

Printing With Your Badge

Prerequisites

- Badge

Obtain Badge

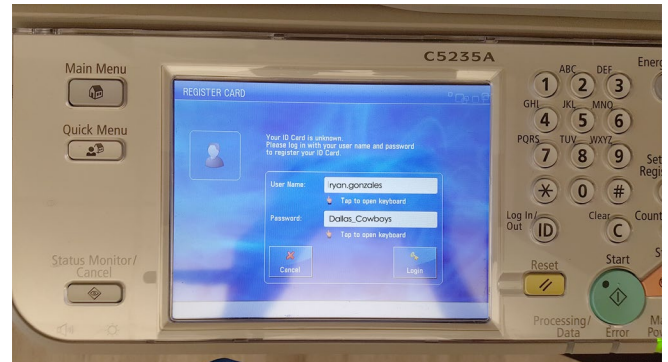
The badges are used to access the printers for printing. Before you print you must train your ID badge which requires you to login at the printer once. The steps are listed below when you are ready to print. If you have any questions please email the helpdesk@bcomm.org.

1. Pick up your badge from IT if you do not already have one

Sign In

Scan card and sign in:

1. Find the card reader on the side of the printer and scan you card



1. For students, enter your email user name “firstname.lastname” without the “@mybcom.org”. For faculty and staff, your email user name will be first initial of the first name, and then the last name without the “@mybcom.org”, so John Doe = jdoe. The printer LCD is touchscreen so tap on the screen to get the digital keyboard.

Do a Test Print

Test

1. Print a document to make sure everything is working properly