

How to print and secure print on Lexmark printers

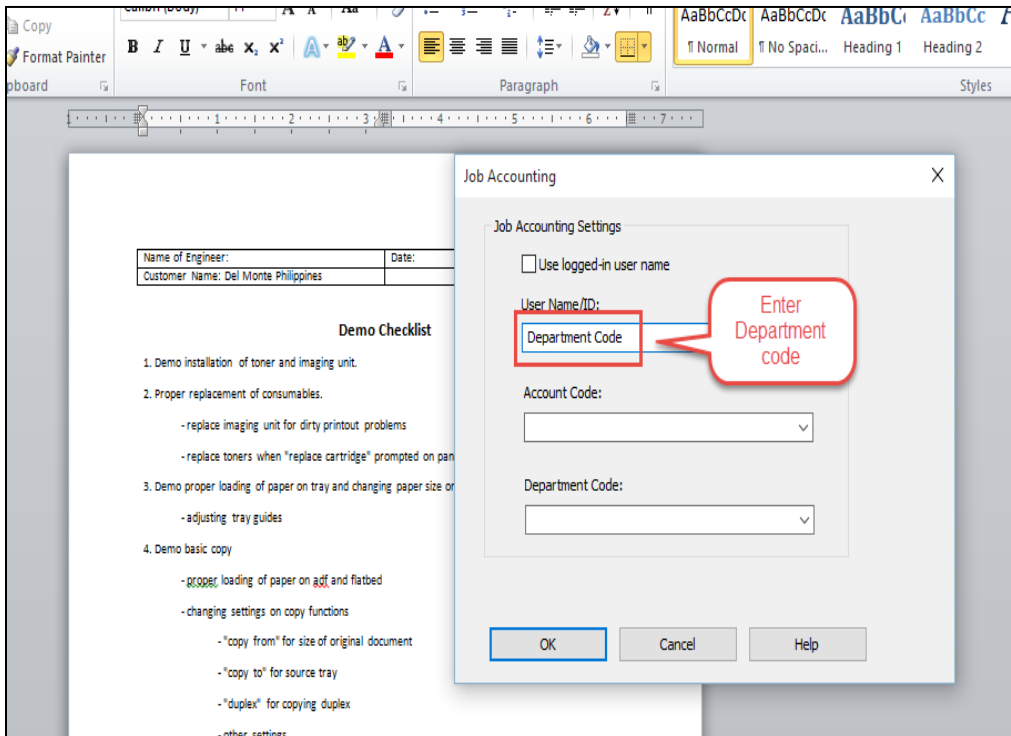
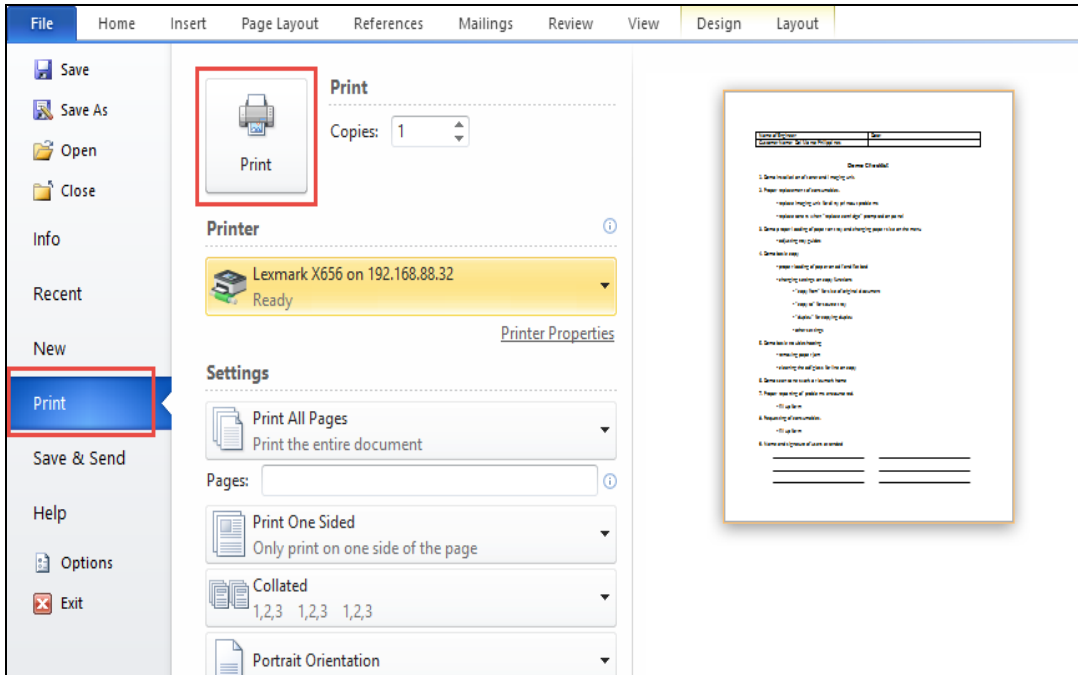


How to print?

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

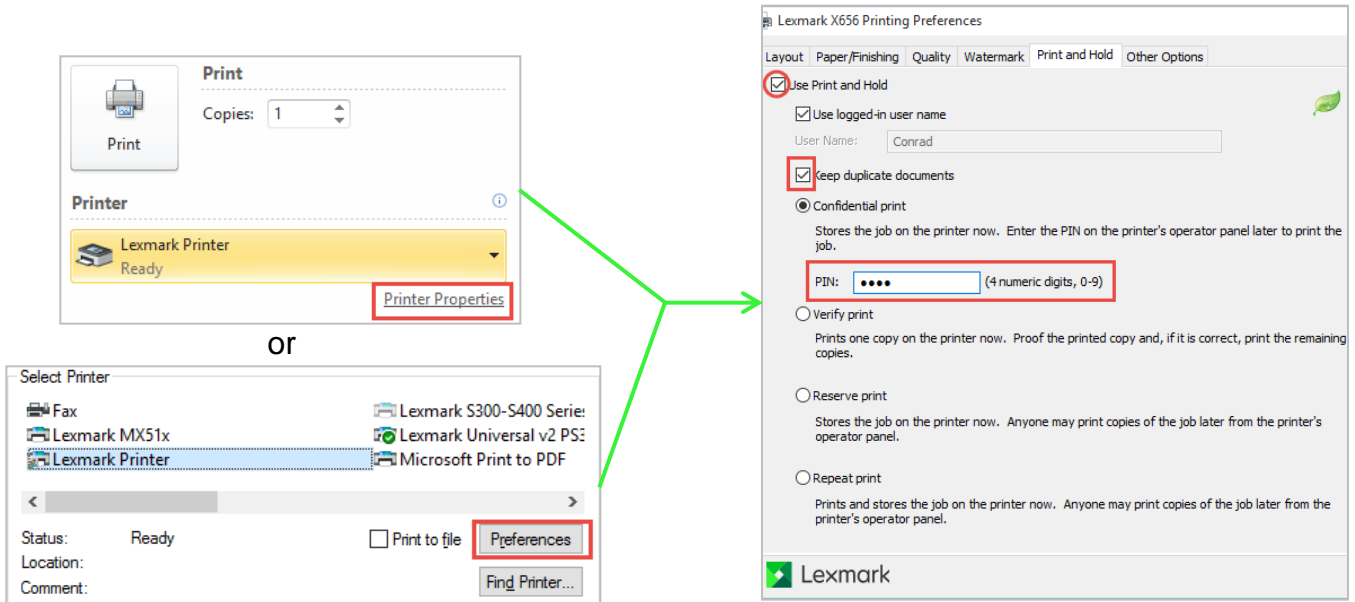


How to secure print?

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.

- 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

