

Printing from Your Mobile Device

The Bellmore-Merrick Central High School has implemented a new policy allowing students and staff the ability to print from their mobile devices.

Please review the following requirements:

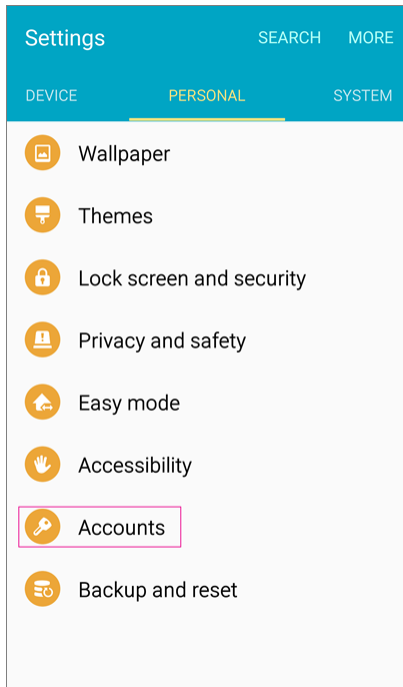
1. Faculty and Staff MUST send the document as an attachment using their district provided Bellmore-Merrick.k12.ny.us email account.
2. Students MUST send the document as an attachment using their district provided Google email account bmchsd.org
3. Email the document you would like printed as an attachment in an email to print@bellmore-merrick.k12.ny.us
4. After sending the email the Lexmark Print Release server will place your document in your Lexmark Print Release print queue. Log onto any Lexmark Multi-Function printer in your building and select Print Release to see your print jobs.

Due to the conversion process of the file and the variety of file types available, there may be problems with the print layout. Please contact your building tech support if you experience any problems.

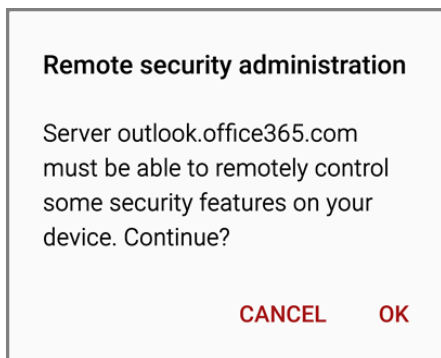
This document will provide the basic instructions for Faculty and Staff on adding their Bellmore-Merrick.k12.ny.us account to Android or iOS devices.

Creating an Exchange account on Android devices

1. Select Settings > Accounts > Add Account > Email.



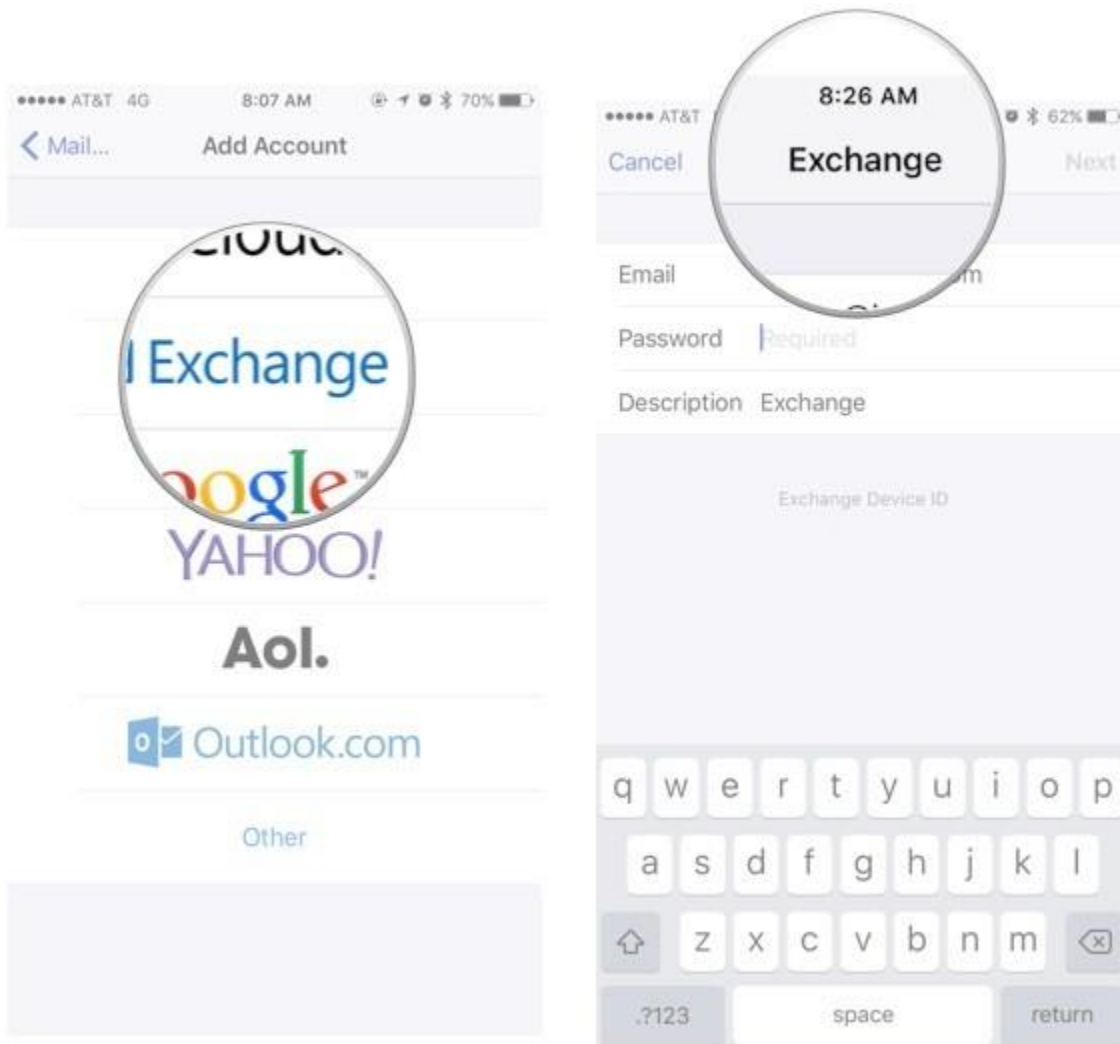
2. Type your full email address, for example asmith@bellmore-merrick.k12.ny.us, type your password, and then select Next.
3. Select the Exchange option.
4. You might receive a message about additional security features. Select OK to continue.



5. Once the device verifies the server settings, the Account Options page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then select Next. (You may need to scroll down to see Next.)
6. On the Set up email page you can change the name of your account. When you're finished select Done.

Creating an Exchange account on iOS devices

1. Open the **Settings** app.
2. Select **Mail, Contacts, Calendars**.
3. Select **Add Account**.
4. Select **Microsoft Exchange**.
5. Enter your email address (username@bellmore-merrick.k12.ny.us) and login password.



6. Select **Next**.
 7. Select what you want to sync (Mail, Calendar, Contacts, Reminders).
 8. Select **Save**.
- *Older iOS versions may require a server address. Please use outlook.office365.com**

For Students

There are a few ways to do this. If you have an Android device then you are most likely setup with a Google account already. However, it may be a personal account. For both Android and iOS users the easiest option is to use your browser to go to google.com and login via the Sign In icon in the upper right corner. If you are already logged in with another account:

1. Click your avatar in the top right portion.
2. You may be given the option to Manage Account or Sign in with a Different Account. If so choose it.
3. Click Add account and log in with your @bmchsd.org account.
4. Once logged in you can use the built in Gmail app to send the email with attachment if on an Android, or you can click the grid of 9 dots on the top of the screen near your avatar, then choose Mail.
5. ***Important*** Make sure you are sending from your BMCHSD account. If you are not then click the 3 stacked dashes on the top. Click your address at the top middle and switch to your BMCHSD account before composing the email.

***If students are using district provided Chromebooks then they are already signed in and can simply open Gmail to create a new email.**