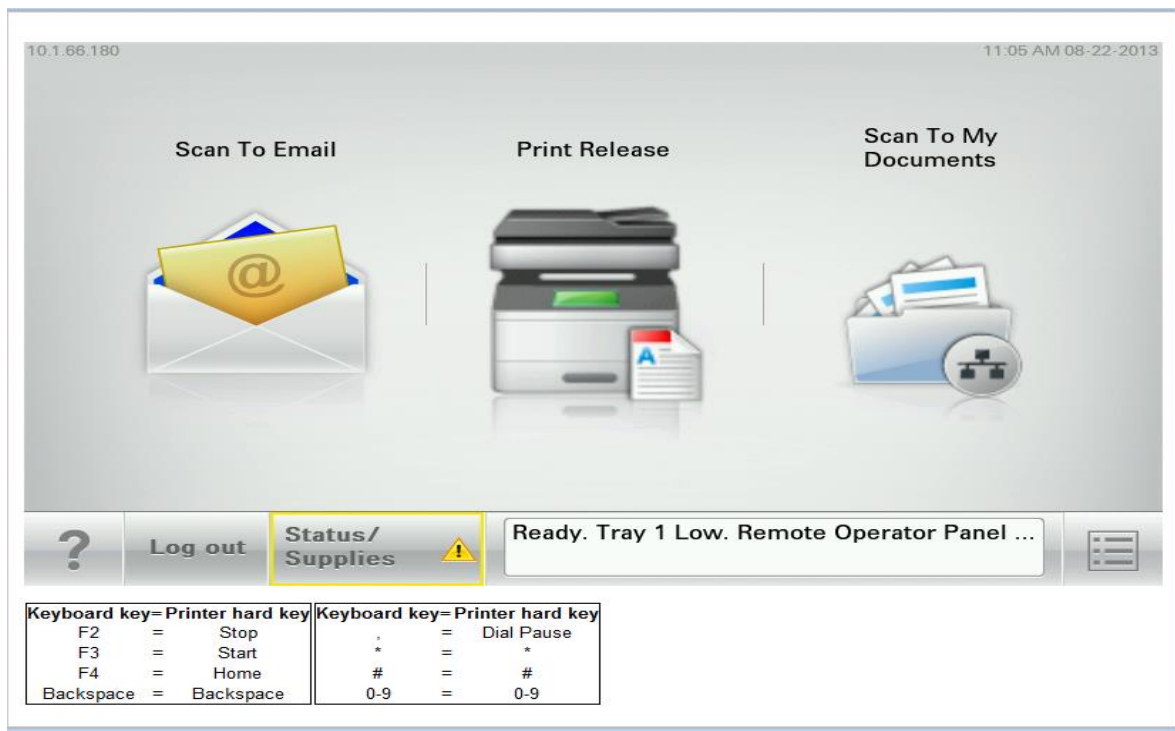


Bellmore-Merrick Central High School District Lexmark Print Solution Teacher User Guide

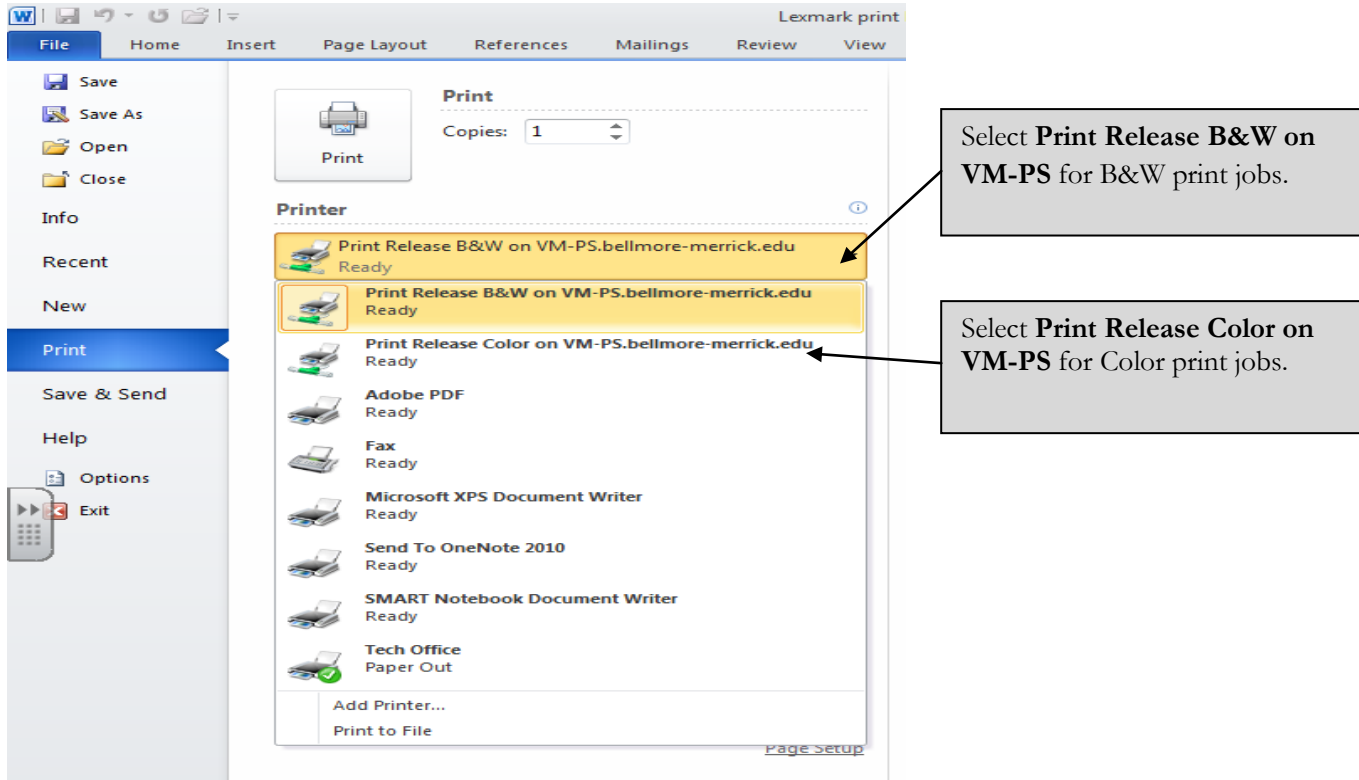
The Lexmark Print Solution lets users print their documents from their workstation to any of the centralized network printers located within the buildings. When print jobs are sent from a computer, they are held until a user goes to any centralized printer, enters his/her district network username and password, and then enables printing. The Lexmark Print Solution will also allow for scanning to e-mail, scanning to “my documents”, and color printing via selected network color printers.

Please Note: The Lexmark Testing & Grading machines located in each building will continue to be used for Testing and Grading not network printing.

The Lexmark Centralized Network Printers will display the following screen once a user’s district network Username and Password is entered:



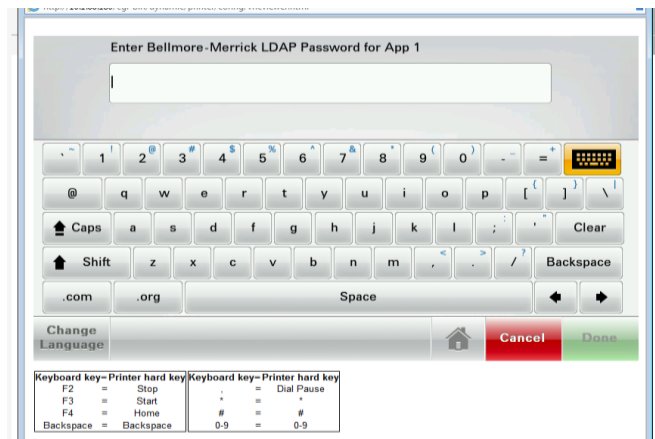
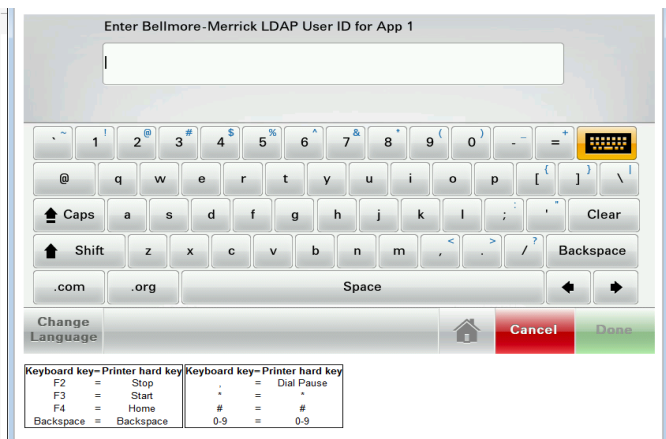
Print Release: Before sending a print job from a computer, please select **Print Release B&W on VM-PS** as your printer destination. **Print Release Color on VM-PS** will be selected for color print jobs.



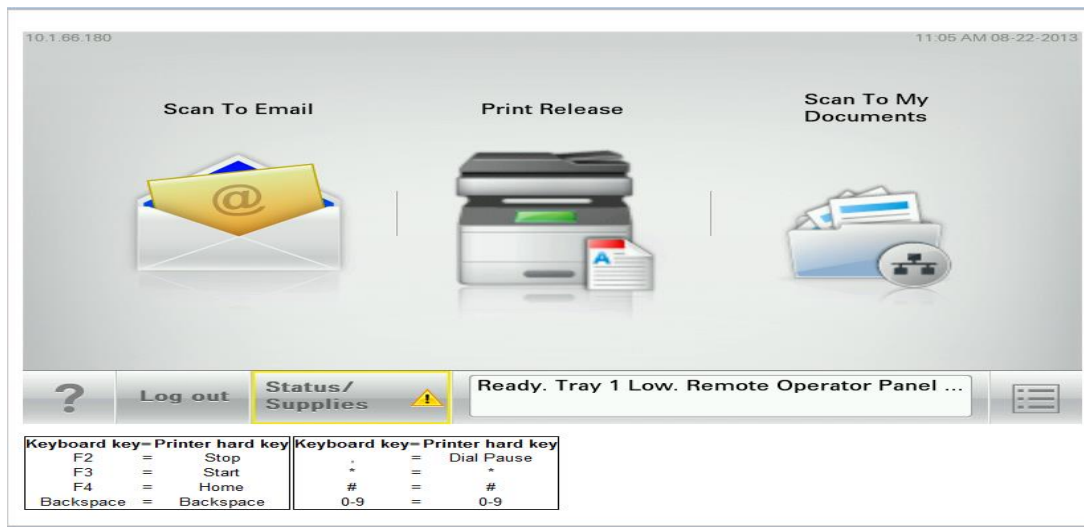
When you are ready to retrieve your print job at a Lexmark Network Printer, you will be prompted to enter your district network User ID and Password.

District Network **User ID**

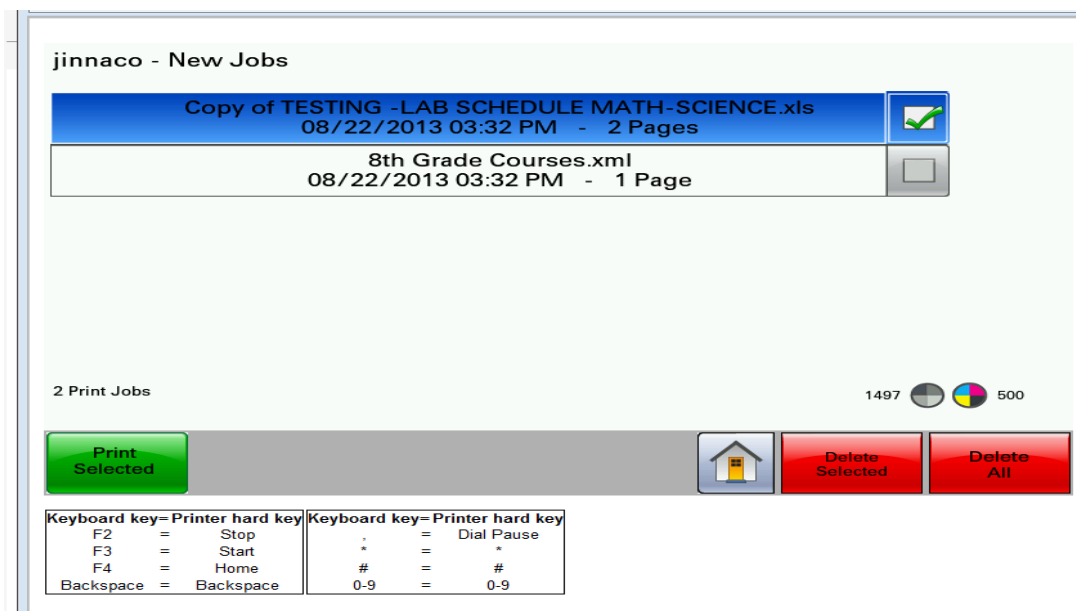
District Network **Password**



When authentication completes, choose the **Print Release** option.



A list of your pending jobs appears on the screen. Select a job to print, and then touch **Print Selected**.



The following information also appears on the screen:

- The name of the print job, the time when the job was submitted, and the number of pages
- 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
Total Monthly Printing Quota per User: 1500 (1000 BW + 500Color)

Notes:

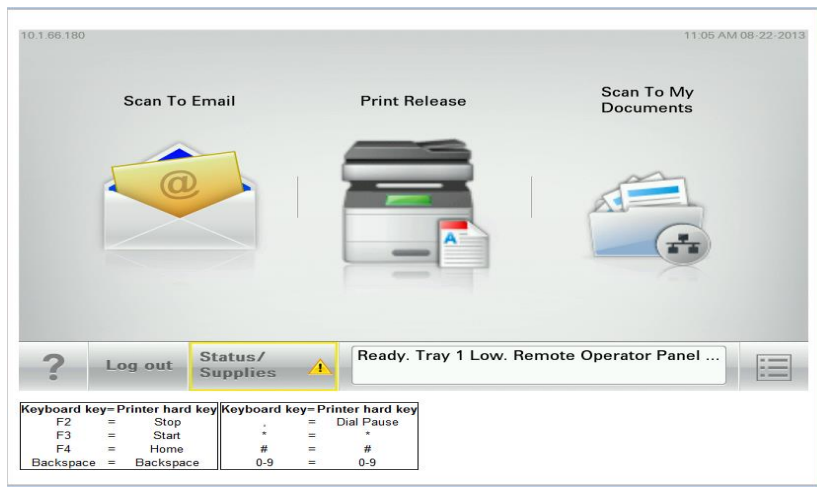
- You may select several jobs from the list
- If you touch **Print All**, then all the jobs in the queue are selected and printed
- To delete jobs, simply select a print job or several jobs from the list and then touch **Delete**
- If you touch **Delete All**, then all your jobs in the queue are deleted
- If the print jobs are not released after 72 hours, then they are automatically deleted

Scan to My Documents

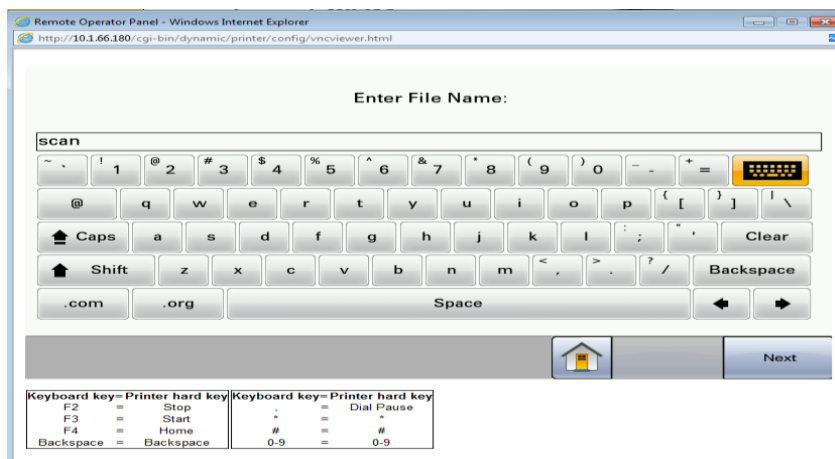
Load all documents in the automatic document feeder. Face up, top-first as shown.



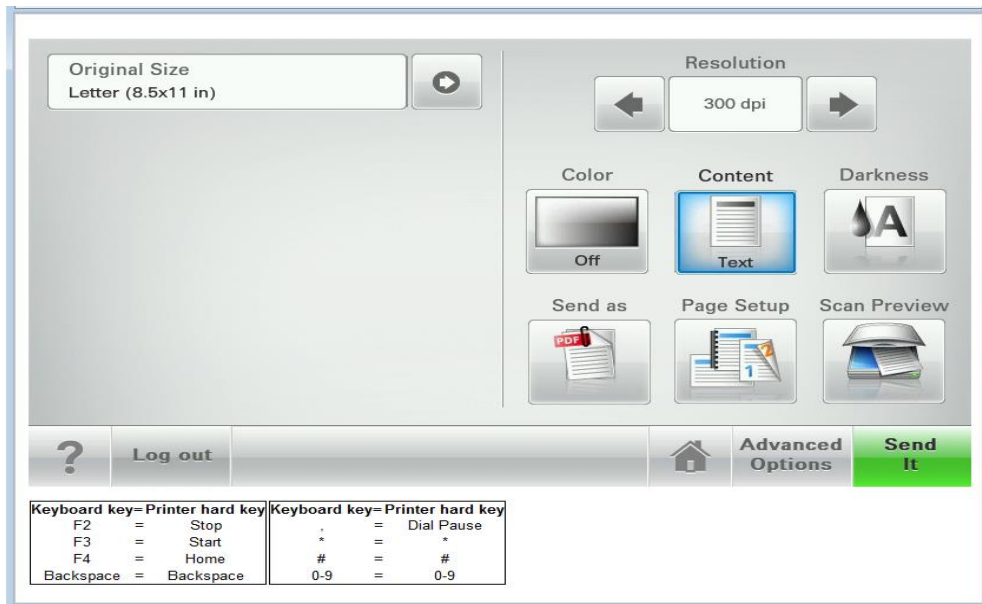
Enter your district network User ID and Password and then choose the **Scan To My Documents** option.



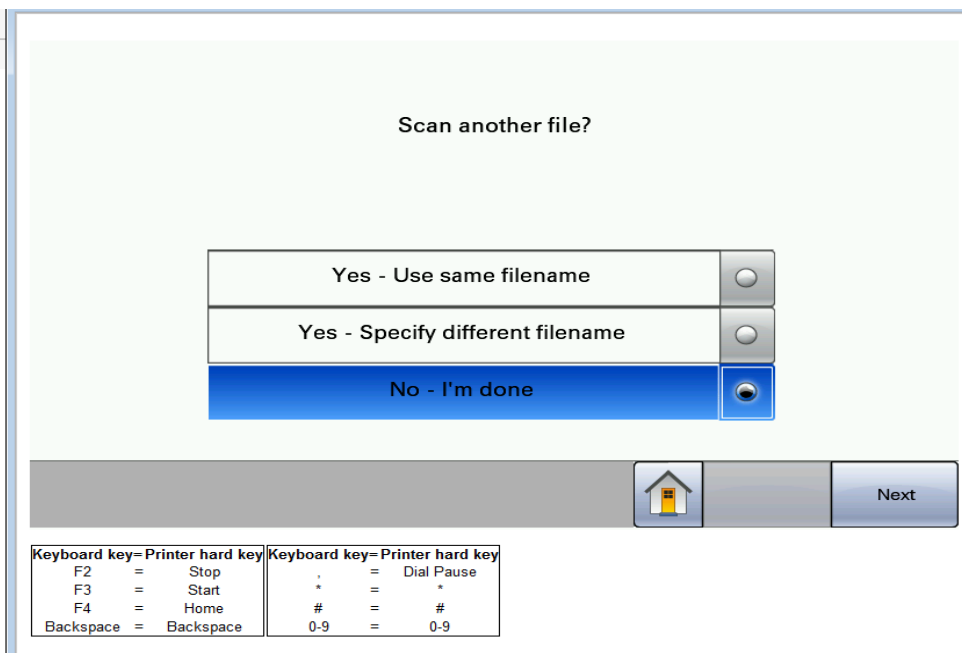
Enter a file name and choose next.



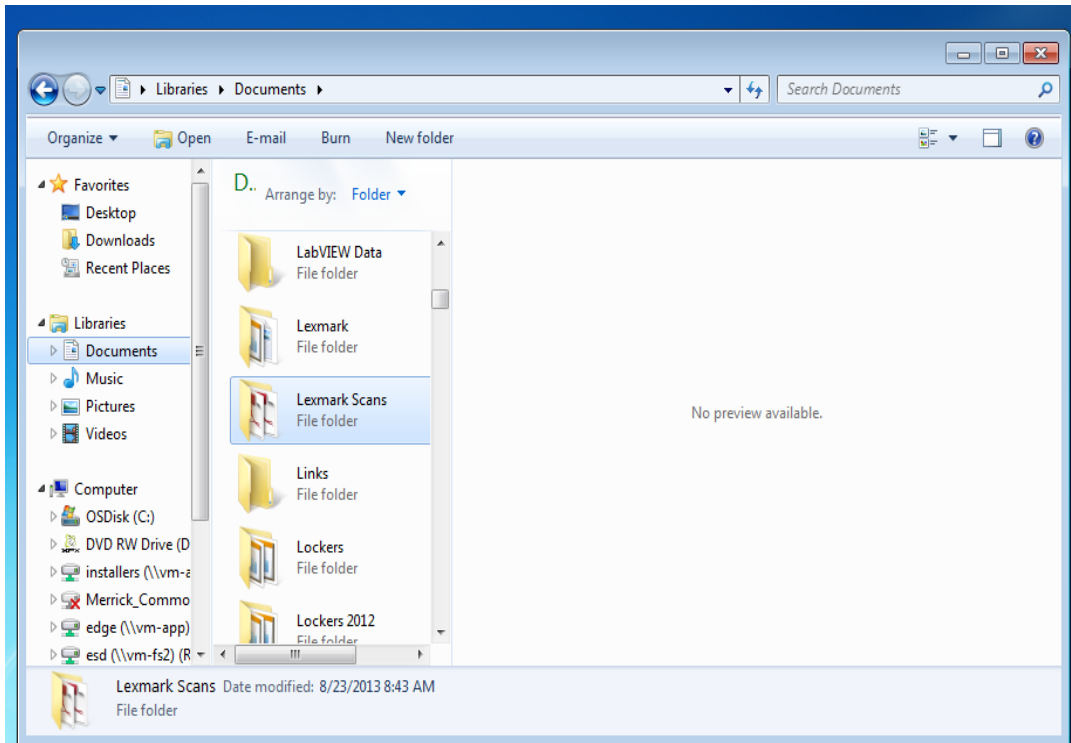
The following job options are available. Follow the instructions on the screen to update the options.



Select the options to **Scan another file** or **No – I'm done**. Choose next.



To access your scanned files, choose the folder entitled “**Lexmark Scans**” in **My Documents**. The “**Lexmark Scans**” folder has been created for all users.

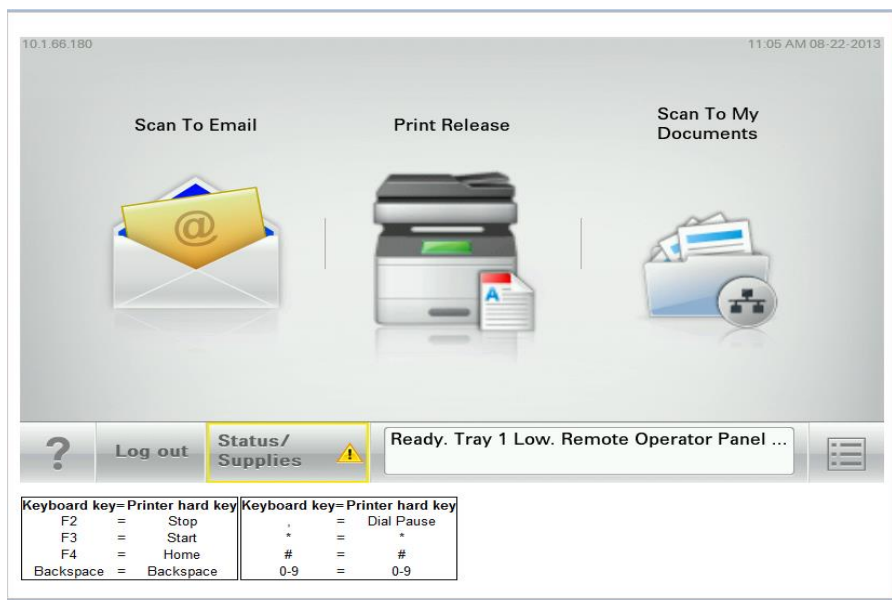


Scan to Email

Load all documents in the automatic document feeder. Face up, top-first as shown.



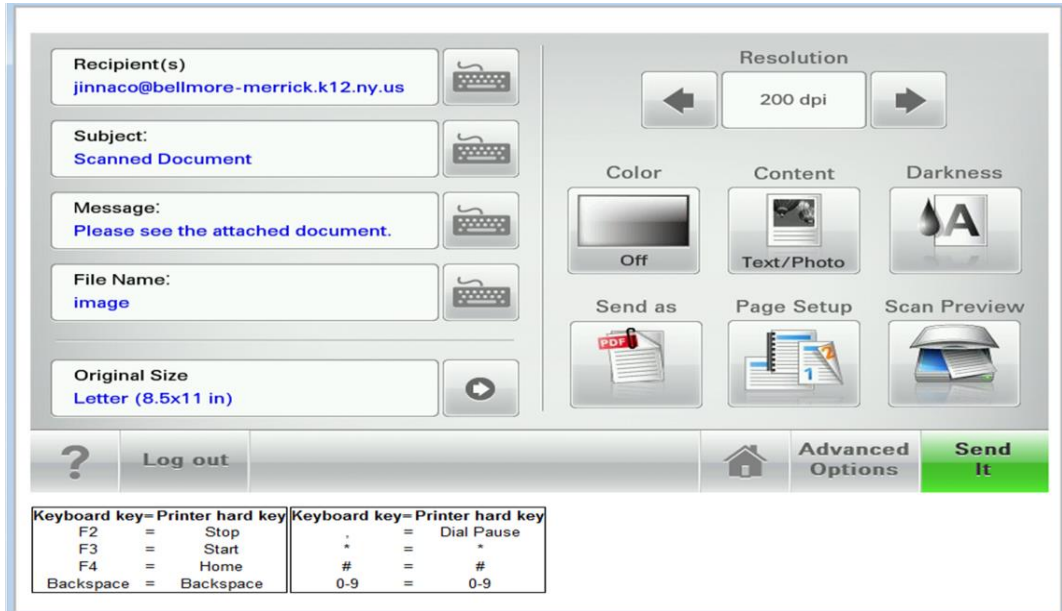
Enter your district network User ID and Password and then choose the **Scan To Email** Option.



You will have the option to choose your district email address as a recipient or you may enter additional recipient(s) email addresses. You may edit Subject, Message, and File Name titles.

Additional job options are available. Follow the instructions on the screen to update the options.

When you have completed the job options touch **send it**.



You will then be prompted to **Scan the next page**, **Finish the job**, or **Cancel Job**.

