

How to: Register an ID Card

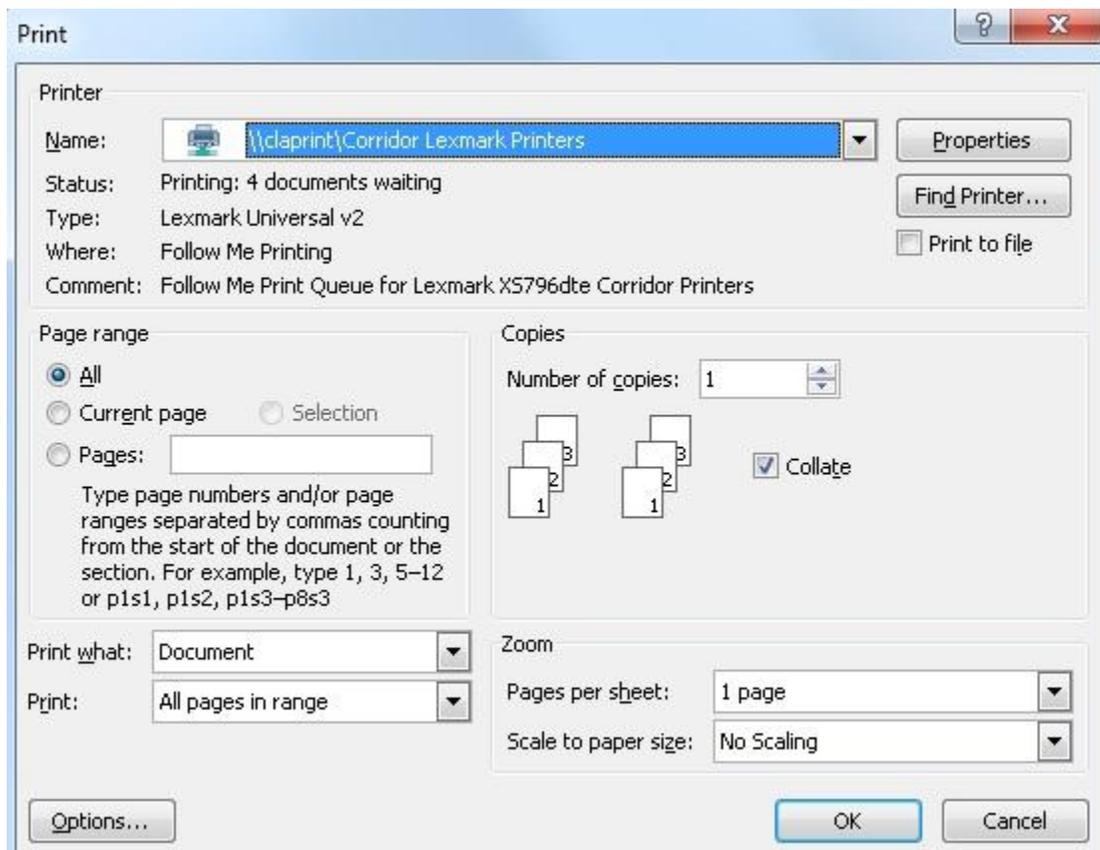
With the new printing system that is being implemented it is now possible to send a print job to a virtual print queue where it will remain until you arrive at the printer of your choice.

This feature is available on all Lexmark Printers located in the corridors. These currently reside in the following locations:

Upper A Side, Upper B side, Lower A Side, Lower B Side, Outside CLA Exams Office, CHS Geog/Music Foyer.

For Example: I am working in R07 on the CHS Site and it is raining, I don't want to carry papers down the road. I can select 'Lexmark Corridor Printers' from the drop down printer list, this will then be held in a virtual queue until I turn up at one of the corridor machines, swipe my card and release the job.

The first stage to completing this process would be to select the correct printer from the menu list. The image below shows which printer you should choose if you wish to use the 'Follow Me Print' facility.

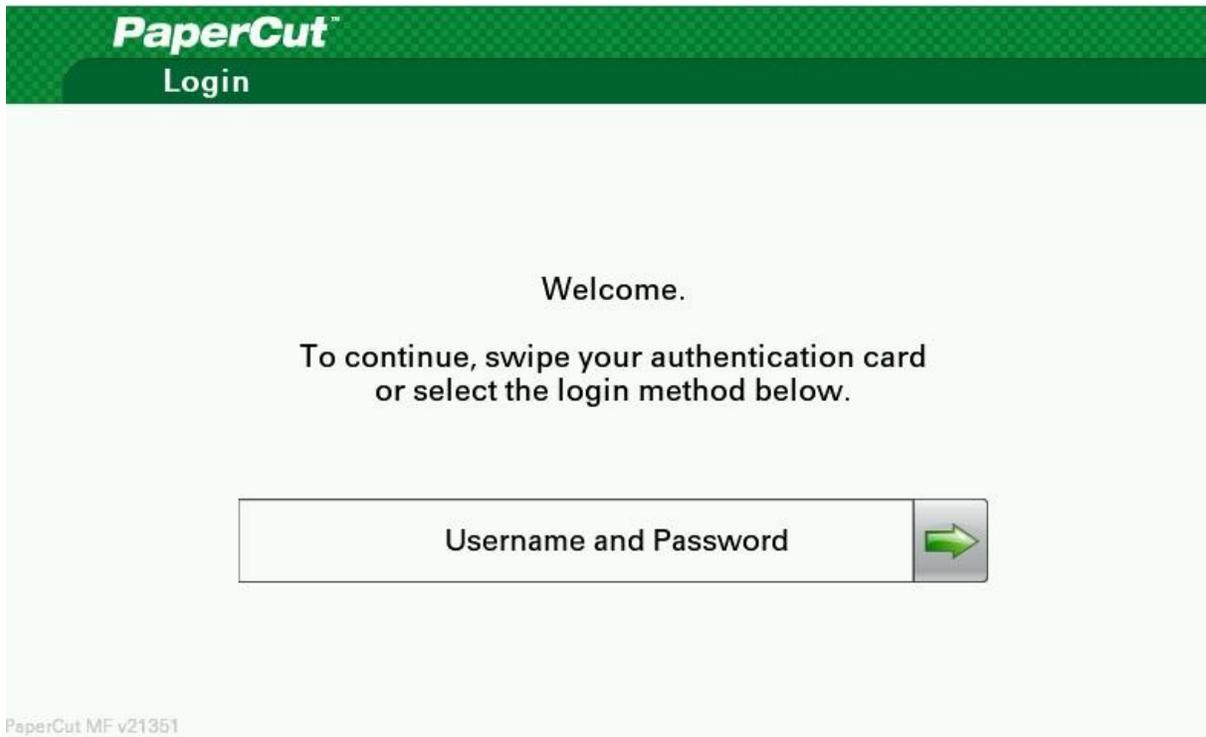


Once this option has been chosen and you click OK, the print job will be held in a virtual queue awaiting your arrival at a printer. You will then need to authenticate so that the machine knows which jobs to show you.

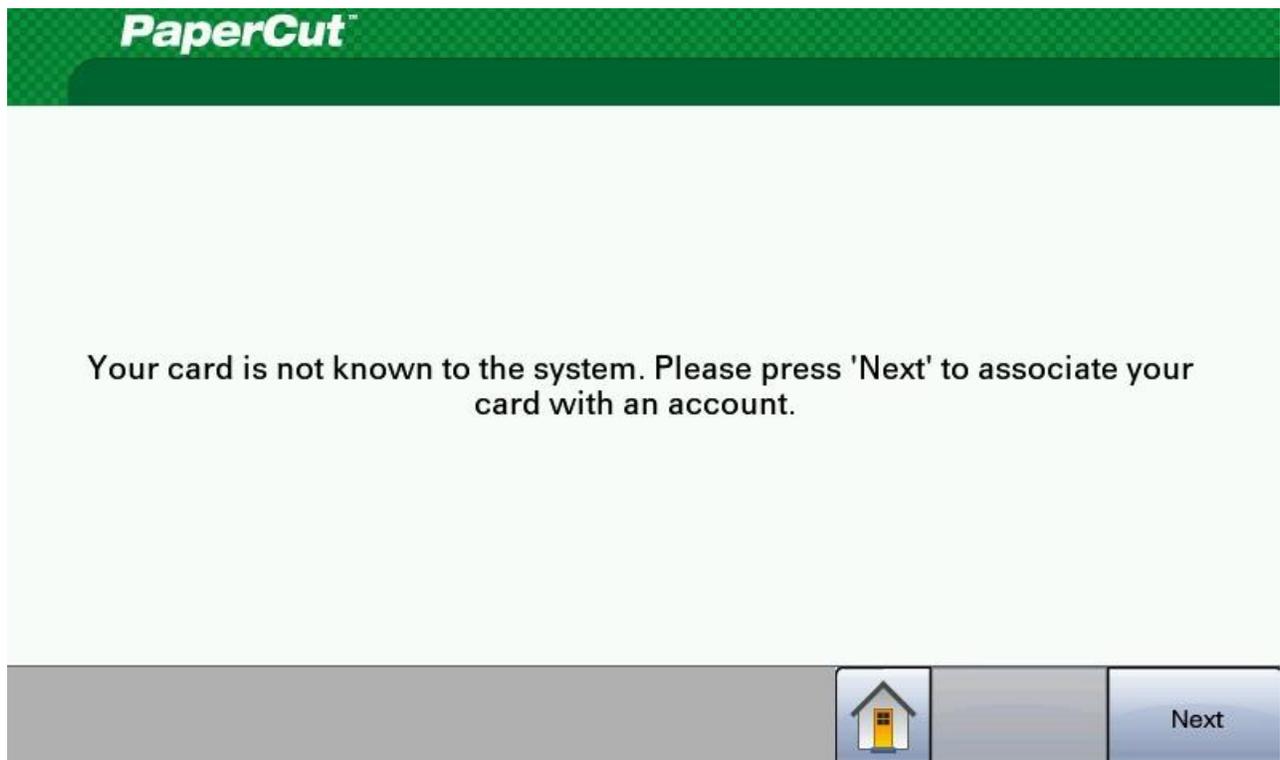
You can do this one of two ways, sign in with network username and password, or the easier option is to simply swipe your ID badge. You will then gain access to the printer and are able to choose which print job you wish to release.

If this is the first time you have used your ID card on one of these printers you will need to link it to your network account.

When you arrive at the printer, you will be welcomed by this screen.



If you haven't used your ID badge to authenticate previously you will need to do this before you continue. Place your ID badge onto the card reader, which can be found on the right hand side of the printer. You will then be prompted by the following screen;



You should now click next to continue, you will then be asked for your network username and password (the same as you use to log into a computer or your email).

Enter username

Min characters = 1



 Next

Use the onscreen keyboard to enter your username before hitting the 'Next' key in the bottom right.

Next stage is to enter your password, remembering to use the shift key for capital letters.

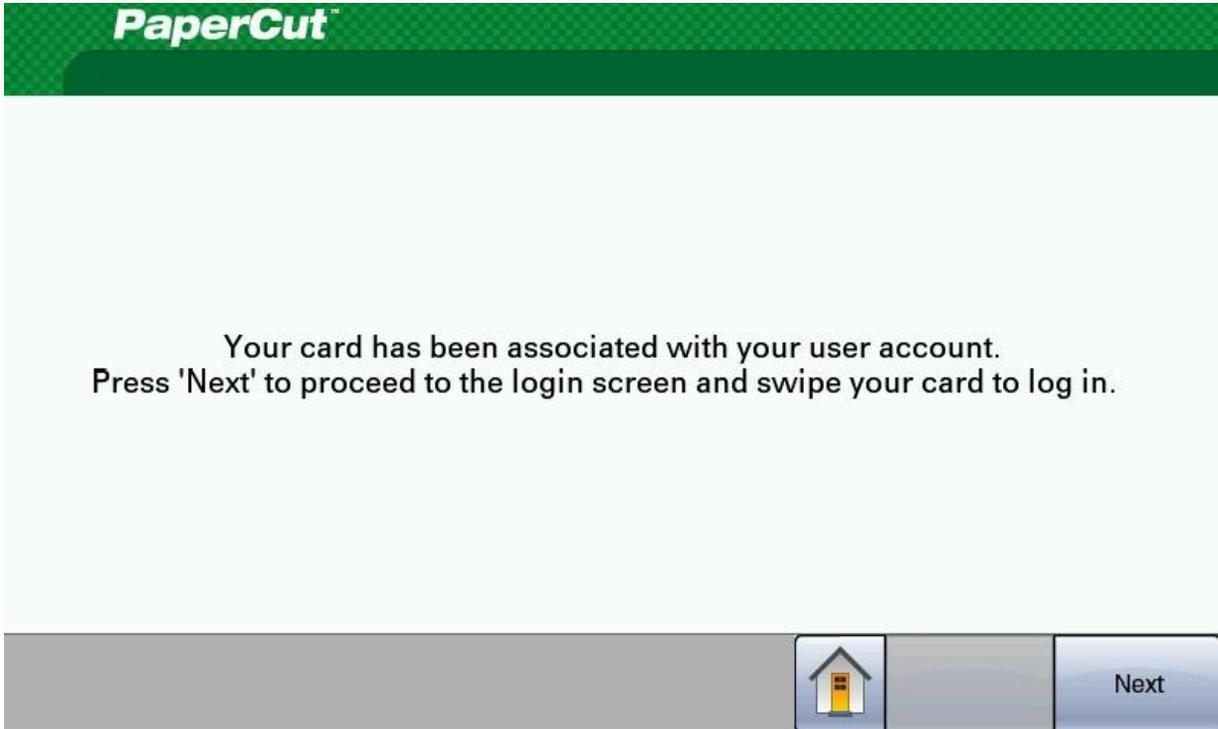
Enter password for "rguarnieri"

Min characters = 1



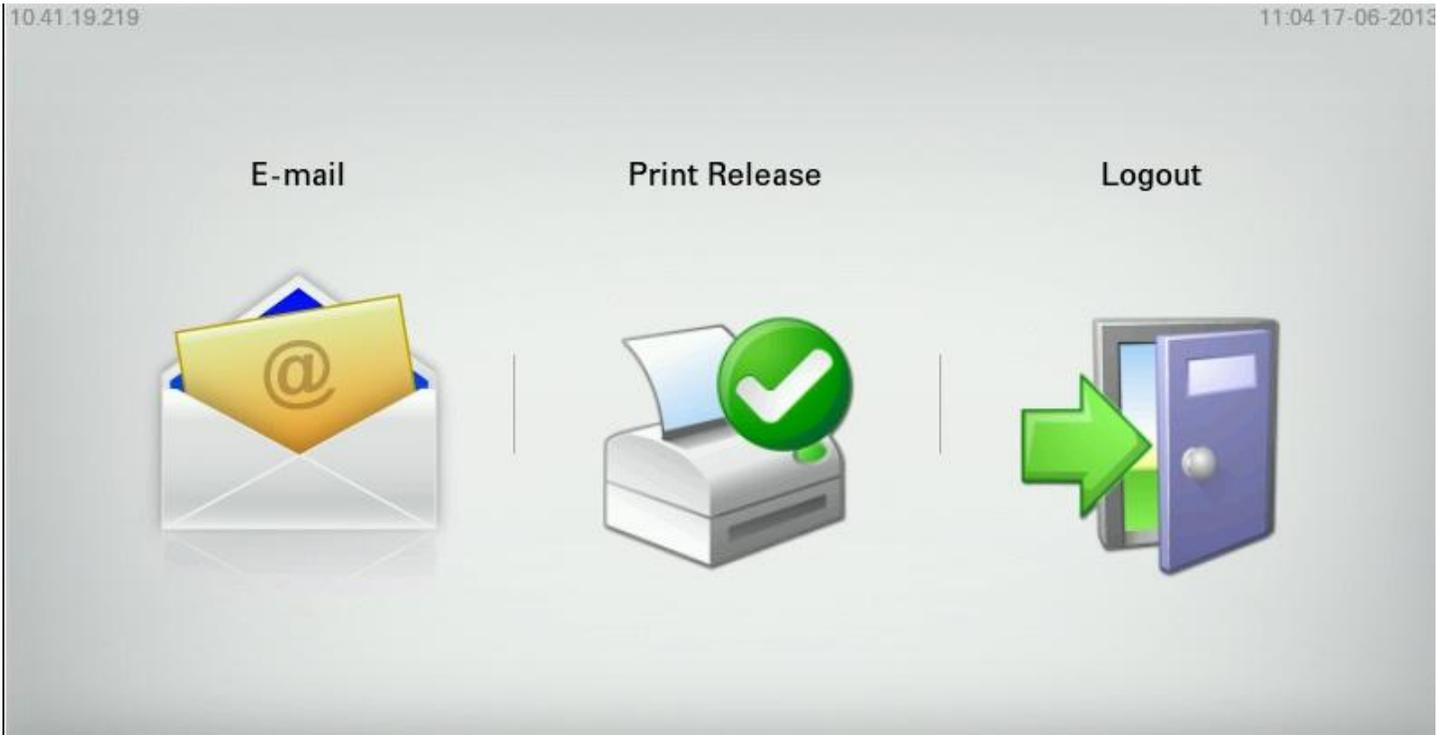
 Back Next

Once the system has checked your credentials against the database and confirmed that these are correct you will see this confirmation message.



Your card is now linked to your user account. The next time you wish to use one of these machines you can simply swipe your ID card and away you go.

Now that you are authenticated you will be presented with the following options;



If you select the middle, Print Release icon you will be able to see the print jobs that you have submit to the virtual queue. You can then select a job and what you want to do with it, be that print, or delete. That will look like this;

Document

Pages Cost

Microsoft Word - How to reg...

2 £0.02



1/1



Refresh

Print All



Back

The right arrow, next to the credit price will take you to the print option screen, at which you will choose what to do with your document or file.

Print job details:

Document: Microsoft Word - How to reg...

Pages: 2

Cost: £0.02

Printed By: rguarnieri

Time: 10:18 AM

Print

Cancel Job



Back