

Pharos PrintScout

Student Installation and Sign-In Guide

Windows PrintScout 8.4.8.100	macOS PrintScout 2.32.8.100
Download for Windows	Download for macOS

Before you begin: Save your work, make sure you are connected to the internet, and use an account that is allowed to install software on your computer.

What this guide covers

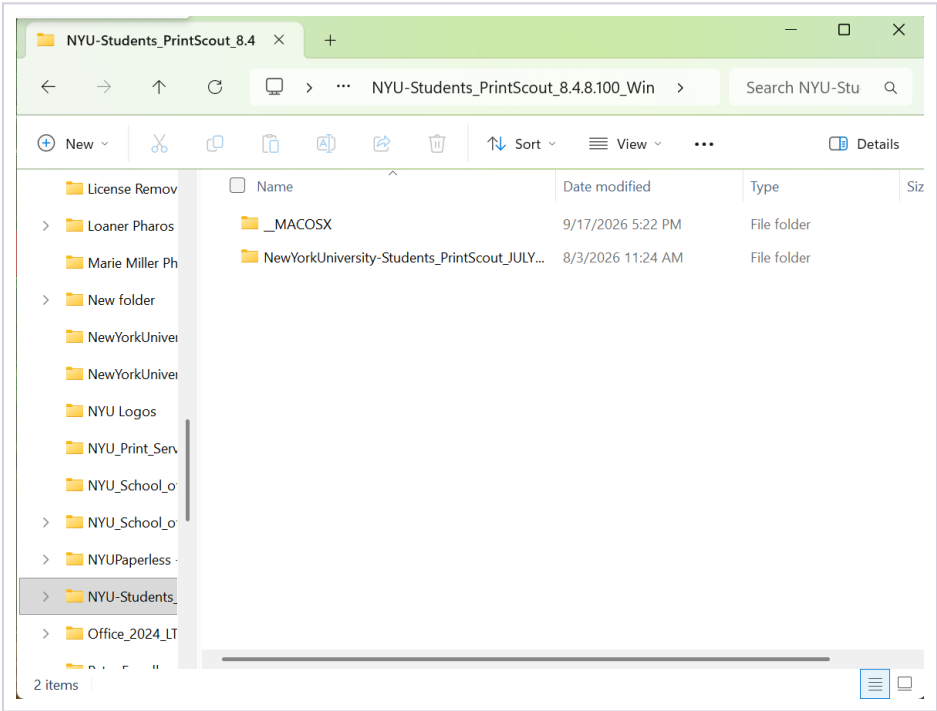
- Downloading and installing the NYU student PrintScout package.
- Confirming the PrintScout server and registration on Windows.
- Signing in through the NYU web authentication page.
- Basic troubleshooting if a step does not complete as expected.

Windows screenshots are shown throughout the detailed walkthrough. macOS installer screens will look different, but the final Pharos sign-in process is the same.

Windows Installation

Step 1: Download and extract the ZIP file

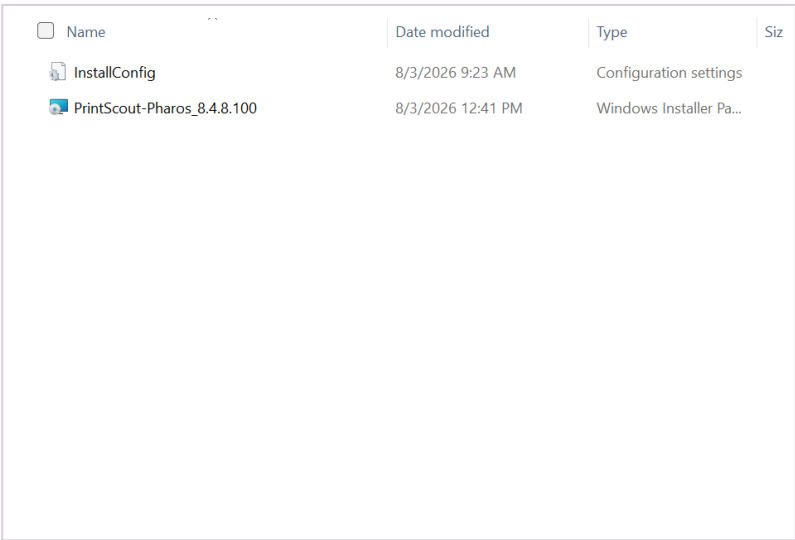
Click **Download for Windows**. When the download finishes, open your Downloads folder, right-click the ZIP file, choose **Extract All**, and open the extracted folder. Do not run the installer from inside the compressed ZIP file.



After extraction, you may see a `__MACOSX` folder and the main `PrintScout` folder. Open the main `PrintScout` folder; you can ignore `__MACOSX`.

Step 2: Open the PrintScout installer folder

Open the folder whose name begins with **NewYorkUniversity-Students_PrintScout**. Inside, you should see the `PrintScout` installer and a file named **InstallConfig**. Keep these two files together and do not edit `InstallConfig`.



The `Windows` installer folder contains `InstallConfig` and `PrintScout-Pharos_8.4.8.100`.

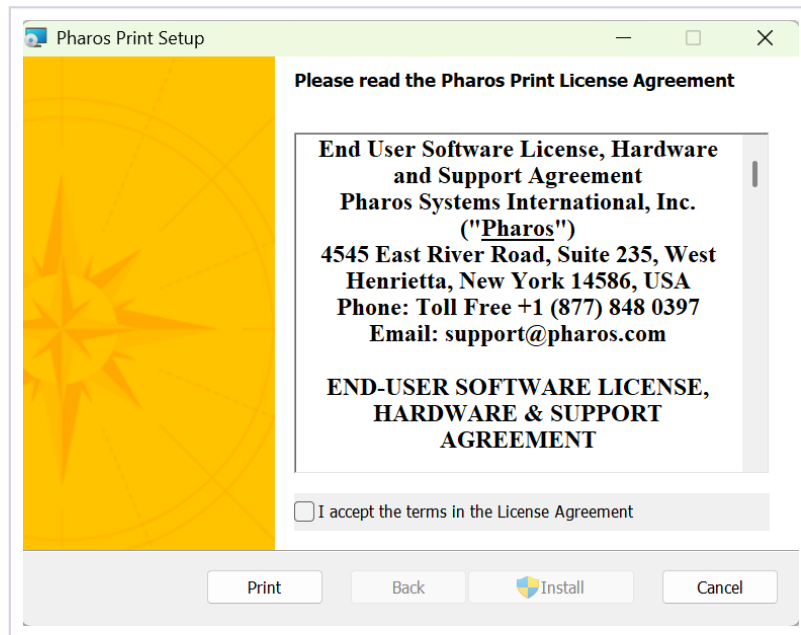
Windows Installation - Run the Installer

Step 3: Start the installer

Double-click **PrintScout-Pharos_8.4.8.100**. Windows may ask for permission to make changes to your device; approve the prompt if you are authorized to install software.

Step 4: Accept the license agreement and install

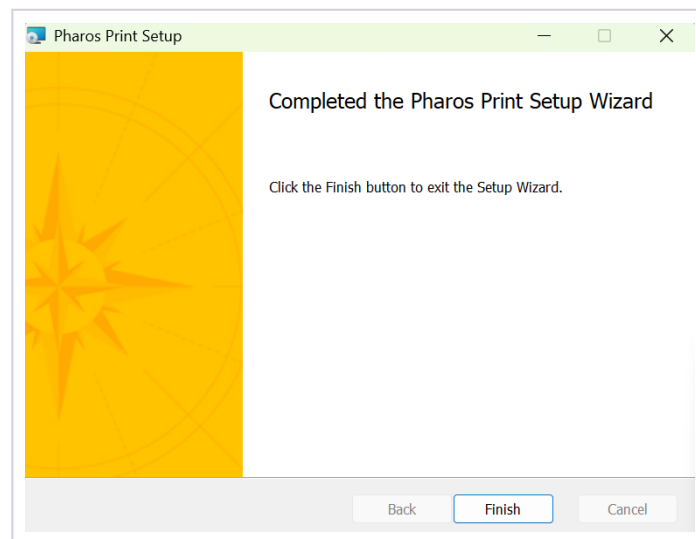
On the Pharos Print Setup screen, check **I accept the terms in the License Agreement**. The **Install** button should then become available. Click **Install**.



Check the license agreement box, then click Install.

Step 5: Finish the setup wizard

When you see **Completed the Pharos Print Setup Wizard**, click **Finish**.

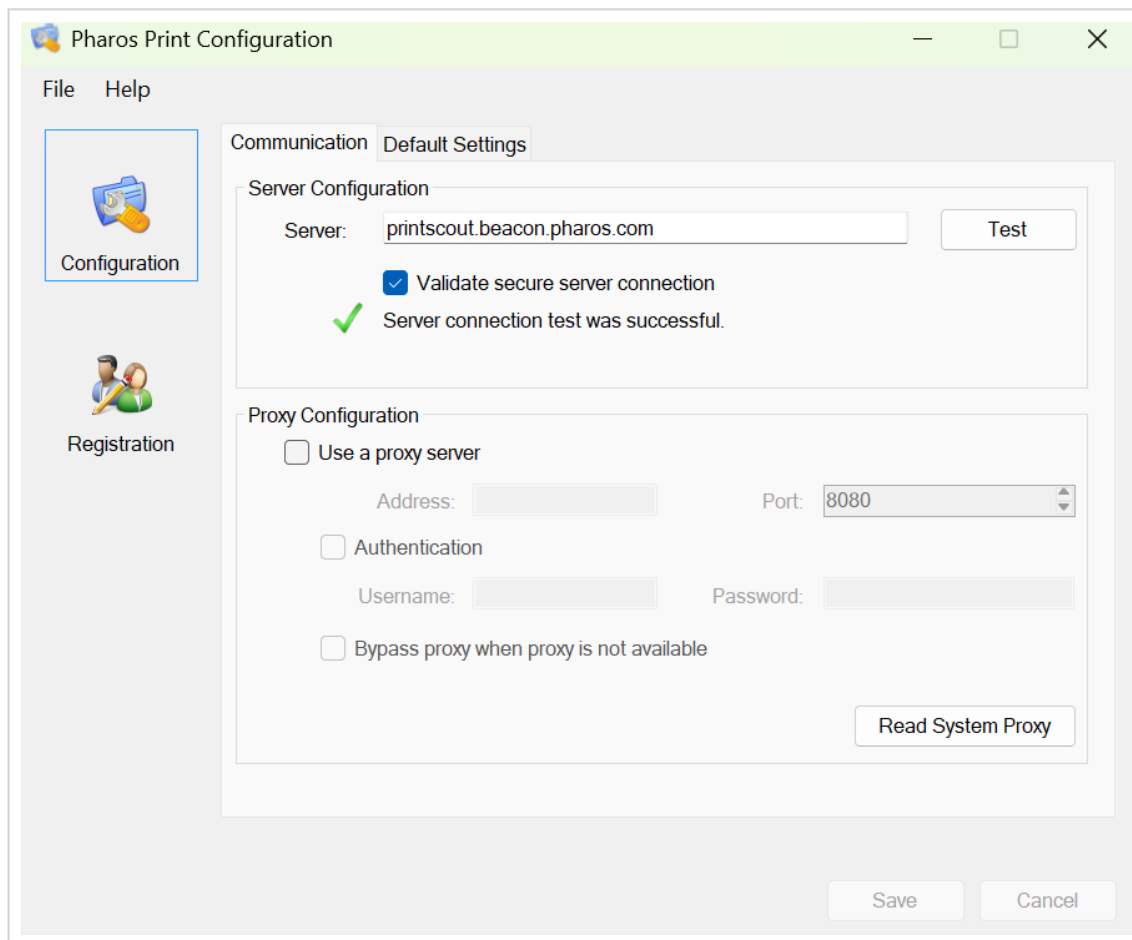


Click Finish after the setup wizard completes.

Windows Setup - Verify the Connection

Step 6: Confirm the PrintScout server

The **Pharos Print Configuration** window should open. On the Configuration screen, leave the preconfigured settings unchanged. The server should read **printscout.beacon.pharos.com** and **Validate secure server connection** should remain checked.



A successful server check displays a green checkmark and "Server connection test was successful."

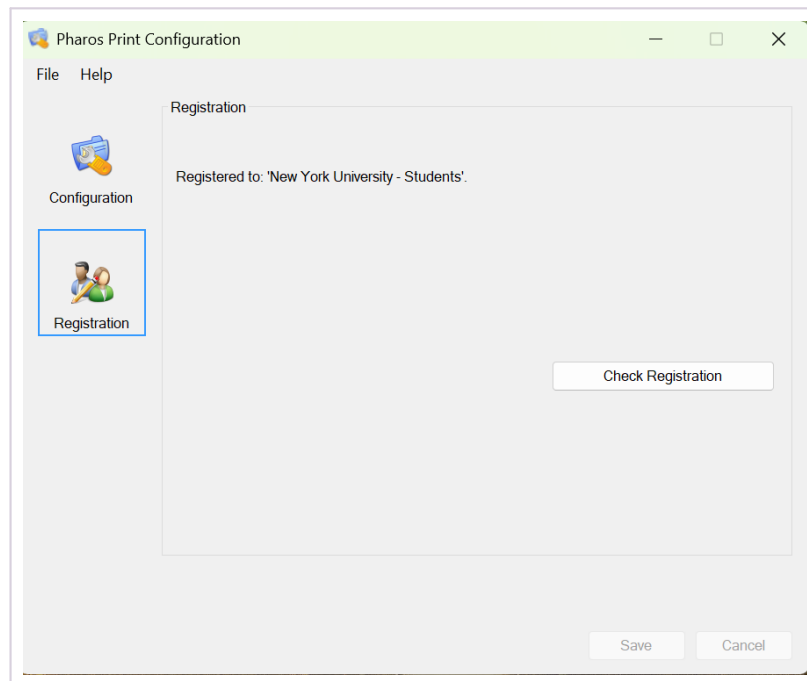
If you do not see the green success message: Click **Test**. If the test still fails, confirm that the computer has internet access and then try again. Do not change the server name or proxy settings unless NYU IT specifically instructs you to do so.

Once the server connection is successful, continue to Registration.

Windows Setup - Verify Registration

Step 7: Open Registration

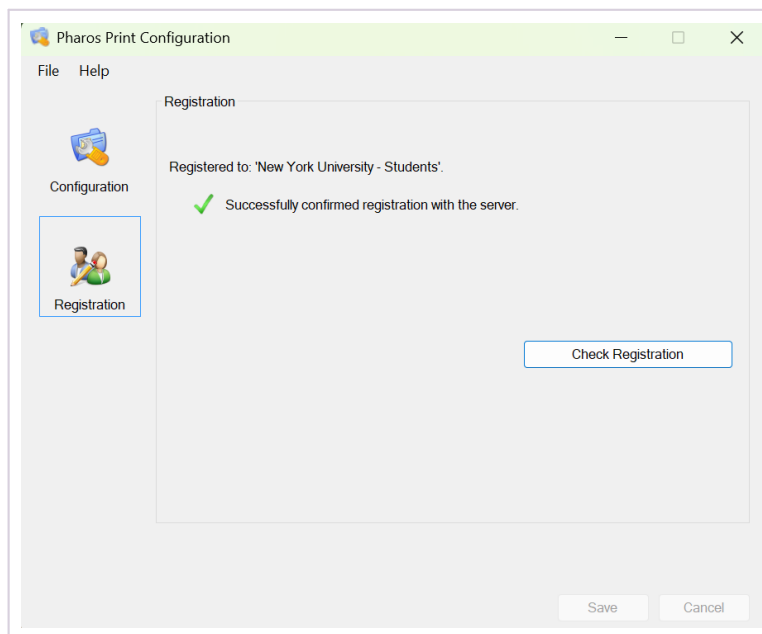
Click **Registration** on the left side of the Pharos Print Configuration window. It should show **Registered to: New York University - Students**.



The Registration screen identifies the NYU student configuration.

Step 8: Check registration

Click **Check Registration**. A successful check displays a green checkmark and the message **Successfully confirmed registration with the server**.

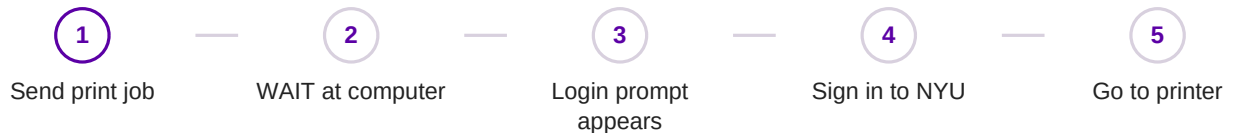


The green confirmation verifies that PrintScout is registered with the Pharos service.

Your First Print Job - WAIT for Pharos Sign-In

IMPORTANT: Stay at your computer after you click Print

During testing, the "Welcome to Pharos Print" / "Login to continue" window sometimes appeared a noticeable amount of time after the print job was sent. This delay can make it look like nothing happened. Do not leave for the printer until you complete the sign-in step.

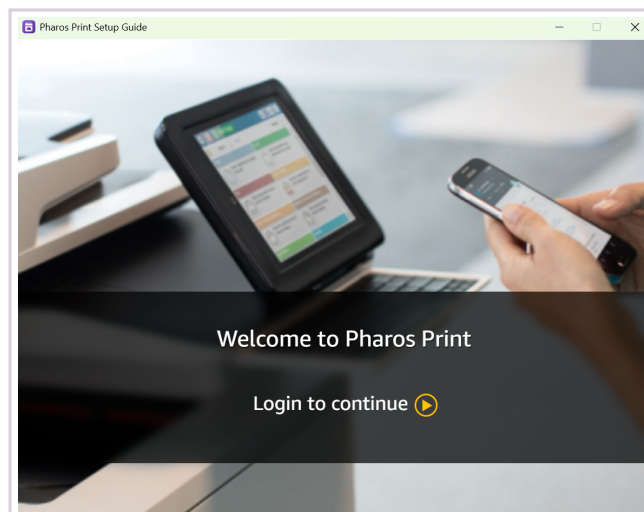


Step 9: Send a small test print job

Open a simple document and print it to the NYU Pharos printer or queue you have been instructed to use. After you click Print, remain at your computer.

Step 10: Wait for the "Welcome to Pharos Print" window

The login window may not appear immediately. Leave the computer on and wait for the Pharos window that says Welcome to Pharos Print and Login to continue.



Do not resend the job while waiting

A delay does not necessarily mean the print failed. Do not repeatedly resend the print job while you are waiting, because that can create duplicate jobs.

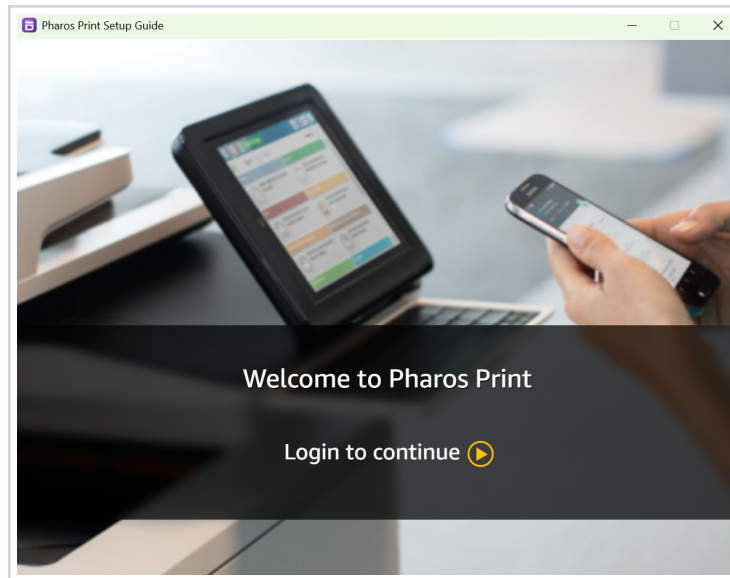
Step 11: Only go to the printer after authentication succeeds

When the login prompt appears, click Login to continue and complete NYU sign-in. Wait until your browser says Authenticated successfully. Only then should you go to the printer to release or pick up your job.

Sign In to Pharos Print

Step 12: Click "Login to continue"

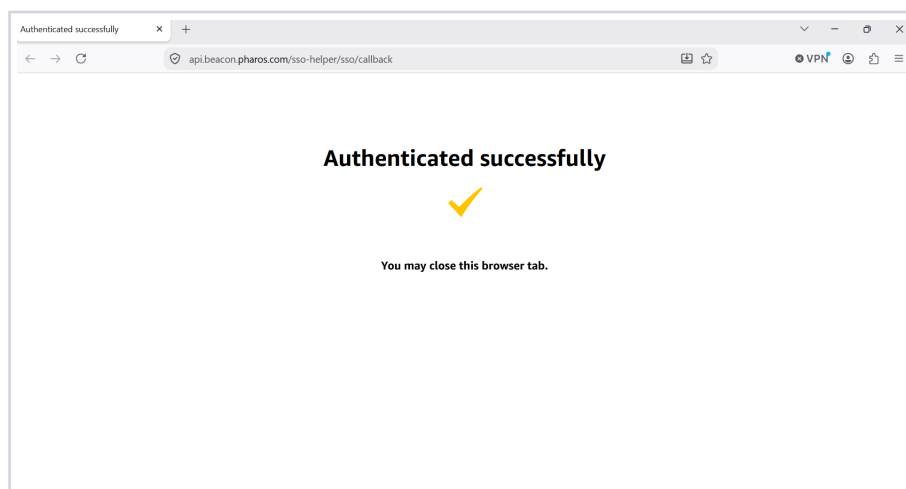
When the Pharos Print Setup Guide appears, click Login to continue. Your default web browser will open.



Wait for this window after sending your first print job, then click Login to continue.

Step 13: Complete NYU authentication in your browser

Sign in with your NYU credentials when prompted and complete any required NYU authentication or MFA. If your browser already has an active NYU sign-in session, you may be authenticated automatically.



When you see "Authenticated successfully," you may close the browser tab.

Success

Once the browser displays Authenticated successfully, the sign-in step is complete. Close that browser tab, return to Pharos Print, and then go to the printer for your job.

macOS Installation

The macOS package uses a DMG installer, so the screens will not look exactly like the Windows screenshots in this guide.

Step 1: Download the macOS installer

Click Download for macOS. The file name is NYU-Students_PrintScout_2.32.8.100_Mac.dmg.

Step 2: Open the DMG

Open your Downloads folder and double-click the downloaded .dmg file. macOS will mount it like a temporary disk and open its contents.

Step 3: Run the installer

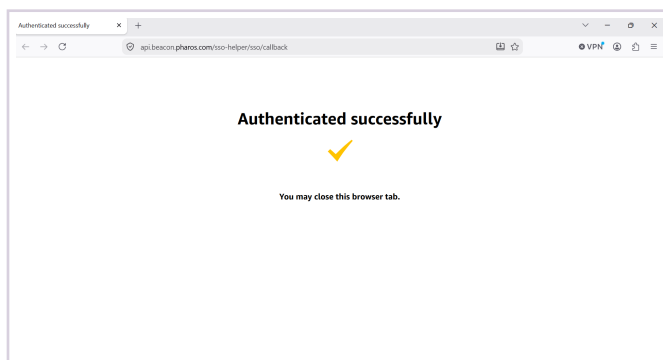
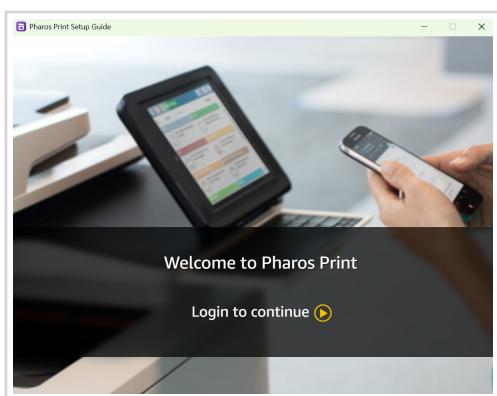
Open the PrintScout installer contained in the disk image and follow the on-screen installation prompts. If macOS asks for an administrator password or Touch ID to approve the installation, use an authorized administrator account.

First print on macOS: the same waiting rule applies

After installation, send a small test print job and stay at the Mac. The "Welcome to Pharos Print" / "Login to continue" prompt may take a while to appear. Do not go to the printer until you complete NYU sign-in and see Authenticated successfully.

Step 4: Complete Pharos sign-in

When the Pharos Print Setup Guide displays Login to continue, click it. Complete NYU sign-in and MFA in the browser. When the browser says Authenticated successfully, close the tab and return to Pharos Print.



The Pharos login screen and successful browser authentication are the same basic process on both operating systems.

macOS security note

If macOS blocks the installer or displays a security warning, follow the security message shown on your computer or contact NYU Law IT for assistance. Do not bypass or disable macOS security protections.

Troubleshooting and Completion Checklist

Windows installer will not start	Make sure you extracted the ZIP first. Open the extracted folder and run the installer from there. Keep InstallConfig and the PrintScout installer together.
Install button is disabled	Check "I accept the terms in the License Agreement."
Server test is not successful	Confirm internet access, keep the server name unchanged, and click Test again.
Registration is not confirmed	Open Registration and click Check Registration. Confirm the configuration says New York University - Students.
I sent a print job but nothing happened	Wait at the computer. The Pharos login prompt can take a while to appear. Do not immediately resend the job or leave for the printer.
Browser says "Authenticated successfully"	Authentication is complete. Close the browser tab, return to Pharos Print, and then go to the printer.
macOS installer is blocked	Follow the security message displayed by macOS or contact NYU Law IT. Do not disable macOS security protections.

You are finished when:

- ✓ PrintScout is installed on your computer.
- ✓ Windows users see a successful server connection and registration confirmation.
- ✓ You have sent a test print job and waited for the Pharos login prompt.
- ✓ The browser displays "Authenticated successfully" after NYU sign-in.
- ✓ Only then do you go to the printer to release or pick up the job.

Download links

Windows: NYU-Students_PrintScout_8.4.8.100_Win.zip

macOS: NYU-Students_PrintScout_2.32.8.100_Mac.dmg

Guide prepared from the supplied NYU student PrintScout installation screenshots and hands-on testing notes. Updated September 18, 2026.