Kyocera Printer Installation Instructions

Sabino Canyon Executive Suites has a *Kyocera ECOSYS M6535cidn KX* Copier/Printer for Tenant use. This Copier/Printer (Kyocera) can be utilized for the following tasks:

- Copying
- Printing from your PC
- Faxing

This Copier/Printer replaces two of our existing machines (Panasonic Copier and Fax) as well as introduces a new feature for your convenience (Printing from your PC). Please note that this new machine is user name and password protected for all functions. We track and bill based on utilization. The schedule of charges for these features is as follows:

Per Sheet Pricing	Letter	Legal
B&W	.12	.14
Color	.30	.33
Fax	1.00	1.00

These charges will be included in your monthly billing statement and are derived from a utilization report directly from the Kyocera.

To ensure your privacy in all printed matter, print jobs will not automatically print but rather hold in a queue until you enter your password at the Kyocera. Once your code is entered, the print job will begin. Please do not leave printed items out in the workroom. If you do accidentally print something you do not wish to retain, please place it in the shred bin next to the Kyocera.

You will need to complete the following tasks from your PC in order to print to the Kyocera:

- Download and install the print driver for the Kyocera ECOSYS M6535cidn KX
- Set up your device configuration for password. As administrator, Judy can provide you with these. She will also retain a master list should you need a reminder.
- Print a test page to ensure that you are connected.

Print Driver Instructions:

Judy has a USB stick that contains the print driver for the Kyocera or if you wish to download the driver directly from the Internet, the driver can be found at the following web address:

http://usa.kyoceradocumentsolutions.com/americas/jsp/Kyocera/resource_details.jsp?pid=27642&rid= 28019

Once you download and install the driver, you will be ready to set up your printer.

Printer Installation Instructions:

Open the Command Center or depending on your Operating System you can do a search for Printers & Devices. Once you have that open, you will 'Add a Printer' from the top menu:

<u>.</u>		Devices and Printers
⊕ ⇒ ↑	→ Control Panel All Control Panel Items → Devices and Printers	
Add a device	Add a printer	

Since this is a New Printer, you will choose the option 'The Printer that I want isn't listed'

elect a printer		
Printer Name	Address	
ACCT-HP LaserJet P2050 Series PCL6 on SB	Accounting	
Xerox Phaser 8860 on SB-DC-01	SB Enterprise	
	Search aga	in
	Search aga	in

Once you click the option, a new screen will open to drive how you will find the new printer. Choose the 'Add a printer using a TCP/IP address or hostname' option and click Next

🗟 🖶 Add Printer	
Find a printer by other options	
Find a printer in the directory, based on location or feature	
 Select a shared printer by name 	
	Browse
Example: \\computername\printername or http://computername/printers/printername/.printer	
Add a printer using a TCP/IP address or hostname	
\bigcirc Add a Bluetooth, wireless or network discoverable printer	
O Add a local printer or network printer with manual settings	
	Next Cancel

Once you click Next, you will need to key in the IP Address into the appropriate line and click Next

📀 🖶 Add Printer	
Type a printer hostnam	ne or IP address
Device type:	Autodetert 🗸
Hostname or IP address:	67.212.201.8
Port name:	67.212.201.8_2
Query the printer and auto	matically select the driver to use

Once you go to the next screen, you will choose the Kyocera as Manufacturer and then scroll down the list to choose the 'Kyocera ECOSYS M6535cidn KX' driver

Next

Cancel

Install the printer driv	/er		
Choose your prin	ter from the list. C	Click Windows Update to see n ore m	odels.
To install the driv	er from an installa	ation CD. click Have Disk.	
Manufacturer	^ Print	ters	^
infotec	🔤 K	yocera ECOSYS M6530cdn	
KONICA MINOLTA	🔤 🖓 K	yocera ECOSYS M6530cdn KX	
Kyocera	🔤 K	yocera ECOSYS M6535cidn	
Lanier	_ 🗐 K	yocera ECOSYS M6535cidn KX	
1	Т. I		•
📷 This driver is digitally	signed.	Windows Update	Have Disk
 Tell me why driver sig	ning is important		

When you click Next, it will complete the installation and the new printer should appear in your 'Device and Printer' listing.

Choosing Preferences and Properties

Preferences:

Right click on the Printer and choose Preferences



Once you are in preferences, you will want to select your standard settings for this printer like B&W vs Color and then click on the Job Tab which is on the left side

.	Kyocera ECOS	YS M6535cich KX Pr	inting Prefere	nces	? ×
1) Quick Print	Orientation	c or c	Collate	Duplex	Pages per sheet
C_ Basic	↑	🛄 G	123	1 3	
Layout			= = >	••••	••••
T Imaging					Edit
Publishing	Printer profiles:				
Job					
Advanced	Factory				
					Apply
_					Адру
-		Item	Deta	il	^
		Quick Print Orientation Color Collate Duplex Pages per sheet	Portr Full o On Flip o Off	ait color on long edge	
_	PCL XL	Source Copies	Auto 1	source selection	
Print preview		Save As	Profi <u>l</u> es		•
KYOCERa				ОК	Cancel

Once in the Job tab, you will see the Job Storage options and check the box. Then you will use the drop down list and choose Private Print. Make sure the Prompt box is NOT checked, but then enter your password in the 'Specify Access Code' box. Click OK

SYS M6535cidn KX Prin	ting Preferences	? ×	
nt v for access code ess code:	Job name: Pon't use application n Custom: Overwrite job name: Use job name + date and t	ame	Private Print No Prompt Password Click OK
Item Quick Print Orientation Color Collate Duplex Pages per sheet Basic Source Copies Carbon copies	Detail Portrait Full color On Flip on long edge Off Auto source selection 1 Off	×	
	Item	YS M6535cidn KX Printing Preferences t t Contraction and C	TYS M6535cidn KX Printing Preferences ? Job name: Job name: Job name: Poplication defined Image: Pont yre application name Image: Pont yre application Image: Pont yre application Image: Pont yre application Image: Pont yre application Image: Pont yre application



Go back into the Preferences and Job Tab and now use the same drop down to select Job Storage

Back in the Printer tray, you will right click the Kyocera printer and this time go to 'Printing Properties' which is the 4th option in the list. Once you are in, you will click on the Change Properties tab and then go into Administrator which is located on the Device Settings Tab.

🖶 Куо	era ECOSYS M6535cidn KX Properties ? ×
General Sharing Ports Preview image:	Ad anced Color Management Security Device Settings Device options Paper feeder (cassette 1) Paper feeder (cassette 2) Paper feeder (cassette 3) Paper feeder (cassette 4) SSD SD Card RAM disk Auto Configure Memory: 2048 MB RAM disk: 64 MB
Administrator	<u>U</u> ser <u>P</u> DL Compatibility
KYOCERa	OK Cancel

Once in Administrator, go to the Job Accounting Tab and enter in your Password then click OK

####	t		
O Prompt for	account ID		
Account IDs:			
Account ID	Description	User names (computer)	Add
			<u>D</u> elete
			<u>E</u> dit
			Import
			E <u>x</u> port
Prompt for	account ID and va	alidate	
Oisplay acc	ount ID <u>l</u> ist		
🔘 Validate us	er name (compute	er) or prompt for a <u>c</u> count ID	

Job Accounting
Use Specific Account ID
Password
Click OK

This should complete your set up. Once you are done, you should print a test page. If you walk down to the printer, you can enter your password and then on the home menu select the Custom Box option and then you should see your name there. Click it and your print job should be waiting to print.

If you have any issues, please let Judy know and we will assist you to trouble shoot this process.