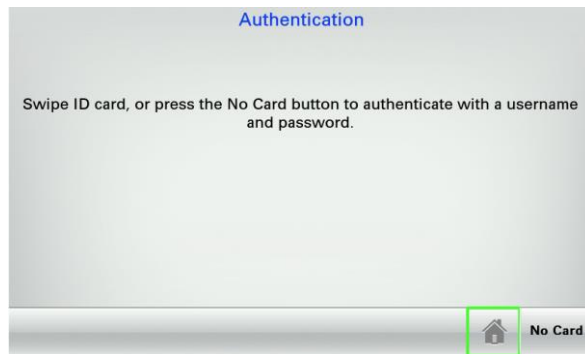# LPT Lexmark Printing
Quick Reference Guide
V4

This document covers:

- How to register your Badge/Sticker

- How to print using the Lexmark system

- How to Log In using Username and Password

- How to Scan to Email

- Frequently asked questions (FAQ's)

How to Register your Badge/Sticker

1. At the device, touch the screen and you should see the following screen.

> **Authentication**
>
> Swipe ID card, or press the No Card button to authenticate with a username and password.
>
> No Card

2. Hold your badge/sticker over the badge reader that is attached to the Printer/Multi-Function Device (MFD). You should hear a bleep. An image of the badge reader is shown below.
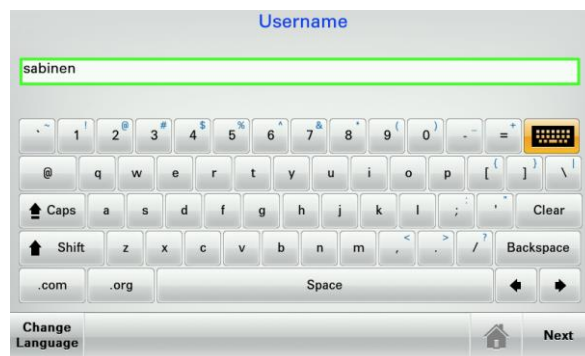

3. The following message will appear indicating that your badge/sticker is not known to the system.

> **Authentication**
>
> Card not enrolled, would you like to enroll this card?
>
> Enroll
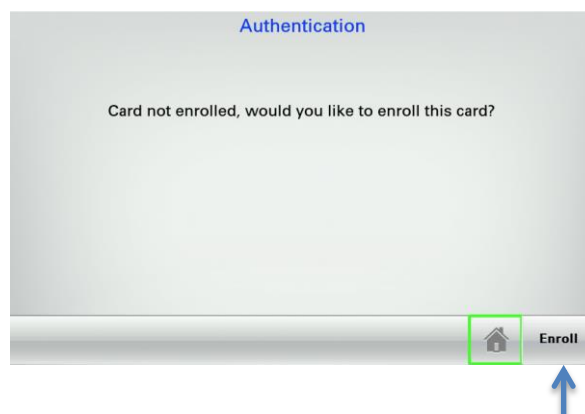
4. Click on the Enrol button in the bottom right hand corner of the screen.

5. You will then see the following.

6. Type in your username (your Windows username that you use to login to your computer) and press the Next icon in the bottom right of the screen. Your domain is not required, so for example just type Bloggsf, you do not need to type LEICSPART\Bloggsf.

7. Now enter your password (your Windows password that you use to login to your computer) and press the Next icon in the bottom right of the screen.
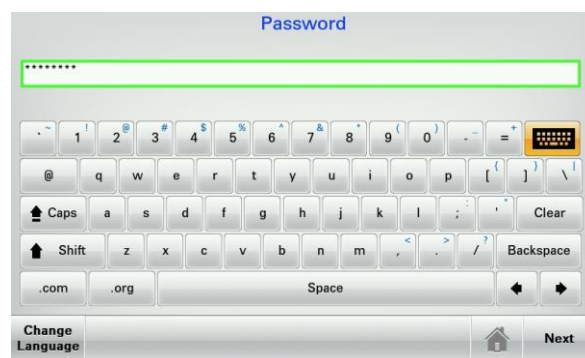
8. Your badge will now be registered with the system and you will have been logged in to the device.
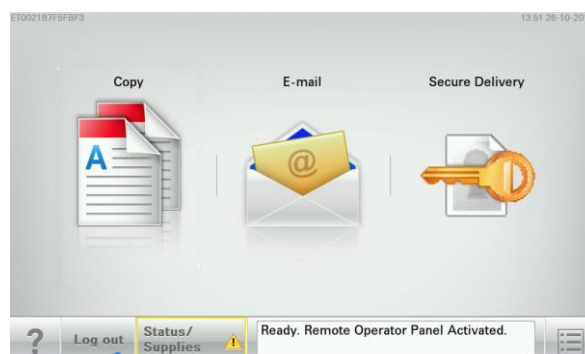
9. Click on Log out in the bottom left hand corner of the screen which will log you off, so the next person can use the device.

    You can also log out by simply holding your badge/sticker over the card reader. Once it bleeps, you are then logged out.

How to print using the Lexmark system

Firstly you need to check if you have the printer installed in order to use the system. If you do not please contact one of the following: -

During Go Live day at your site – Please contact one of the IT floor walkers and they will be able to assist you.

After Go Live day – Please contact the Service Desk in the usual manner.

You should also ensure that you have registered your badge/sticker (see previous section, How to Register your Badge/Sticker)

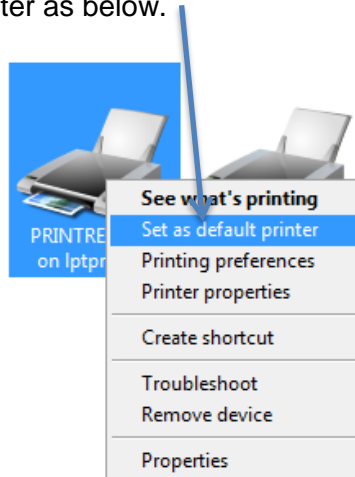1. Click on Start at the bottom left of your computer screen.

2. Then go to Device and Printers.

3. You should see a printer object as follows.

4. The green tick means that it is set as your default printer. If it does not have a Green Tick this can easily be done by right clicking on the printer object and selecting Set as default printer as below.

5. Once you have set the printer as your default, close the Devices and Printers screen by clicking the ☒ which is at the right top hand corner.

6. Print your document as you would normally but make sure you select the correct printer (if "PRINTRELEASE on lptprintsvr" is not set as your default printer, see steps 4 and 5 above).

7. Now go to one of the Lexmark devices. Please Note: You need to ensure that you have registered your badge/sticker first.

    Hold your Badge/sticker over the reader. Once the system logs you in, you should see the following screen if you are printing to a Multi-Function Device (MFD)
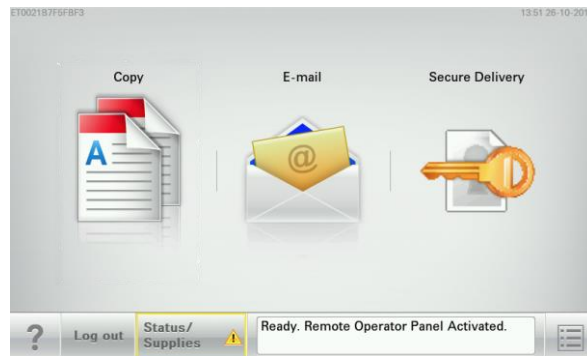
    If you are printing to a standard printer and not a MFD then you will only see one option which is Secure Delivery

8. Select: Secure delivery. You will see the following with a list of you print job(s).
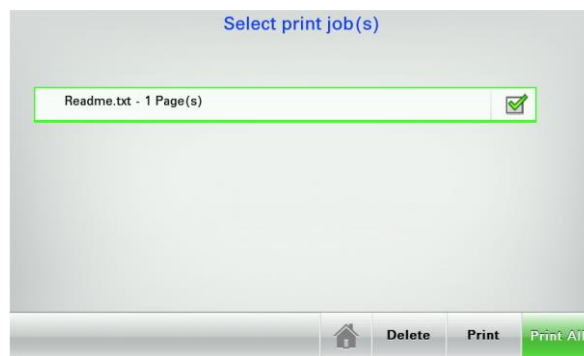

9. Select the print job(s) you wish you print then press Print or if you want to print all of your jobs, select Print All. Your job(s) should now print.

How to Log In using Username and Password

If you have misplaced your badge/sticker or have forgotten it, you can still use the system.

1. At the device, touch the screen and you should see the following. Click on the No Card which is in the bottom right hand corner.
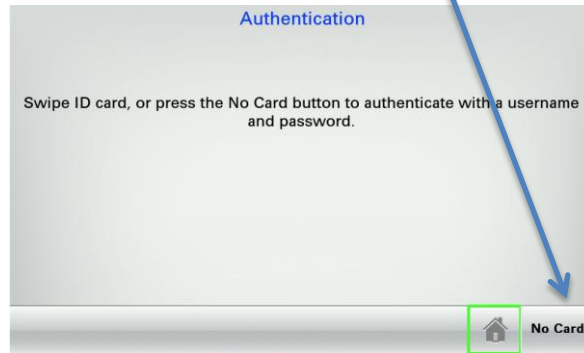

2. Type in your username (your Windows username that you use to login to your computer) and press the Next icon in the bottom right of the screen. Your domain is not required, so for example just type Bloggsf, you do not need to type LEICSPART\Bloggsf.
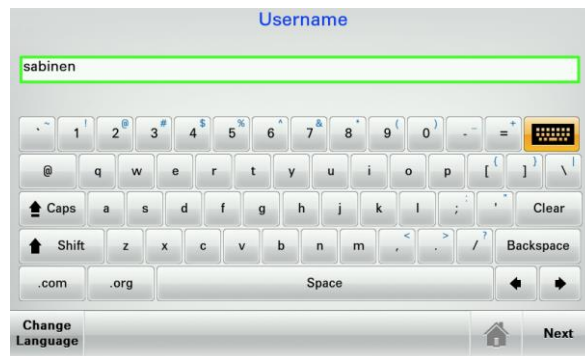
3. Using the keyboard on the screen enter your password (your Windows password that you use to login to your computer) and press Next which is in the bottom right of the screen.
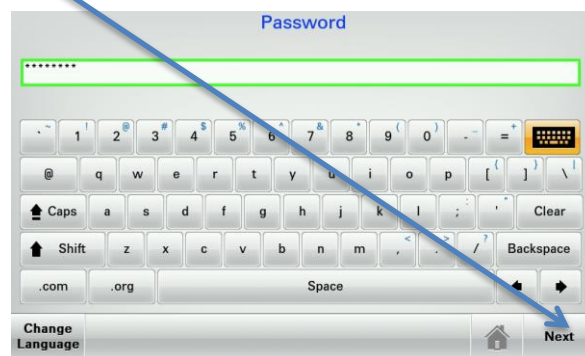
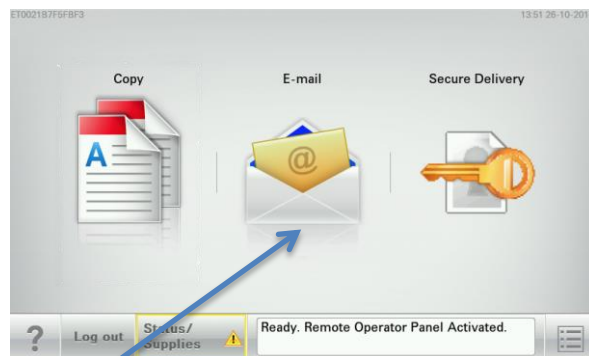4. You will be logged on to the MFP/Printer. You can now continue as normal.
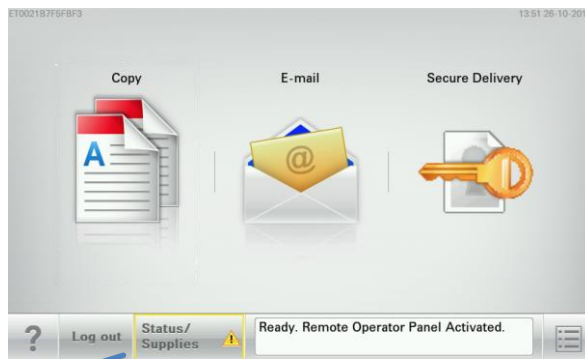
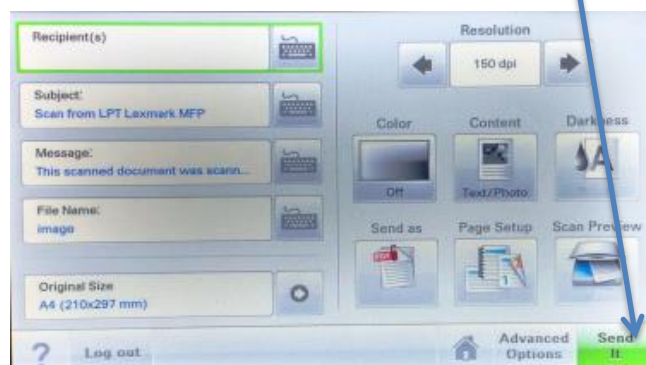5. Don't forget to Log out when you have finished.

How to use Scan to Email

This function is **only** available on Multi-Function Devices (MFD's).

1. Hold your Badge/sticker over the reader. Once the system logs you in, you should see the following screen.

2. Select Email.

3. Place your document on the feeder and then select Send It.

4. The document should now have been scanned and emailed to you as a PDF.

Points to note

You can scan and email only to the following email addresses using the Email function on the MFD's

- Leicspart.nhs.uk
- Leics-his.nhs.uk
- Lnds.nhs.uk

You will not be able to email, Hotmail, Yahoo etc. from the device.

1. Treat your badge/sticker as you would treat your smartcard/username and password. Do not give it to others.

2. If you have lost/mis-placed your badge/sticker, you will need to obtain a new one and will have to go through the enrollment/registration process for your replacement badge/sticker as well. Your old one (if found) cannot be used again, so you must dispose of it securely.

3. **In order to print your computer needs to be switched on, otherwise your print job will not show on the print job list.**

4. The default print options are set to black and white. If you **have** to print in colour, adjust the settings under Print>Properties>Quality to print in colour and then retrieve your job on a printer that is capable of printing in colour. NOT all printers are capable of printing in colour.
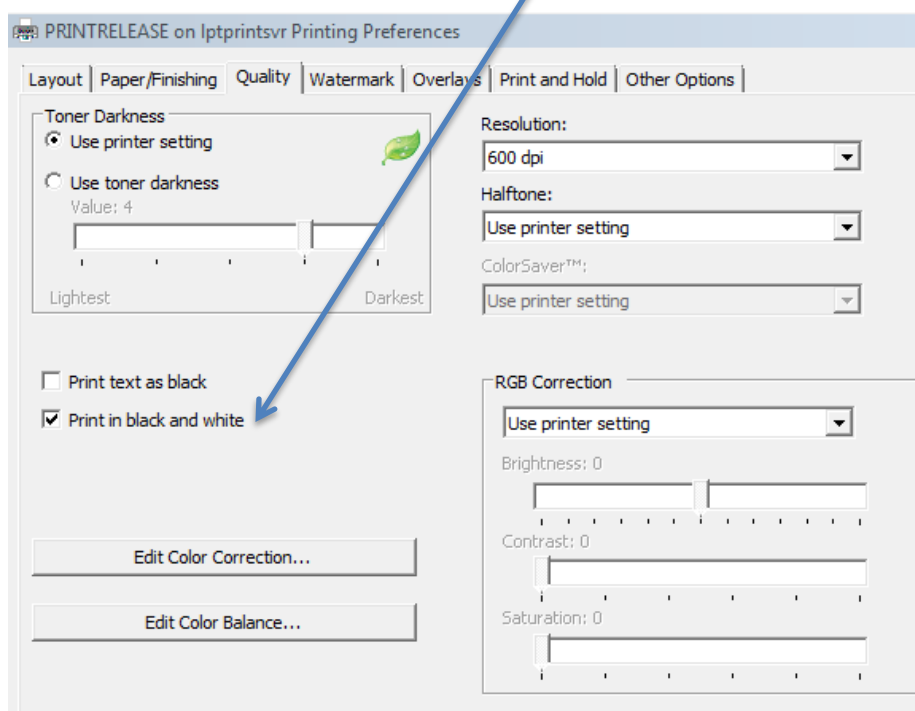
Contact

LHIS Service Desk : 0116 295 3500 option 5

or

Online via: https://hisservicedesk.leicestershire.nhs.uk