# Printing at 180 Thomas Street – Register, Release Print and Scan

This user guide will help you register your new access card to the Lexmark Printer, release a print job and scan to your email.

1. [How to install the printer queue on your device](#_How_to_install)
2. [How to register your access card to use secure print](#_How_to_register)
3. [How to release a print job](#_How_to_release)
4. [How to scan to your email](#_How_to_scan)

## Installing the printer queue on your device

To install the secure print queue on your laptop please click on the link below:

[\\Central-print02\Secure Print at DOCJ](file:///%5C%5CCentral-print02%5CSecure%20Print%20at%20DOCJ)

Once the link is opened a window will appear showing the process of installing the print queue automatically.

Once the printer is installed, go to **Printers & Scanners**:



The printer will appear here:



The queue will appear as shown below when you are in a document ready to print:



## Registering your access card to use secure print

To make printing quick and easy, your building access card should be associated with your login ID.

**Step 1** Go to a printerand it will display the Welcome screen shown below



**Step 2** Hold your access card against the card reader (located on the right of the printer) then select **Next.**



**Step 3** Enter your network login ID (the one you use to log onto your laptop) and then select **Next.**



**Step 4** Enter your password (the one that you use to log onto your laptop) then select **Next.**

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**Step 5** Your card is now associated with your network login ID and can be used to quickly access your print jobs.

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**Note:** If you enter your account details incorrectly you go back to step 1 and tap your access card again to register your Login ID.

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**Note:**  If you forget your card, you can log into the printer with your PC Login credentials.

## Releasing a secure print job

After sending a print job to the secure print queue from your laptop you can release it at *any printer.*

1.Go to a printerand it will display the Welcome screen shown below



2. Hold your card against the reader and select **Print Release** to see your jobs



# To release a single job or multiple jobs

3.Press on the arrow next to the job you wish to print. Otherwise you can press **Print all** to release all your print jobs.



**4.** Press **Print** if you have selected a single job.

5.If a busy message appears select **Next**





6.Select **Logout**



The display will automatically logout after 30 seconds.

Note: Secure Print jobs not released will be deleted after 24 hours in the secure print queue.

## Scanning to your email

1. Go to a printerand it will display the Welcome screen shown below



2.Hold your card against the reader and click the **Email** icon.



3.You can edit the **Subject**, **Message** and **Filename**. Your email will automatically populated. Click **Send** when ready.



4. You will receive an email in your Outlook with the file as an attachment