



# **Print Management**

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## **User's Guide**

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## Overview

Use the application to print documents from a workstation to a central print queue. Print jobs that are sent from a computer, from the Web, or through e-mail are held until the user deletes or prints them. Jobs that are not released after a specified period are automatically deleted.

Users can also download mobile printing applications to send print jobs from their mobile devices. For more information on how to purchase the mobile application, contact your Lexmark sales representative.

The solution also supports:

- User authentication in order to use the standard functions of the printer. These functions include copying, sending a fax, sending an e-mail, and scanning to FTP and to a network.
- Allowing another user (called a delegate) to release one user's print job.
- Badge authentication, quota tracking, and usage tracking.
- Sending print jobs using AirPrint.

For administrator documentation, see the *Administrator's Guide*.

# Performing user authentication

Print Management requires users to confirm their identity in order to use the printer to print the jobs they have sent to it.

Users can enter their credentials through an ID card or badge, a user name and password, or a PIN.

## Using standard authentication

1 From the printer home screen, do one of the following:

- Touch **Print Release**.
- Touch **Held Jobs > Print Release**.

2 Swipe your badge on the attached card reader.

**Notes:**

- If you are using your badge for the first time, then type your LDAP credentials to register the badge.
- If the card reader does not recognize the badge number, then type your user ID and password, if prompted.
- If you do not have your badge, then touch **Login**, and then type your LDAP credentials.
- If badges are not used in your environment, then enter your PIN or your LDAP user ID and password.

## Using Single Sign-On authentication

In this scenario, the printer home screen is locked, and users must first enter their credentials to use the printer. Users remain logged in at the printer until they choose to log out or their session times out due to inactivity.

1 Swipe your badge on the attached card reader.

**Notes:**

- If you are using your badge for the first time, then type your LDAP credentials to register the badge.
- If the card reader does not recognize the badge number, then type your user ID and password, if prompted.
- If you do not have your badge, then touch **Login**, and then type your LDAP credentials.
- If badges are not used in your environment, then enter your PIN or your LDAP user ID and password.

2 From the printer home screen, do the following:

- Touch **Print Release**.
- Touch **Held Jobs > Print Release**.

# Using Print Management

## Submitting a print job

### Notes:

- In Windows, make sure that the Lexmark Universal Print Driver (UPD) is installed and a shared network printer using the UPD is configured on your computer. For more information, contact your system administrator.
- In Macintosh, make sure that the generic laser print driver is installed on your computer.

## Adding a print queue on Macintosh

### Using LPD share

- 1 From System Preferences in the Apple menu, open the printers folder.
- 2 Click + > IP.
- 3 In the Address field, type the server address.
- 4 From the Protocol menu, select **Line Printer Daemon (LPD)**.
- 5 In the Queue field, type the name of the shared printer.
- 6 From the Use menu, select the generic laser print driver, and then click **Add**.
- 7 If necessary, adjust the settings, then click **OK**.

### Using Samba share

- 1 From System Preferences in the Apple menu, open the printers folder.
- 2 Click + > **Advanced**.  
**Note:** If you do not see the Advanced icon, then press the **control** key, and then click the toolbar. Click **Customize Toolbar**, and then drag the Advanced icon to the toolbar.
- 3 From the Type menu, select **Windows Printer via spoolss**.
- 4 In the URL field, type `smb://<IP_address>/<PrintReleaseShareName>`, where `<IP_address>` is the server name or IP address, and `<PrintReleaseShareName>` is the name of the shared printer.
- 5 From the Use menu, select the generic laser print driver, and then click **Add**.
- 6 If necessary, adjust the settings, and then click **OK**.

### Using AirPrint

- 1 From System Preferences in the Apple menu, open the printers folder.
- 2 Click +, and then select the AirPrint printer.
- 3 From the Use menu, select **Secure AirPrint**, and then click **Add**.

**Note:** When submitting print jobs, make sure to select the appropriate printer. You can also set it as the default printer.

## Sending a print job from a computer

Sending a print job to the print release queue is the same as sending any other job to a printer from the computer. Click the **Print** option from an application on the computer, and then select the print release queue from the list of installed printers.

## Releasing a print job

- 1 Enter your authentication credentials. For more information, see [“Performing user authentication” on page 4](#).

When authentication completes, a list of your pending jobs appears on the screen with the following information:

- The name of the print job, the time when the job was submitted, number of pages, and an indicator if the job is printed in color.
- The total number of print jobs in the bottom left corner.
- The overall quotas and the color print quotas specified for users in the bottom right corner.

- 2 If you are a delegate, then select the name of the user for whom you want to print a job.

- 3 Select a job to print, and then touch **Print Selected**.

### Notes:

- You may select several jobs from the list.
- If you touch **Print All**, then all jobs in the queue are selected and printed.
- If quotas are enabled and the total page count for all of the jobs you selected exceeds your quota, then you will not be able to print.
- If the printer is configured with the Alternate Release Locations feature, then select the printer where you want to print the file.

## Deleting a print job

- 1 Enter your authentication credentials. For more information, see [“Performing user authentication” on page 4](#).

- 2 Select a print job, and then touch **Delete**.

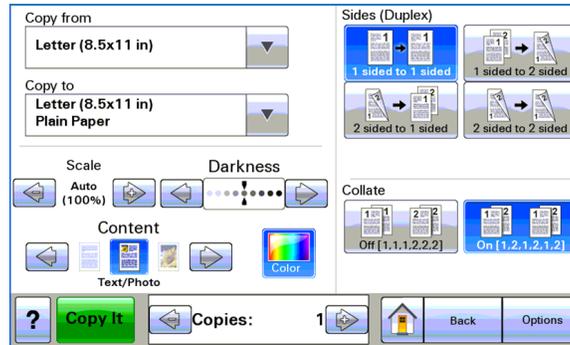
### Notes:

- You may select several jobs from the list.
- If you touch **Delete All**, then all jobs in the queue are deleted.

- 3 If prompted, touch **Yes** to confirm.

# Copying

The following is a screenshot of a standard copy user interface.



## Using the copy feature

**Note:** Depending on the configuration of the copy policy, you may see either an information message or a warning message on the printer display. You may also be restricted from making a color copy. For information about the configuration of the copy policy, contact your system support person.

- 1 Load the document into the *automatic document feeder* (ADF) or on the scanner glass, and then press the **Copy** icon.
- 2 Enter your authentication credentials (user ID and password, card swipe, or PIN).
- 3 Select the appropriate copy settings. For more information on the copy settings, see the printer *User's Guide*.
- 4 Touch **Copy It**.

# E-mailing

The following is a screenshot of a standard e-mail user interface.



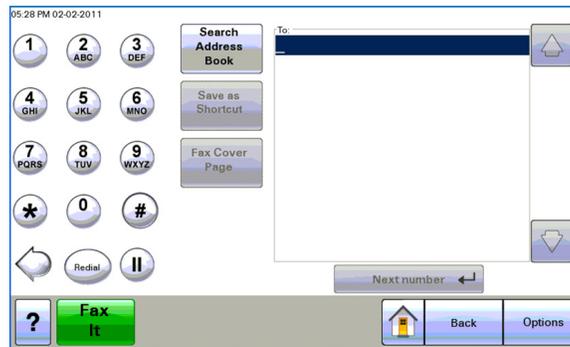
## Scanning to e-mail

- 1 Load the document into the ADF or on the scanner glass, and then touch the **Email** icon.
- 2 Enter your authentication credentials (user ID and password, card swipe, or PIN).
- 3 Type the recipient's e-mail address.
- 4 Touch **E-mail It**.

**Note:** If you enabled the “E-mail to Self” feature, then your e-mail address automatically appears in the To field. Depending on your configuration, you may be allowed to send e-mail only to yourself or to change or add more e-mail addresses.

# Faxing

The following is a screenshot of a standard fax user interface.

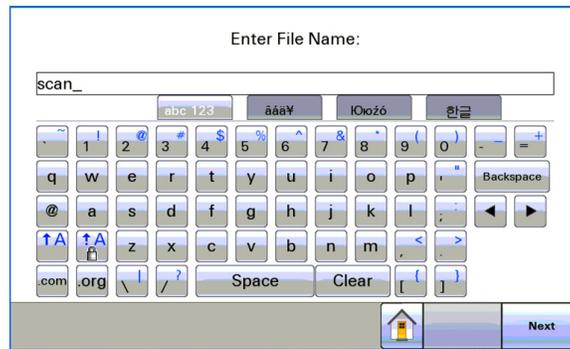


## Scanning to fax

- 1 Load the document into the ADF or on the scanner glass, and then touch the **Fax** icon.
- 2 Enter authentication credentials (user ID and password, card swipe, or PIN).
- 3 Enter the fax number or numbers. If necessary, adjust the fax options.
- 4 Touch **Fax It**.

## Using Scan to Network

The following is a screenshot of a standard scan to network user interface.



## Scanning documents at the printer

- 1 Load the document into the ADF or on the scanner glass, and then touch the application icon.
- 2 If prompted, enter your authentication credentials.
- 3 Select the destination where you want to receive the scanned document. If prompted, enter the credentials required to access the destination. Contact your system support person for login information.
- 4 Some additional job options may be available depending on how the application has been configured. Follow the instructions on the screen to update the options. Contact your system support person for more information on each option.
- 5 Touch **Scan It** or **Send It**. Depending on how the application has been configured, you may have the option to preview and make adjustments to scanned pages.

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