How to print and secure print on Lexmark printers



How to print?

- 1. Printing will prompt you to input your "department code". Note: printer will not print if the code entered is not verified.
- To enter code, uncheck box "Use logged-in user name"
- Under "User Name/ID" enter your department code

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How to secure print?

Note: Make sure that the print driver installed on the computer is "Universal Driver" to prevent future errors.

- 1. In a document, select print, and new window will open.
 - In the opened window, click "Printer Properties" or "Preferences".
 - In the preferences, click "Print and Hold" tab and checkbox of "Use Print and Hold" and "Keep duplicate documents".
 - Input your PIN under confidential print and click "OK"



- 2. To release the print job, go to printer and touch "Held Jobs" icon.
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 - in the held jobs, select your username, select Confidential, and enter your pin.
 - select the document and touch print all pages or current page.
 - for multiple files, touch "Options" and touch "Printer Icon" to print



