How to Release Print Jobs on Multifunction Printer [KM C-552]

- Go to Printer/Copier Touch panel and tap on Print
- Tap on Username and enter Lehman LDAP User Name - which is your First Name [Period] Last Name
- Tap on Password and enter Lehman LDAP Password. Then press Login.
- The next window will display Current Balance. Press OK.

- Select Print Job - then press Start button on touch panel. You may also choose Print All - if multiple jobs are displayed.
- When finished, press Access button to Log out

Questions or Concerns? - See Help Desk staff
How to Copy on Multifunction Printer [KM C-552]

- Go to Printer/Copier Touch panel and tap on Copy and Scan
- Tap on Username and enter Lehman LDAP User Name - which is your First Name [Period] Last Name
- Tap on Password and enter Lehman LDAP Password. Then press Login.
- The next window will display Current Balance. Press OK.

![User Interface Screenshots]

- You may begin making copies. You can change settings such as Color, Zoom and Simplex/Duplex [for doublesided copying - choose 2→2]
- When finished, press Access button to Log out

Questions or Concerns? - See Help Desk staff