

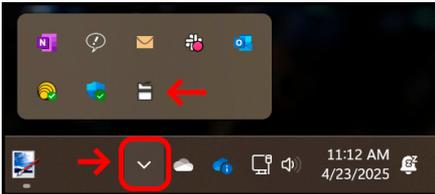
Pharos Secure Release

ID Enrollment

Step 1: Login to a Buffalo State Computer

Step 2: Open Pharos Secure Release app

Windows

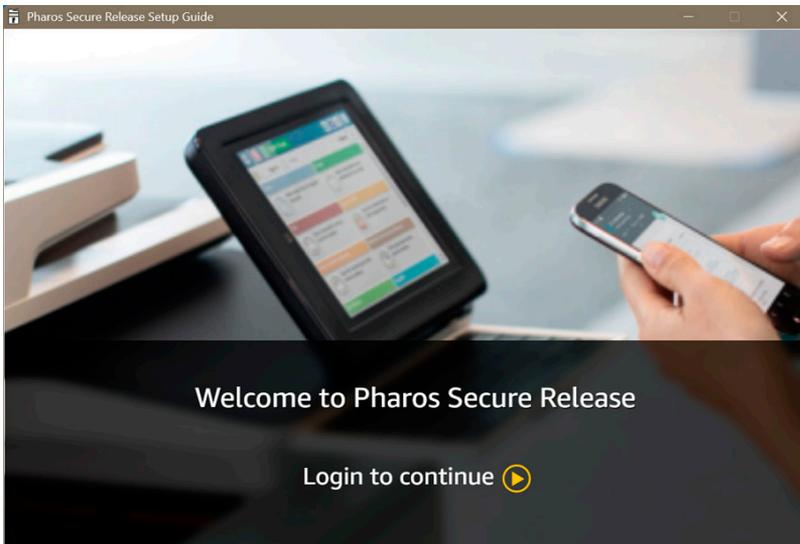


macOS



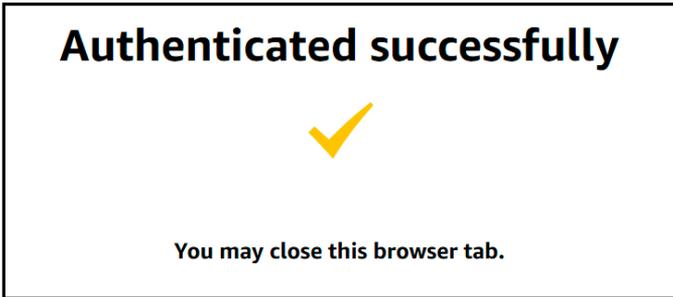
Step 3: Welcome to Pharos Secure Release

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



Step 4: Authentication

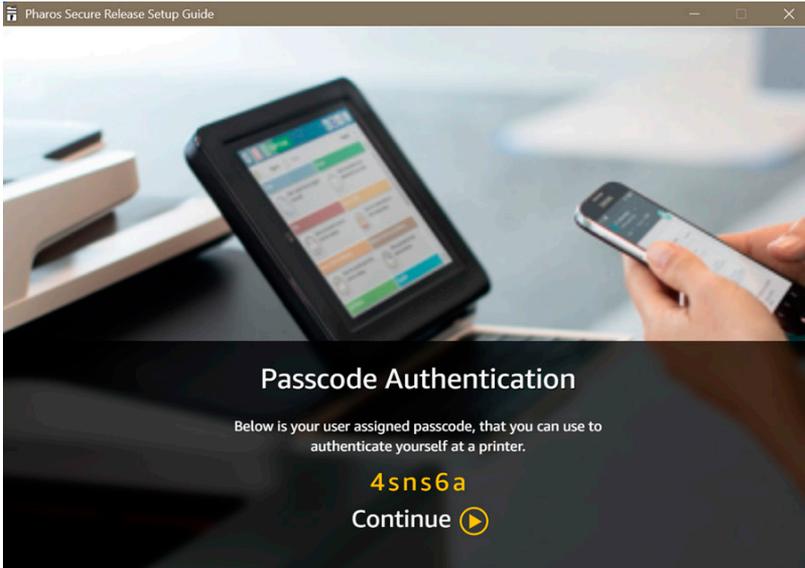
When prompted, sign-in using your **Buffalo State email address** and **password**. Your browser will display a confirmation indicating successful authentication. You can close this message before continuing.



Step 5: Passcode

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**.



Step 5: Passcode continued

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.

PHAROS



Pharos Secure Release is notifying you that this email address has been used to register with the product.

As a courtesy, in this email you will find the system generated Passcode that was provided at the time of registration. The Passcode can be used at the print device as an alternative means of identification.

Please save this email for future reference.

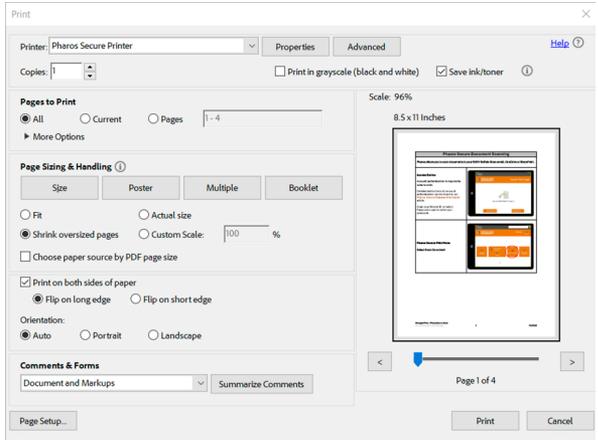
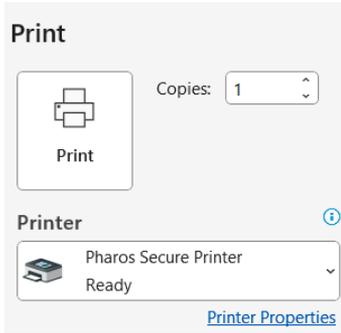
a15n3j

If you did not initiate this registration, please contact your local IT administrator.

Pharos Secure Print

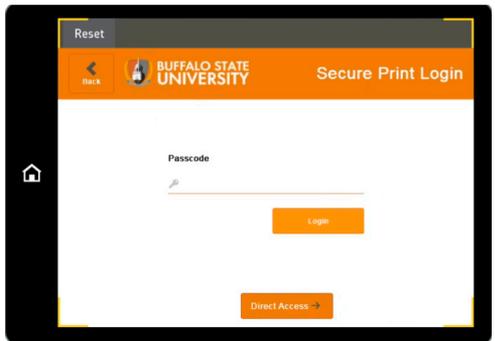
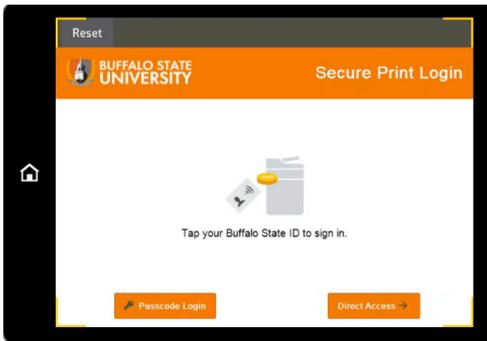
Step 1: Printer Selection

When printing, select the Pharos Secure Printer from the drop-down list. Here are examples of what that will look like in Office (Word, Excel, etc.) and PDF files.



Step 2: Access Device

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

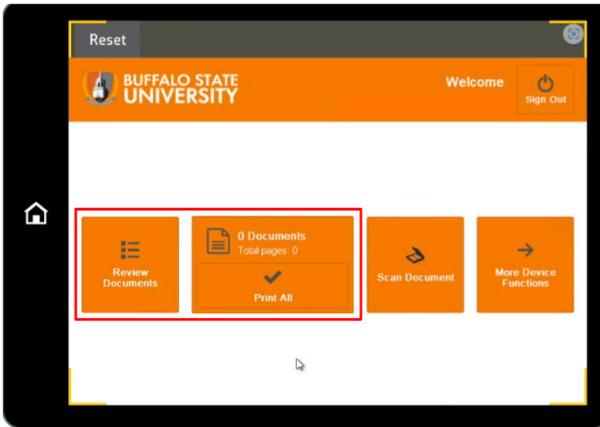


Step 3: Printer Menu

You will have two options for printing:

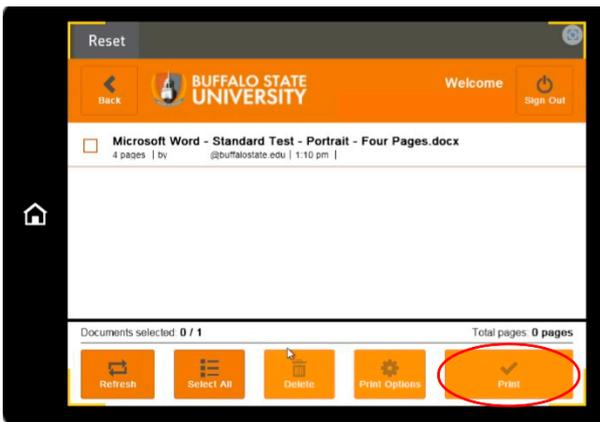
Review Documents – Use this option to view a list of all of the documents you have sent to the Pharos Secure Printer and select additional print/retain options available (detailed below).

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.



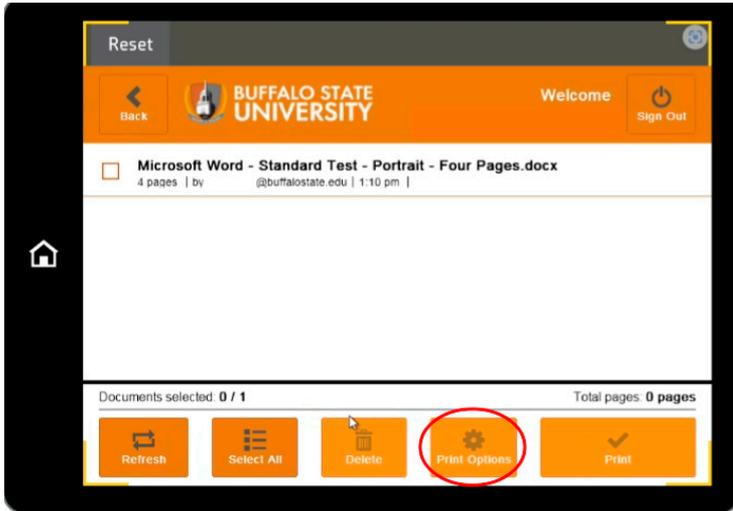
Review Document Menu

You will see a list of all documents you have sent to the Pharos Secure Printer. You may select any or all of the documents you want to review and/or print. Select **Print** to simply print all of the documents you have selected and remove them from the print queue.



Step 4: Print Options Menu

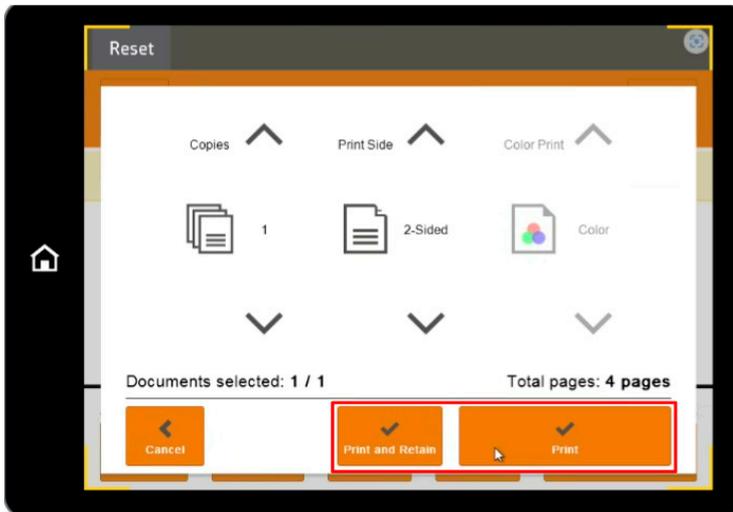
After selecting specific documents from the Review Documents Menu, select Print Options



Review the options available and make changes using the arrows.

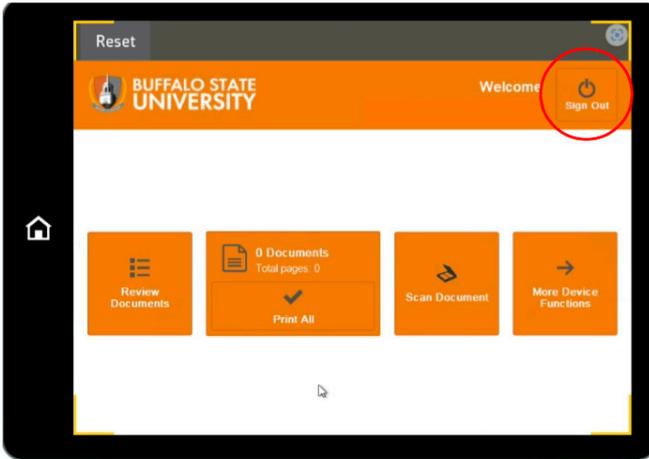
Select **Print** to simply print all of the documents you have selected and remove them from the print queue.

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



Step 5: Sign Out

Select "Sign Out" when done.

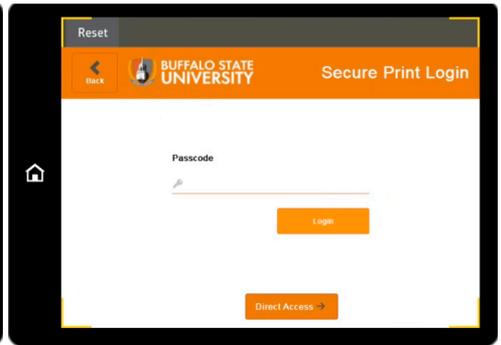
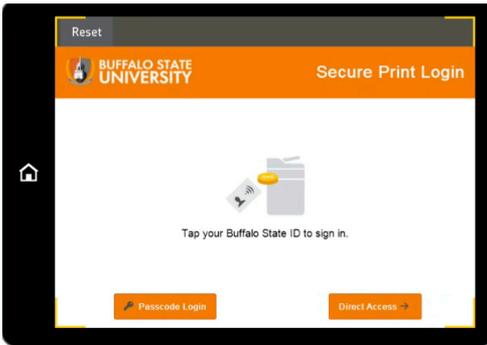


Pharos Secure Document Scanning

Pharos allows you to scan documents to your SUNY Buffalo State email, OneDrive or SharePoint.

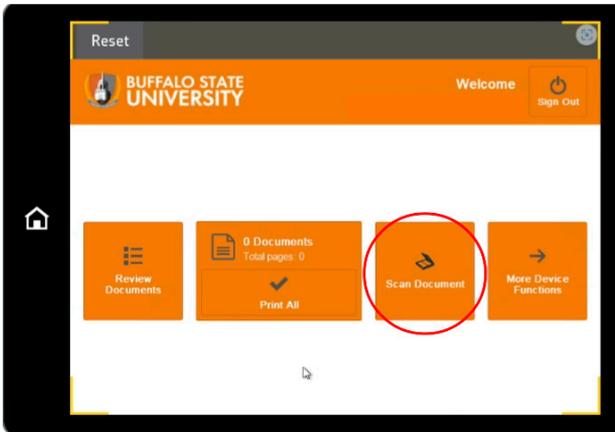
Step 1: Access Device

Account authentication is required in order to scan.
Scan your Buffalo State ID or select Passcode Login to enter your passcode.



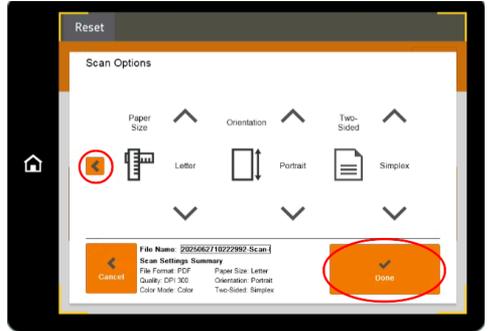
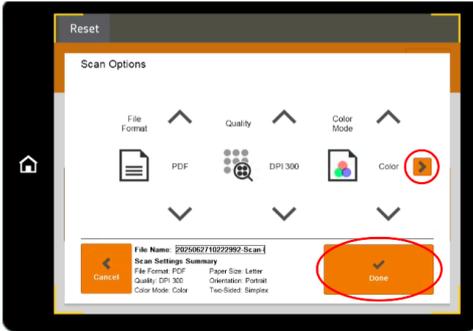
Step 2: Print Menu

Select Scan Document



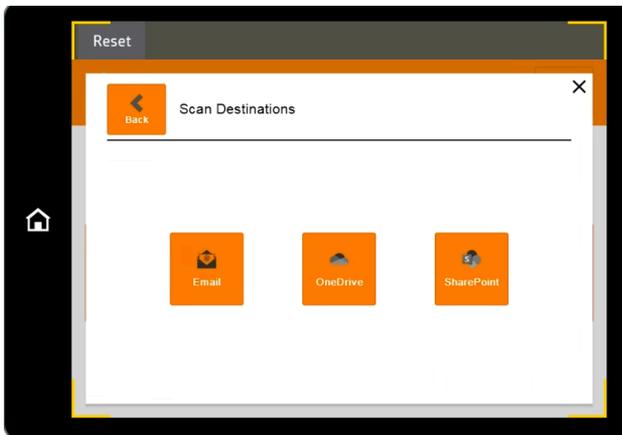
Step 3: Scan Options Menu

Select your scan options using the arrows.
Select done.



Step 4: Scan Destinations Menu

Select scanned document destination:
Email will default send to YOUR Buffalo State email address
as an attachment. OneDrive and SharePoint will save to your
Buffalo State account locations.

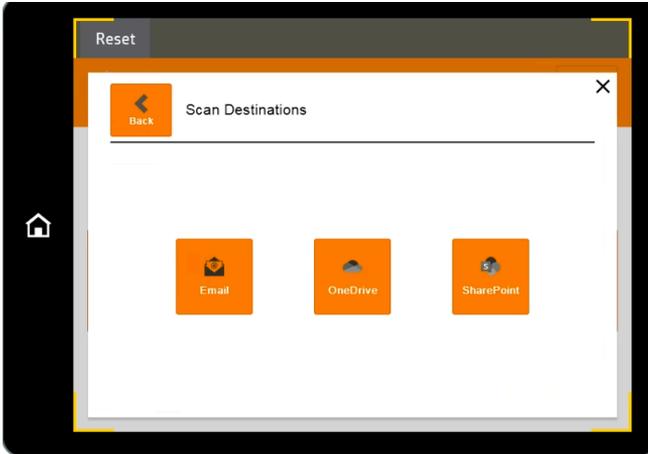


Scan to Email

“To” will default to your Buffalo State email address.

You may change the “To” address by tapping that field on the screen and editing it. You may change the default email “Subject” by tapping that field on the screen and editing it.

Note: Maximum file size for scanned documents to email is 35MB.

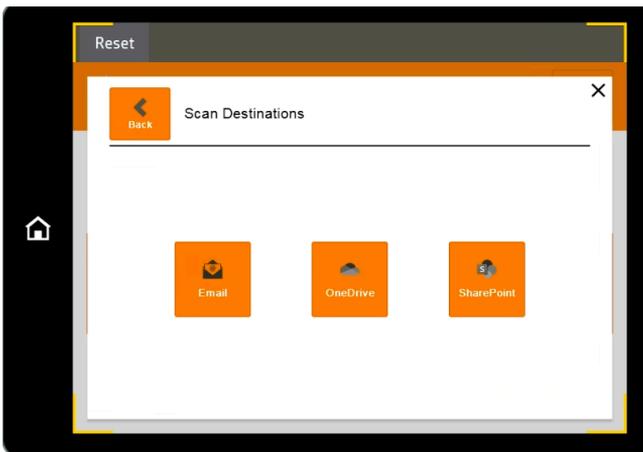


Scan to OneDrive

Select the appropriate folder to save your scanned document in your Buffalo State OneDrive account.

You may also create a new folder in this menu.

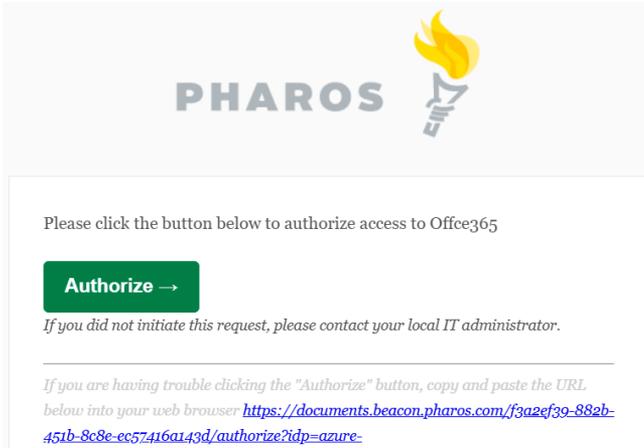
Note: Maximum file size for scanned documents to OneDrive is 80MB.



Scan to SharePoint

The first time you use Scan to SharePoint, you will be prompted to authorize access to your Office365 account via email.

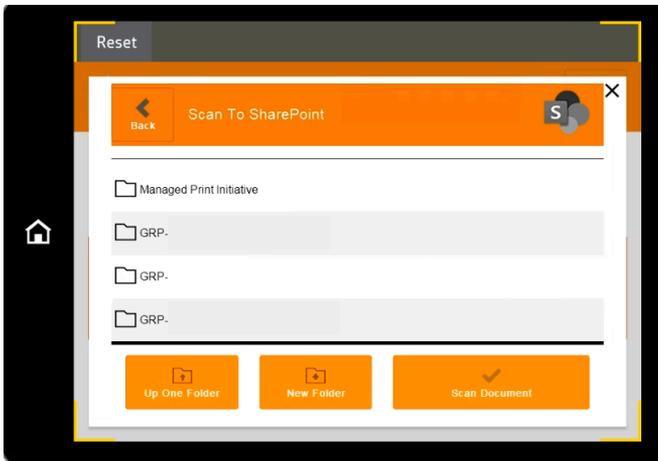
Select the Authorize button and follow any additional instructions on the screen.



Select the SharePoint site and appropriate folder to save your scanned document in your Buffalo State SharePoint account.

You may also create a new folder in this menu.

Note: Not all departments have SharePoint sites.



Step 5: Scan Document

Select Scan Document
Allow time for the scan to complete and send or save.



Step 6: Sign Out

Select "Sign Out" when done.

