



How to Register Your Card on your Lexmark Photocopier

To be able to use the Lexmark Print Devices, you will need to use your Juniper ID Badge to register it to the printer.

Once your card is registered you can use it to access **any Lexmark Cloud Print device across Juniper locations**

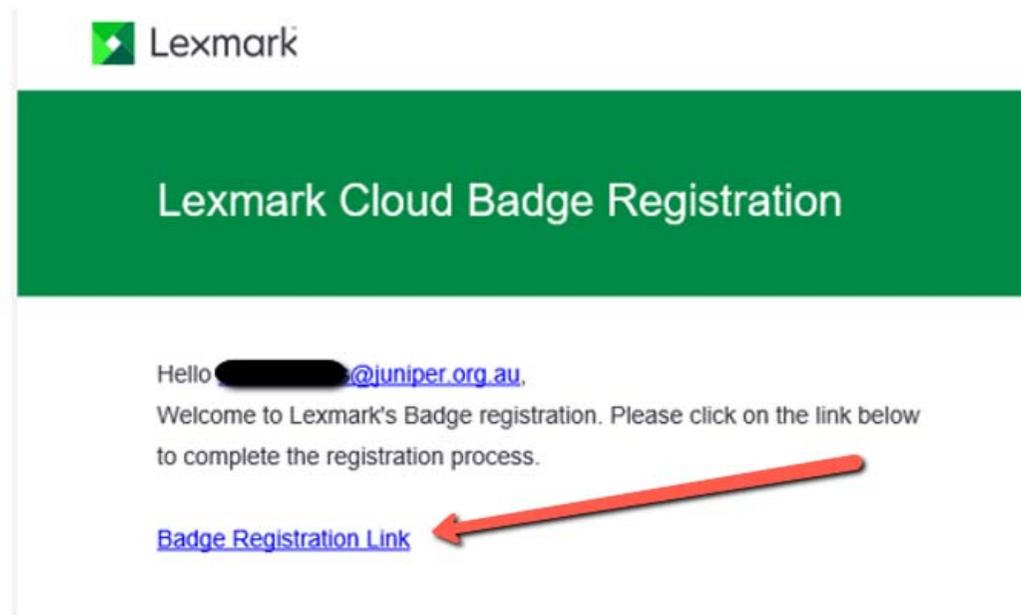
1. Tap your ID Badge on a Lexmark copier card reader



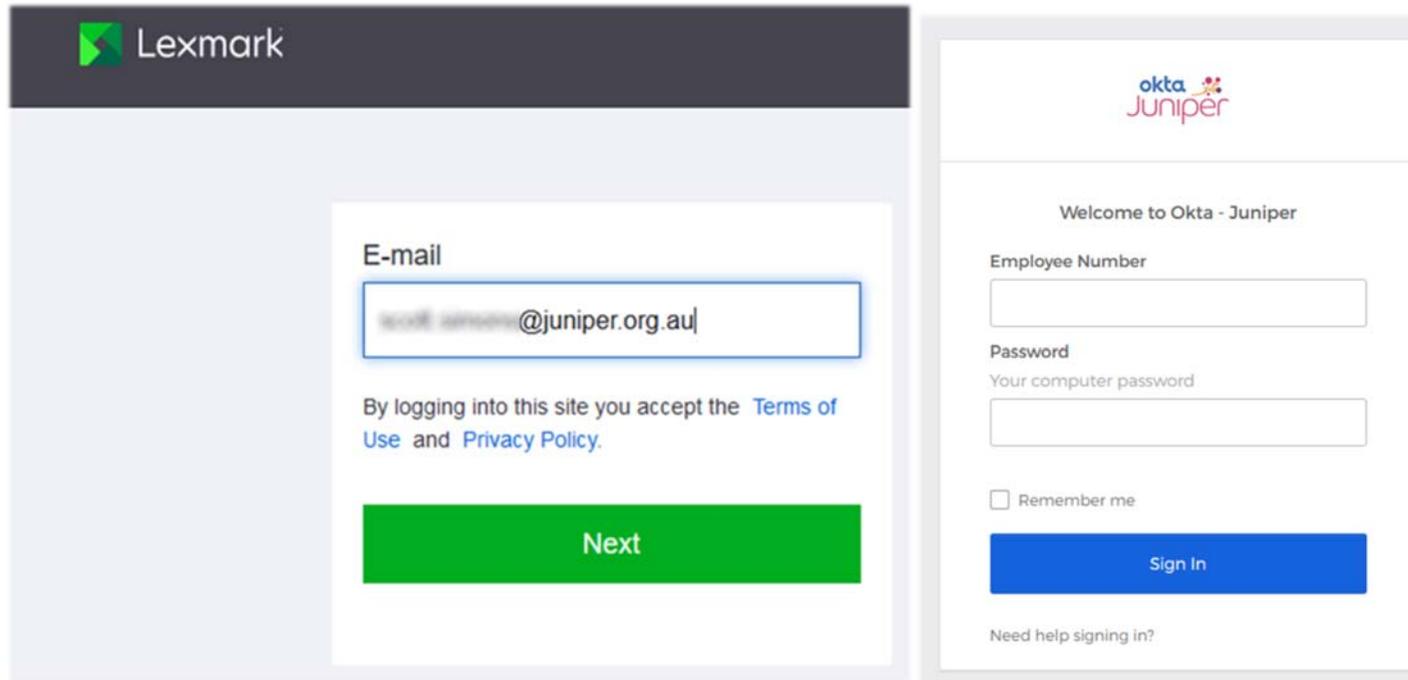
2. Enter your email address on the screen as prompted



3. You will receive an email with a link to register your ID badge. Open the email and **Click the “Badge Registration Link”**



4. A new browser will open & you will be prompted to **enter your email address**.
If you are not logged into OKTA, you may be prompted for your Okta login.



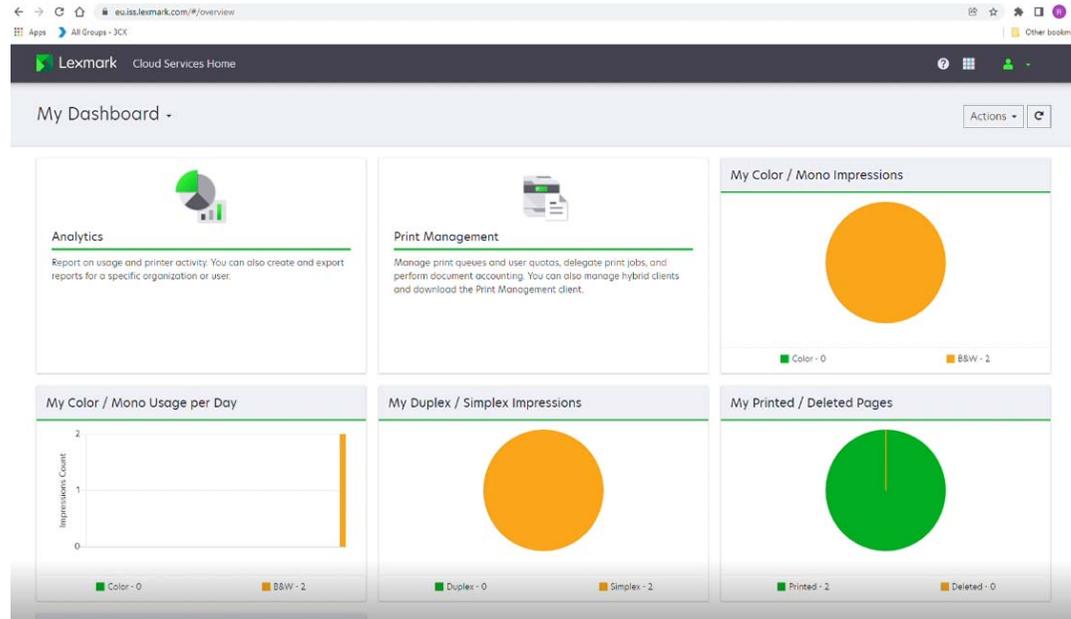
The image shows two side-by-side screenshots of web interfaces. The left screenshot is the Lexmark login page, featuring a dark header with the Lexmark logo and name. Below the header is a white box containing an 'E-mail' input field with the text 'scott.sims@juniper.org.au'. Below the input field is a link for 'Terms of Use and Privacy Policy' and a large green 'Next' button. The right screenshot is the Okta Juniper login page, featuring the Okta Juniper logo at the top. Below the logo is the text 'Welcome to Okta - Juniper'. The page contains two input fields: 'Employee Number' and 'Password'. Below the password field is a 'Remember me' checkbox and a blue 'Sign In' button. At the bottom of the page is a link for 'Need help signing in?'.

5. A webpage will load confirming **your Badge has been registered successfully**

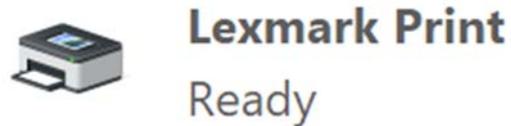


6. A webpage will load called “**Lexmark Cloud Services Home**”.

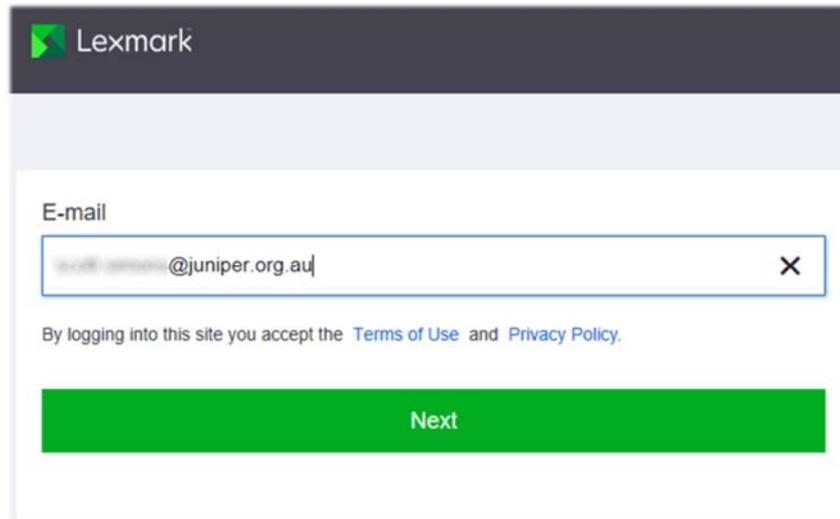
This is your account screen and can be closed by clicking  located at the top right corner



7. Print a sample document now and the printer you will Select is called “**Lexmark Print**”



8. For your first print job, it will ask you to put your email address in, one last time.



Lexmark

E-mail

xxxxx@juniper.org.au

By logging into this site you accept the [Terms of Use](#) and [Privacy Policy](#).

Next

9. You can now **tap your badge** to release your job on **any** Lexmark Cloud Print device

