Registering You and Your Badge with the Lexmark Cloud

Before you begin printing, we must register your badge. You will have received a push to your device (asset tagged devices only).

**Step 1: Setting up your Badge Release**

Head over to the printer and place your Lion Card to the card reader which will cycle “green, red, green” (2 to 3 seconds). You will then be greeted with the screen below. Type in your TAMUC email and click “send”.

![Badge Registration Screen]

You will click send again once the popup requests confirmation of the email.

![Confirmation Popup]

If the email was entered correctly, you should see this confirmation (with your TAMUC email address).

![Sent Confirmation]

Click “OK” and go back to your computer to pull up the email sent from the printer.
Open the email sent from the Lexmark printer. Click on the URL to complete login and Duo Authentication.

*Please use Google Chrome as your internet browser for this step.*

A browser will open to a Lexmark login screen. You will enter your TAMUC email and click next.

*Note: If you receive an error when you open the link please ensure your browser is Google Chrome. The link does not work with Internet Explorer or Firefox.*
When the SSO login appears, use the sign on credentials used to log into Windows (ex: lastnamefirstname and the password you use to sign onto your computer).

Continue with the Duo Authentication.
You have achieved **SUCCESS!!!!!!**

If you do NOT get this, please contact the IT Help Desk (extension 6000).

**Optional:** Additionally, while signed in to your account at cloud.lexmark.com if you click your name in the upper right hand corner (green text), click on my account, and scroll down until you see “PIN: Generate PIN” you can set a unique PIN. By setting a four-digit PIN you are able to use the PIN or your badge to release your print jobs. This number has to be unique so if it does not accept the number you choose, it is already in use by another person.
Step 2a: Making the cloud printer your default.

*(If you do not want to change your default printer, skip to Step 2b.)*

To do this, go to the search bar (magnifying glass, Cortana, etc.) and type in “printer”.

Click on “Cloud Print Management – PCLXL”.
Click on “Manage”.

Click on “Set as Default”.

Congratulations! You have set the Cloud Printer as your default and are ready to print.
*Note* – If you don’t have the option to “Set as Default” please return to the main Printers & Scanners page and scroll down to the bottom. If you see a check next to the option “Let Windows manage my default printer” please uncheck it. Now you should be able to change your default printer.

Select a document to send to the print queue and follow the usual steps.

*Note:* The first time you print you will need to re-verify your account with Lexmark. This will only happen the first time.
Step 2b: Connecting to the Cloud Printer

(If you completed Step 2a, you can move to Step 3.)

Select a document to send to the printer and click “Print”.

Select “Cloud Print Management – PCLXL”.
Click the Print icon to send your document to the cloud.

**Step 3: Re-verifying your account on the first print**

Once this screen pops up, you will enter your TAMUC email and click next. You may have to wait 20-30 seconds for the screen to pop up.

You will be redirected to the TAMUC SSO. Please use the same login credentials as in Step 1 and continue to the Duo Authentication again (second time).
When your account has been re-verified you will see a pop-up in the bottom right corner of your screen.

![Print Job Submitted](image)

**Step 4: Retrieving your print job**

When you job has successfully sent to the printer you can retrieve it by logging in to the printer with either your badge or pin number and selecting the “Print Release” icon.

![Print Release Icon](image)

When you are done printing, you can log out in three different ways.

1. Touch your badge to the card reader again.
2. Click on the person icon on the upper right side of the screen. A box will pop up asking if you are sure you want to log out. Click “Yes”.
3. Walk away from the printer. You will be logged out automatically after 1 minute of inactivity.