Lehman Print and Copy Management System Instructions
TWO STEP PROCESS
Includes Black & White and Color Printing

 **STEP ONE** - Click on “File,” then “Print.”
   Note: You must use a Konica Minolta Bizhub C351 - for color.

Scroll within the print box to choose black & white, color and one- or two-sided printing.

After selecting the desired print type, choose Print.

The following box will appear:

Enter your Lehman LDAP User Name. This is your FIRSTNAME.LAST NAME (EX: john.doe).
In some cases, your USER NAME may end with a numeric SUFFIX (EX: john.doe1 or jane.doe12).

The following screen will appear:

Click Yes if you accept charge. Otherwise, choose “No” and resend print job.

The job will print to a printer according to where you are seated, unless you select a different printer from the printer list.

*PLEASE NOTE THAT BLACK TWO SIDED IS THE DEFAULT PRINT QUEUE*
**STEP TWO - How to Release Print Jobs to Print to HP Printer**

- Go to Print Release Station (*computer workstation* adjacent to HP printer)

1. At Print Release Station enter your Lehman LDAP User Name and your Lehman LDAP Password. Then press “Log in.”
2. Select print job(s), and then choose “Print.”
3. Then click “logoff” button.

**How to Release Print Jobs to Print to KM Bizhub C351**

- Go to Print Release TouchPad adjacent to Minolta Printer

1. Tap on Print Release TouchPad screen. Choose “Printing.”
2. Enter your Lehman LDAP User Name. Then press “Enter”.
3. Enter your Lehman LDAP Password. Then press “Enter.”

Questions or Concerns? - see Help Desk staff