



## BUFFALO STATE UNIVERSITY MANAGED PRINT SERVICES

Managed Print Services (MPS) gives the campus community the ability to print to any MPS supported device. Simply select the **Pharos Secure Printer** when printing documents, and you can choose to collect that job at any MPS device on campus.

### HOW TO ENROLL & WHERE TO FIND ADDITIONAL INFORMATION



We have several Knowledge Base Articles to assist with topics like Account Enrollment, Passcode Reset, How to Print/Scan, and a list of Managed Print Locations.

**Scan the QR code** to get to the MPS area of the IT Help Desk Portal.

### SIGNING IN AT AN MPS DEVICE (PHAROS PRINTER)

Hold your Bengal ID over the tap symbol on the printer or external card reader.

**OR**

Select the Passcode Login button to manually enter your passcode

*\* NOTE: Passcodes are emailed to your Buffalo State email address at the time of account enrollment authentication.*

### NEED SUPPLIES? ENCOUNTERING ISSUES?

To report an issue with or request supplies (toner, paper, staples) for an MPS device, or to request a new/replacement device, please use the **Managed Print Services** service request.

**Scan the QR code  
to open a ticket.**



### PRINTING LIMIT GUIDELINES

Color print jobs of 100+ pages or B/W print jobs of 250+ pages should be referred to the Design and Print Center for processing. [designandprint.buffalostate.edu](mailto:designandprint.buffalostate.edu) • [graphics@buffalostate.edu](mailto:graphics@buffalostate.edu)

*The ITS Managed Print Services Team appreciates your understanding and compliance as we move Buffalo State toward a more economically and financially sustainable environment.*