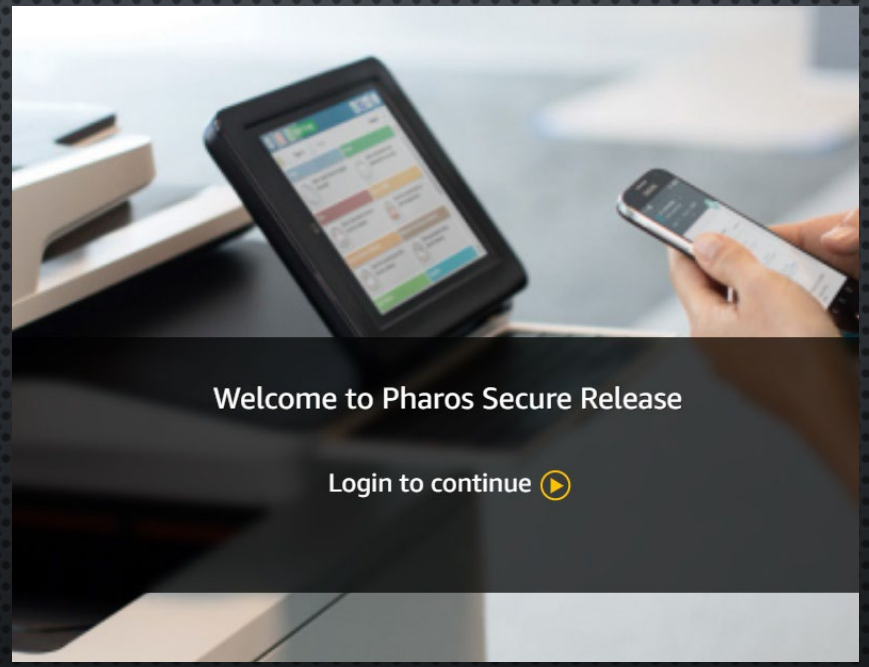
SETTING UP YOUR PHAROS SECURE PRINTING ACCOUNT

Be Prepared

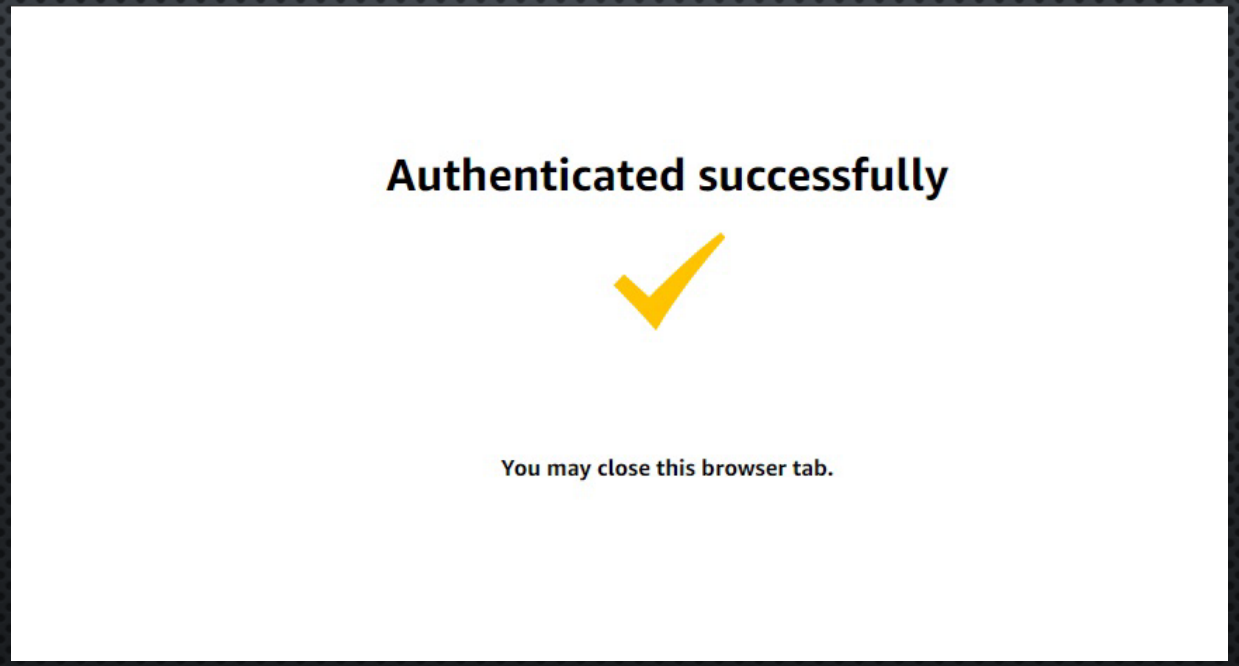
- Have your SUNY Potsdam id with the RFID sticker applied
- A way to record your personally assigned code

OPEN THE PHAROS SECURE RELEASE SETUP GUIDE



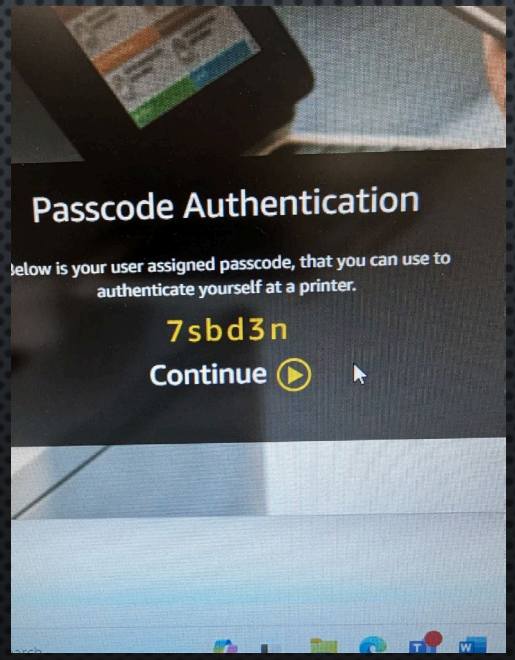
PHAROS SECURE RELEASE SETUP GUIDE

CLOSE THE BROWSER TAB AS SUGGESTED



PHAROS SECURE RELEASE SETUP GUIDE

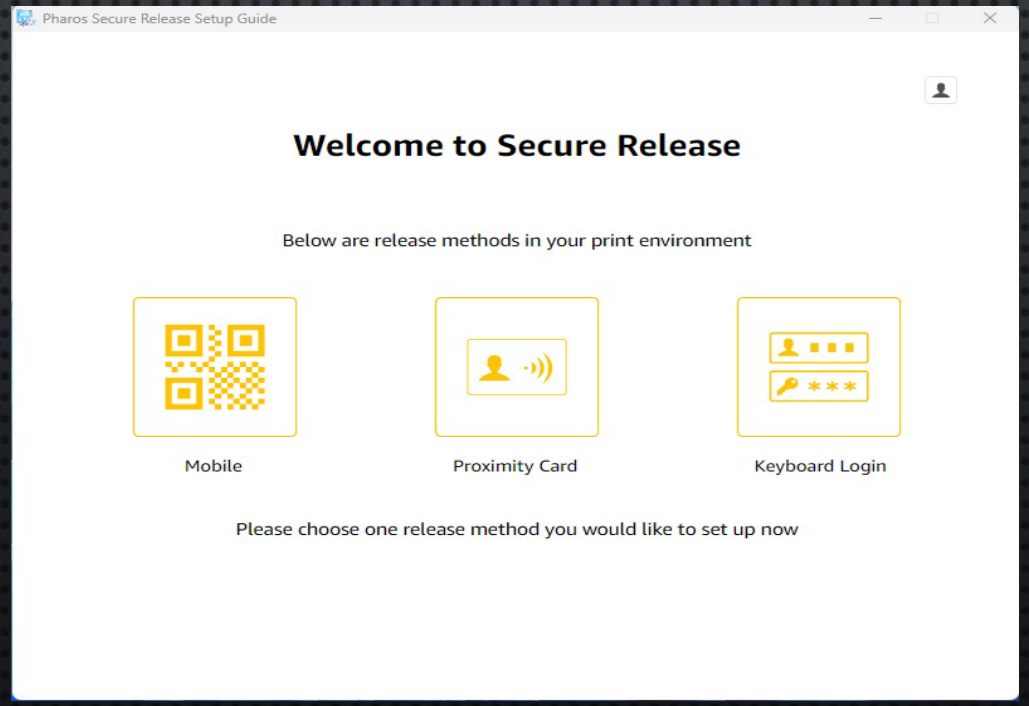
- Remember this code, you will need it.
- This code is like a password- Do not share it with anyone.
- Click “Continue” and this window will close.



OPEN THE PHAROS SECURE RELEASE SETUP GUIDE

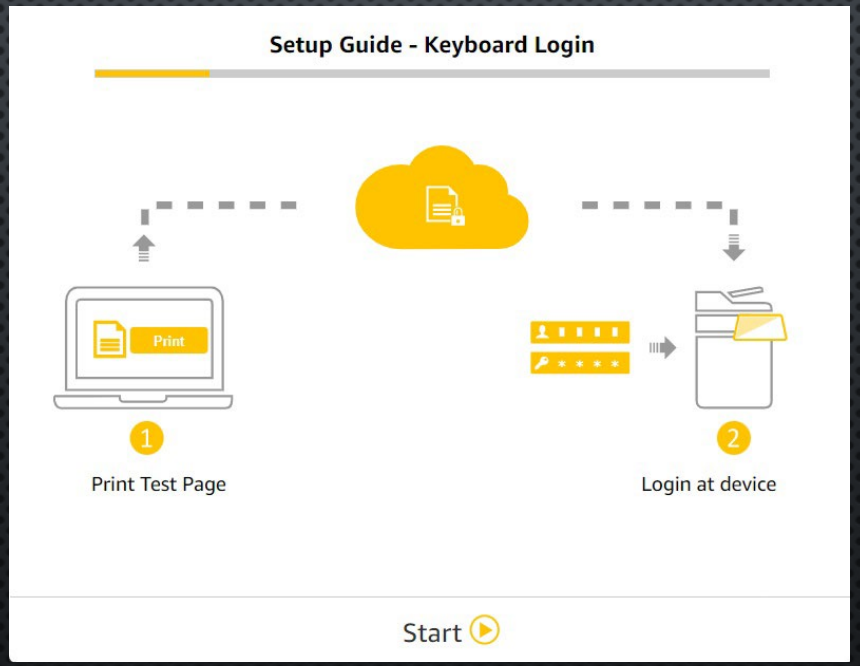
- Select “Keyboard Login”

  Always do this one first because this step registers the Passcode you just received. You will need that to register the other methods



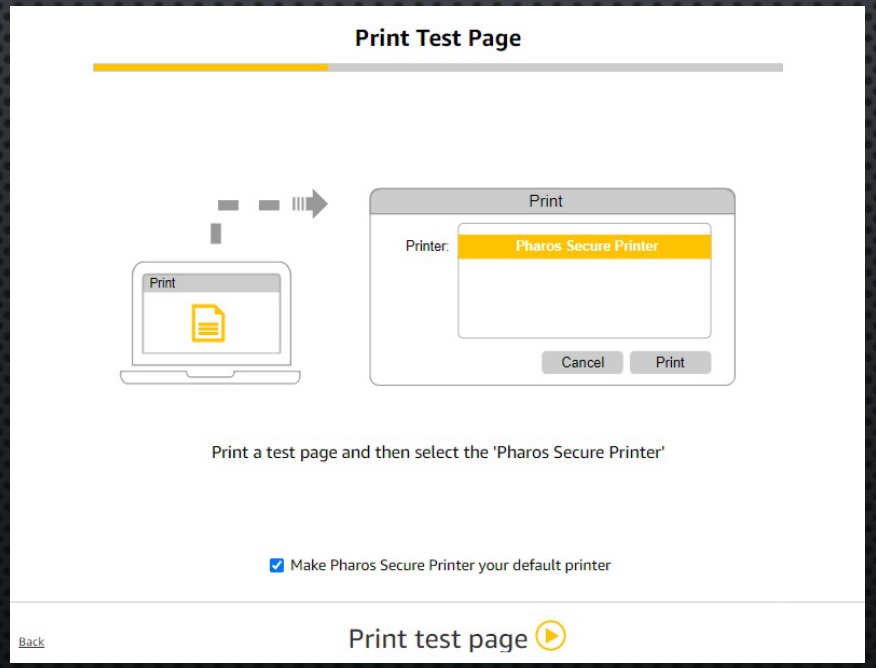
PHAROS SECURE RELEASE SETUP GUIDE

- Click “Start”



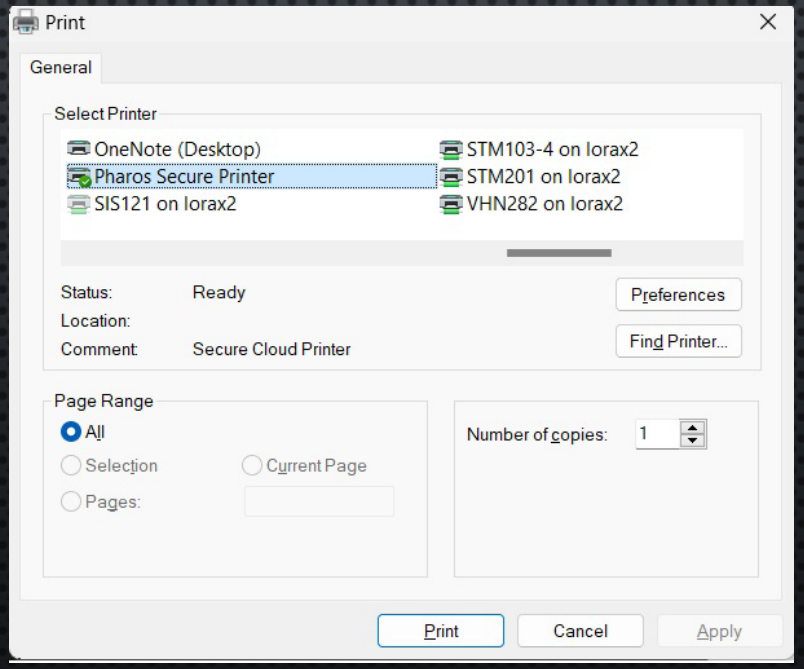
PHAROS SECURE RELEASE SETUP GUIDE

- Make certain the “Make Pharos Secure Printer your default printer” box is checked
- Click “Print test page”



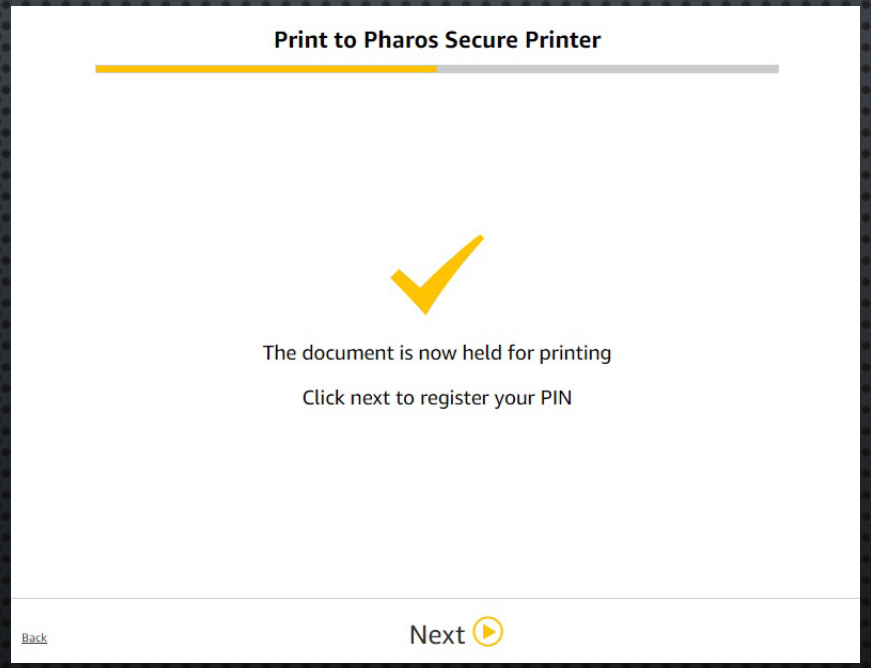
PHAROS SECURE RELEASE SETUP GUIDE

- Make certain “Pharos Secure Printer” is selected
- Click “Print” – This print window will then close



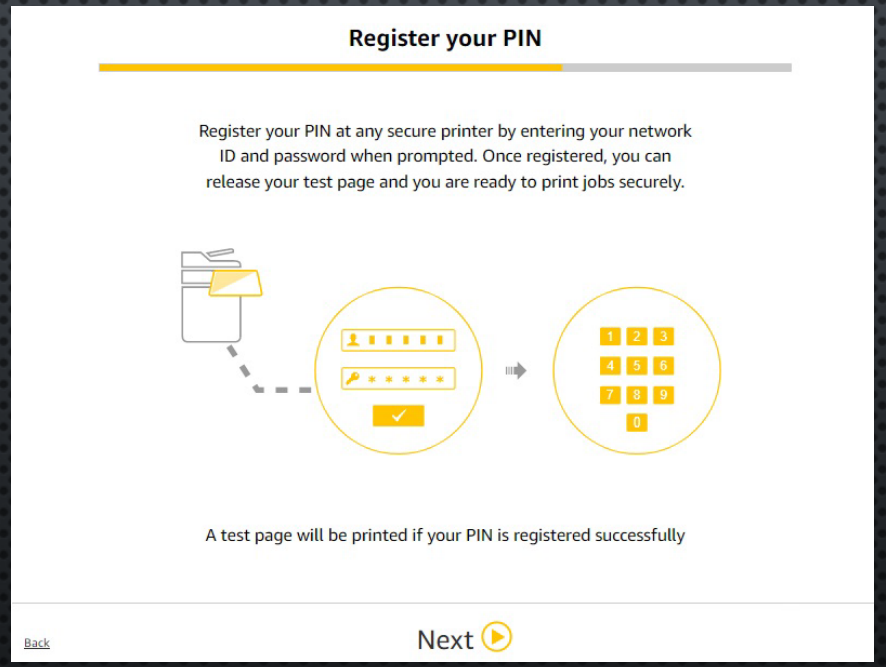
PHAROS SECURE RELEASE SETUP GUIDE

- Click “Next”



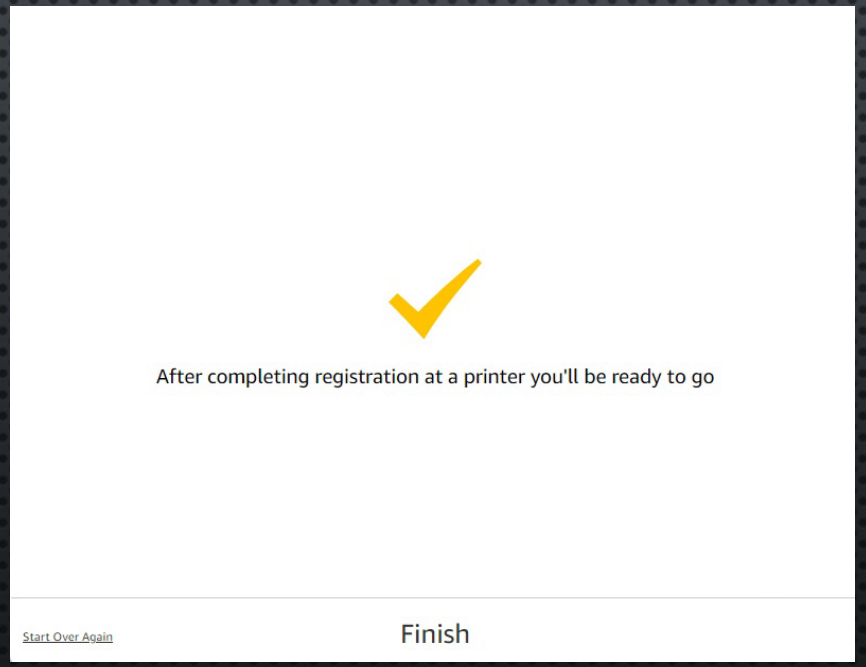
PHAROS SECURE RELEASE SETUP GUIDE

- Click “Next”



PHAROS SECURE RELEASE SETUP GUIDE

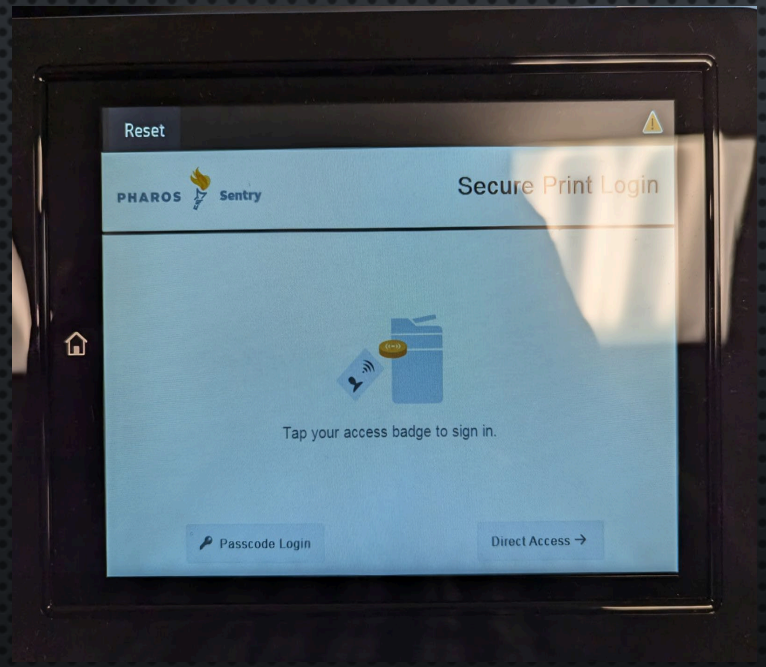
- Click “Finish”
- Go to the nearest printer with the passcode you were given

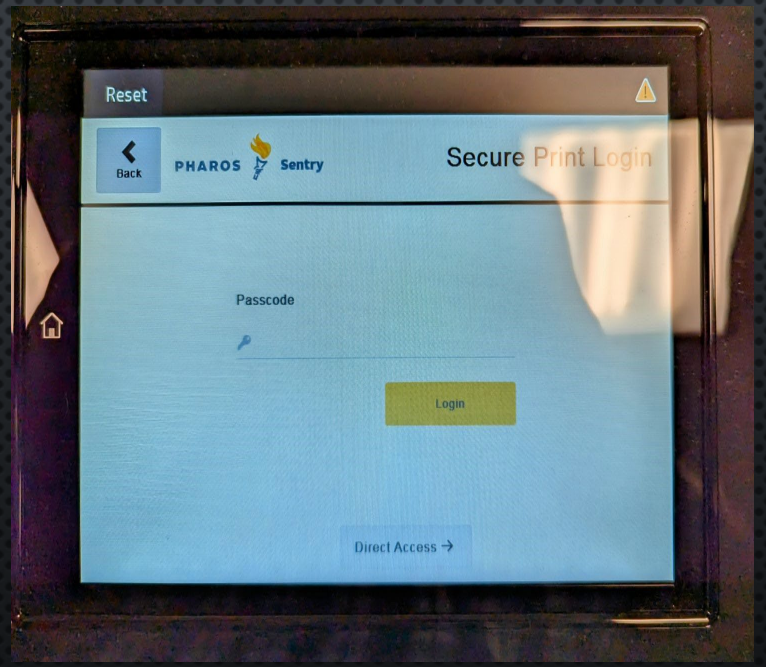


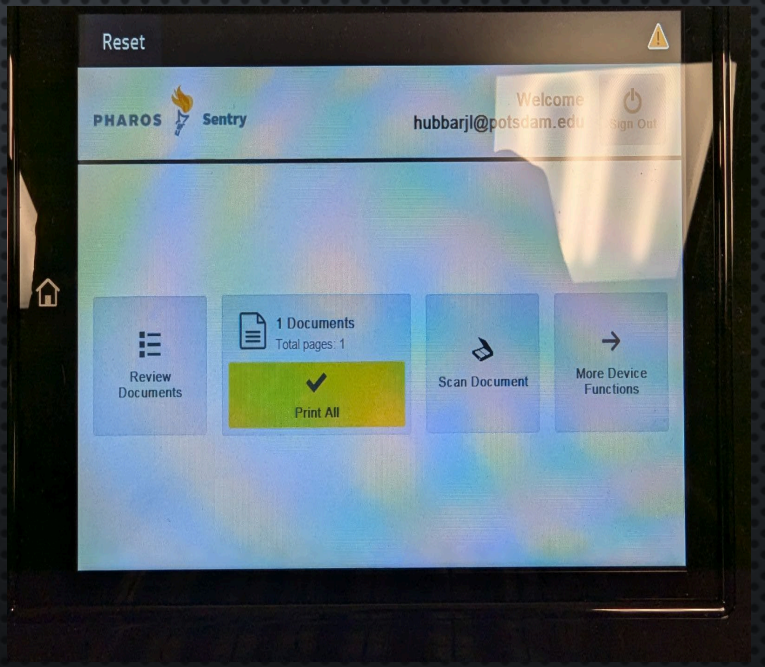
PHAROS SECURE RELEASE SETUP GUIDE

On the printer's touchscreen: *(Wake up the printer by touching the screen or the "Home" icon on the left of the screen)*

- Tap "Passcode Login"
- Tap the line and a virtual keyboard will open to type in the passcode you were given
- The print window will open showing the document in the queue, tap "Print All"



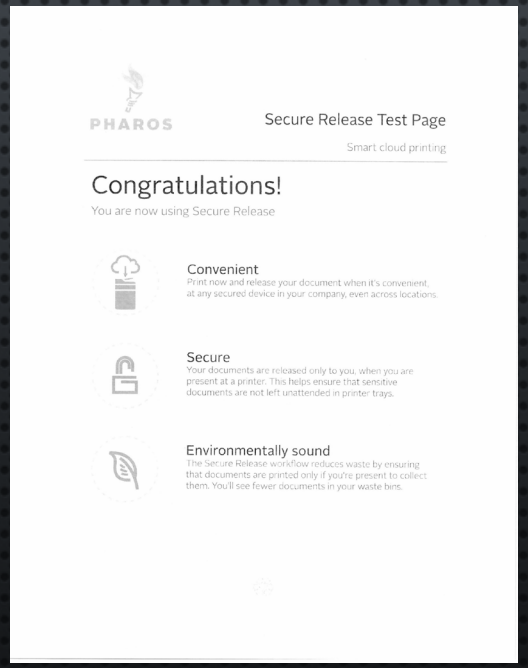




PHAROS SECURE RELEASE SETUP GUIDE

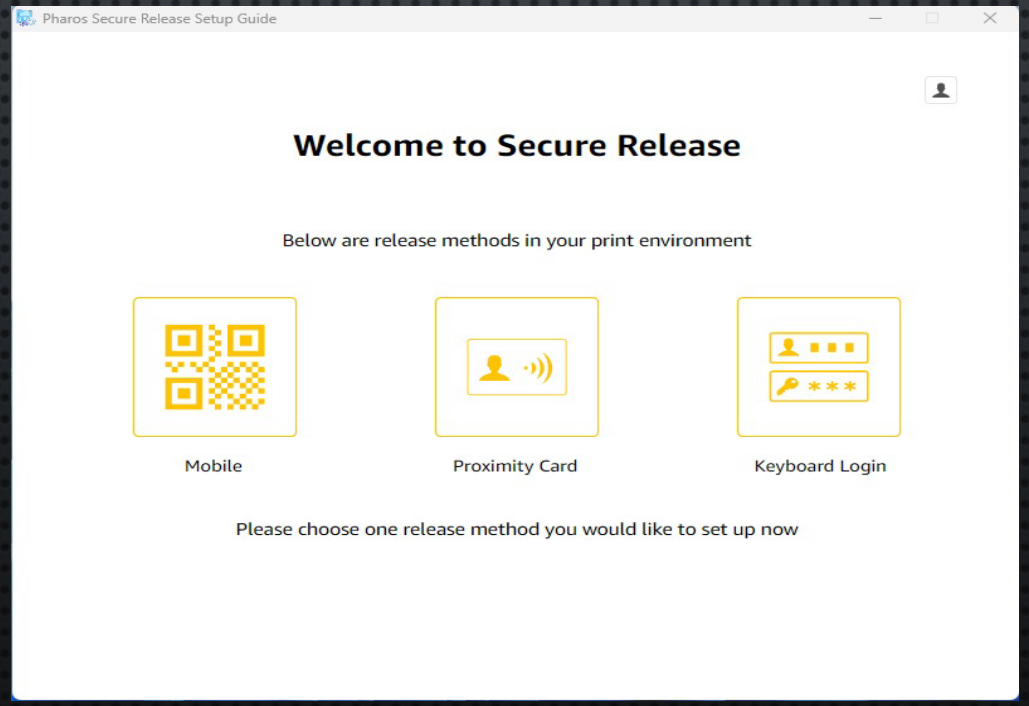
The Secure Release Test Page will print out

You MUST print the test page to complete the registration process



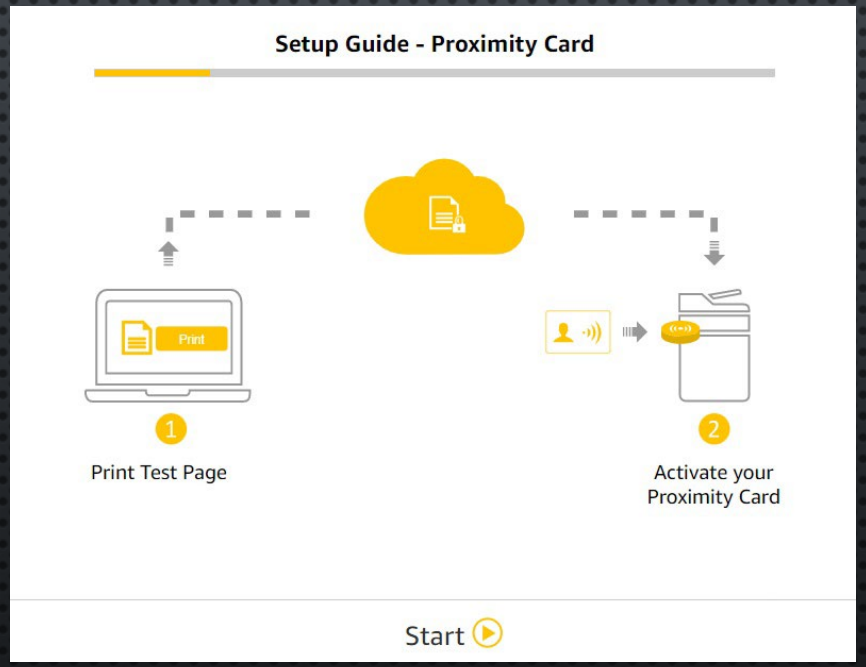
OPEN THE PHAROS SECURE RELEASE SETUP GUIDE

- Select “Proximity Card”



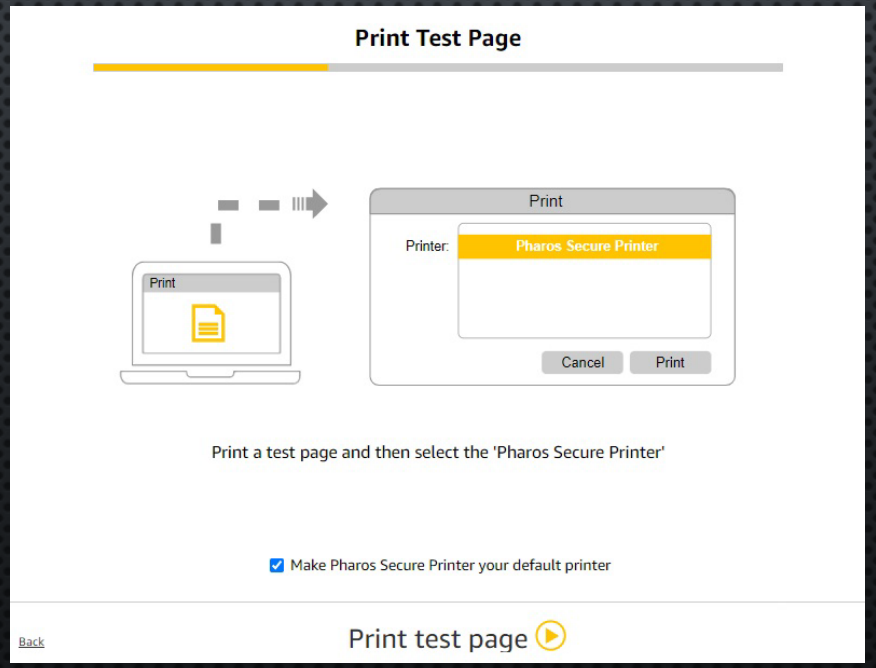
PHAROS SECURE RELEASE SETUP GUIDE

- Click “Start”



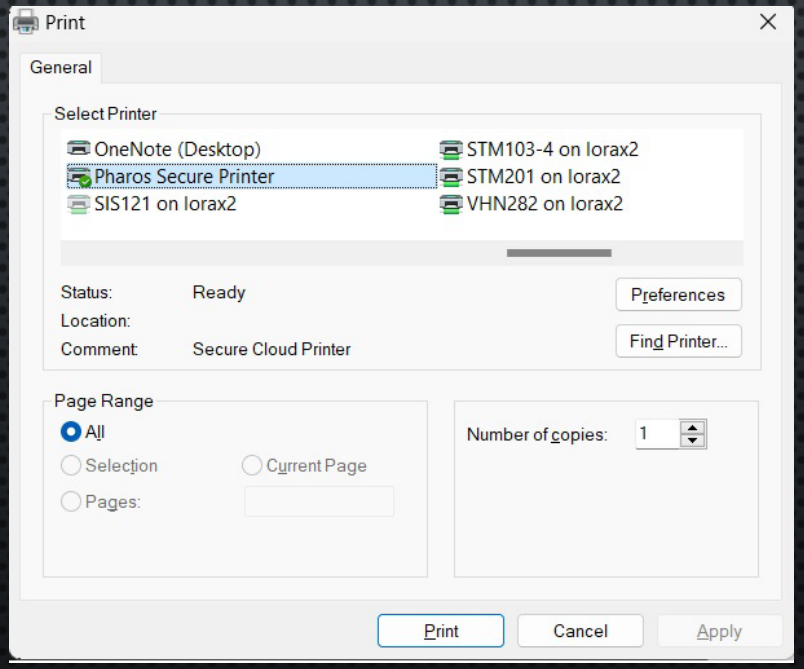
PHAROS SECURE RELEASE SETUP GUIDE

- Make certain the “Make Pharos Secure Printer your default printer” box is checked
- Click “Print test page”



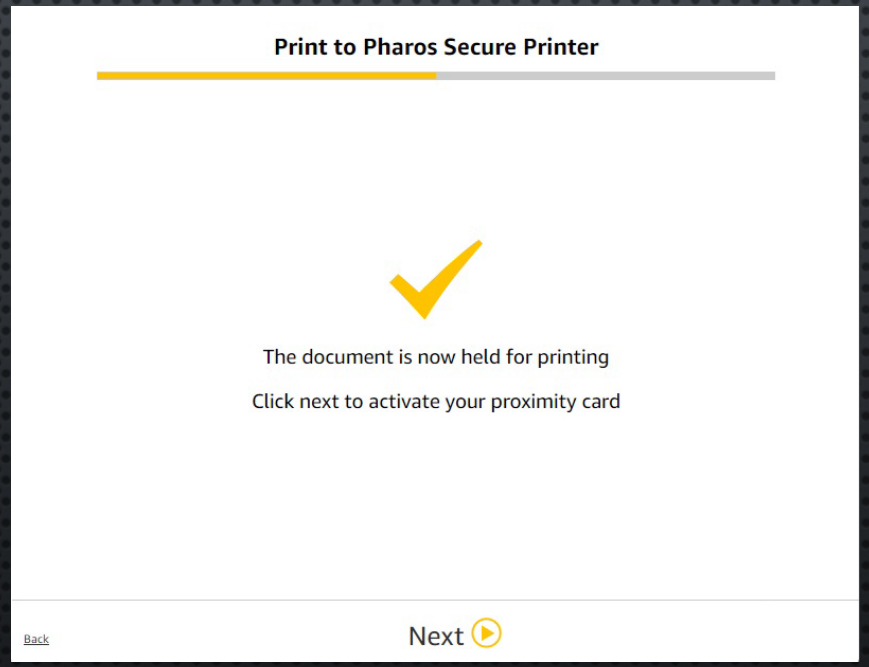
PHAROS SECURE RELEASE SETUP GUIDE

- Make certain “Pharos Secure Printer” is selected
- Click “Print” – This print window will then close



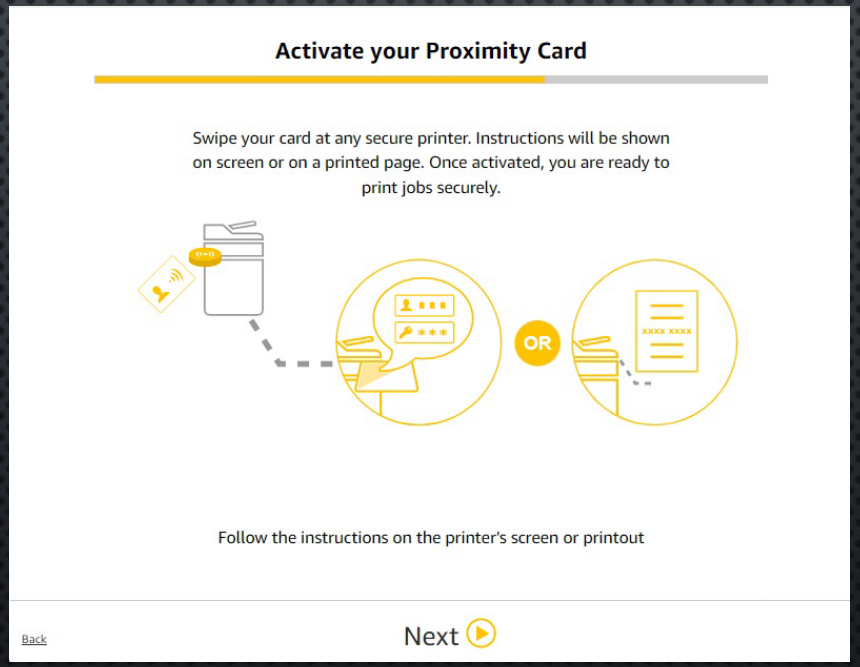
PHAROS SECURE RELEASE SETUP GUIDE

- Click “Next”



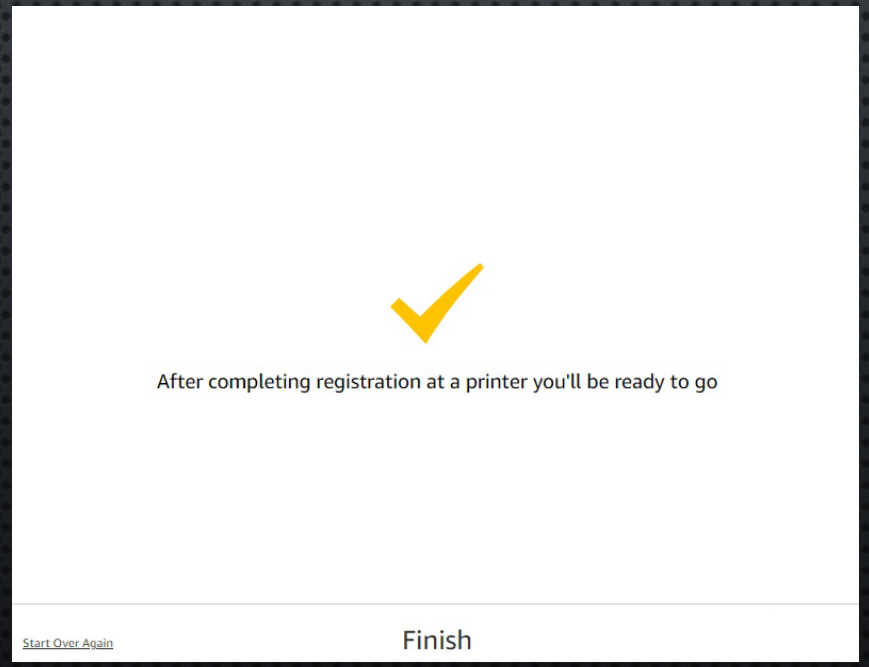
PHAROS SECURE RELEASE SETUP GUIDE

- Click “Next”



PHAROS SECURE RELEASE SETUP GUIDE

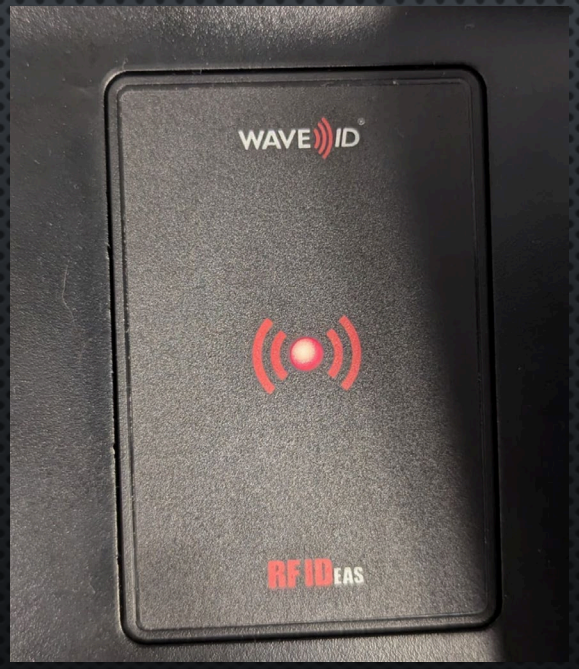
- Click “Finish”
- Go to the nearest printer with your ID Card with RFID sticker AND the passcode you activated earlier



PHAROS SECURE RELEASE SETUP GUIDE

At the printer is the RFID Reader:

- Tap your ID Card with the RFID sticker on the reader
  - You will hear a beep and the light will change green momentarily before going back to red

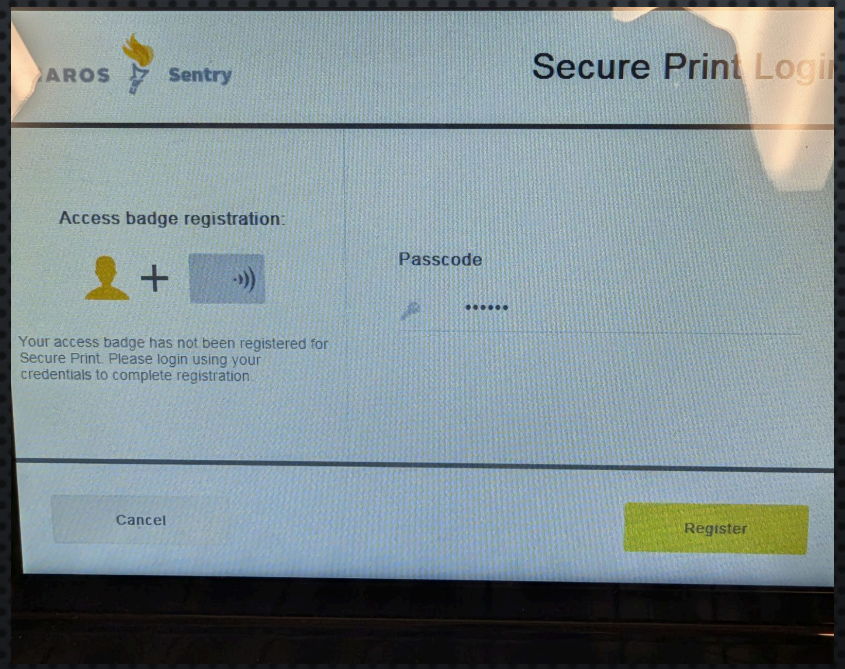


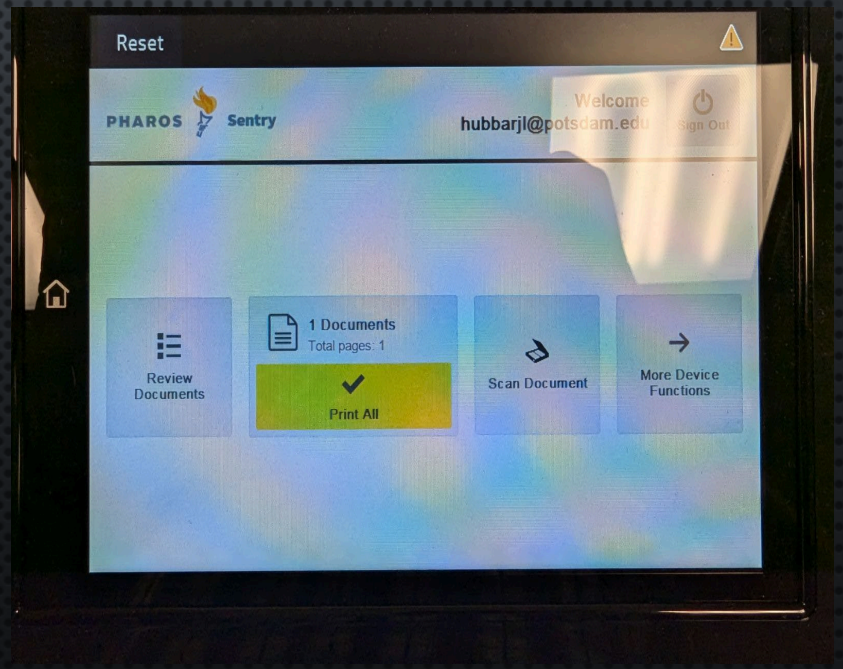
PHAROS SECURE RELEASE SETUP GUIDE

(Wake up the printer by touching the screen or the "Home" icon on the left of the screen)

The printer's touchscreen will open to what you see in the picture on the left:

- Tap the line and a virtual keyboard will open to type in the passcode you were given and tap "Register" at the bottom of the screen.
- The print window will open showing the document in the queue, tap "Print All"

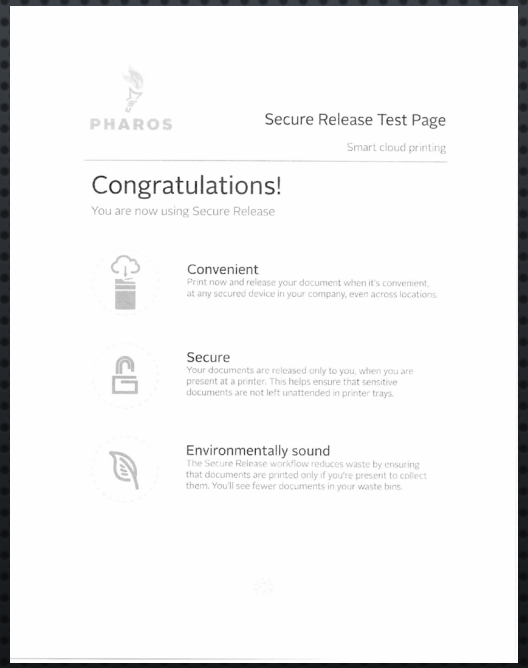




PHAROS SECURE RELEASE SETUP GUIDE

The Secure Release Test Page will print out

You MUST print the test page to complete the registration process



PRINTERS

Color and Black and White printers have multiple functions:

- Printing
- Copying
- Scanning (Scan to e-mail or OneDrive)

SETTING UP YOUR MOBILE DEVICE TO ACCESS YOUR PHAROS SECURE PRINTING ACCOUNT

OPEN THE
PHAROS SECURE RELEASE SETUP GUIDE

Be Prepared

- Have your SUNY Potsdam id with the rfid sticker applied
- Your phone with the Mobile app installed

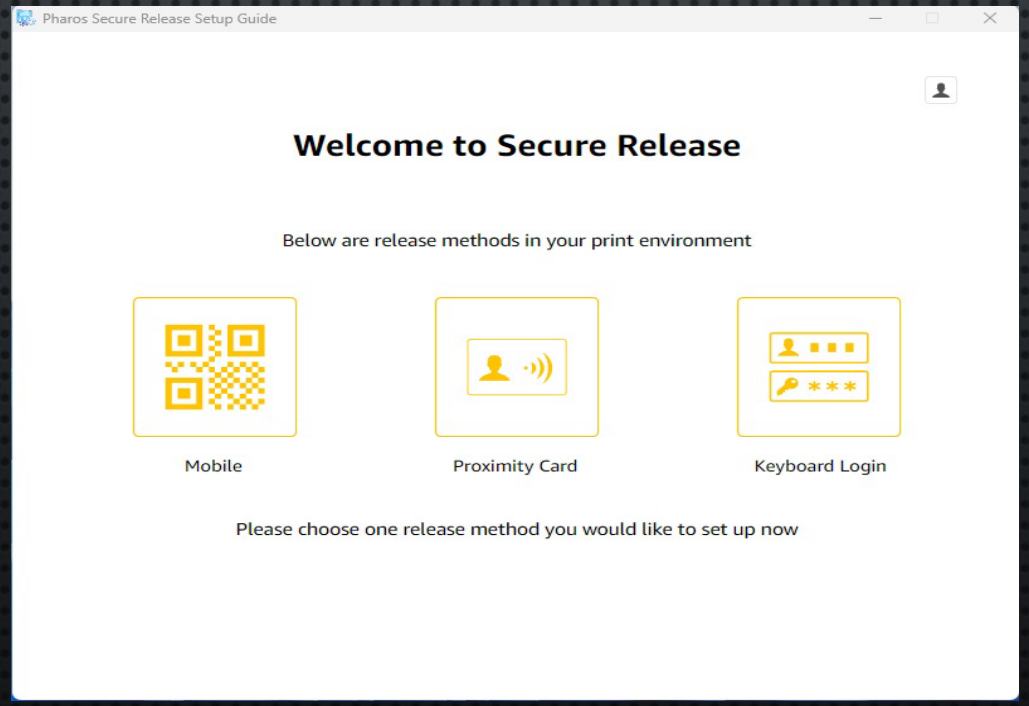
The Mobile app can be downloaded from the Apple App Store and the Google Play Store and is called

"**Pharos Secure Release**"; the icon is a gray circle with a torch.

(Warning- DO NOT choose the app called "Pharos Print"!)

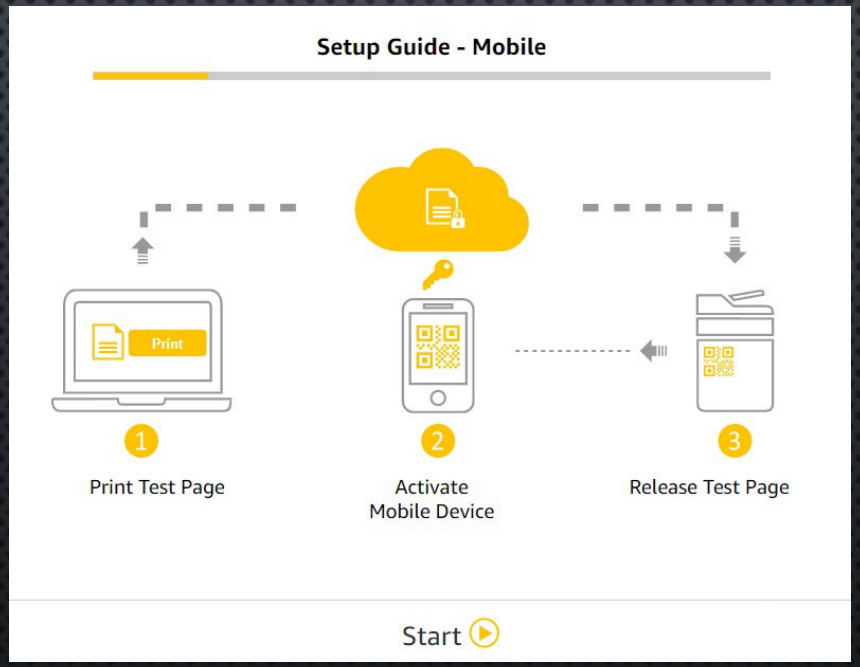
OPEN THE PHAROS SECURE RELEASE SETUP GUIDE

- Select “Mobile”



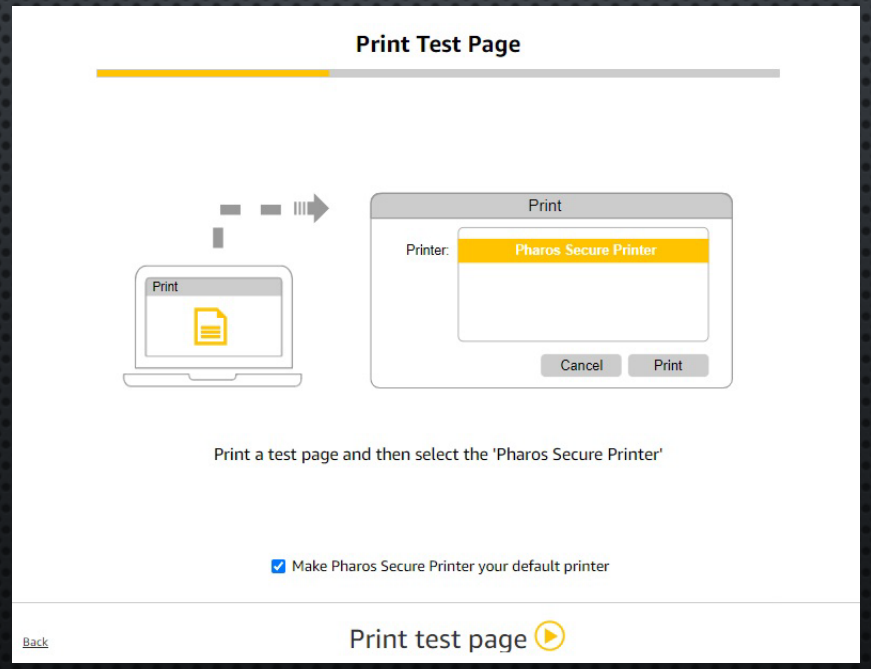
PHAROS SECURE RELEASE SETUP GUIDE

- Click “Start”



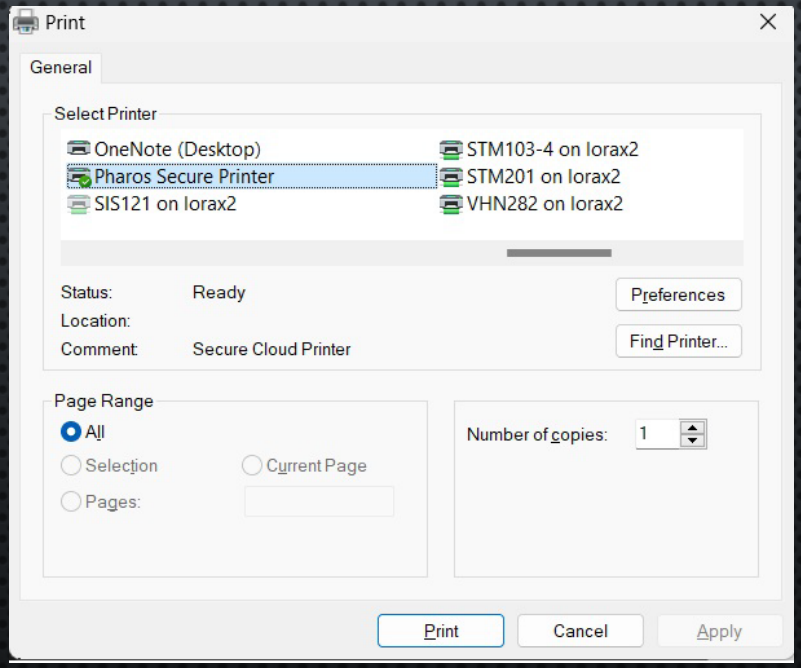
PHAROS SECURE RELEASE SETUP GUIDE

- Make certain the “Make Pharos Secure Printer your default printer” box is checked
- Click “Print test page”



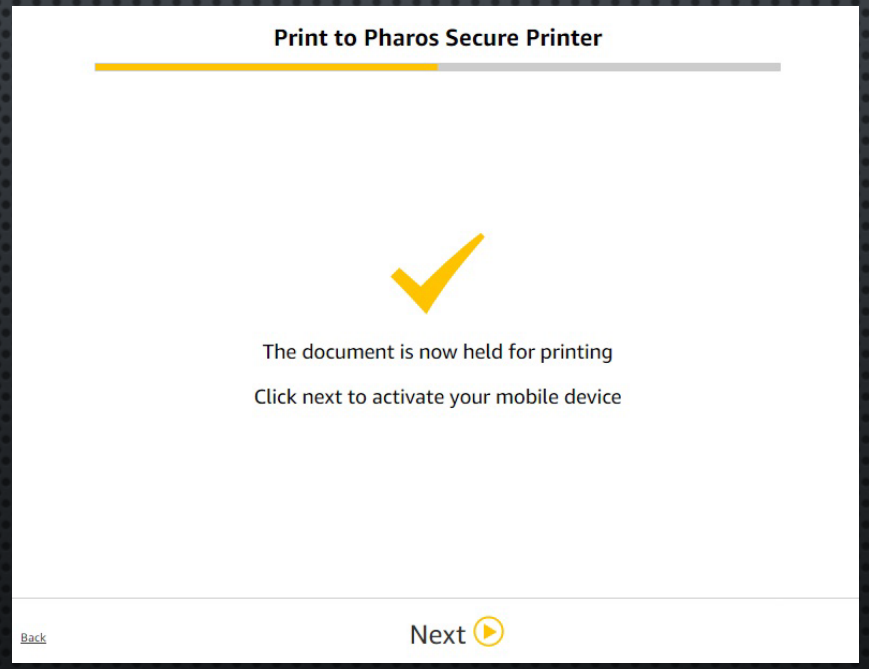
PHAROS SECURE RELEASE SETUP GUIDE

- Make Certain “Pharos Secure Printer” is selected.
- Click “Print” – This print window will then close.



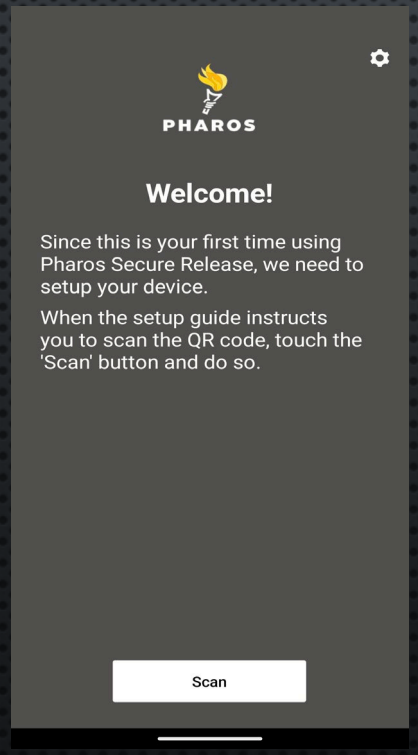
PHAROS SECURE RELEASE SETUP GUIDE

- Click “Next”



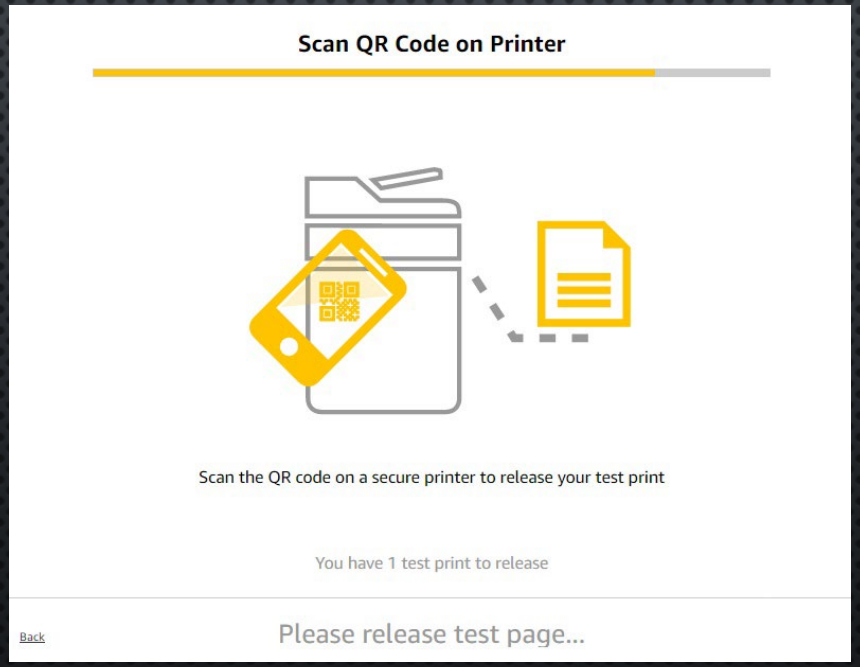
PHAROS SECURE RELEASE SETUP GUIDE

- Open the “Pharos Secure Release” app on your device
- Click the “Scan” button on the app
- Scan the QR code that appears on your computer screen like the one in the screenshot shown here.
- Click Next



PHAROS SECURE RELEASE SETUP GUIDE

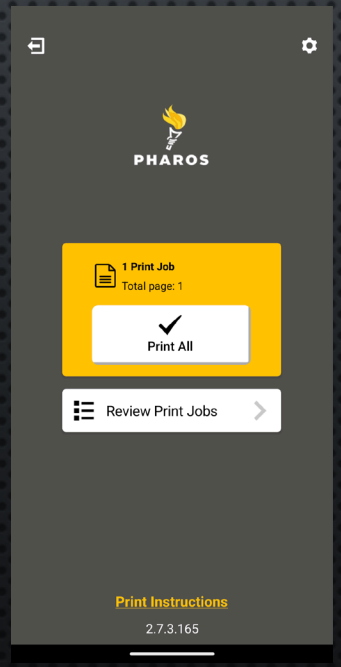
- The “Pharos Secure Release” window shown here will open on your computer



PHAROS SECURE RELEASE SETUP GUIDE

- The “Pharos Secure Release” app screen will display the print queue screen showing you have a document waiting.
- Go to the nearest printer *(Wake up the printer by touching the screen or the “Home” icon on the left of the screen)*

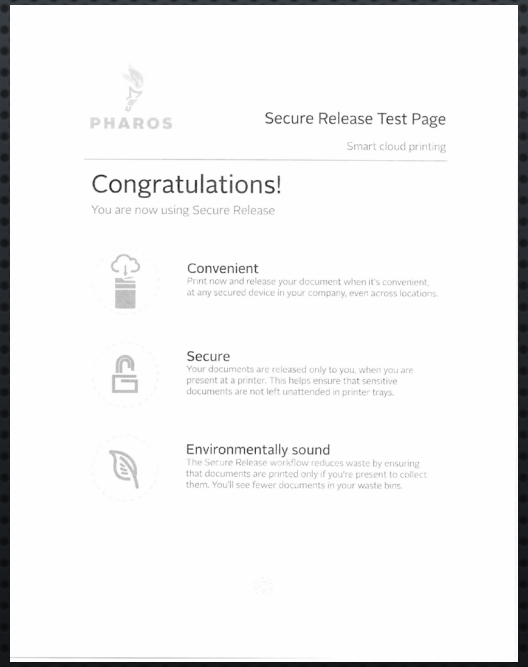
- Click “Print all” or Click “Review Print Jobs” and select the test page
- A scan window will open on your device for you to scan the QR code on the front of the printer



PHAROS SECURE RELEASE SETUP GUIDE

The Secure Release Test Page will print out

You MUST print the test page to complete the registration process



PHAROS

Secure Release Test Page

Smart cloud printing

Congratulations!

You are now using Secure Release

Convenient

Print now and release your document when it's convenient, at any secured device in your company, even across locations.

Secure

Your documents are released only to you, when you are present at a printer. This helps ensure that sensitive documents are not left unattended in printer trays.

Environmentally sound

The Secure Release workflow reduces waste by ensuring that documents are printed only if you're present to collect them. You'll see fewer documents in your waste bins.