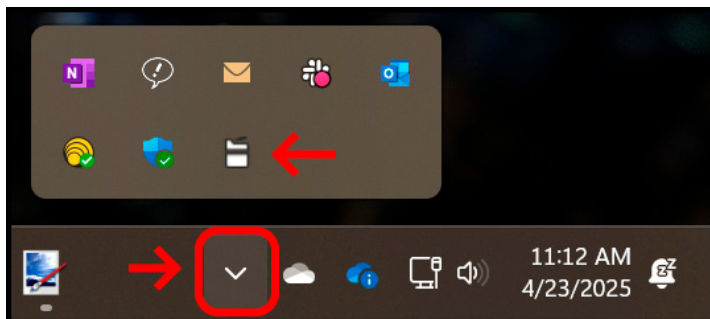
1

Login to a
Buffalo State Computer

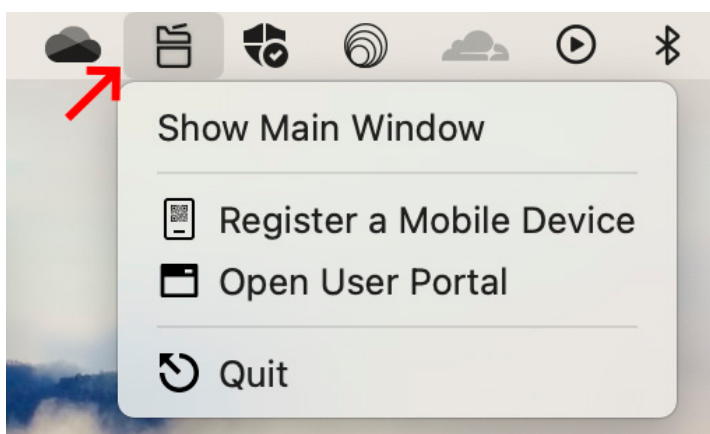
2

Open Pharos Secure
Release app

Windows

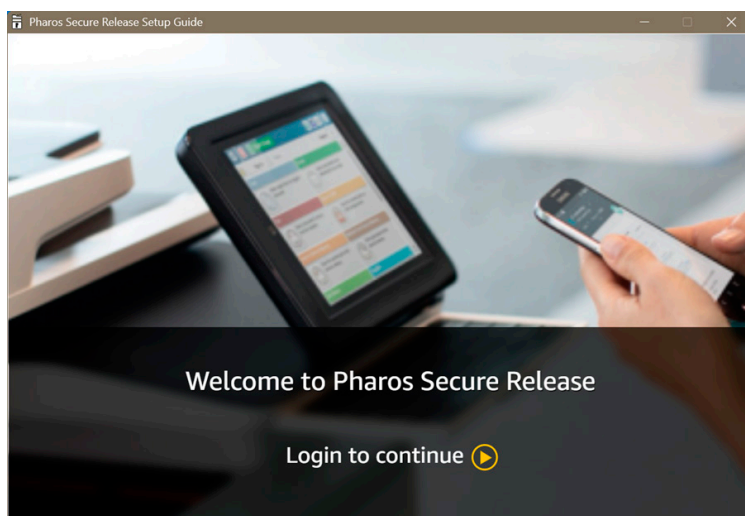


macOS



3

When the **Welcome to Pharos
Secure Release** screen opens,
click **Login to continue**.



4

When prompted, sign-in using your **Buffalo State email address** and **password**. Your browser will display a confirmation indicating successful authentication. You can close this message before continuing.

Authenticated successfully



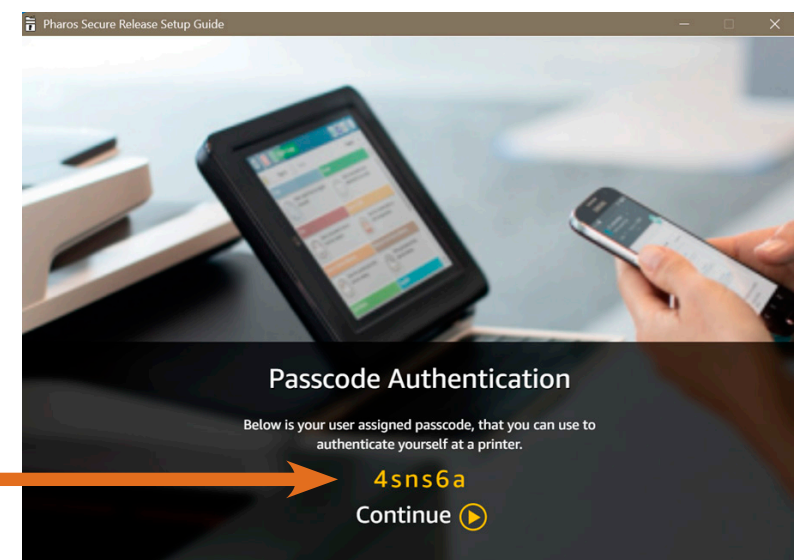
You may close this browser tab.

5

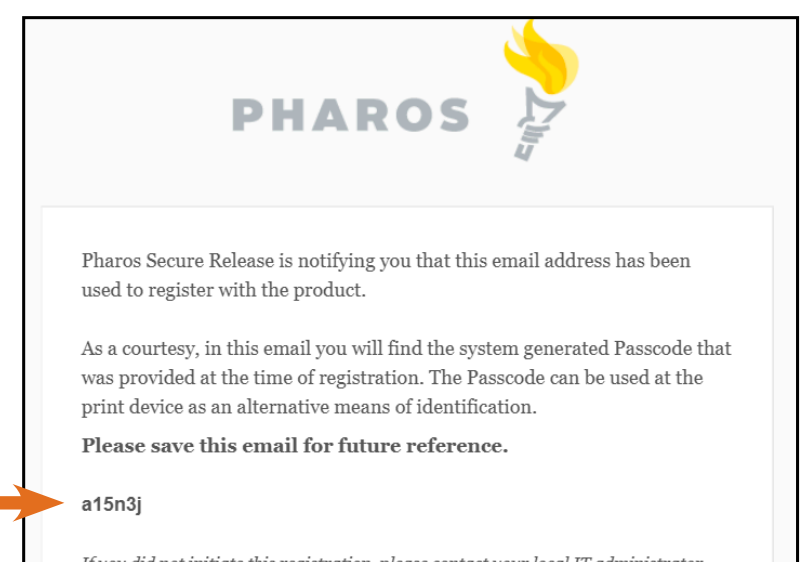
You should then see a screen displaying a system generated passcode for your account.

This passcode is the unique user ID that will allow you to print without your Bengal ID Card. The first time you attempt to print after completing the enrollment process, you will need to enter this passcode at the printer.

Click **Continue**.



You will also receive an email from **no-reply@beacon.pharos.com** with a subject of "**Pharos Secure Release Passcode Reference**" with the passcode for future reference.



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HOW TO PRINT

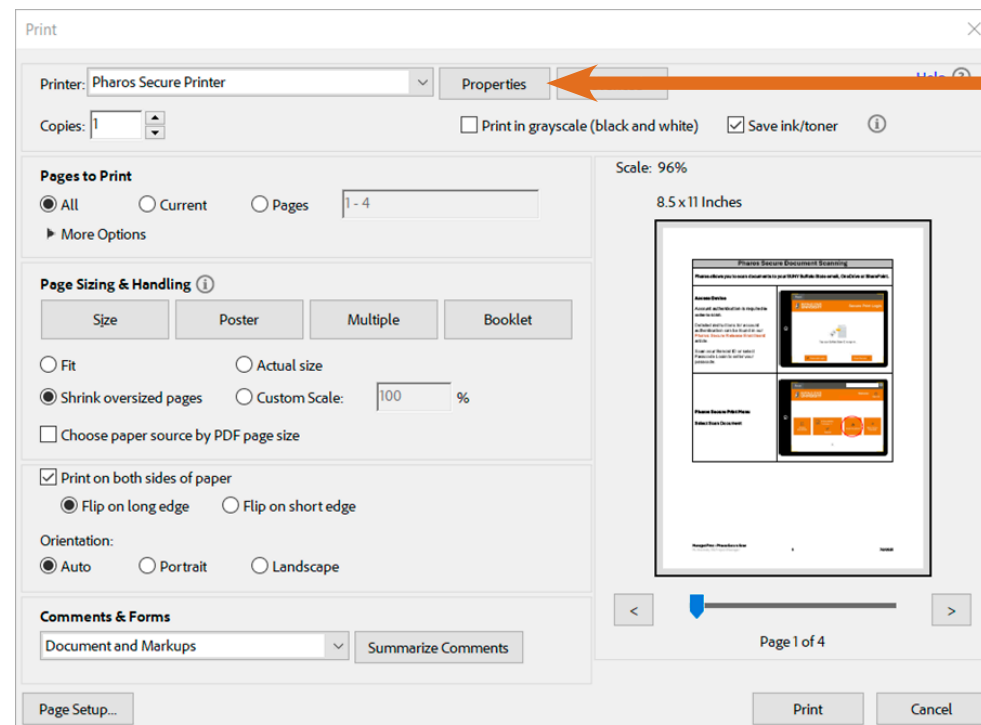
1

Printer Selection

When printing, select the Pharos Secure Printer from the drop-down list.

Here is one example of the print menu screen.

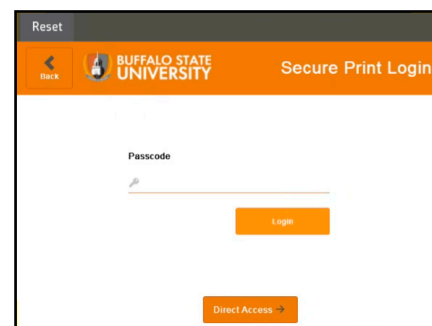
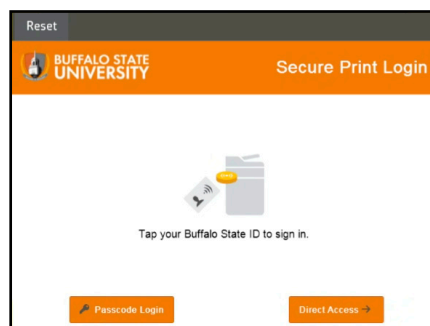
Depending upon the program you're using to print, choose **properties** to make sure your color settings are accurate.



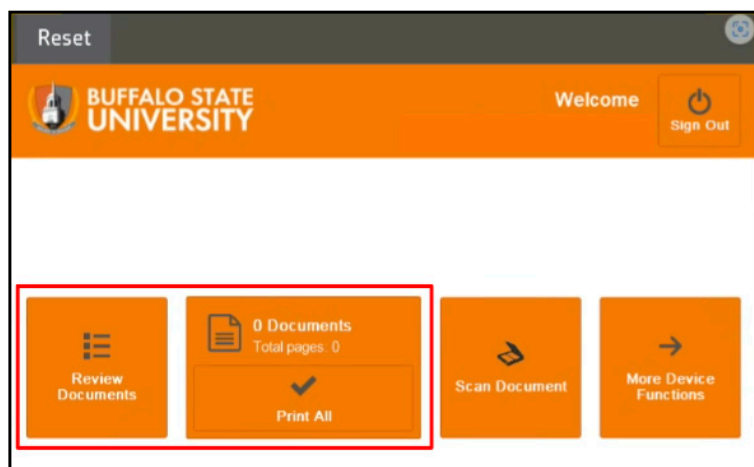
The following steps are done at the printer you've chosen

2

Account authentication is required in order to print. Scan your Bengal ID or select Passcode Login to enter your passcode.



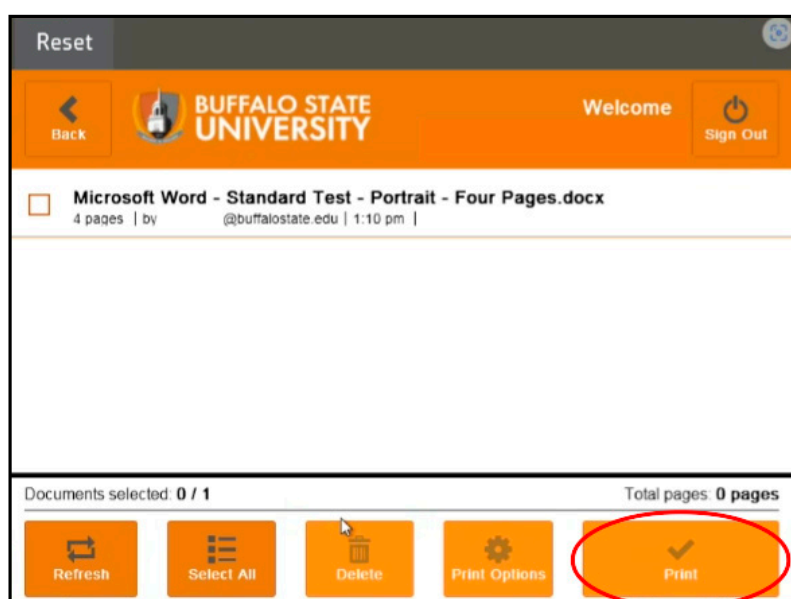
3



You will have two options for printing:

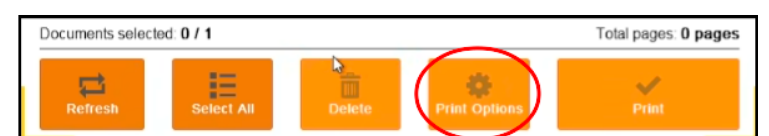
Review Documents – Use this option to view a list of all of the documents you have sent to the Pharos Secure Printer and select additional print/retain options available (*below*)

Print All – Use this option to simply print all of the documents you have sent to the Pharos Secure Printer and remove them from the print queue.

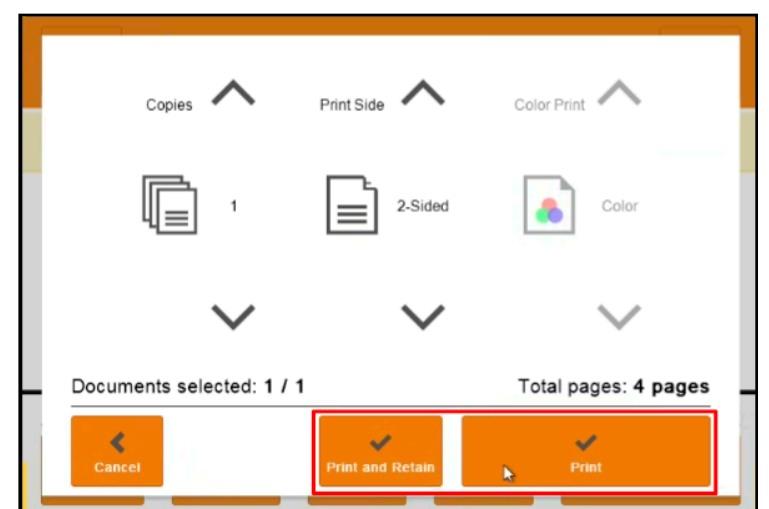


4

Print Options Menu



After selecting specific documents from the Review Documents Menu, select Print Options



Review the options available and make changes using the arrows.

Select **Print** to simply print all of the documents you have selected and remove them from the print queue.

Select **Print and Retain** to print all of the documents you have selected and retain them in the print queue.

5

Select "Sign Out" when done.