

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:

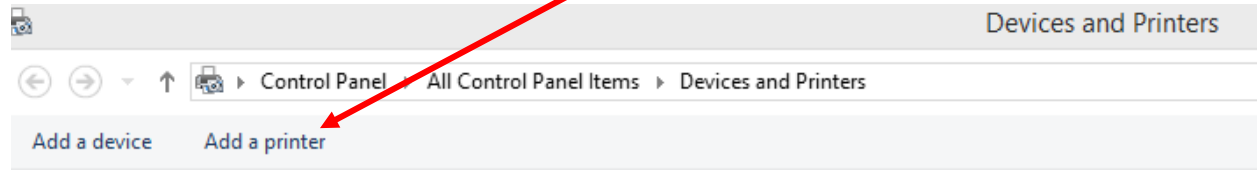
Judy has a USB stick that contains the print driver for the Kyocera or if you wish to download the driver directly from the Internet, the driver can be found at the following web address:

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

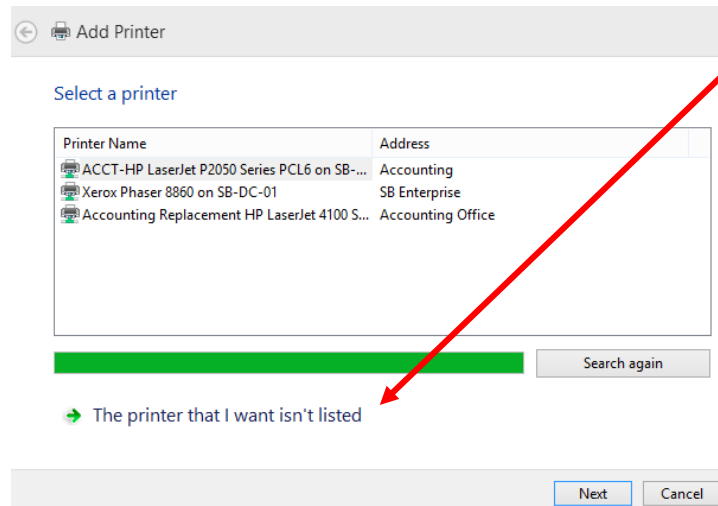
Once you download and install the driver, you will be ready to set up your printer.

Printer Installation Instructions:

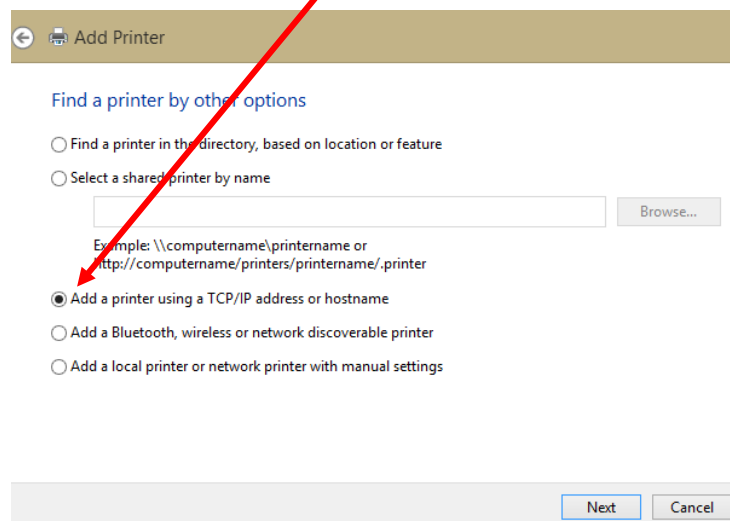
Open the Command Center or depending on your Operating System you can do a search for Printers & Devices. Once you have that open, you will 'Add a Printer' from the top menu:



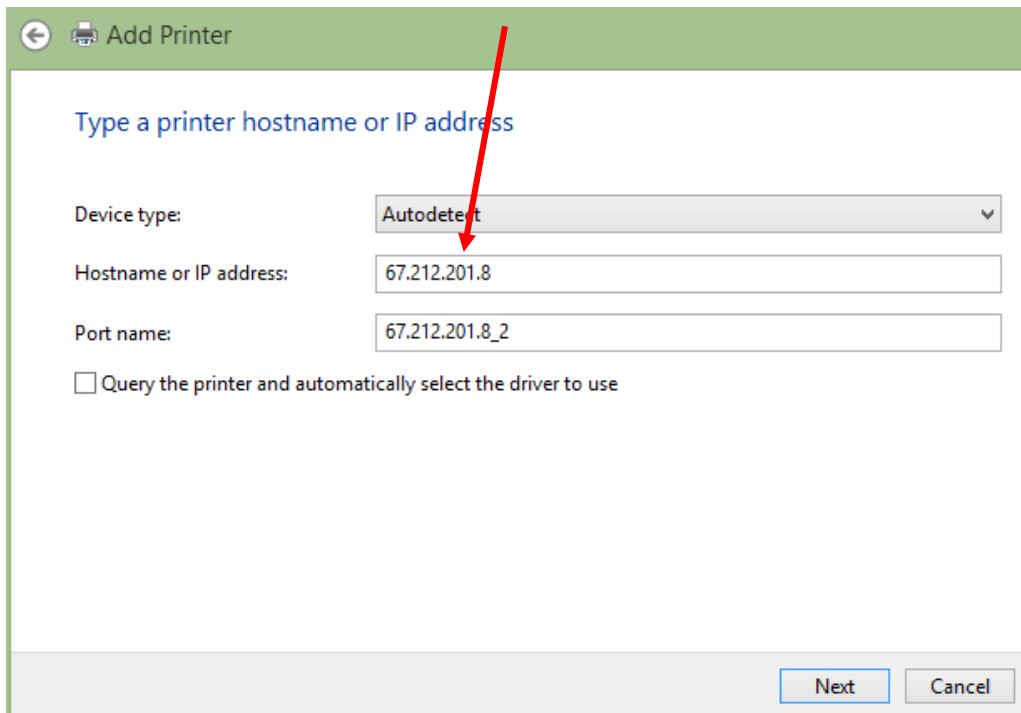
Since this is a New Printer, you will choose the option 'The Printer that I want isn't listed'



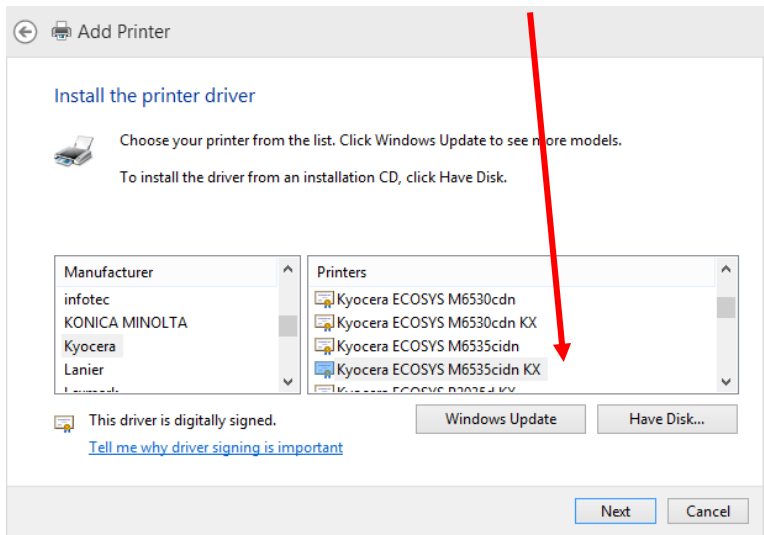
Once you click the option, a new screen will open to drive how you will find the new printer. Choose the 'Add a printer using a TCP/IP address or hostname' option and click Next



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



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

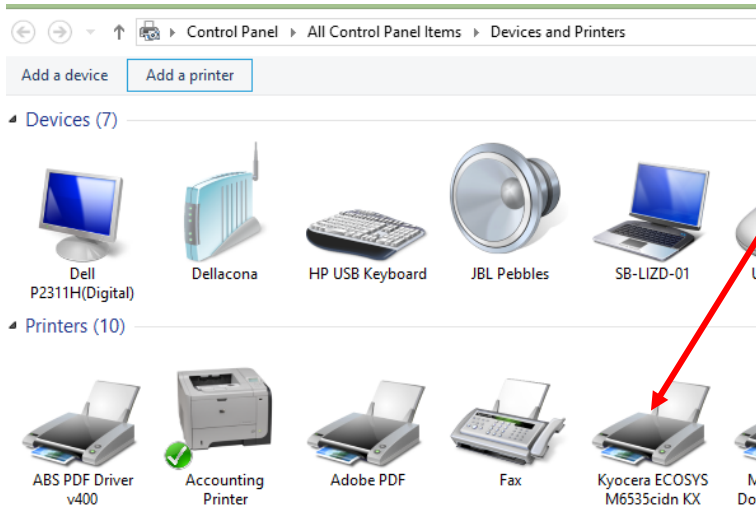


When you click Next, it will complete the installation and the new printer should appear in your 'Device and Printer' listing.

Choosing Preferences and Properties

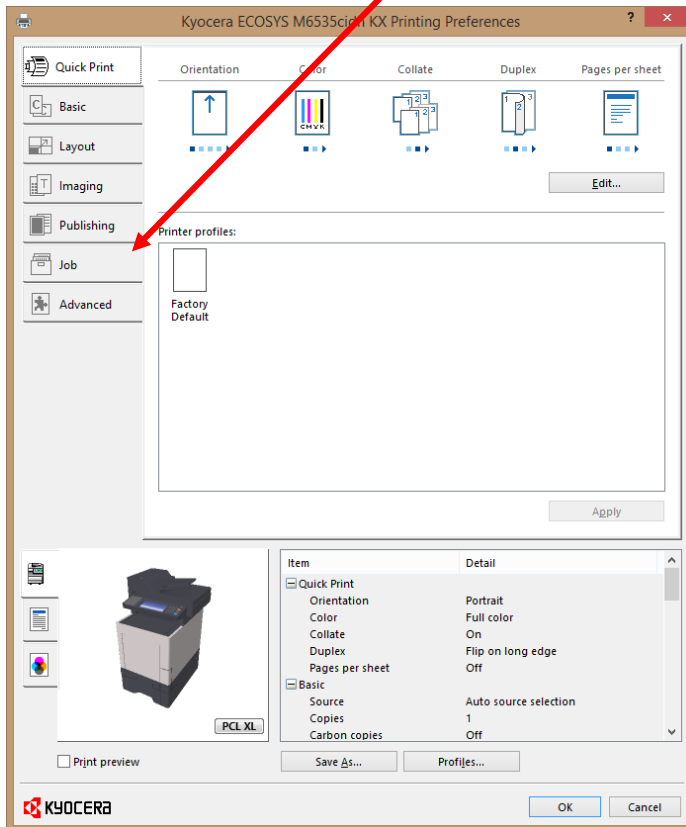
Preferences:

Right click on the Printer and choose Preferences

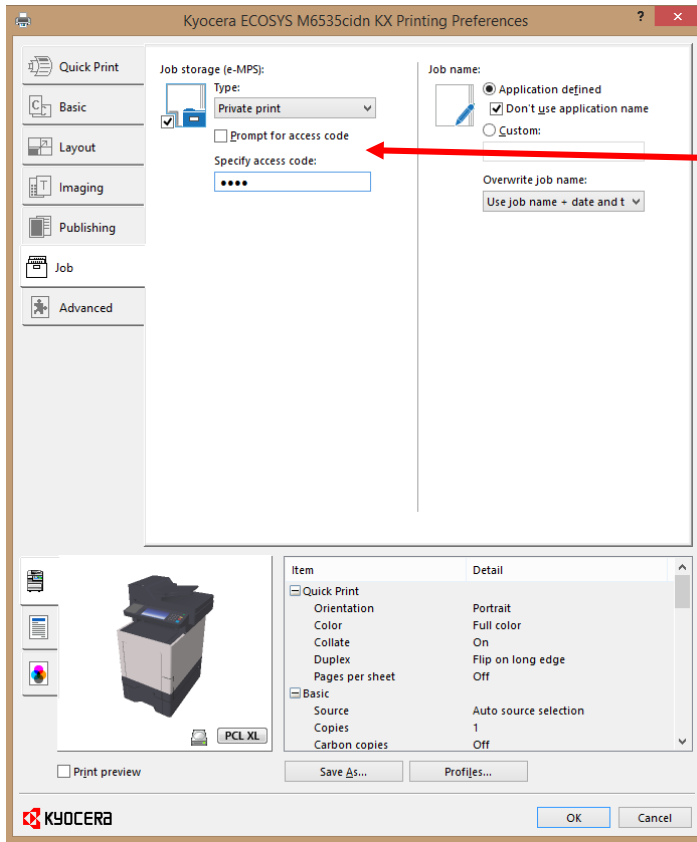


Right Click and Choose Preferences which should be 3rd in the list

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

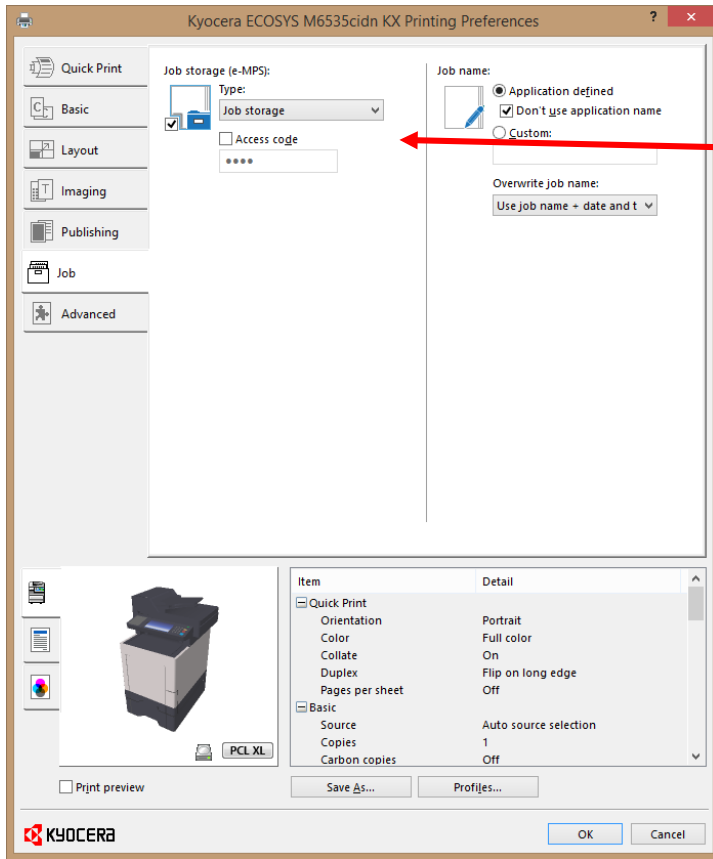


Once in the Job tab, you will see the Job Storage options and check the box. Then you will use the drop down list and choose Private Print. Make sure the Prompt box is NOT checked, but then enter your password in the 'Specify Access Code' box. Click OK



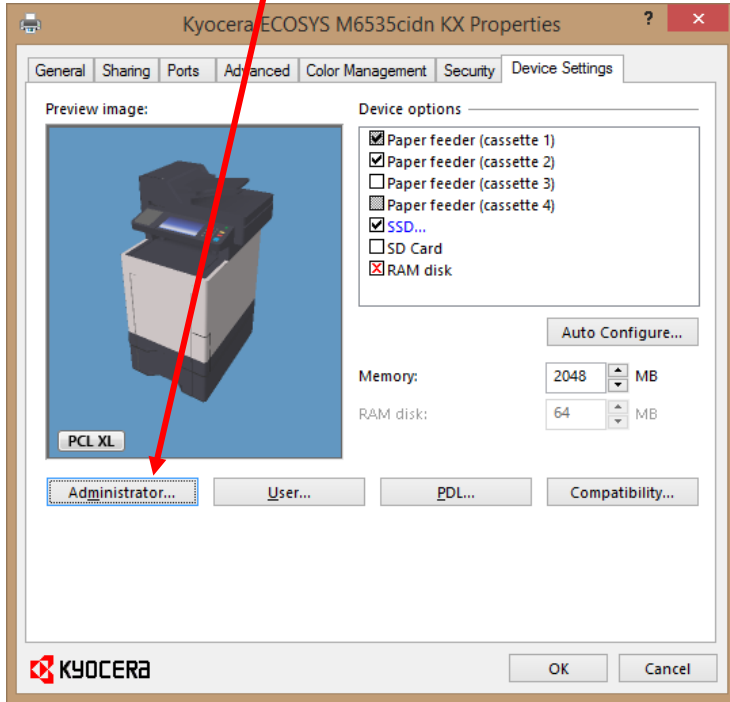
Private Print
No Prompt
Password
Click OK

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

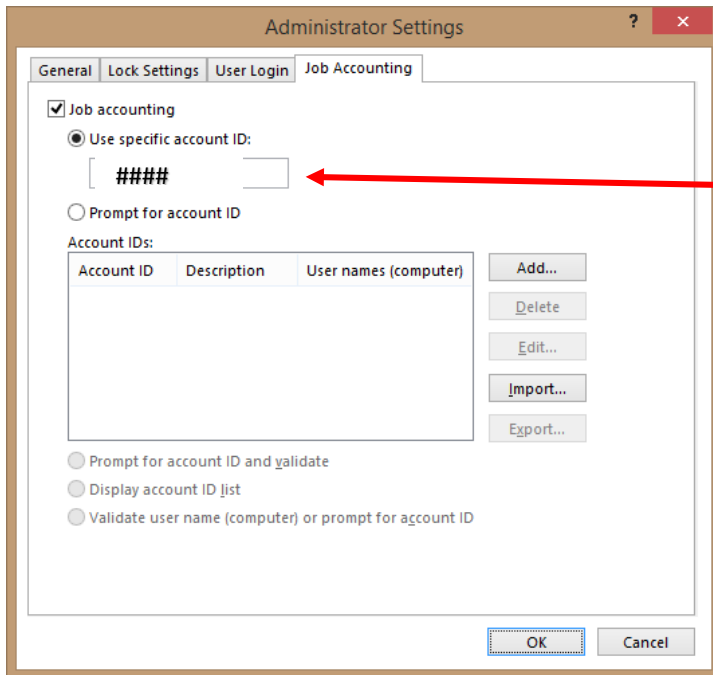


Job Storage
No Prompt
Password
Click OK

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.



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



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.