Communities and Justice

Fact sheet
Lexmark Full User Guide
1 August 2024

Instructions

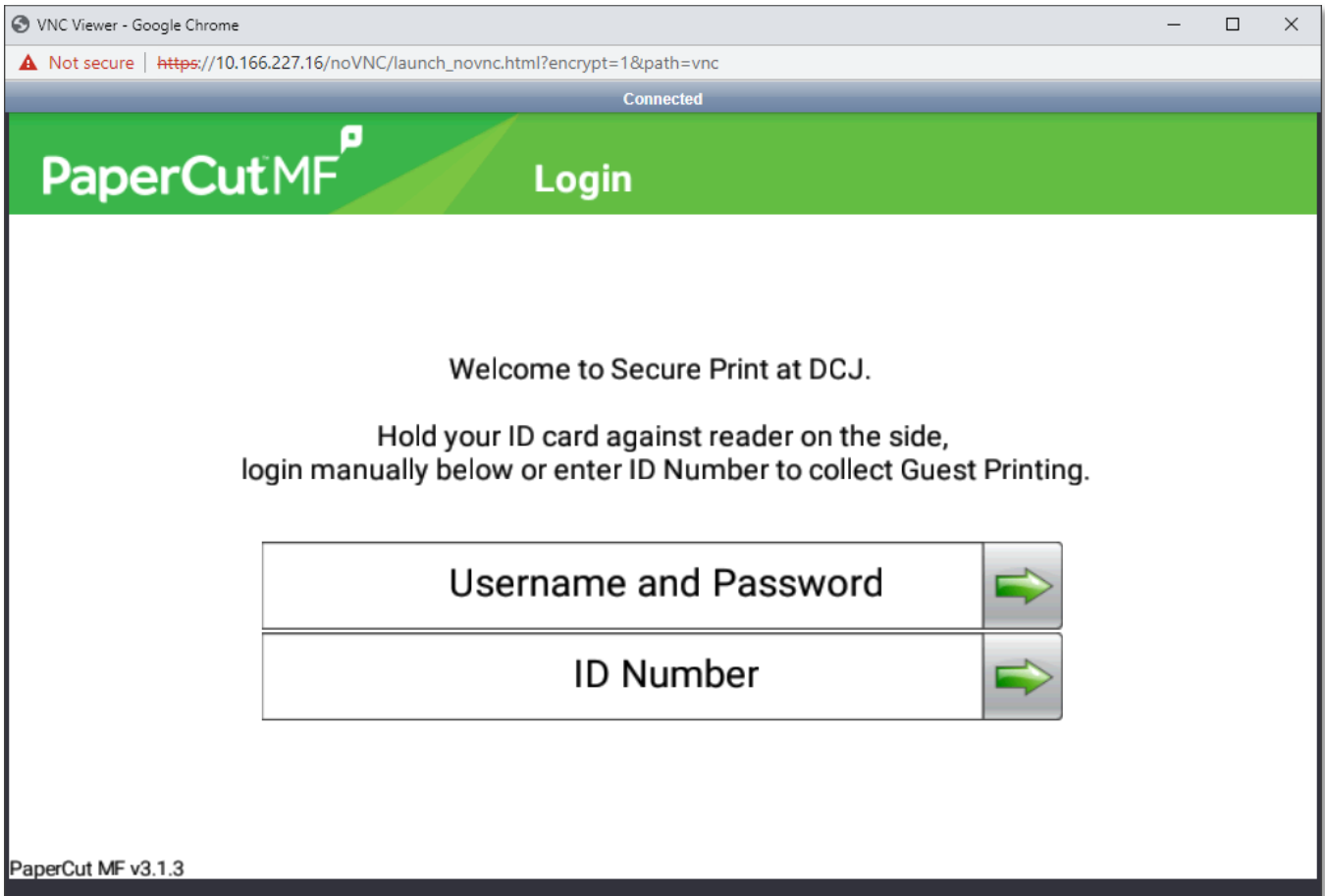# How to register your printer access card

This guide will show DCJ staff how to register their office building access card to use Secure Print with the Lexmark Printers.

Note: You will need to use your DCJ network username and password that you use to log onto your device to register your card.
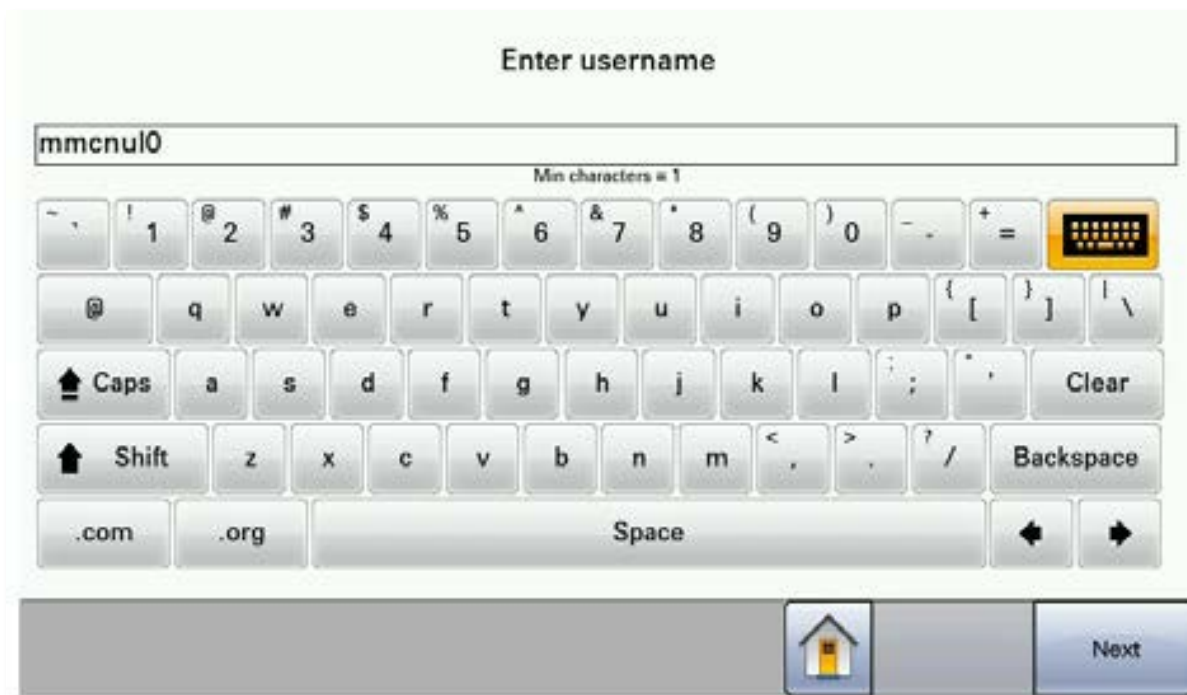
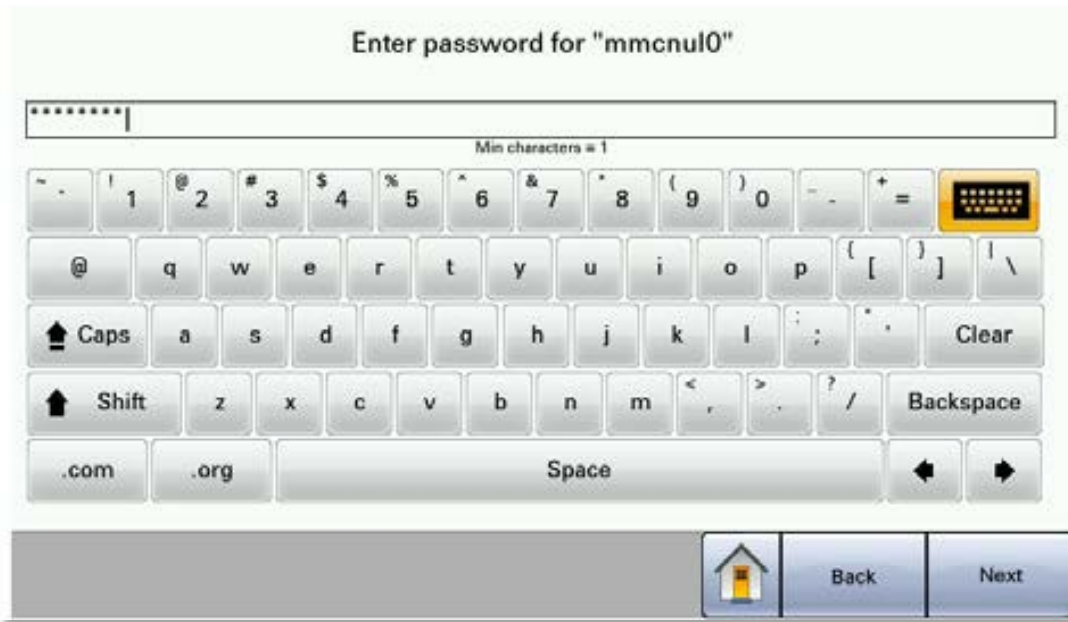Step 1 – The Printer will display the Welcome Screen.

Step 2 – Hold your access card against the Lexmark Card Reader then select Next on the panel.
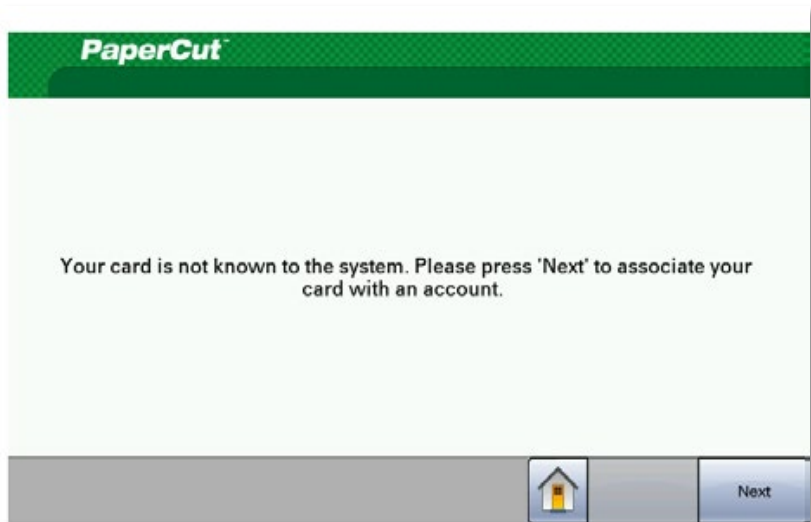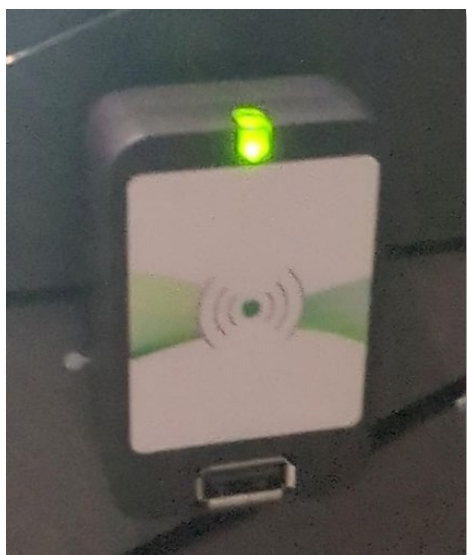
Step 3 – Enter your network username and password that you use to log onto your device then select Next.
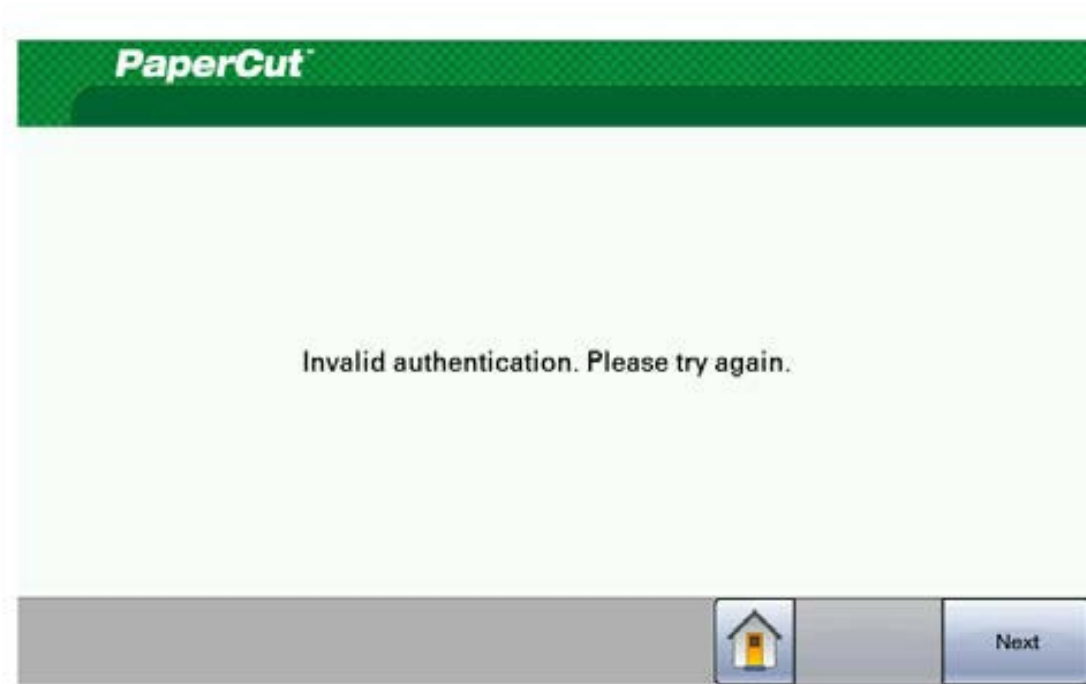
Step 4 – Enter your network password that you use to log onto your device then select Next.

If you enter your account details incorrectly you will have to start again from Step 1.

If you have not seen this error message, please move to Step 6 below.


Step 6 – If done successfully the printer will state "Your card has been associated with your user account." Click on Next to go to the login screen.

How to release a Secure Print Job

This guide is to show you how to release a secure print job once sent to the queue via your DCJ device. After sending a print job to the secure print queue You will be able to release it to any printer in the office.
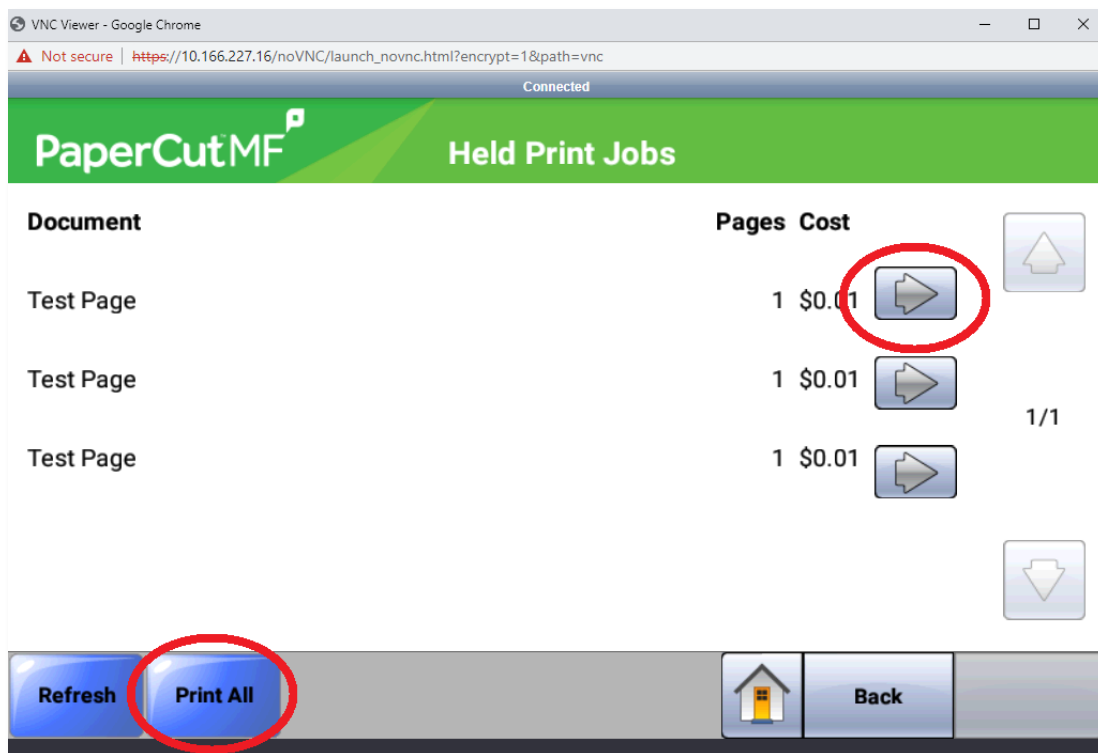
Step 1 – The printer will display the Welcome Screen
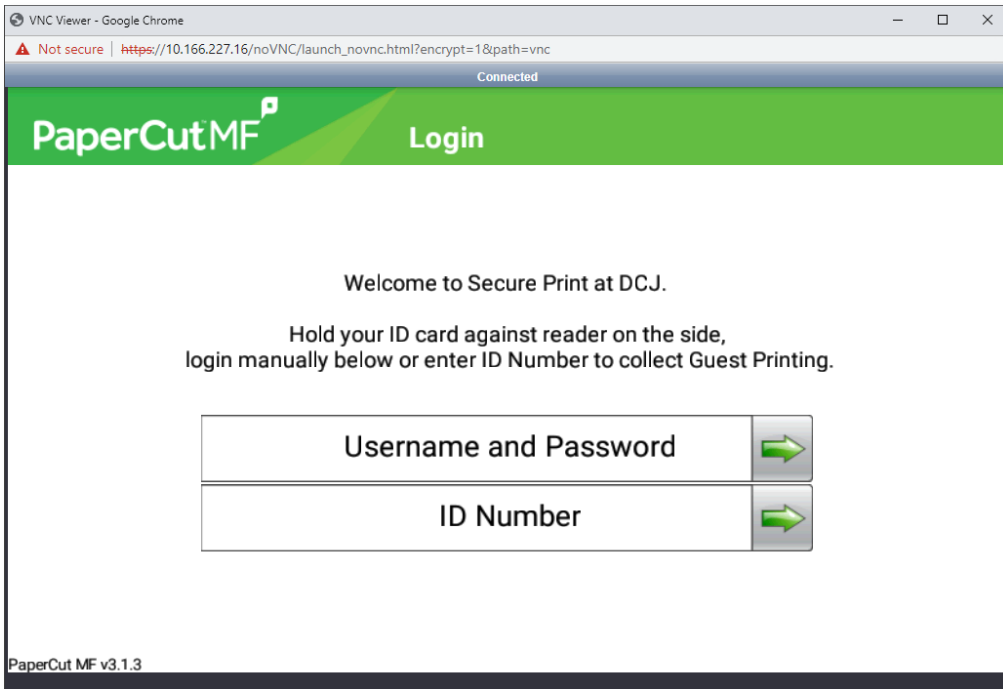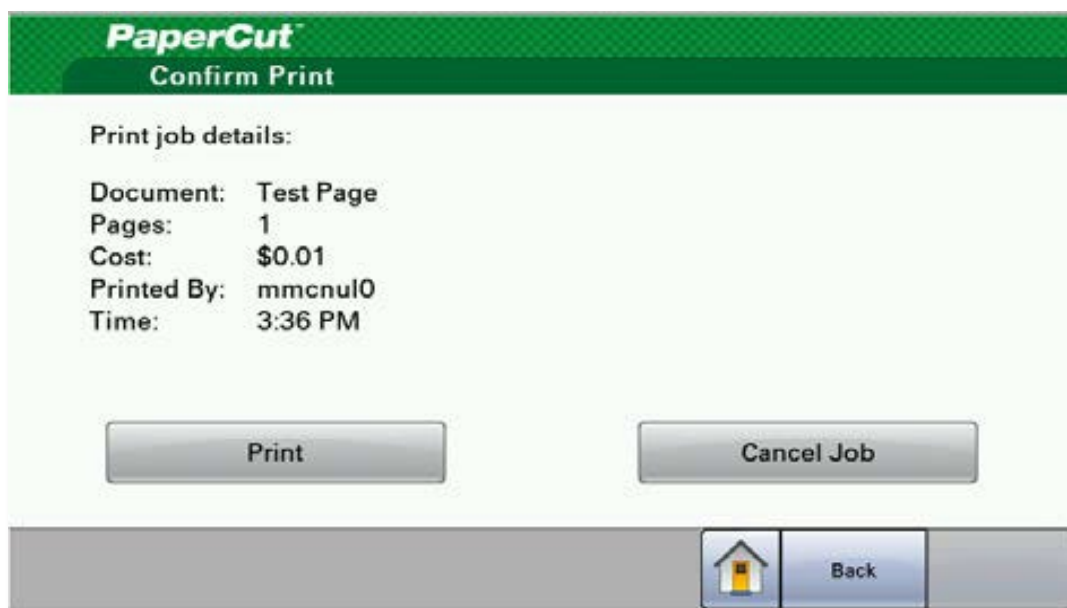

Step 2 – Hold your card against the reader and select Print Release to see your jobs.
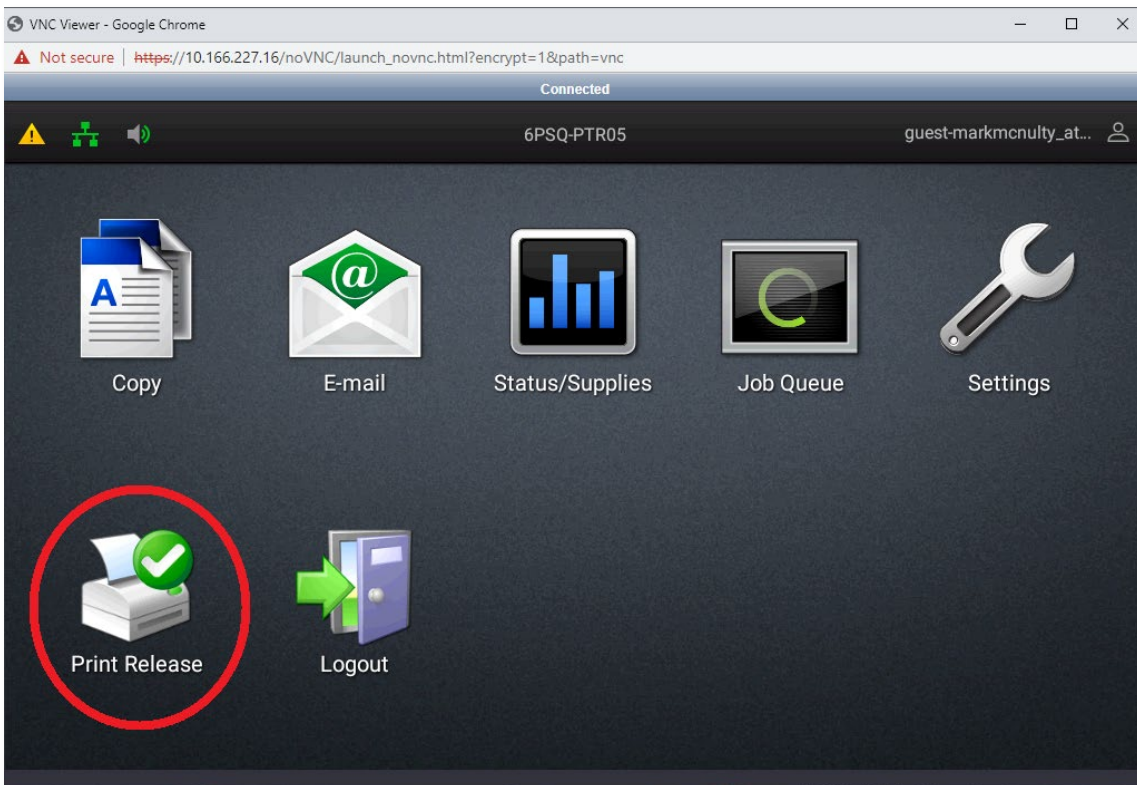
Step 3 – You can release a single job by pressing the arrow alongside the job or select Print All to release multiple jobs.
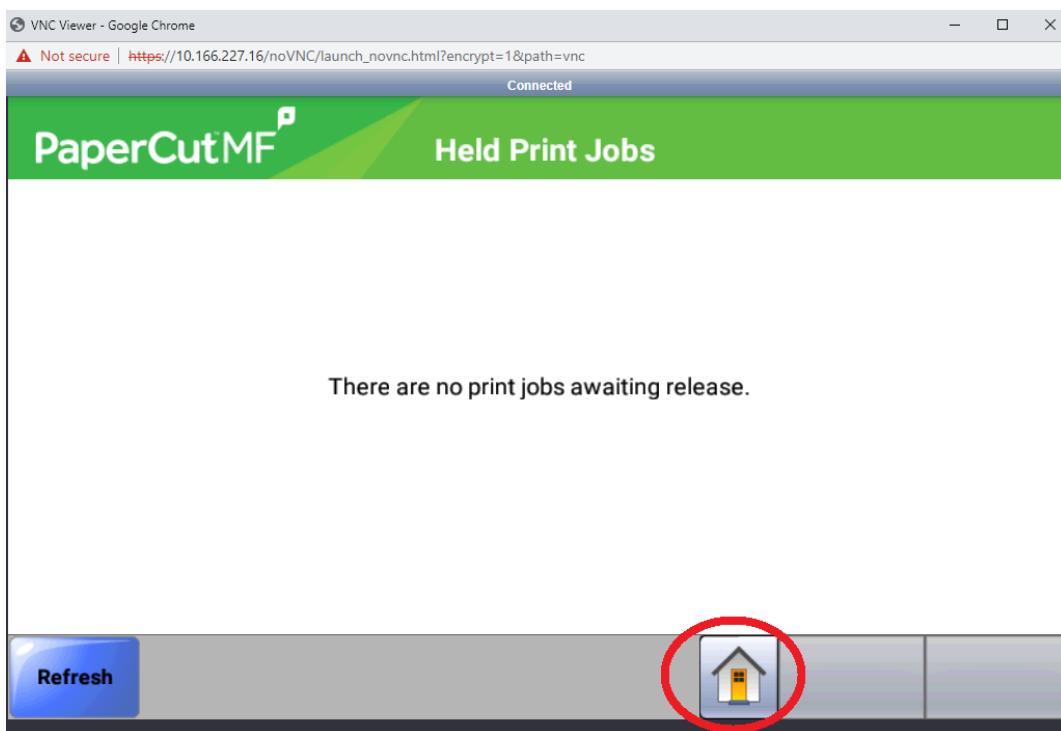

Step 4 – Select Print.

Step 5 – For a single job it will be sent for release.
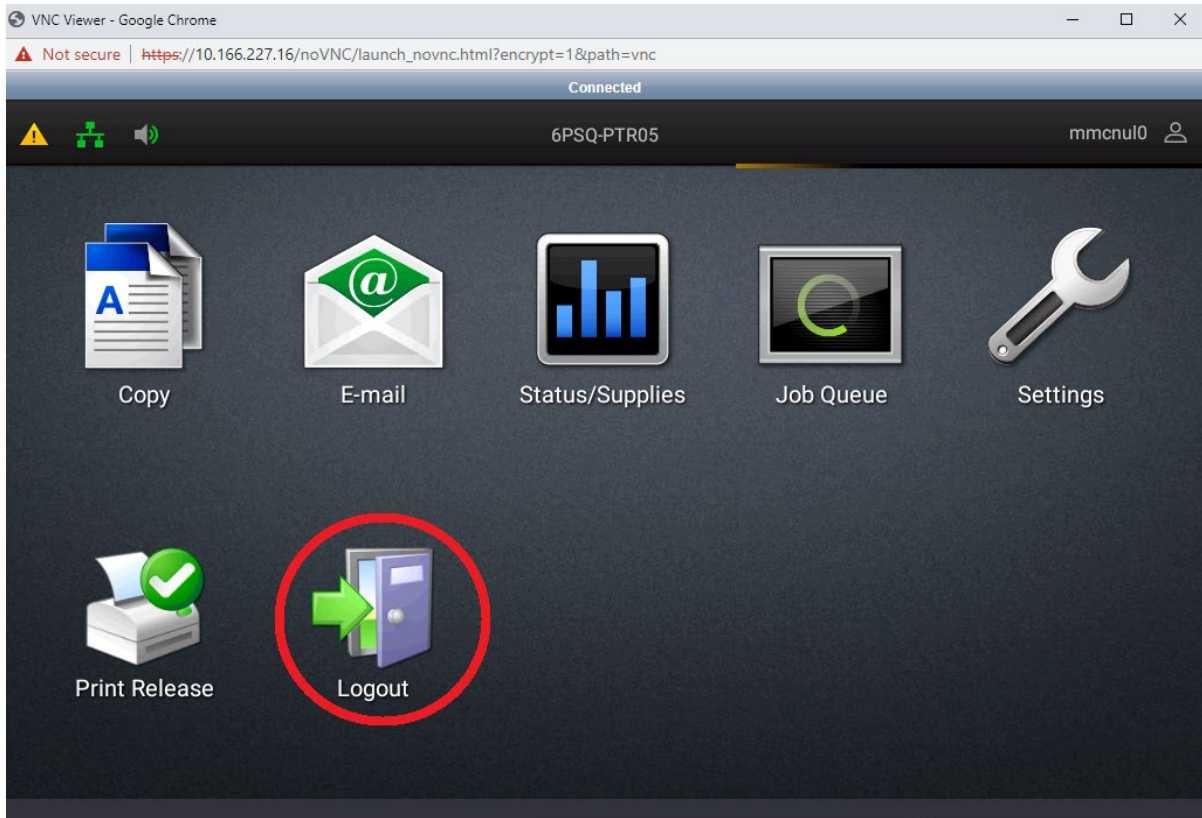
Your job has been queued
for printing.

Step 5 - For multiple jobs they will be sent for release

Successfully released 2
print jobs.
Your jobs have been
queued for printing.

Step 6 – When the job/s have been released select Home.

Step 7 – Select Log out.

The Printer will automatically log you out after 30 seconds.

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

DCJ Guest Printing on PaperCut Devices

Please use this as a guide for an external visitor to submit a document to print via email without needing an access card. It will also allow for access to copy and scan to email when logged onto Lexmark PaperCut MFDs.
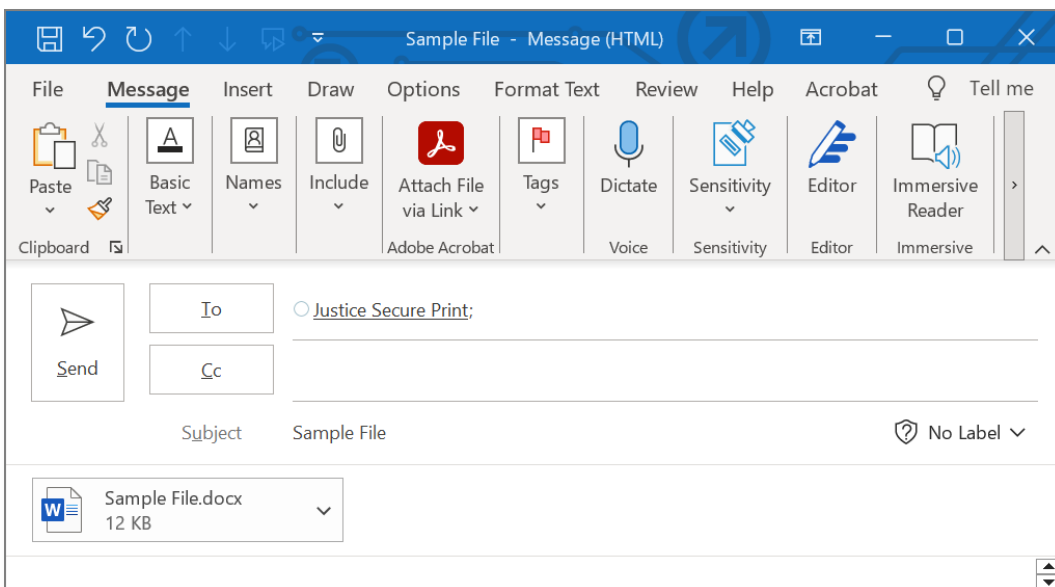
Send a Print job as a guest.

Step 1 - In your email application, open a new email.

Step 2 - In the To field, enter SecurePrintRelease@justice.nsw.gov.au.
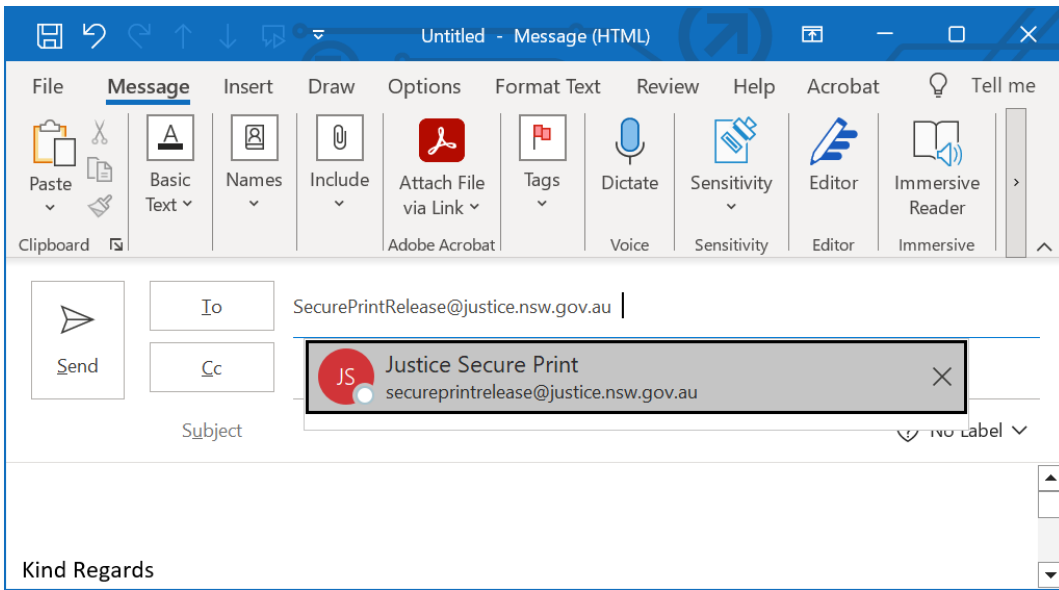
Step 3 - Attach a file you wish to print to the email Include PDF, Office, or image document as an attachment to an email. Enter a subject and send.
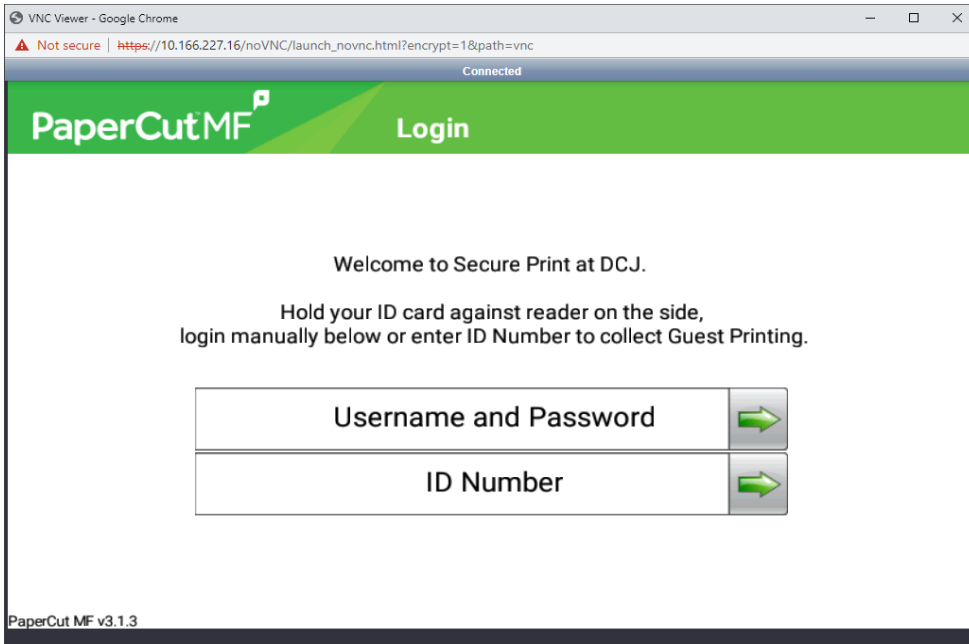
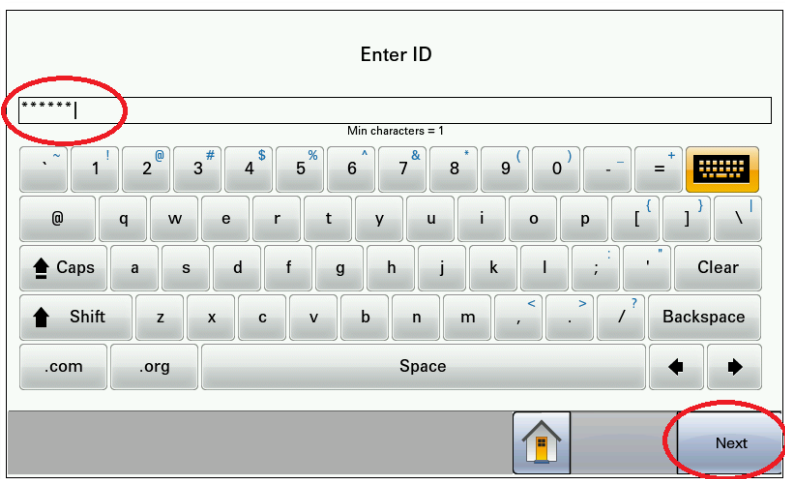Don't put anything in the body of the email as it won't print.

You will receive a return email with a 6-digit ID Number. Use this ID for all future guest printing.
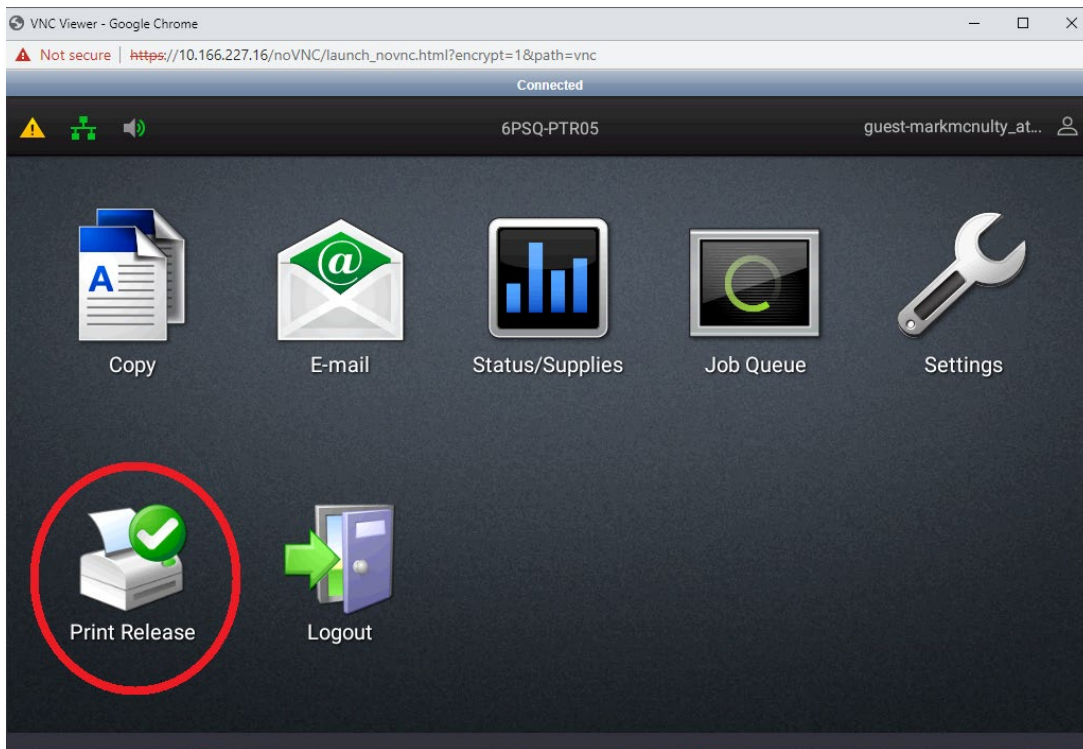
Using your PIN to print

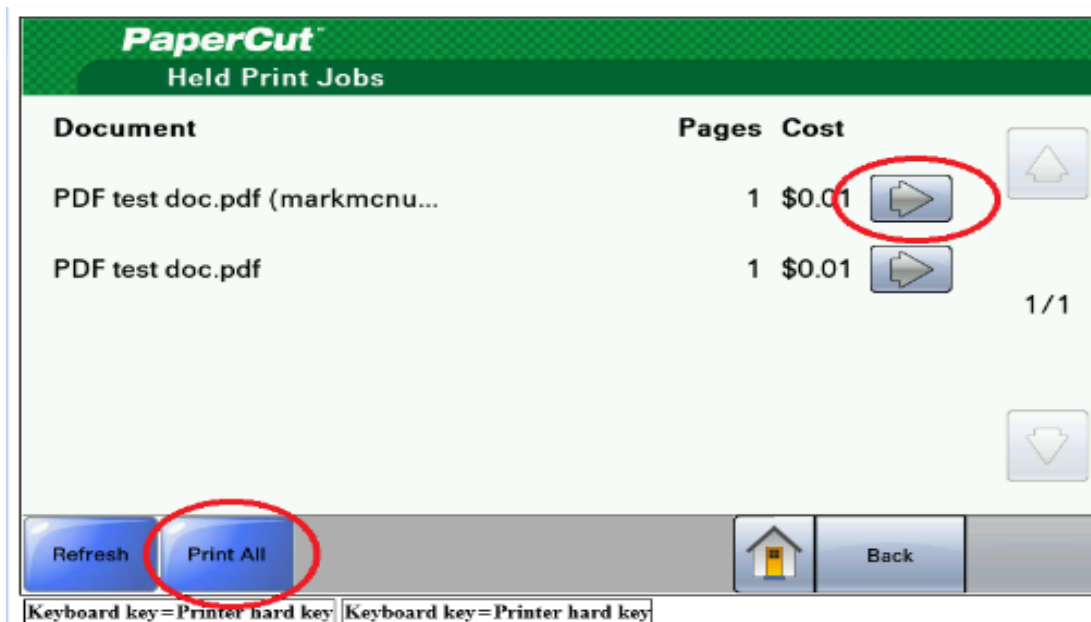**Step 1** - At the PaperCut device screen select the arrow for ID Number.

Step 2 - Enter the Number ID and select Next.

Step 3 - Select Print Release

**Step 4** - Select which job to release and then print or Select Print All.

Optical Character Recognition (OCR) Scan to E-mail on Lexmark PaperCut Devices

This guide is for DCJ staff to know how to Optical Character Recognition (OCR) Scan files to E-Mail on Lexmark Papercut Devices. This allows staff to copy portions of text from the scan.
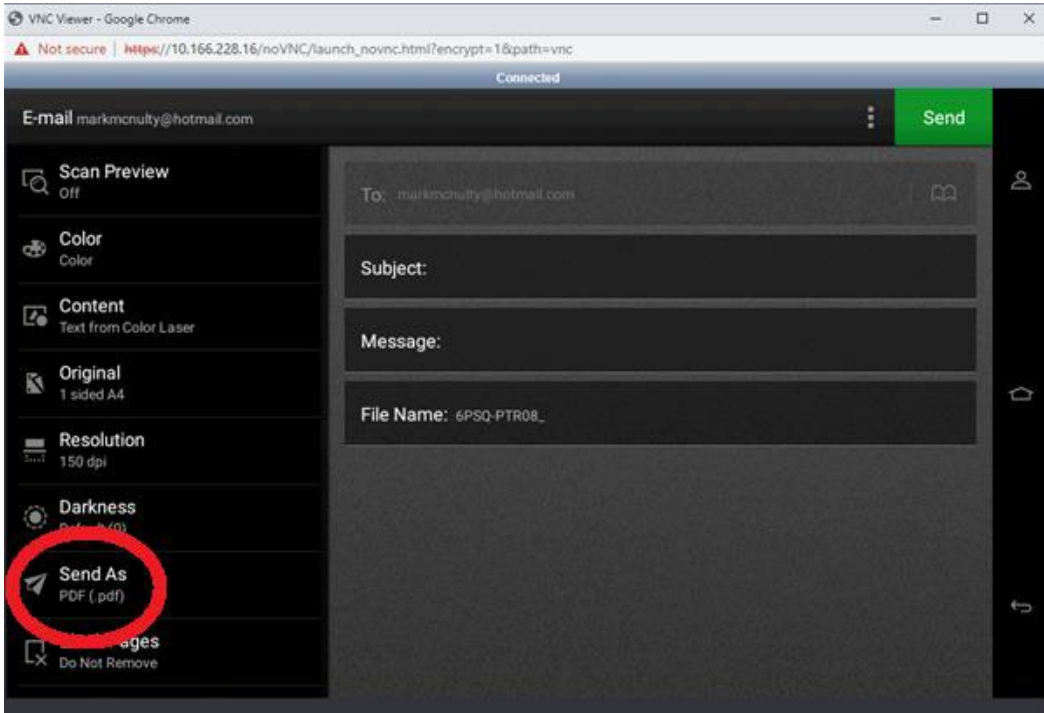
Step 1 – Log on to the PaperCut device using your DCJ Network username and password or by holding your access card next to the Lexmark Card Reader.
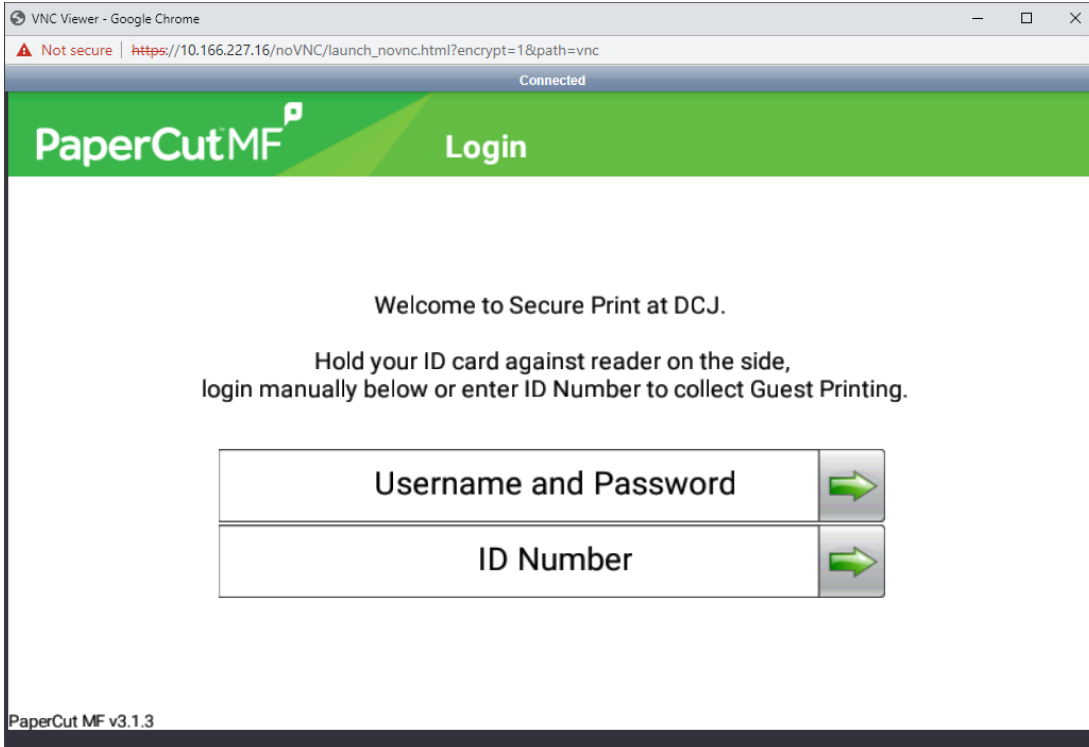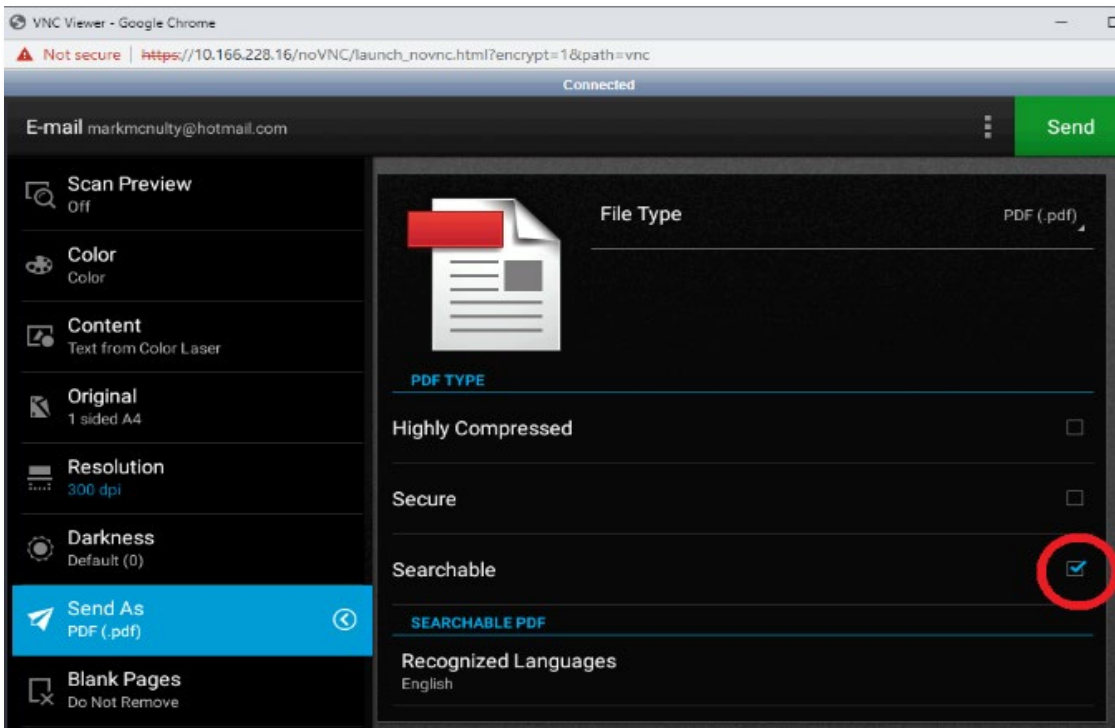

Step 2 – Select E-Mail
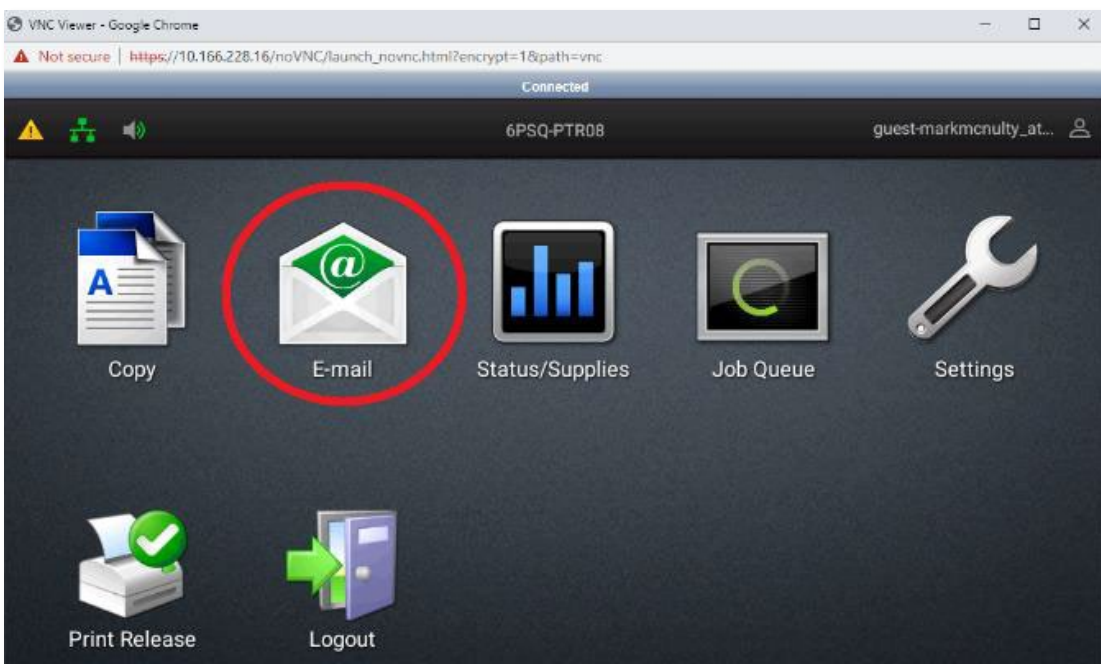
Step 3 – Populate Subject and Message fields as required and select **Send As** in the left pane.


Step 4 – Select Searchable and once you see a tick in the box click on the Green Send button at the top.
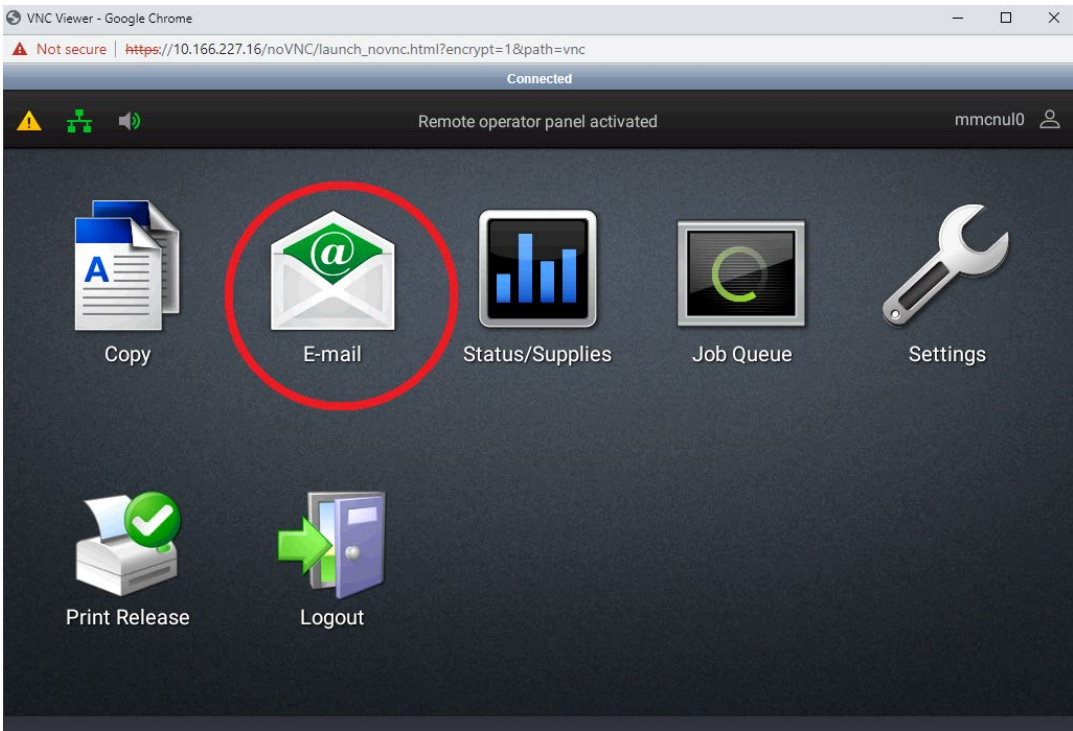
Scan to Email user Instructions for Lexmark Multi-Function Device (MFD) with Secure Print

This guide provides steps on how to can scan your files on the Lexmark printer to your Email.

Step 1 – Enter your DCJ Network Username and Password or Hold your Access card next to the Printer Card Reader.
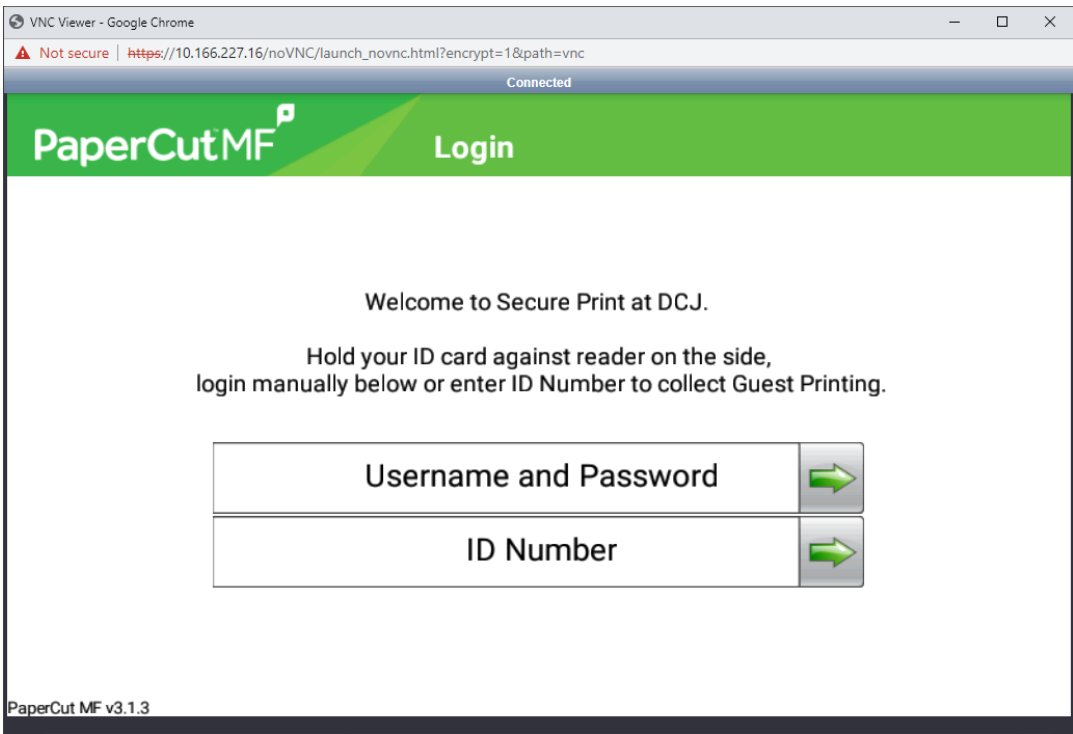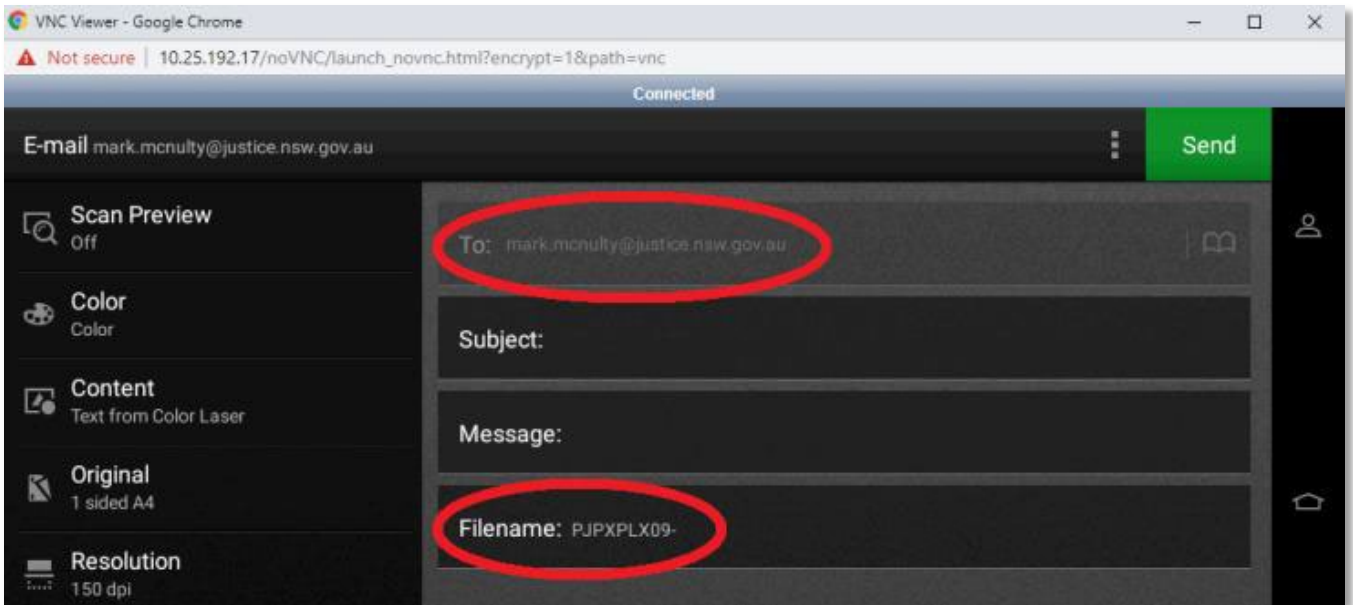

Step 2 – Click on E-Mail on the Printer Home Screen.
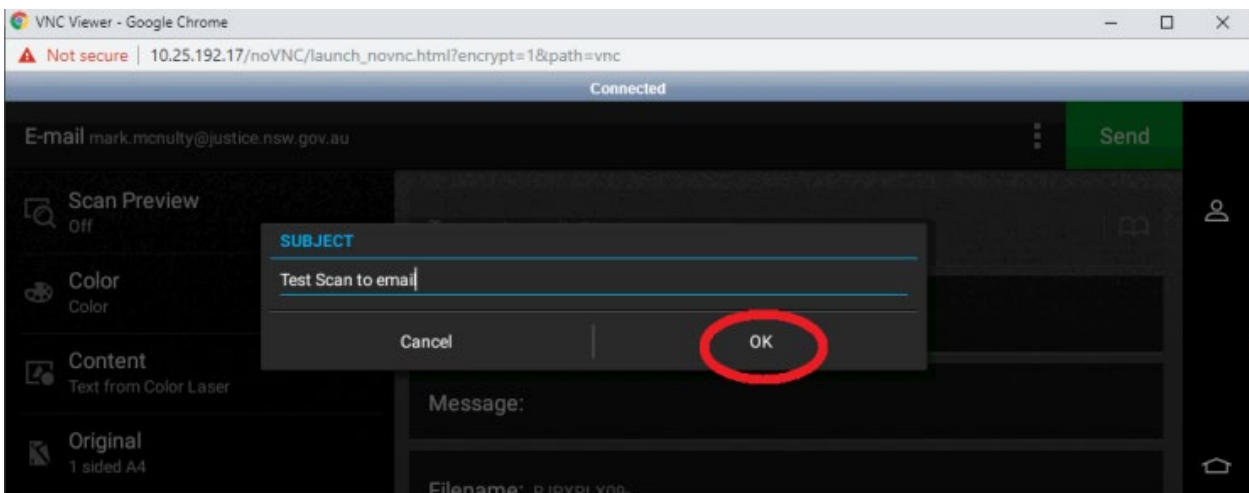
Step 3 – The email address will be auto-populated and cannot be changed.
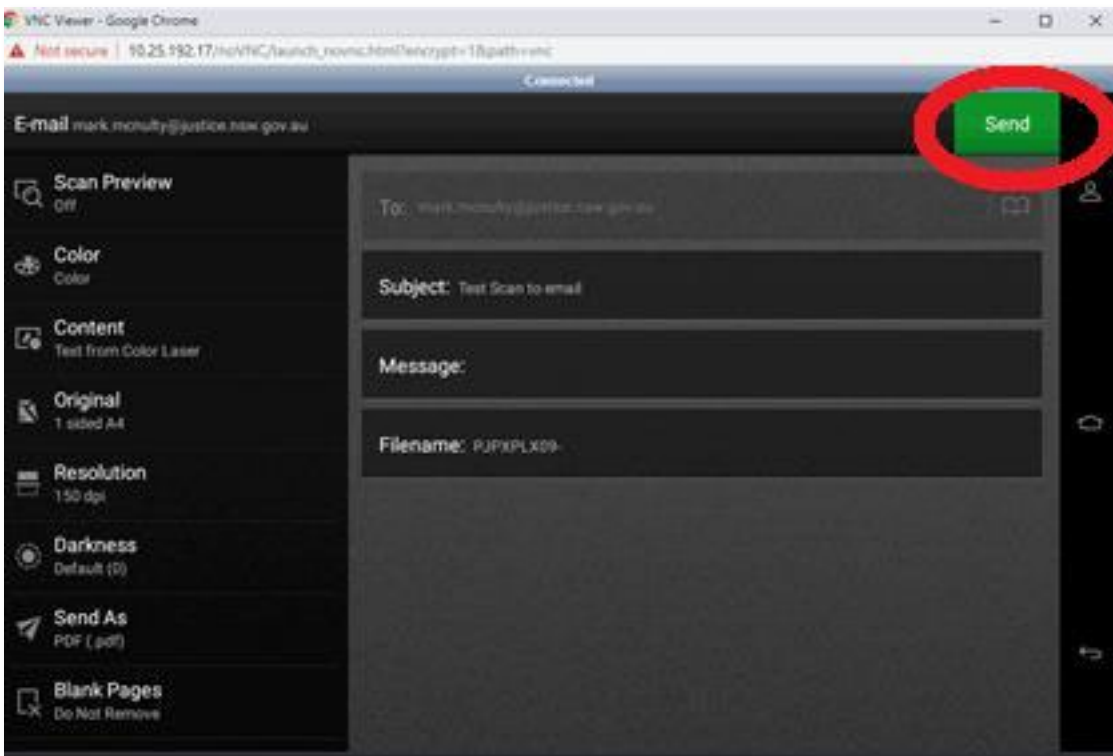
The Filename will auto-populate and can be changed.

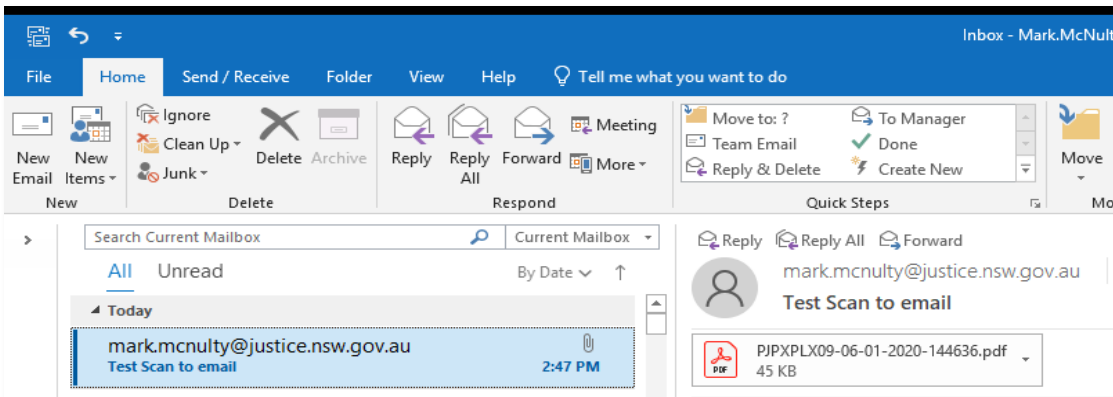**Step 4 – C**hange the Subject if required and select OK

Step 5 – Change any other scan properties on the left-hand pane as required and click on Send.

Step 6 – You will see your scanned file in your Email as a PDF Attachment shortly.

Loading the Multipurpose Feeder

PLEASE NOTE - The multipurpose feeder should not be used for paper types that are already loaded into trays. This includes A4 and A3.

Step 1 – Pull down the multipurpose feeder door.

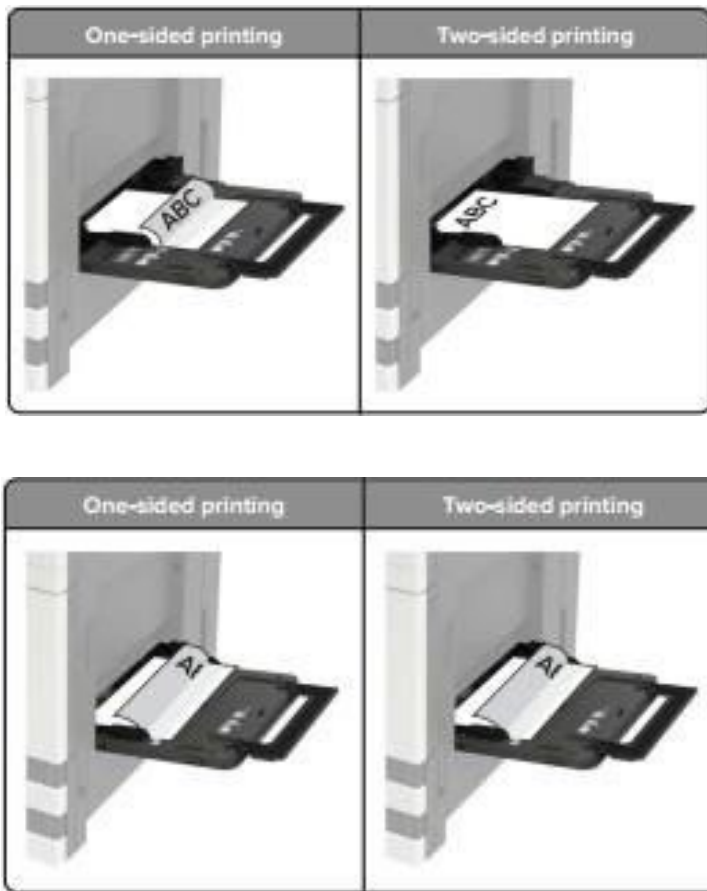Note: Do not load or close the multipurpose feeder while a job is printing.

Step 2 – Pull the multipurpose feeder extender.

Step 3 – Flex, fan, and align the paper edges before loading.

Step 4 – Load the paper or specialty media. When using letterhead, do either of the following:

Step 5 - From the control panel, set the paper size and paper type to match the paper loaded.

The trays automatically detect the size of plain paper. For specialty media like labels, card stock, or envelopes, do the following:

From the home screen, navigate to:

Settings > Paper > Tray Configuration > Paper Size/Type > select a paper source Set the size and type of the specialty media.