



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 • 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.