



## 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 Send

Send the registration link to:

e-mail address

Temporary Badge

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

CONFIRMATION

Send the registration link to colt.handorf@tamuc.edu?

Cancel | Send

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

SENT

E-mail sent to colt.handorf@tamuc.edu. Follow the provided instructions and link to complete the badge registration.

OK

Click “OK” and go back to your computer to pull up the email sent from the printer.



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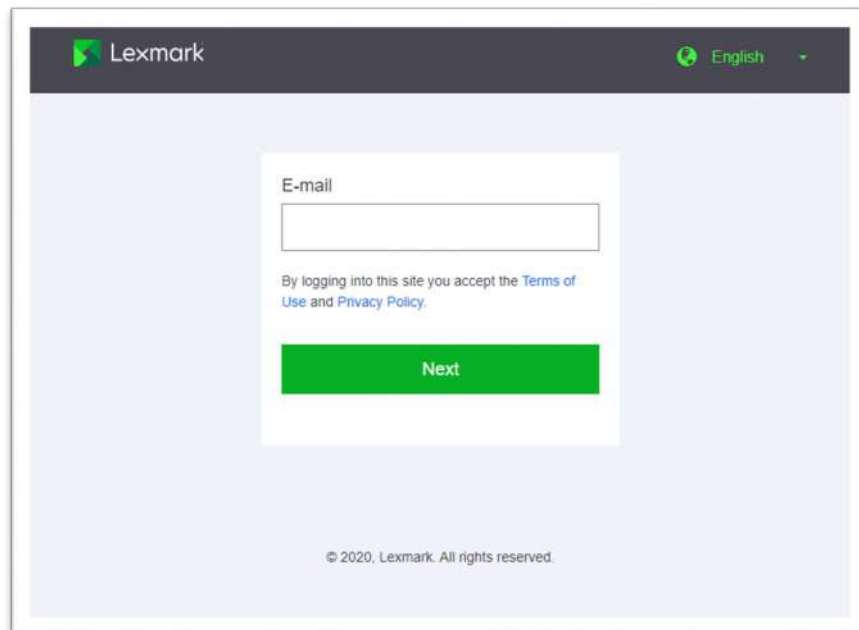
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Open the email sent from the Lexmark printer. Click on the URL to complete login and Duo Authentication.

**\*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.



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When the SSO login in appears, use the sign on credentials used to log into Windows (ex: lastnamefirstname and the password you use to sign onto your computer).

The screenshot shows the 'Single Sign On' page for Texas A&M University Commerce. It features the university's logo and name at the top. Below the title, there are two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a link that says '> Forgot your password?'. To the right of the 'Password' field is a link that says '> Forgot your CUID?'. Below the input fields is a yellow 'Login' button. At the bottom of the page, there is a dark blue box with white text containing a disclaimer: 'Attention! This system is for official authorized use only. All content, on this system is owned by Texas A&M University-Commerce and, or the State of Texas. Unauthorized use is prohibited. Misuse is, subject to criminal prosecution. Usage may be subject to security, testing and monitoring. Users have no expectation of privacy except, as otherwise provided by privacy laws.'

Continue with the Duo Authentication.

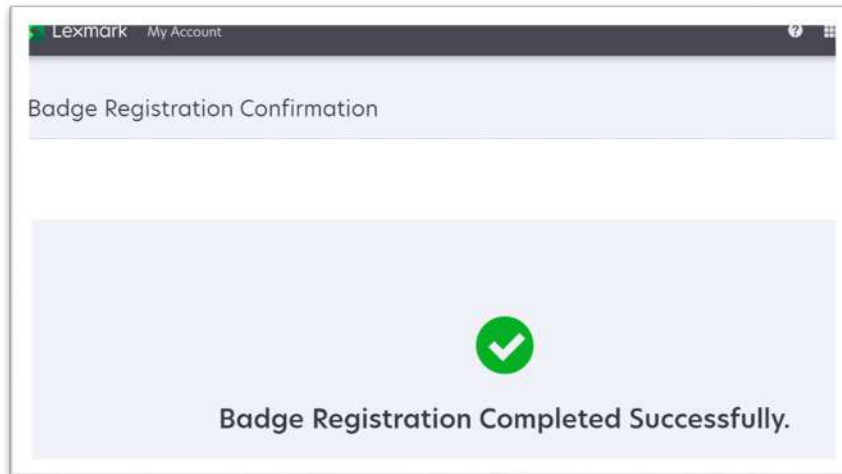
The screenshot shows the 'Duo Authentication' page. At the top, it says 'Duo Authentication'. Below that, there is a section titled 'Choose an authentication method'. On the left side of this section, there is the Texas A&M University Commerce logo and several links: 'What is this? Cf', 'Add a new device', 'My Settings & Devices', and 'Need help?'. Below these links, it says 'Powered by Duo Security'. The main content area has three options, each with a green button: 'Duo Push RECOMMENDED' with a 'Send Me a Push' button, 'Call Me' with a 'Call Me' button, and 'Passcode' with an 'Enter a Passcode' button. At the bottom of this section, there is a checkbox labeled 'Remember me for 28 days'.



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You have achieved **SUCCESS!!!!!!**



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

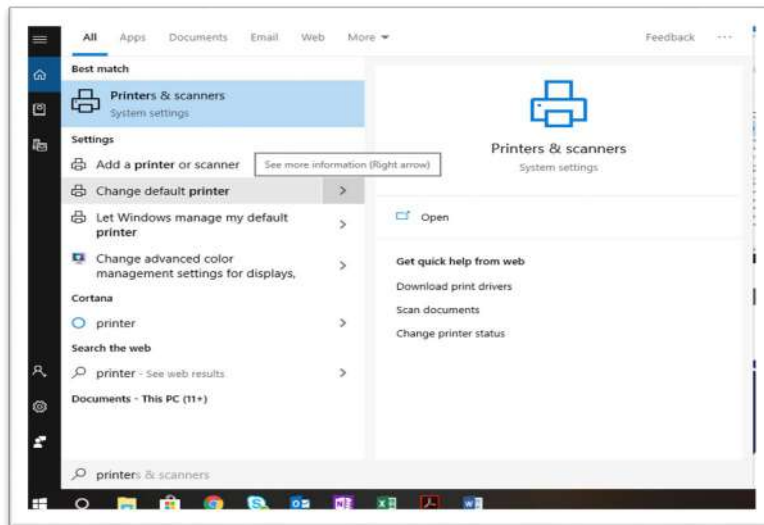
**\*Optional:** Additionally, while signed in to your account at [cloud.lexmark.com](https://cloud.lexmark.com) if you click your name in the upper right hand corner (green text), click on my account, and scroll down until you see "PIN: Generate PIN" you can set a unique PIN. By setting a four-digit 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.



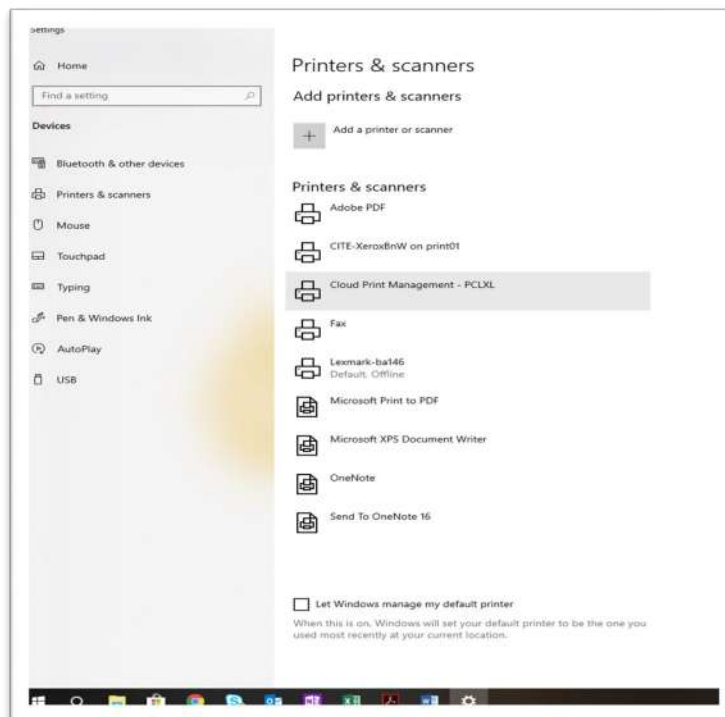
## Step 2a: Making the cloud printer your default.

*(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”.

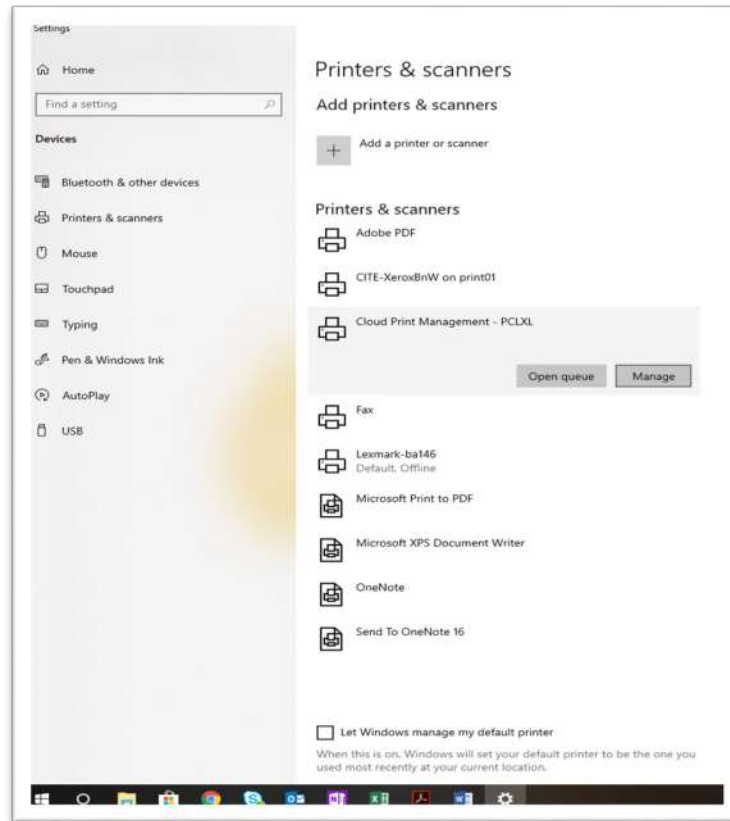


Click on “Cloud Print Management – PCLXL”.

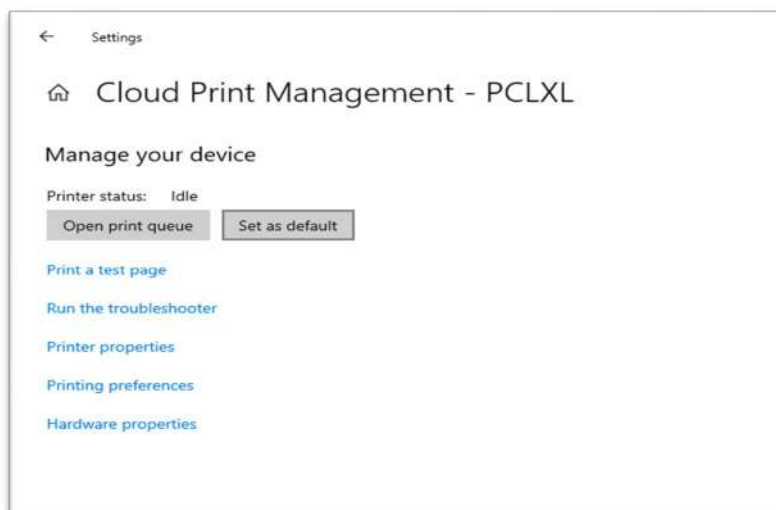




Click on “Manage”.



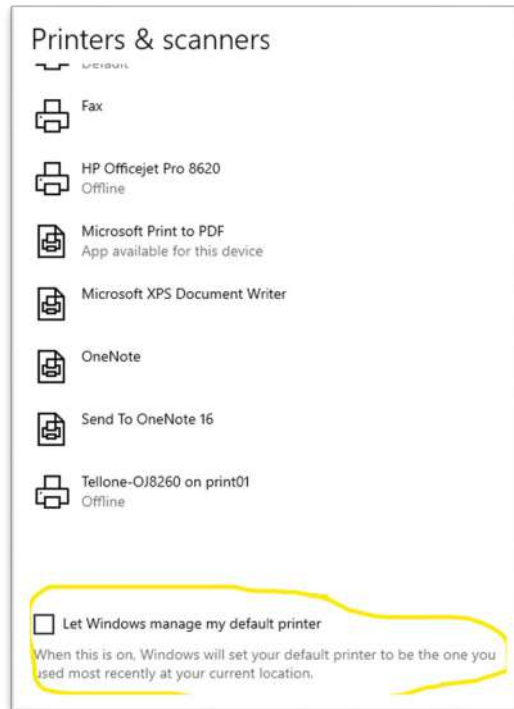
Click on “Set as Default”.



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.

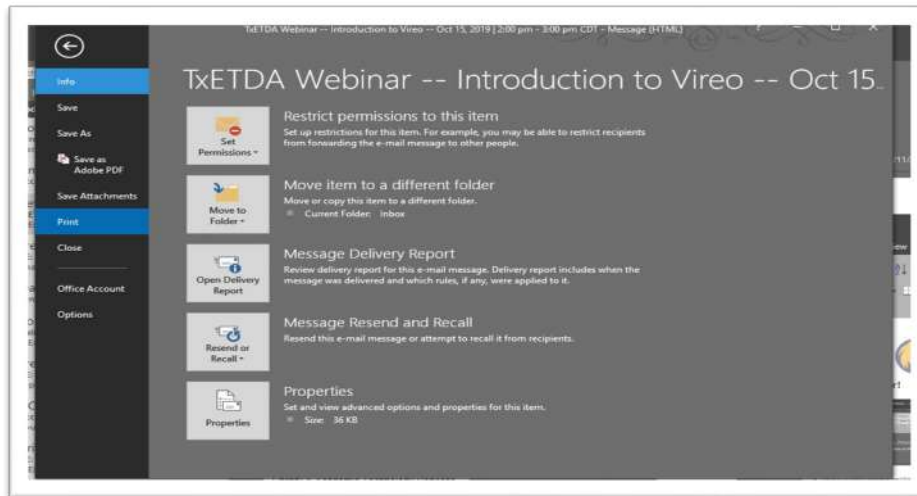
**\*Note:** The first time you print you will need to re-verify your account with Lexmark. This will only happen the first time.



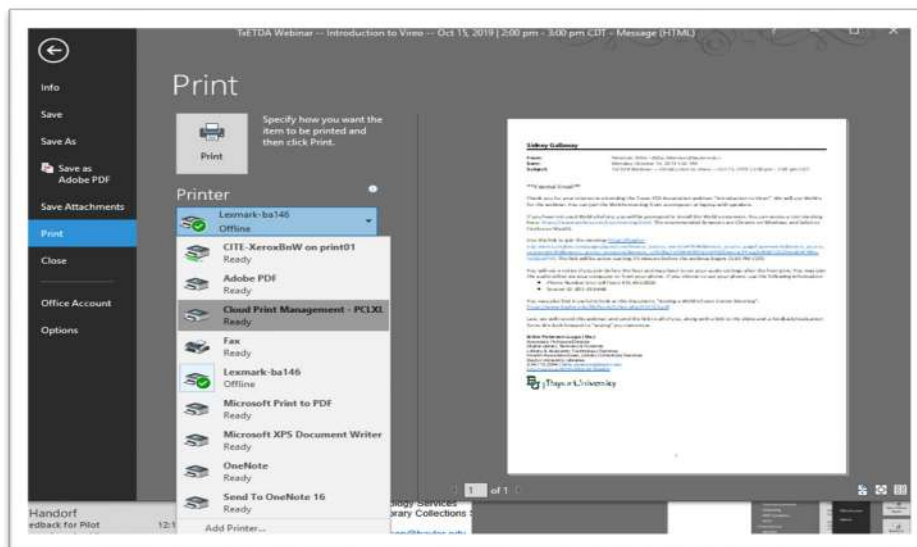
## Step 2b: Connecting to the Cloud Printer

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

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



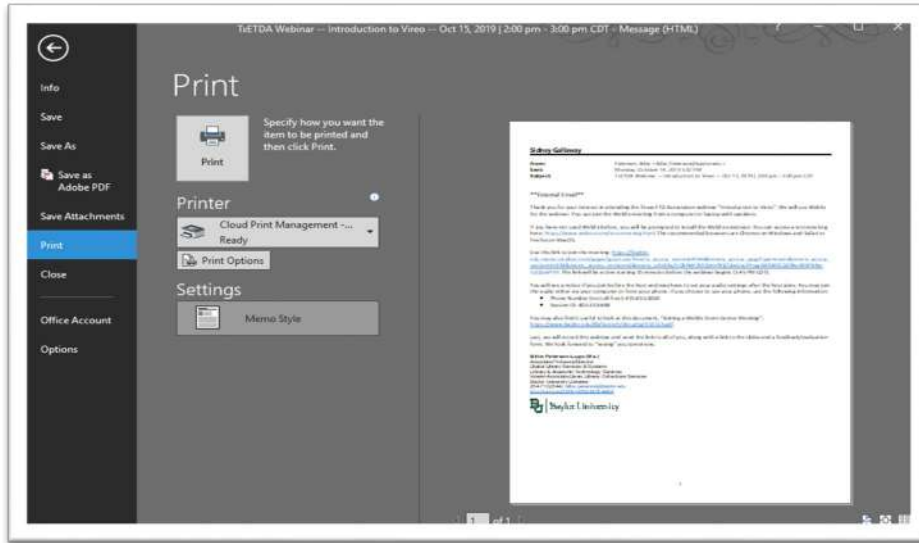
Select “Cloud Print Management – PCLXL”.





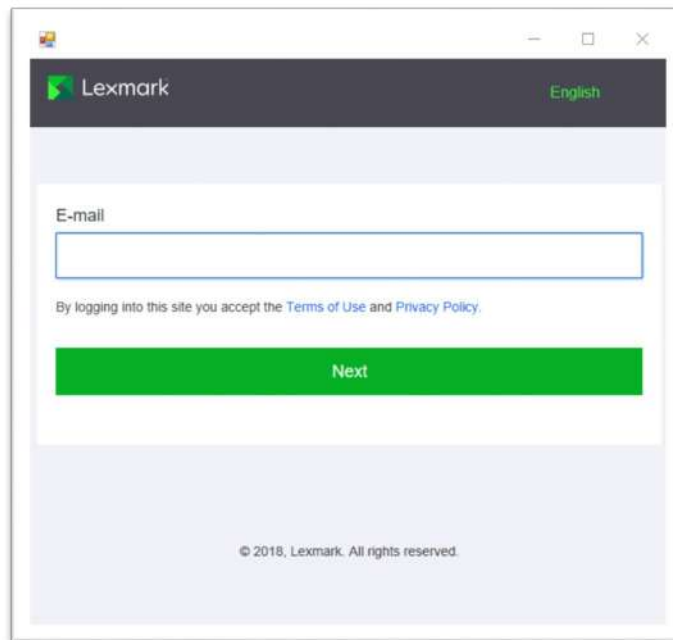


Click the Print icon to send your document to the cloud.



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

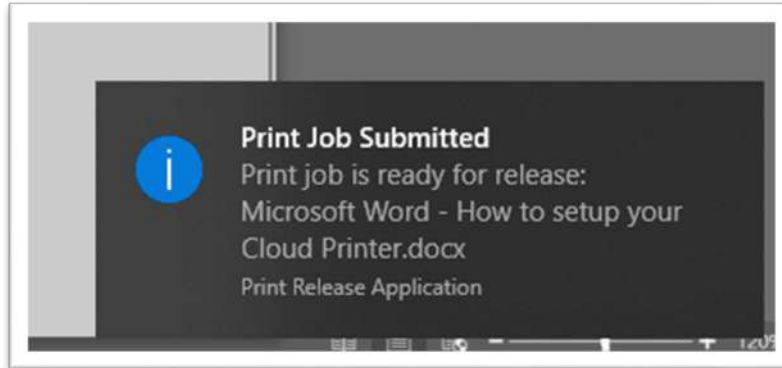
Once this screen pops up, you will enter your TAMUC email and click next. You may have to wait 20-30 seconds for the screen to pop up.



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.



#### 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.



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.