

Printing at SUNY Poly

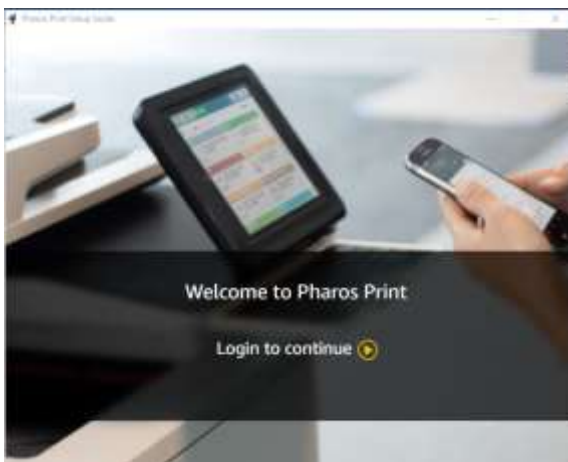
As part of a SUNY-wide effort to improve efficiency and reduce costs, SUNY Poly has implemented a new Managed Print Services (MPS) program. This initiative will standardize and streamline these services across campus through a single managed solution.

The Pharos Sentry Print System is software, installed on university computers, that works with the university printers to provide secure printing from anywhere to any university printer, regardless of location.

The initial configuration for access to the Pharos print system can be completed from any campus owned computer. The initial configuration is completed using the pre-installed Pharos Sentry Print Setup application.

Setting up pharos Print Services

When you select print you will see the following window



Click the Login to continue option

On the Welcome screen

You should be logged automatically, if not please log in using your SUNY Poly email address and campus password.

You will see the following screen confirming your authentication to the Print Server.

Authenticated successfully



You may close this browser tab.

You will receive an email from Pharos Cloud



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.

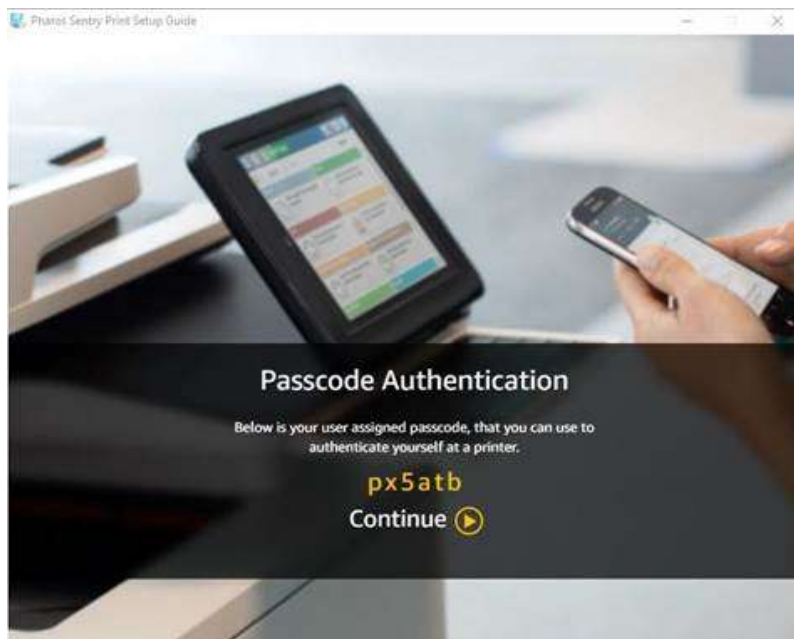
(Your printer access code appears here)

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

Note**** This passcode is unique to you, please do not share this passcode with anyone.

You will need this passcode to complete the registration at the printer.

At the Print Sentry Application, **Click Continue** to complete the configuration for proximity card configuration to use your employee badge to print at any printer.



Select the **proximity card option**, and follow prompts to configure the proximity card.



Click the **Start** option to continue.

Click **Print Test Page**.

Select the **Pharos Secure Printer** and click **Print**.

You will now be able to register your card and release the print job at the printer using your SUNY Poly ID badge.

Please note: you will need your 6-character alpha numeric code for the next steps at the printer. The following steps will be completed on the front panel of the printer. The configuration steps will only need to be completed once per card.

At the **printer**, tap your access badge to sign into the printer.

You will then be prompted to login using your **6-character alpha-numeric passcode** that was given to you during the **Pharos Sentry Print Setup application**.

Once you have logged in, you will now be able to use your employee badge to access SUNY Poly printers. You will not need to provide your passcode when using your ID badge.

To print your document, **select Print All**.