Kyocera Cloud Print and Scan Startup Guide

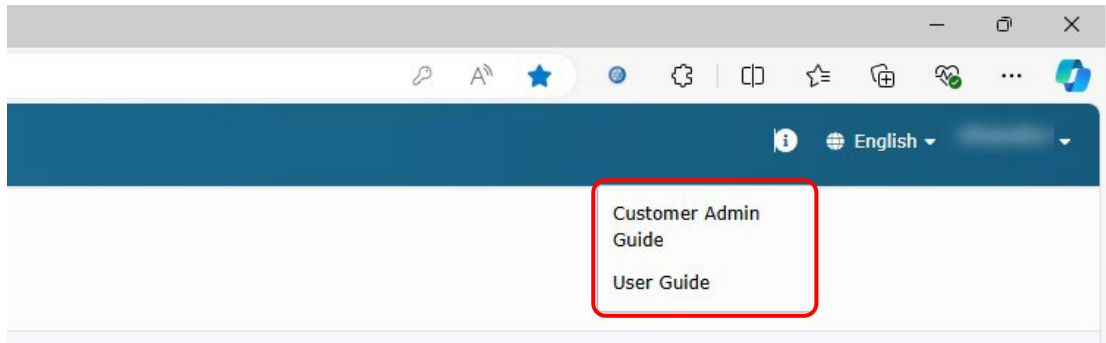For Admins

Contents

1 Introduction

This guide is created based on **Kyocera Cloud Print and Scan v1.11**. Please refer to **Customer Admin Guide** and **User Guide** for information not covered in this guide. These guides can be found by clicking the information icon (ⓘ) in the upper right of each screen.

2 Target

Admins of companies or organizations which use Kyocera Cloud Print and Scan

3 Purpose of this document

This document explains the most basic functions of Kyocera Cloud Print and Scan (KCPS) such as authenticated printing, scanning, report printing, and related preparation and setup procedures so that you can set up KCPS without any problems. If the operation differs depending on the type of MFP application named KCPS HyPAS application (see the next section), each is explained.

4 Types of MFP applications (KCPS HyPAS applications)

There are two types of MFP applications (KCPS HyPAS applications), depending on the requirements of the organization: Both types are installed and activated on devices in the same way.

- **Extended Authentication Application**: Requires login to the MFP. User authentication is required to use any function of the MFP. The administrator is required to install and activate the application.

- **Non-extended Authentication Application**: Standard functions such as copying can be used without authentication. If you are using KCPS, select the
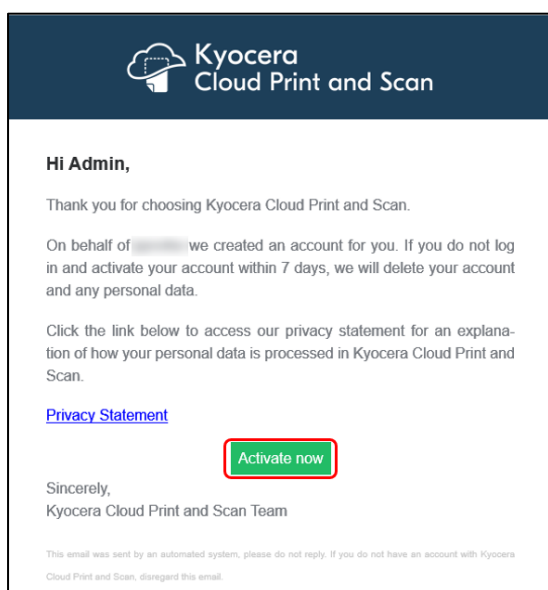
KCPS icon on the home screen and log in to KCPS. The application is preinstalled on some MFPs. It requires activation by an administrator.

See the Customer Admin Guide for more information.

5 Setup procedures

5.1 Activate Customer admin account (Customer admin)

1. After applying, you will receive an email from Kyocera with the following message. Click **Activate now.**

2. The **Sign up** screen appears, and you can register an administrator. By following the instructions, enter your **First name**, **Last name**, **User name**, and **Password**, then click **Sign up**. The **User name** and **Password** are used to **login** to the **Customer portal**.

> **First name**/**Last name** (255 characters or less): Required
> Used for list and report display. Displays first name and last name in that order.

> **User name** (Between 8 - 64 characters): Required
> User name used for login.
>
> ※ No duplicates allowed (duplicates will not be registered)

> **Password** (Between 8 - 64 characters): Required
> Password used for login.
> It must contain at least one uppercase letter, lowercase letter, number, and symbol.

3. The following message appears: Review the **End User License Agreement** and click **OK**.
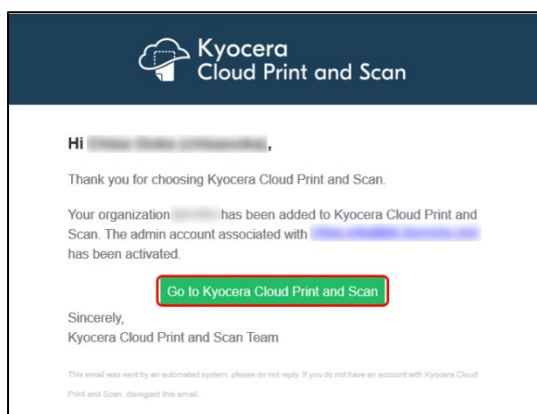
Welcome to Kyocera Cloud Print and Scan!

Please read the End User License Agreement carefully. If you accept, please click OK. If you don't accept, click Cancel; we will then erase your account within 7 days.

☑ I have read and accept the End User License Agreement.

Cancel   OK

4. Once you receive the following email, your account is registered and activated.

Kyocera Cloud Print and Scan

Hi ▨▨▨▨▨,

Thank you for choosing Kyocera Cloud Print and Scan.

Your organization ▨▨▨ has been added to Kyocera Cloud Print and Scan. The admin account associated with ▨▨▨ has been activated.

Go to Kyocera Cloud Print and Scan

Sincerely,
Kyocera Cloud Print and Scan Team

This email was sent by an automated system, please do not reply. If you do not have an account with Kyocera Cloud Print and Scan, disregard this email.
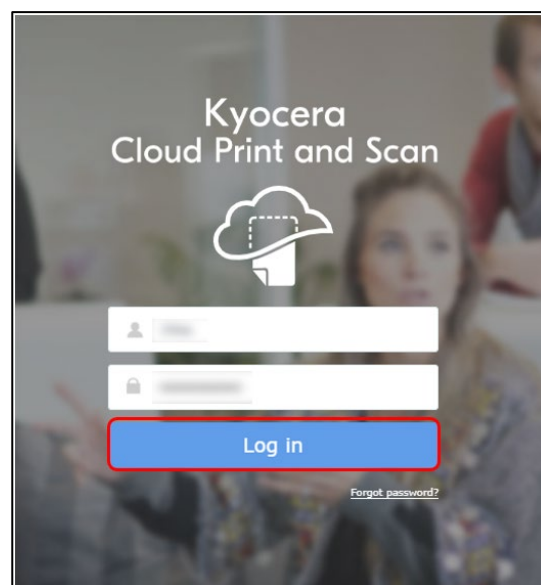
5.2 Set up MFP (Customer admin)

1. In the email you receive at step **4** of Activate Customer admin account (Customer admin), click **Go to Kyocera Cloud Print and Scan** to open the **Customer portal** login screen.
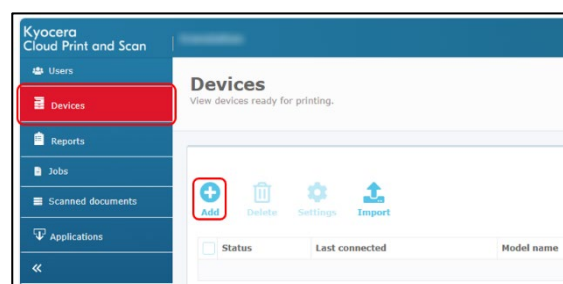
Kyocera Cloud Print and Scan

Hi ▨▨▨▨▨,

Thank you for choosing Kyocera Cloud Print and Scan.

Your organization ▨▨▨ has been added to Kyocera Cloud Print and Scan. The admin account associated with ▨▨▨ has been activated.

Go to Kyocera Cloud Print and Scan

Sincerely,
Kyocera Cloud Print and Scan Team

This email was sent by an automated system, please do not reply. If you do not have an account with Kyocera Cloud Print and Scan, disregard this email.

2. The login screen opens. After bookmarking the page, enter the **User name** and **Password** registered in step **2** of Activate Customer admin account (Customer administrator) , and click **Login**. **Customer portal** opens.

   * The URL registered in the bookmark is used to **log in** to the **Customer portal** as a **Customer admin**. We recommend you to take notes so as not to forget.

Kyocera Cloud Print and Scan

Log in

Forgot password?

3. **Management portal** screen opens. Click the **Devices** tab > **Add**.

Kyocera Cloud Print and Scan

Users
Devices
View devices ready for printing.
Devices
Reports
Jobs
Scanned documents
⊕ 🗑 ⚙ 📤
Add Delete Settings Import
Applications
«
☐ Status   Last connected   Model name

4. Enter the MFP device **serial number**, **PIN code** and **Authentication information** (**User name**, **Password**), and click **Add**.

   The PIN code is any 4-digit number used to login to the admin

menu of the MFP application. For the **Authentication information**, enter the login information of the MFP set by the administrator.

5. Confirm that the device is registered. This concludes the operation from the management portal.

* If the number of devices exceeds the number of licenses subscribed, you cannot register. You can check the current number of licenses from the **License count** in the upper right corner.
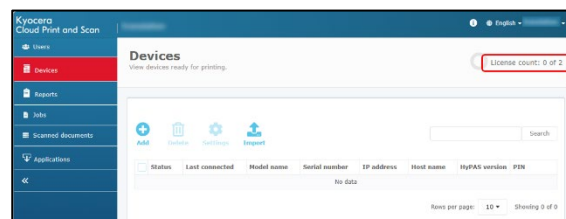

Install HyPAS application (Organization representative/Customer admin)

The screen and setting procedure may differ depending on the model of MFP. There are two types of KCPS HyPAS application, depending on the requirements of the organization. See for details.

1. Check whether the HyPAS application (**CloudPrintAndScan_x.x.x.x.pkg**) is already installed on the MFP. On the operation panel of the MFP, select **System Menu > Add/Delete Application > Add/Delete Application** to display the application list.
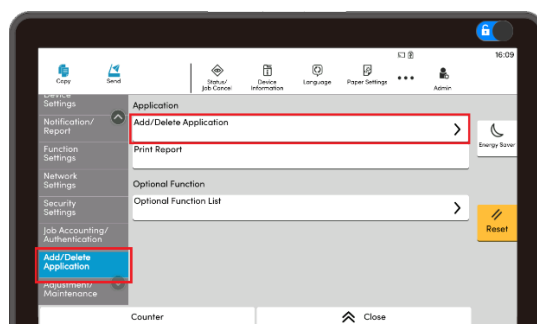

If **CloudPrintAndScan** is already displayed in the application list, as shown below, or if the application type matches your organization's requirement, go to step **5**.
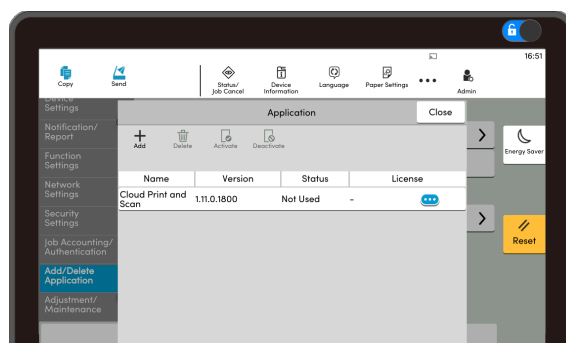
If **CloudPrintAndScan** is not displayed in the application list, or if you want to upgrade the HyPAS application, go to step **2**.

2. Save the supplied HyPAS application

(**CloudPrintAndScan_x.x.x.x.pkg**) to the root of the USB flash drive.

* Be sure to prepare a USB flash drive that has been formatted easily on a PC.

3. Insert the USB flash drive into the USB flash drive slot of the MFP. When the USB drive is detected, the following message will appear. Tap **Cancel**.
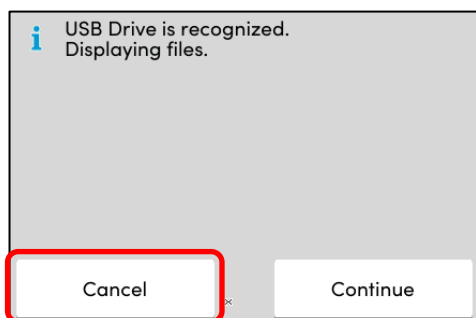
4. From the operation panel of the MFP, select System menu > Add/Delete Application > Add/Delete Application to display the application list screen. Tap **Add**.
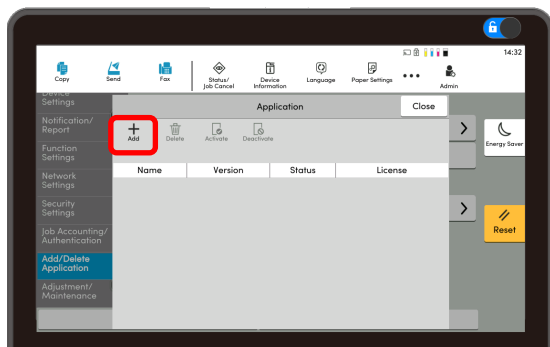
5. A list of HyPAS applications saved on the USB flash drive appears. Select **CloudPrintAndScan** and tap **Install**.
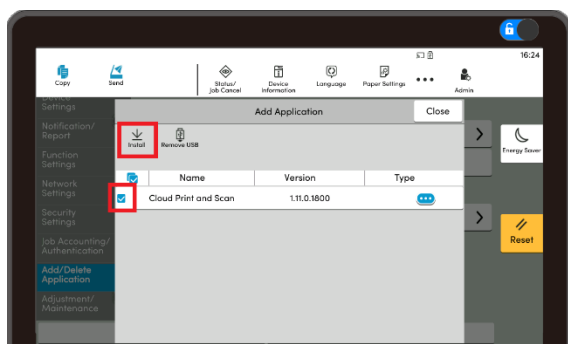
When installation is complete, **CloudPrintAndScan** appears in the application list.

6. Select **CloudPrintAndScan** on the application list screen, then tap **Activate**.
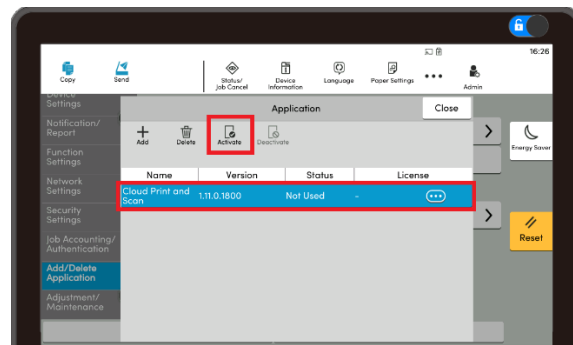
Note: For some MFPs, select **System menu** > **Applications** > **Applications** from the operation panel, select the pre-installed HyPAS application **CloudPrintandScanLimited**, and start it from the menu.

* The administrator ID and password of the MFP are required for this setting.

If startup is successful, the Status of **CloudPrintAndScan** becomes **Running**.

7. Press the **HOME** key on the MFP. When the following screen appears, proceed to Register users (Customer admin).

If the KCPS HyPAS application is an Extended Authentication Application: The setting of the MFP is complete when the KCPS login screen appears.
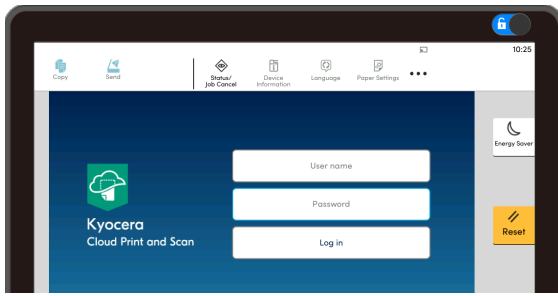
If the KCPS HyPAS application is a Non-extended Authentication Application: The installation is complete when a KCPS application icon appears on the **HOME** screen.
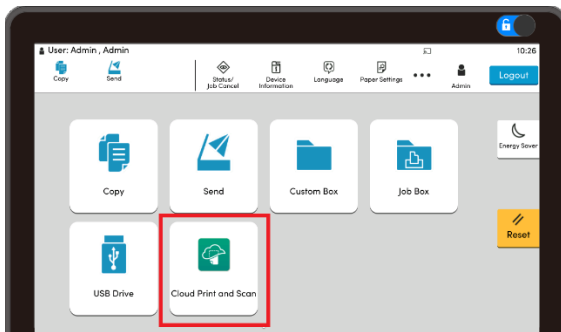
If the login screen does not appear, follow the steps below in **Configure MFP (Customer admin) [Troubleshooting]** to resolve the problem.
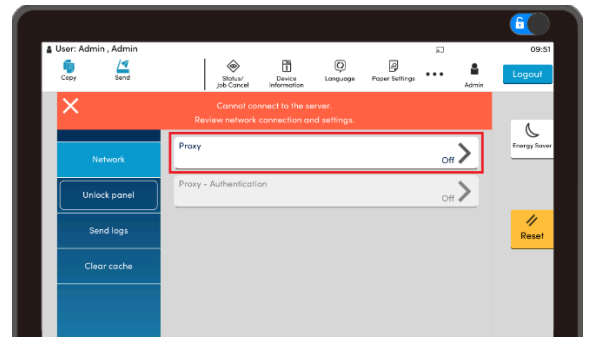
Configure MFP (Customer admin) [Troubleshooting]

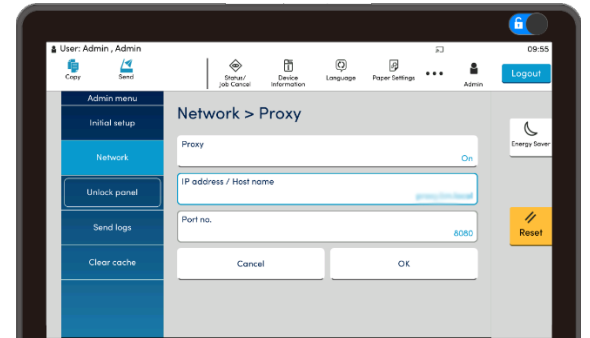Here are two typical troubleshooting examples:

① **Connection error in a proxy environment**

To use a MFP in a proxy environment, you need to configure the proxy settings. Please read the following setup instructions.

1. Tap **Proxy** and follow the on-screen instructions to configure proxy settings.

Tap **Proxy.**

Enter the **IP address**/**Host name** and **Port number**, and tap **OK**.
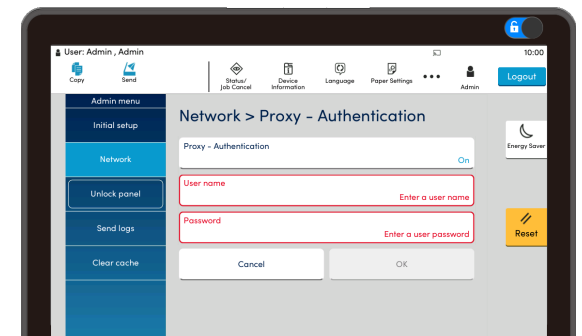
Tap **Proxy Authentication** and enter **Username** and **Password**, then tap **OK.**

2. When finished, tap **Logout** to exit Administrator mode.

② **Other connection errors**

1. If a connection error still occurs after performing ①**Connection error in a proxy environment** described above, tap the ⚙ icon in the lower right to check the connection destination.
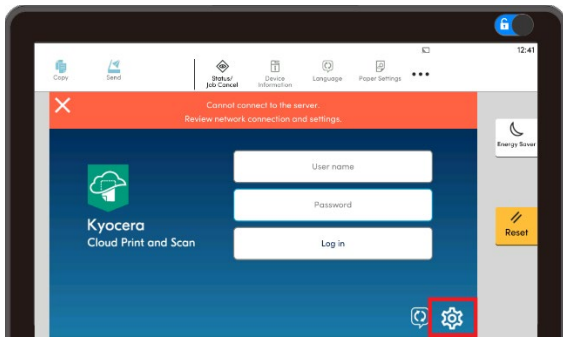
2. For the **User name** and **Password**, enter the login information of the MFP admin user, and tap **Login**.
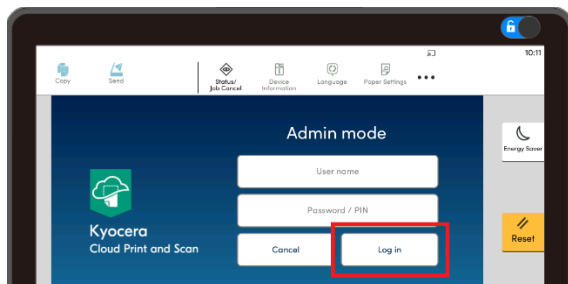
3. On the **Server connection** tab, verify that the **server** and

organization settings are correct. Correct any incorrect settings. You can find the server name and organization name from the **Customer portal** URL.

Example) For the **Customer portal** URL below, set the server name to **cps.kyocera.biz** (fixed) and the organization name to **customersg2** (unique for each company/organization).

https://customersg2.cps.kyocera.biz
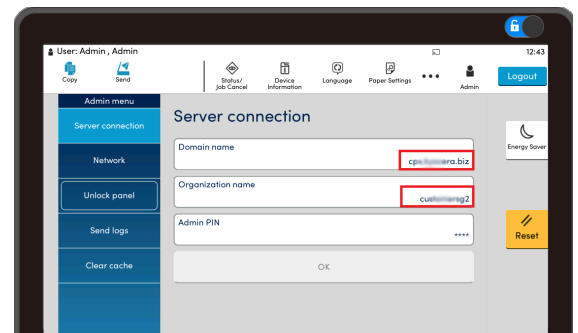
5.3 Register users (Customer admin)

This section describes how to register users individually. To register users in a bulk, refer to "Register/update users in a bulk" described later.

1. Login to the **Customer portal** as the **Customer admin** and click the **Users** tab >**Create the default group**.
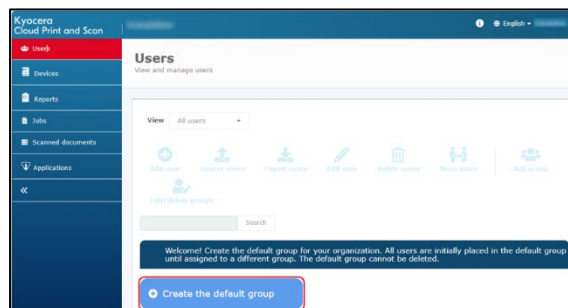
2. Set the initial printing conditions. Set **Print quota** or **Print policy** as needed. Click **Add** to Create the **Default group**.

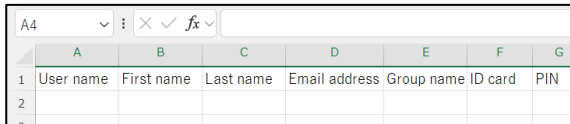**Note**: If you want to set the available devices for each group, you can select the devices in **Edit group** > **Access rights** (default is All devices). Users in the group can only use their authorized devices.

Edit group

General **Access rights**

Select the devices this group can access: [   ] Search

☑ All devices
☑ TASKalfa 8002i(J) - ZAJ6600036 - KM27989D

Cancel Save

3. Next, on the **Users** tab, click **Add user**.

   * If you authenticate using Microsoft Entra ID (Azure AD), you do not need to do a separate user registration. To set up **Microsoft Entra ID** (**Azure AD**) authentication, see see **3 Getting Started > Edit the Organization profile** > **General** > **Microsoft Entra ID authentication** in the **Customer Admin Guide**.
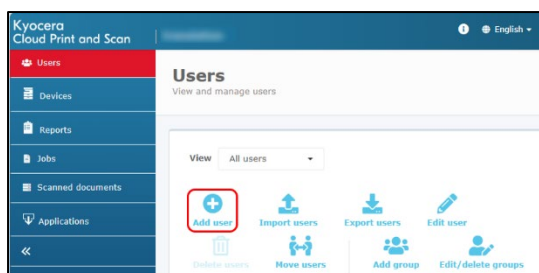
4. **Add user** screen opens. Enter the **User name**, **First name**, **Last name**, and **Email address**, select the **User** for the **Role** settings, and click **Add**.

   ➢ **Group name** (255 characters or less): Optional
   You need to pre-register.

      * A group is a unit of print management, such as the user's organization.

   ➢ **User name** (Between 8 - 64 characters): Required
   User name to use for login.

      * No duplicates allowed (duplicates will not be registered)

   ➢ **First name**/**Last name** (255 characters or less): Required
   Used for list and report display. Displays first name and last name in that order.

   ➢ **Email address** (up to 132 single-byte characters): Required
   Used for user registration and email notification for scanning.

      ※ No duplicates allowed (duplicates will not be registered)

5. The following message appears:

ⓘ An email was sent to
_____ to
complete the sign-up process.
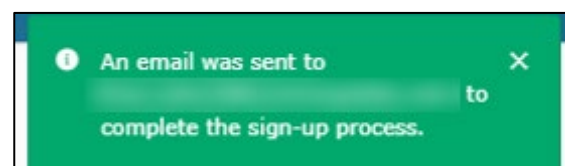
6. The following email will be sent to the specified email address.
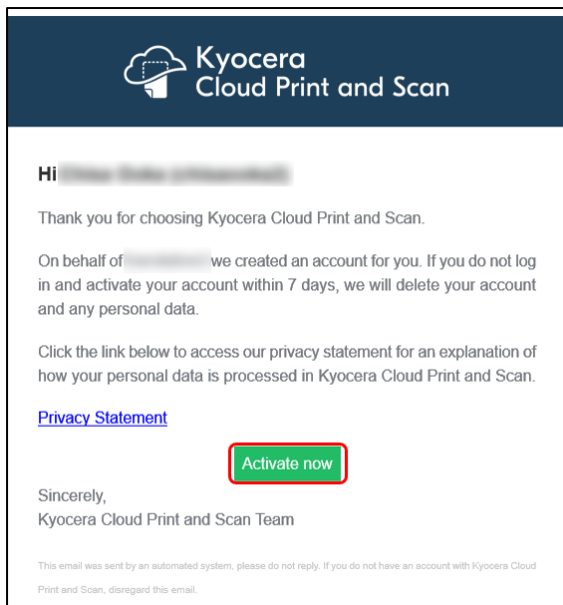
Register/update users in a bulk

If you have many users to add, you can register users in a bulk. If group registration is not required, go to step **3**.

* A group is a unit of print management, such as the user's organization.

1. Click **Users** tab > **Add group**.
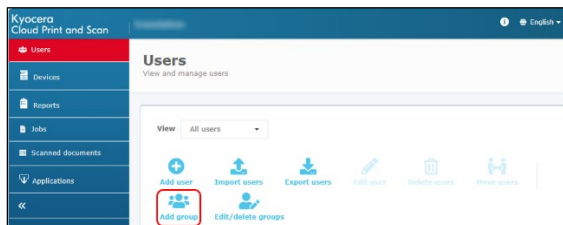
2. Enter a **Group name**, and set the **Print quota** (Maximum total printed pages and Maximum color printed pages) and the **Print policy** as needed, and click **Add**. (Repeat steps **1** and **2** as many times as necessary.)

Note: If you want to set the available devices for each group, you can select the devices in **Edit group** > **Access rights** (default is All devices). Users in the group can only use their authorized devices.

3. Click **Users** tab >**Import users**.
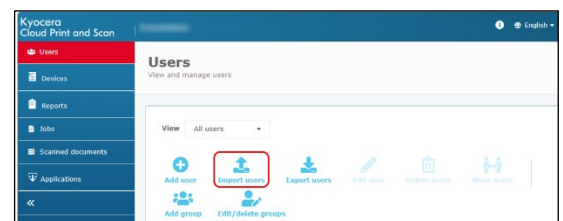
4. **Import users** screen opens. Click **Download the template (.csv)**.

5. Open the downloaded template in Excel®or a text editor.

6. Enter the required information for the new users in the template. (one user per row)

   ➢ **User name** (Between 8 - 64 characters): Required
   User name used for login.

     ※ No duplicates allowed (duplicates will not be registered)

   ➢ **First name**/**Last name** (255 characters or less): Required
   Used for list and report display. Displays first name and last name in that order.

   ➢ **Email address** (up to 132 single-byte characters): Required
   Used for user registration and email notification for scanning.

     ※ No duplicates allowed (duplicates will not be registered)

   ➢ **Group name** (255 characters or less):
   You need to pre-register with the same name before importing the CSV. (described above)

   ➢ **ID card**: You can register by specifying the ID card number.

   ➢ **PIN**: You can register by specifying the PIN code number. Displayed when PIN code authentication is enabled.

7. Save the .csv file containing the new users information by selecting CSV (Comma delimited) (*.csv) or CSV
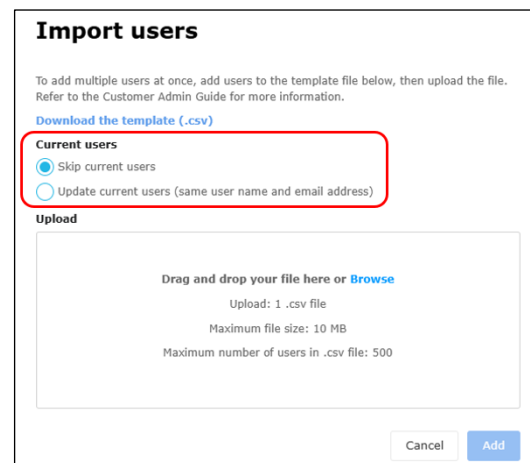
UTF-8 (Comma delimited) (*.csv) from the **File > Save As > select file save location > Save as type** pull-down menu.
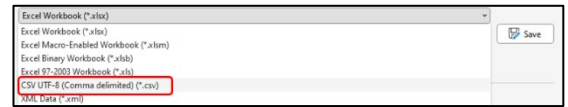
8. Under **Current users** on the **Import users** screen, select the action to take if you have a current user (registered user).

   Skip Current User (default): Imports the new user and skips the current user.

   Update current user (same User name and Email address): Imports a new user and updates the current user. If there is a user whose User name and Email address match, the First name, Last name, Group name, ID card, and PIN code information are updated according to the information in the .csv file.

Note:

- If any of the information for First name, Last name, Group name, or PIN code is blank, the current settings will be maintained.

- In the following cases, user information changes will be skipped:

  · PIN code is already in use

- Username and email address do not match
- If the ID card is blank, the user's ID card information will be deleted.

9. Drag and drop the saved .csv file to **Upload** in the **Import users** window.

10. A list of new users to be registered is displayed. (If the User name or Email address is duplicated, or if the Group name does not match due to a character code error, an error is displayed and registration is not possible)

11. If the upload is successful, the following message appears. Click **Add** to complete the bulk user registration.

* Regarding the bulk export of user information, please read 5.5 Export users (Customer Admin).

5.4 Register users (User/Customer admin common)

1. The user receives the following email. The user opens the email they received and clicks **Activate now**.
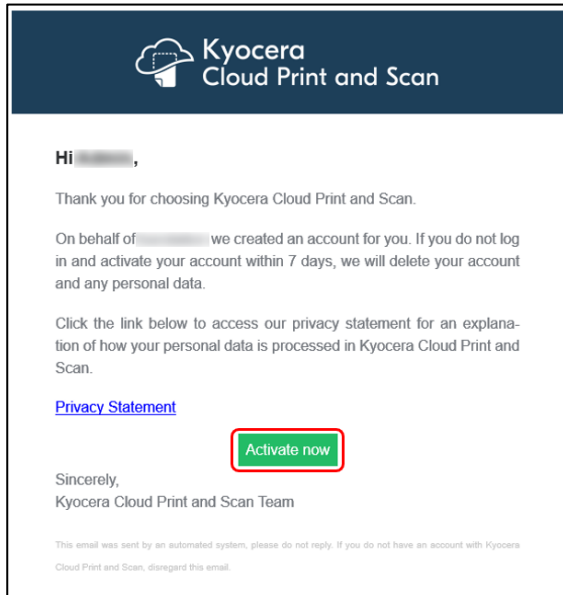
2. **Enter a new password** screen appears. Enter new password and click **Save.**
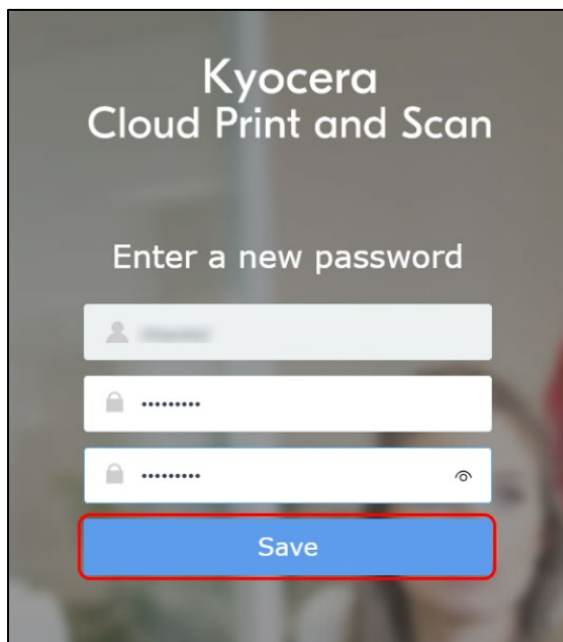
3. The following message appears: Review the **End User License Agreement** and click **OK**.

4. This completes the user registration process.
   Log in to the **Customer portal** as a **Customer admin** and verify that the registered user has been added to the **Users** tab.
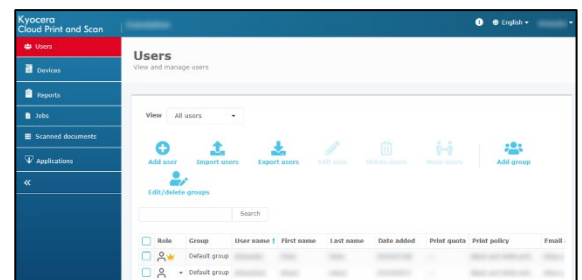
User registration is complete.

5.5 Export users (Customer admin)

Customer admin can export registered user information to a .csv file.
By exporting registered user information to a .csv file, user information can be bulk edited. The edited .csv file can be [bulk registered/updated by the user import function](.).

1. Click **Users** tab > **Export users**.
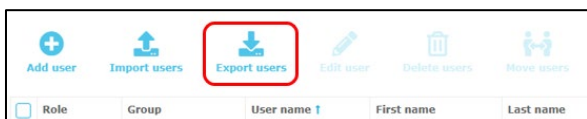
2. A .csv file such as below is exported.

3. Open the downloaded .csv file in Excel® or a text editor. The .csv file contains the following information:

   ·User name

   ·First name

   ·Last name

   ·Email address

   ·Group name

   ·ID card

   ·PIN*

   *: Displayed only when PIN code authentication is enabled.

5.6 Execute printing (User/Customer admin common)

To print, you need to install a **Desktop application**. After installing the **Desktop application**, you can print from Kyocera Cloud Print and Scan. Read the following steps.

*   You can also upload and print .pdf, .jpg, .jpeg, .tiff, and .tif files directly from your browser. For detailed instructions, see **4 Jobs** > **File upload** in the **User Guide**.

Download the Desktop application

1. Log in to the **Customer portal** and click the **Applications** tab >**for Windows** to download the Desktop application.
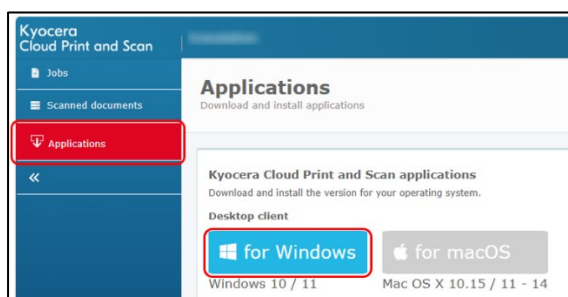
2. In your browser, when the download of **cloudprintscan_xxxx.exe** (xxxx is the version information) is finished, you can begin the installation. Proceed to the next section for **Install and setup**.
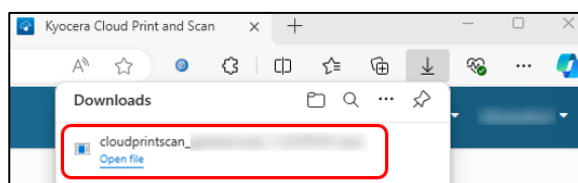
Install and setup

1. Click the downloaded **cloudprintscan_xxxx.exe** to start the installer.
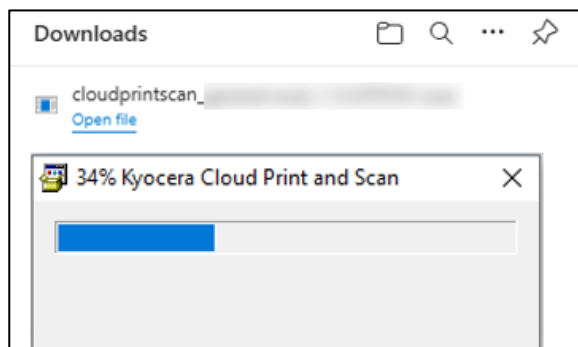
2. If the following dialog box appears, click **Yes** to continue the installation.
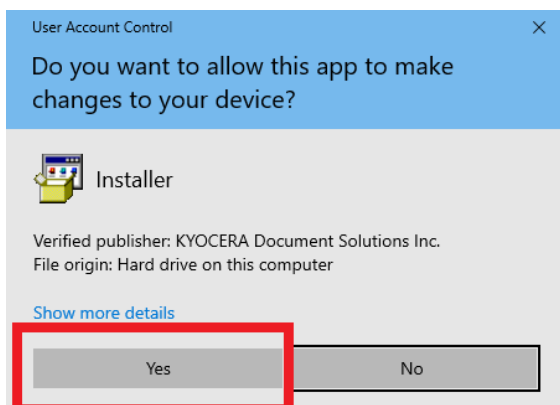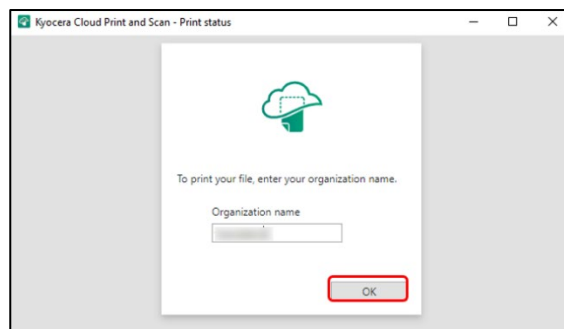

3. The following dialog appears. Click **Install** and follow the on-screen instructions to install.
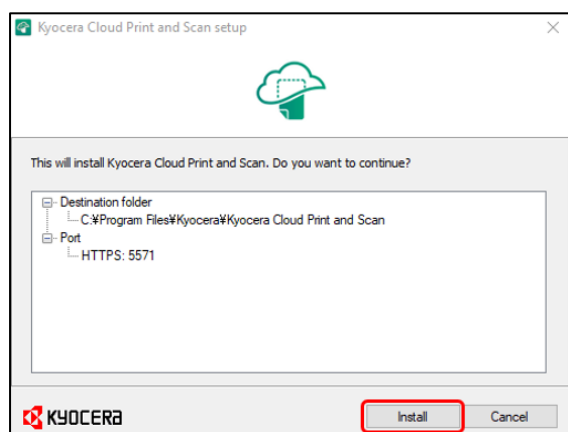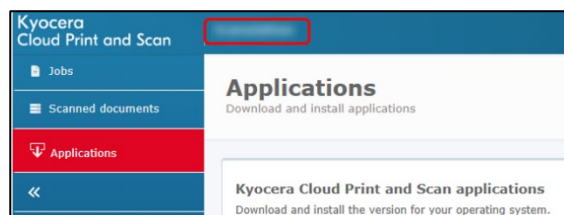

4. When the installation is complete, the following dialog box is displayed. Click **Close**.
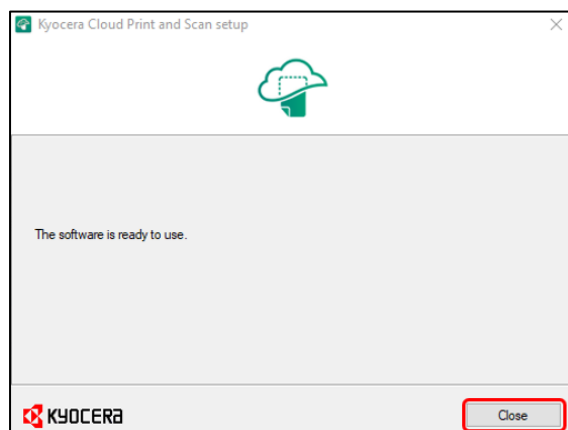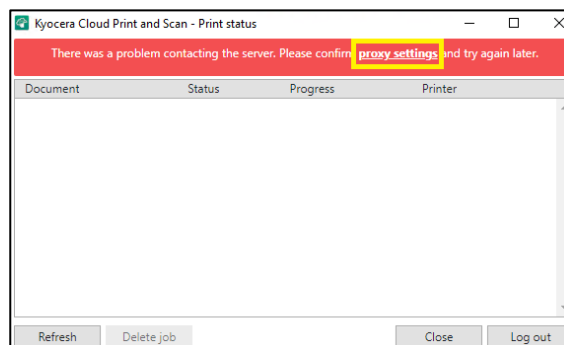

5. **When** the Desktop application settings screen appears, enter your **Organization name** and click OK.
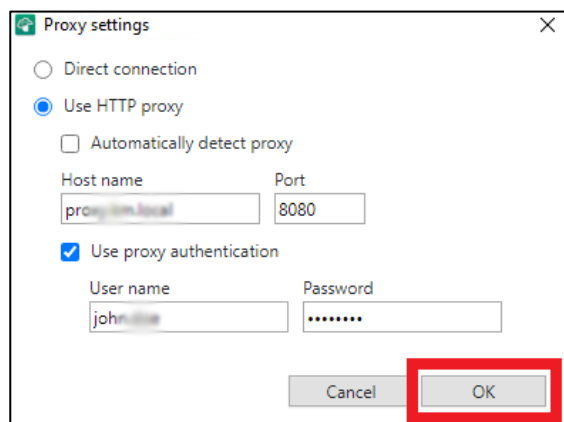

* The **Organization name** can be found in the following place on the **Customer portal.**

6. If the connection fails in a proxy environment, click **Proxy settings** to configure the proxy settings.

The following **Proxy settings** screen appears. After setting, connect again.

7. If you see the following login screen, the **Desktop application** installation is complete. Enter the **User name** and **Password** that

were set at the time of user registration.

Print

Once the installation is complete, try printing a file.

Operations on the client PC

1. Here, we use Microsoft® Office Word®. Open **Test.docx** saved on the PC. Select the **Kyocera Cloud Print and Scan** from the **Printer** list on the **Print** settings screen and click **Print**.
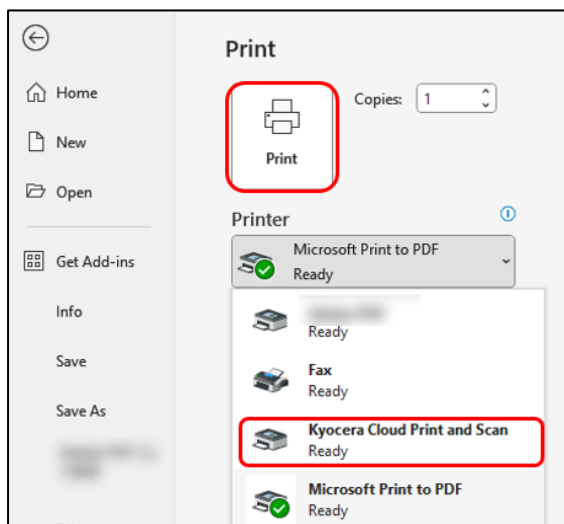
2. Enter your **User name** and **Password** on the login screen and click **OK**.

If the login screen is not displayed, click the **desktop application** icon from the Windows taskbar to start it.

3. Confirm that the target print data is displayed in the print data list.

If print data does not appear in the list, click **Refresh** to refresh the information.
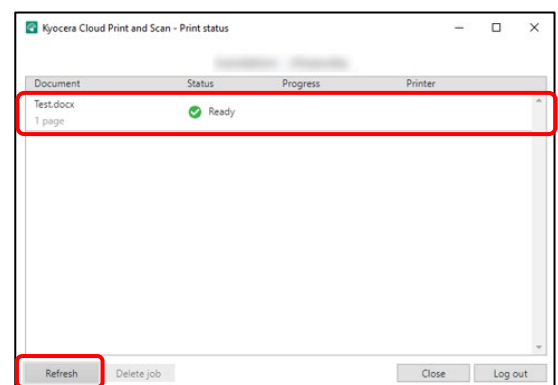
This completes the spooling of the print data.

Operation with MFP

Note: The following procedure applies when the KCPS HyPAS application installed on the MFP is an Extended Authentication Application. For Non-

extended authentication application, steps **1** and **2** below are reversed.

1. On the login screen of the Kyocera Cloud Print and Scan application of the MFP, enter your **User name** and **Password**, then tap **Login**.

   * For **Login** by PIN code/ID card, refer to [Set options (User/Customer admin common)](#).

2. If the initial screen of the MFP is **HOME**, tap **Cloud Print and Scan** to open the Kyocera Cloud Print and Scan application screen.
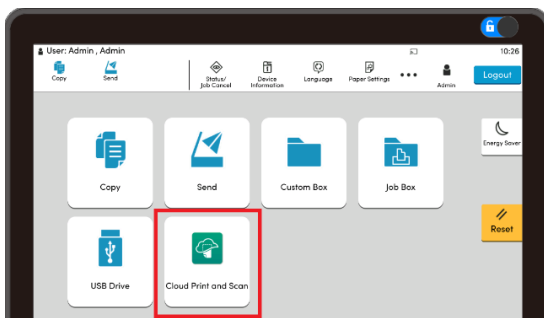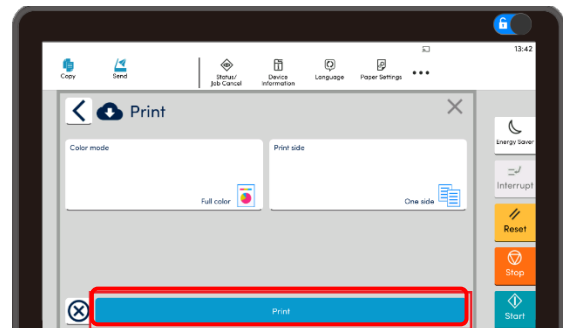

3. Select the **Kyocera Cloud Print and Scan** from the menu.

4. The spooled print data is displayed. Tap it. Turn **on** the checkbox (☑) of the target print data and tap the **printer** icon.
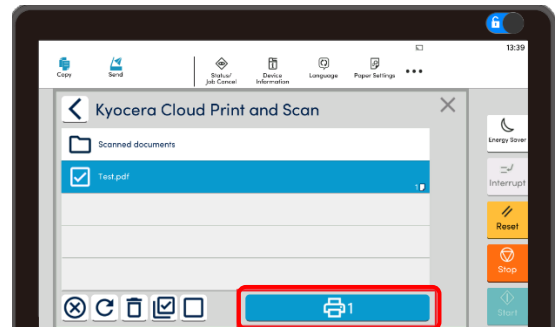
5. The print settings screen appears. Specify any settings and tap **Print** to execute printing.

6. Confirm that the printed material is output and the following **Completed** dialog is displayed.
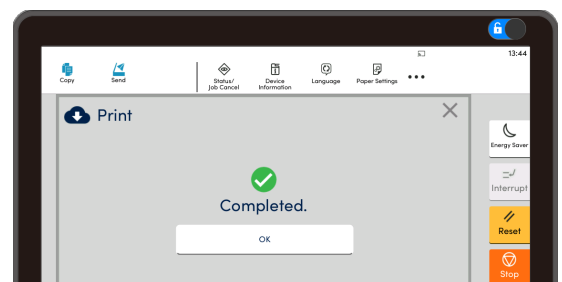
This completes the printing.

5.7 Execute scanning (User/Customer admin common)

This section explains how to scan documents and save the scanned images to your PC.
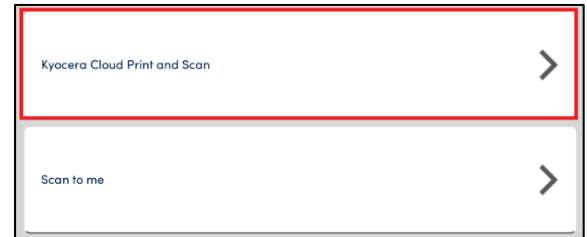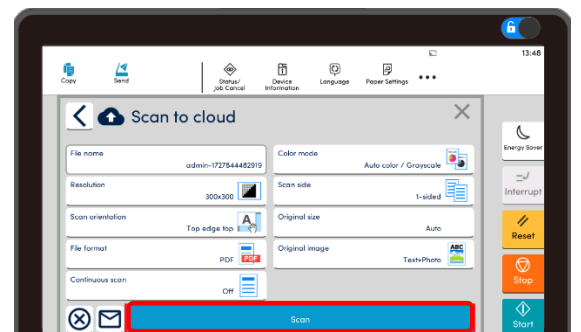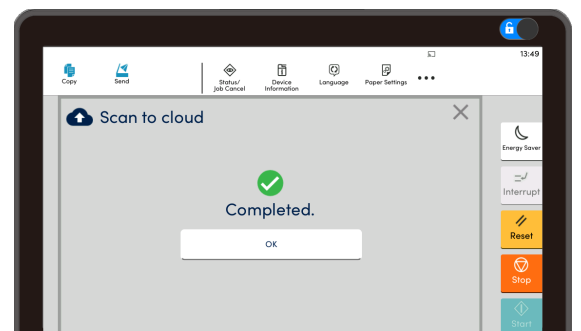
Operation with MFP

Note: The following procedure applies when the KCPS HyPAS application installed on the MFP is an Extended Authentication Application. For Non-extended authentication application, steps **1** and **2** below are reversed.

1. On the login screen of the Kyocera Cloud Print and Scan application of the MFP, enter your **User name** and **Password**, then tap **Login**.

   * For login by PIN code/ID card, refer to Set options (User/Customer admin common).

2. If the initial screen of the MFP is **HOME**, tap **Cloud Print and Scan** to open the Kyocera Cloud Print and Scan application screen.
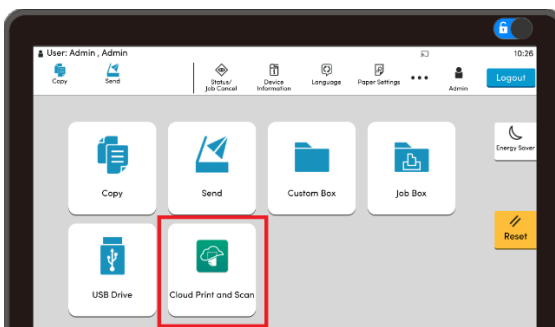
3. Select the Kyocera Cloud Print and Scan from the menu.

4. Tap **Store File**.
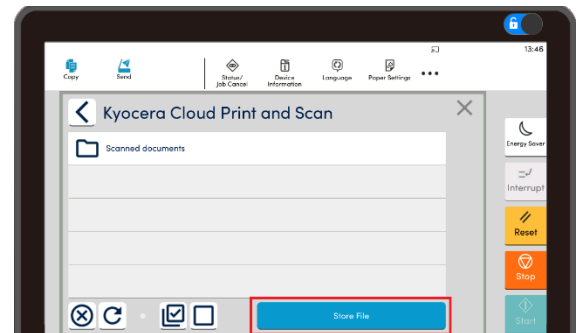
5. Set the original documents on the MFP and perform arbitrary scan settings. Tap **Scan** to send the scanned images **to Kyocera Cloud Print and Scan server**.
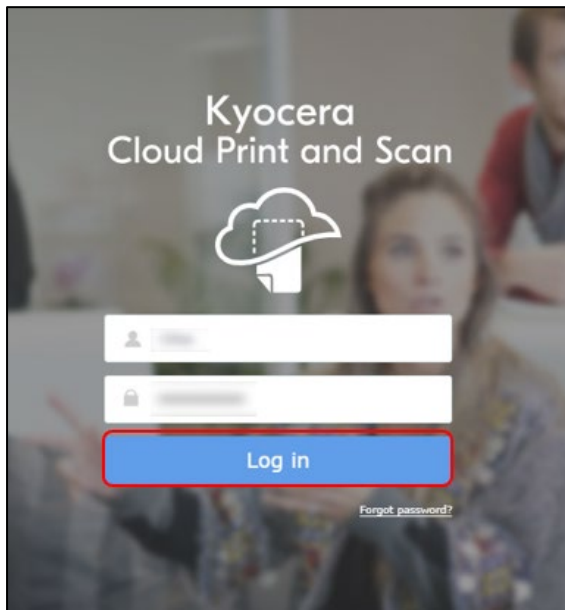

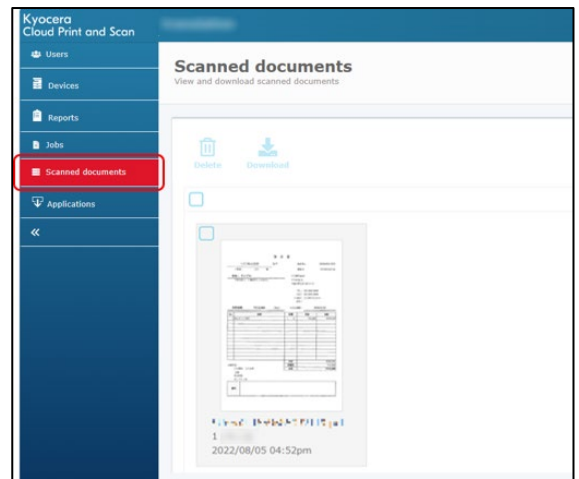6. If following **Completed.** dialog appears, the scanned image is sent successfully.
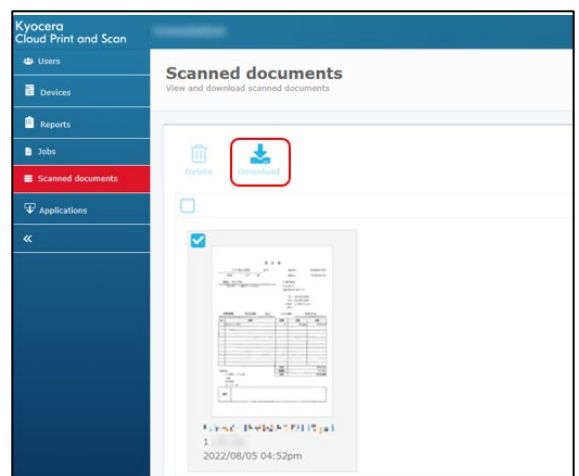
Operation with browser

1. Next, access the **Customer portal** from your browser, enter your **User name** and **Password**, and **Log in**.

2. Select the **Scanned documents** tab and verify that there are scanned images.

3. Then select the **checkbox (☑)** for the scanned documents and click **Download** to download the scan.
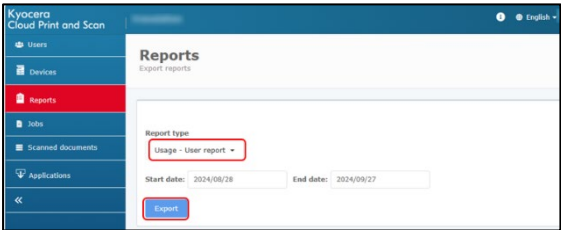

This completes the process of saving scanned image files to your PC.

5.8 Output user report (Customer admin)

This chapter explains how to output reports for checking the printing and scanning usage of individual users.

1. After logging in to the **Customer portal** as a **Customer admin**, select the **Reports** tab > **User Report** under **Report type** and click **Export.**

2. When the report is ready to download, the **Results** lists the contents of the report. Click **Download report** for the target report to download the report.
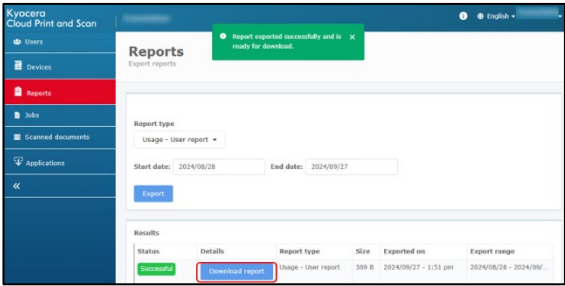
3. The report is downloaded in a Zip file format. After extracting, you can see the report contents by opening the .csv file that is generated for example with Excel® and so on.

This completes the output of the user report.

5.9 Configure organization settings (Customer admin)
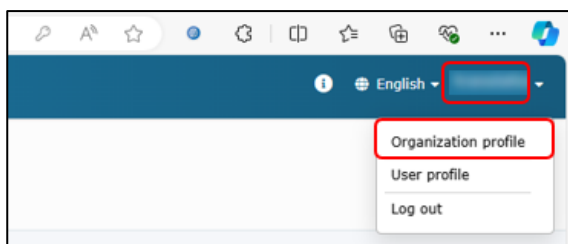
This chapter describes how to change various organizational settings.
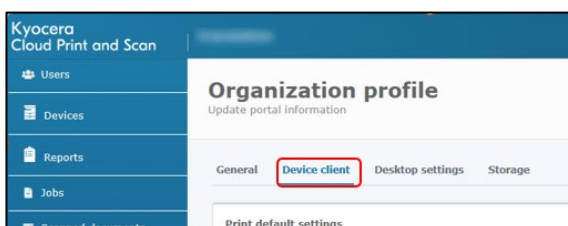
Configure device client settings

1. Access the **Customer portal** from your browser, enter your **User name** and **Password**, and **Log in**.
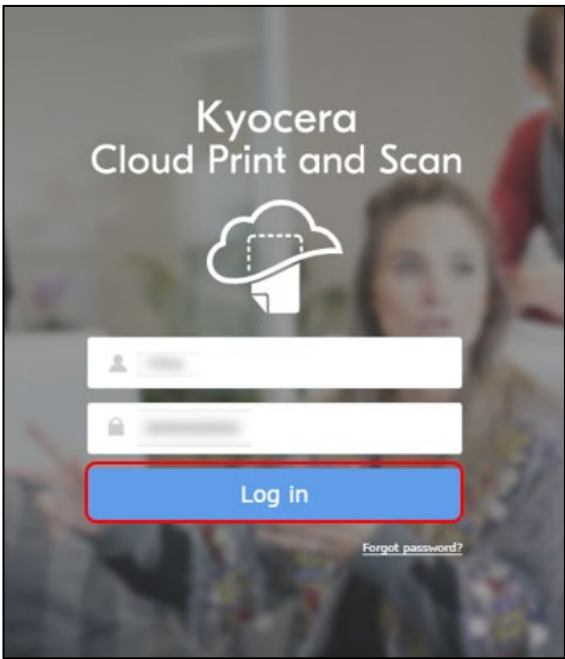
2. Click the user icon in the upper right corner and select an **Organization profile** from the pull-down menu.

3. Select the tab for the **Device client**.

4. Under **Print default settings**, select the settings that are appropriate for your organization.
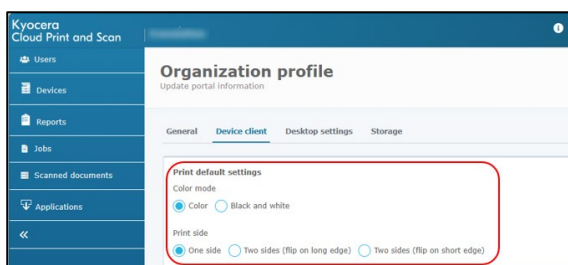
   Color mode

   Select whether the user's default print mode is **Color** or **Black and white**.

   Print side

   Select the default setting for print side, **One side** or **Two sides**. For **Two sides**, select if the page is **flipped on long edge or short edge**.

   After making changes, click **Save**.

5. You can select the following two settings for **Print jobs**:

   Keep KX Driver print job settings: Choose whether to prioritize KX Driver settings over KCPS settings when printing.

   No: Use KCPS settings for printing.

   Yes: Use the print settings specified in KX Driver for printing.

   Print order: Select the order in which multiple print jobs are processed.

   Print the newest jobs first: Print the most recent job first (Default)

   Print the oldest jobs first: Print the oldest job first
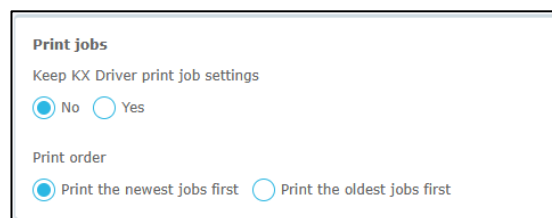
6. For the **Print quota settings**, select from the menu the action to be taken when a user reaches their printing limit:

   Immediately

   When the limit is reached, printing stops immediately. No further pages are printed in the job.

   Subsequently

   When the limit is reached, printing continues until the current job is finished. No pages are printed from any jobs that follow.

   Alert

   When the limit is reached, printing continues until the job is finished. Jobs that are printed after the limit is reached display a warning on the device.
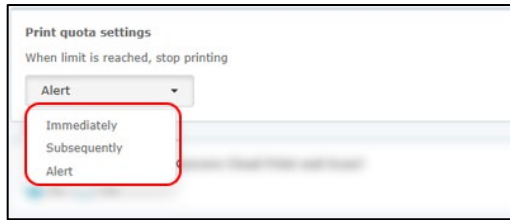
After making changes, click **Save**.

7. For **Allow printing without Kyocera Cloud Print and Scan?**, select the settings that are appropriate for your organization's operations.

Yes

Set this option to 'Yes' if you want to print directly to the MFP without going through KCPS.

No

Printing without KCPS is not permitted. When using the Kyocera Printing System Driver (KX Driver), Kco port settings are required. For more details, please refer to the Option [Print using various settings with the dedicated driver for Kyocera MFP (KX Driver)](#).

Click **Save** after making changes.
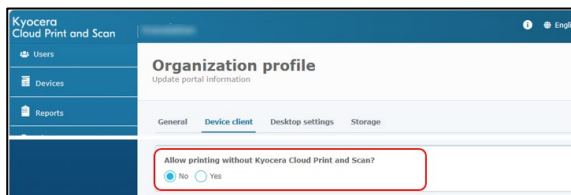
8. Choose settings for **Offline login**, **PIN authentication**, **PIN length**, **Allow custom PIN** and **Scan to me** according to your organization policy.

Offline login

Select **On** to let users log on to a MFP, even if the network is offline. The default value is **Off**.

PIN authentication

Select **On** to let users log on to the MFP using a PIN code. The default value is **Off**.

PIN length

Select the PIN code length from 4 to 6 digits. The default is 6 digits.

Allow custom PIN

Set whether users can specify their own PIN code. The default is **Off**.

Scan to me

A download link is sent if the maximum email size you set is exceeded.

Click **Save** after making changes.
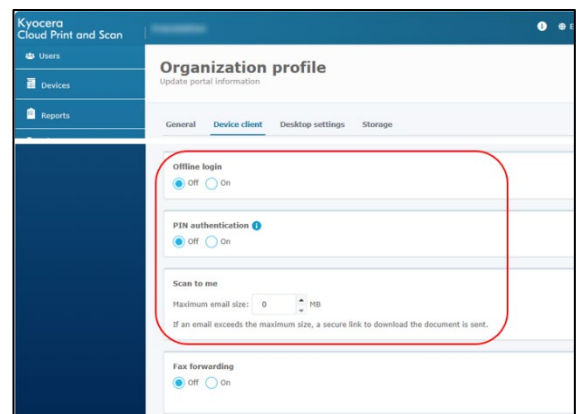
For details on the **FAX forwarding** settings, see **FAX forwarding** described later.
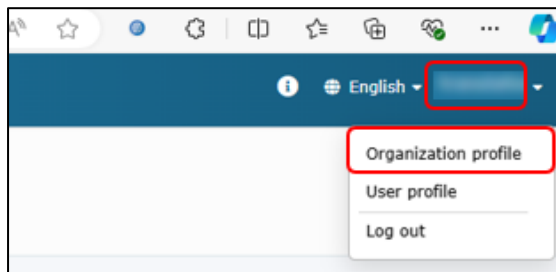
Configure storage settings

1. From a web browser, access the Kyocera Cloud Print and Scan portal. As a Customer admin, enter your **User name** and **Password**, then click **Log in**.
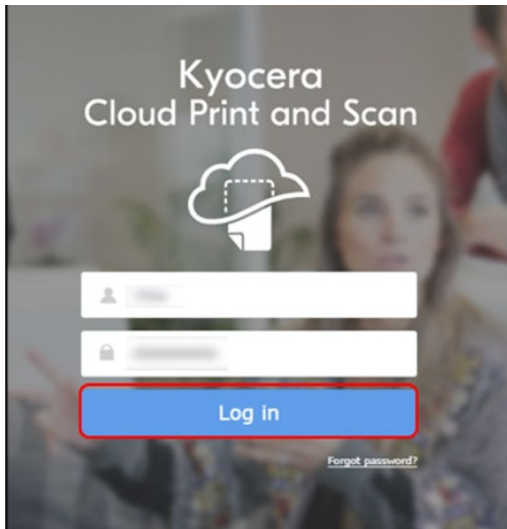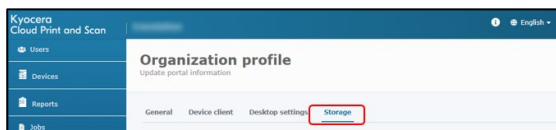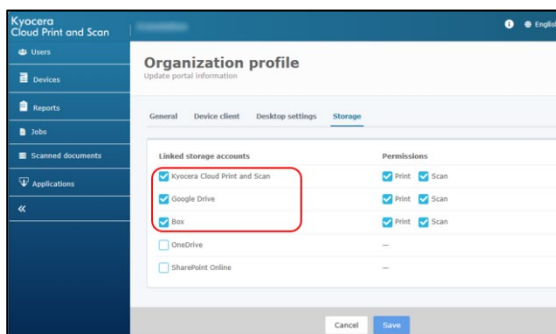
2. Click the user icon in the upper right corner of the screen and select an **Organization profile** from the pull-down menu.

3. Select the **Storage** tab to configure external storage utilization settings.

4. In the **Linked storage account**, Check the boxes (☑) for **Google Drive**, **Box**, **OneDrive**, and **SharePoint Online** to allow their use for the linked storage account, then click **Save**.


This completes the external storage permission settings. This allows the user to utilize the authorized storage.

Fax forwarding

The HyPAS application for MFP must be pre-installed on the MFP, and an account for the destination cloud storage service must be obtained.

Note: Some models do not support this function. Please contact the seller for supported models.

1. From a web browser, access the Kyocera Cloud Print and Scan portal. As a customer admin, enter your **User name** and **Password**, then click **Log in**.
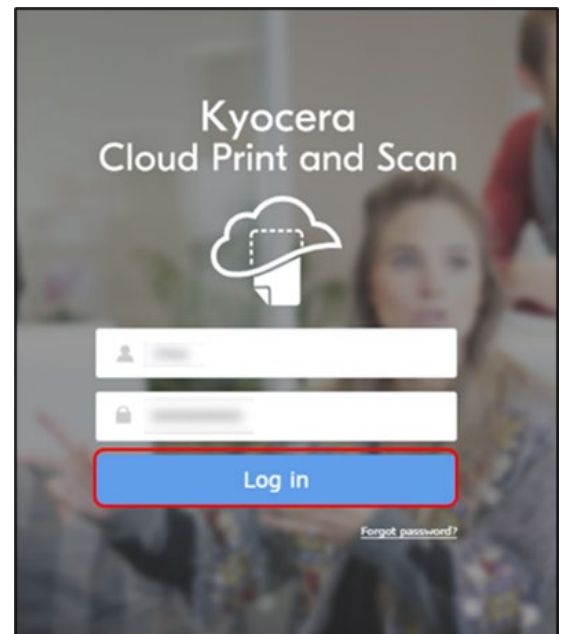
2. Click the user icon in the upper right corner of the screen and select an **Organization profile** from the pull-down menu.
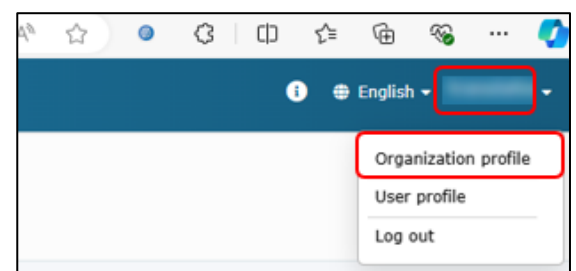
3. Select the **Device client** tab.
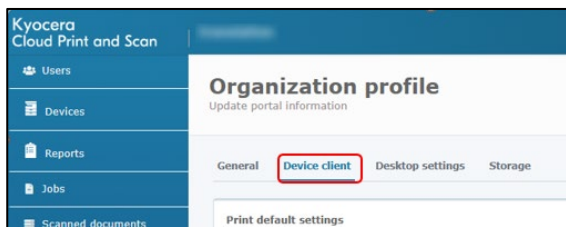
4. Move to the bottom of the screen and turn the **Fax forwarding** radio button from **Off** to ON.
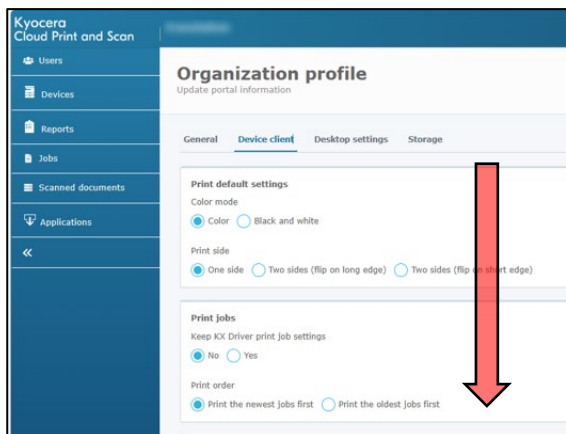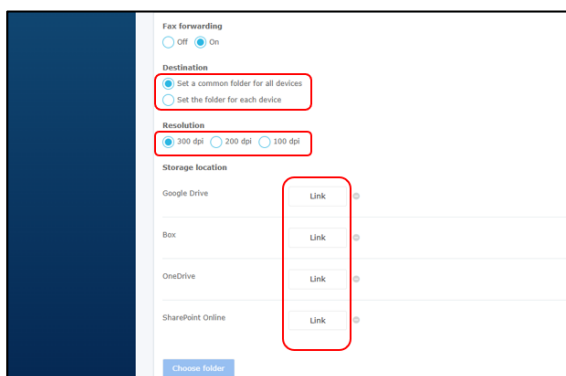

Move to the bottom of the screen.
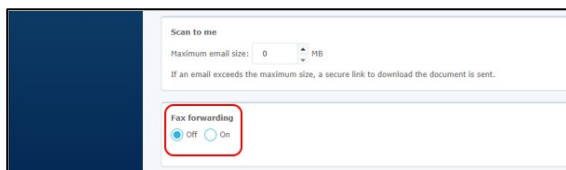
Turn the **Fax forwarding** from Off to On.

5. Set the **Destination** and **Resolution** for **Fax forwarding**, select the cloud service to which you want to forward files on the **Storage location,** and then click **Link**.
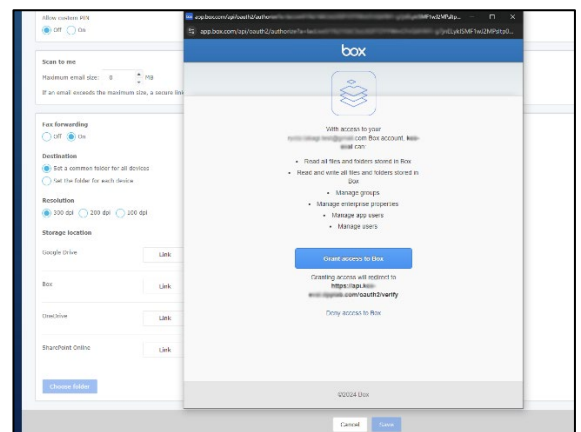

6. When you select a cloud storage service (in this example, Box), a login window opens. This allows you to grant access to the cloud storage service. Log in to grant access.
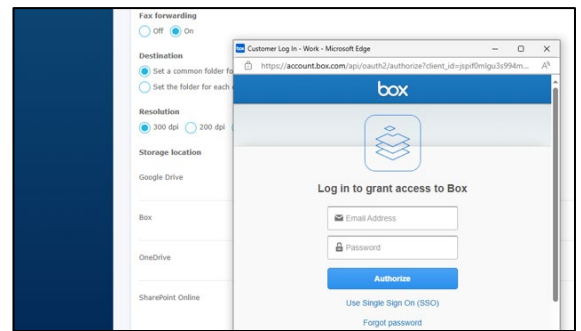
Log in authentication

Permission

7. If you select **Set a common folder for all devices** as the **Destination**, click **Choose folder** to specify the folder to forward Faxes. If you select **Set the folder for each device** as the **Destination**, go to step **9.**
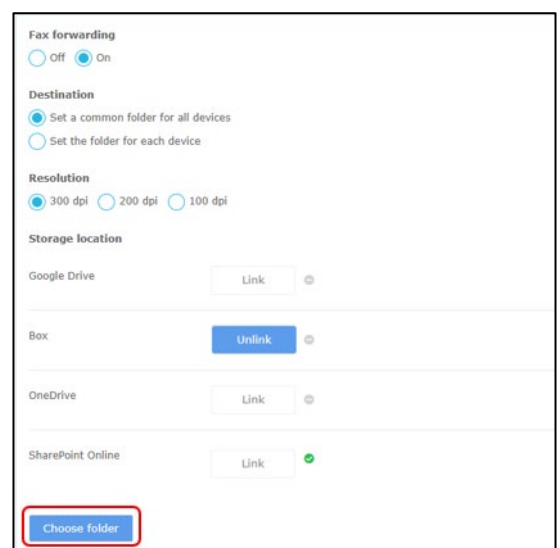
8. Specify the folder to transfer and click the **Select** button. Then confirm the specified folder and click **Save**.
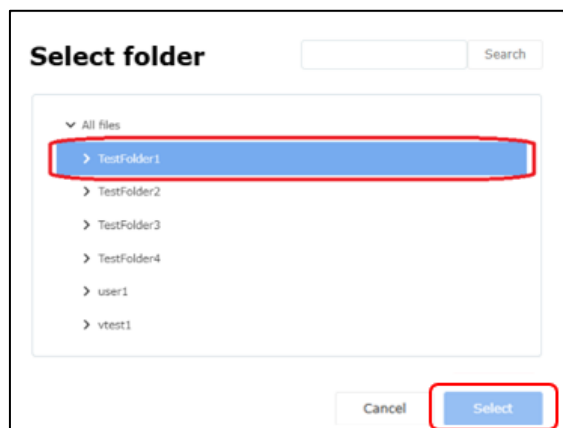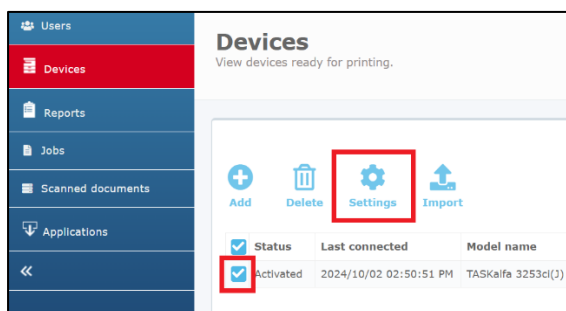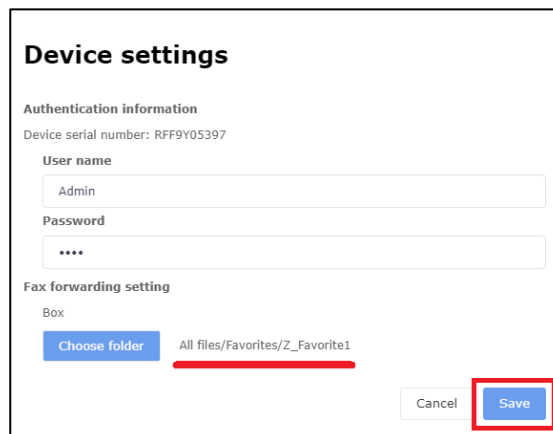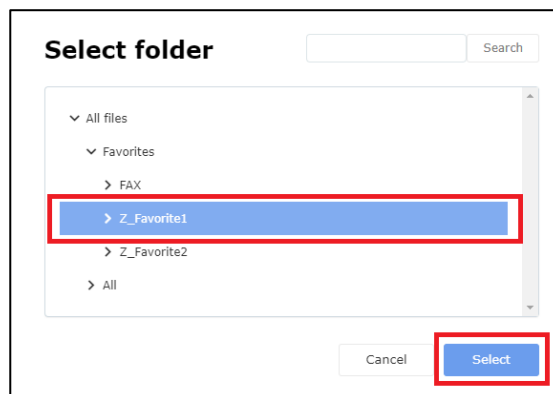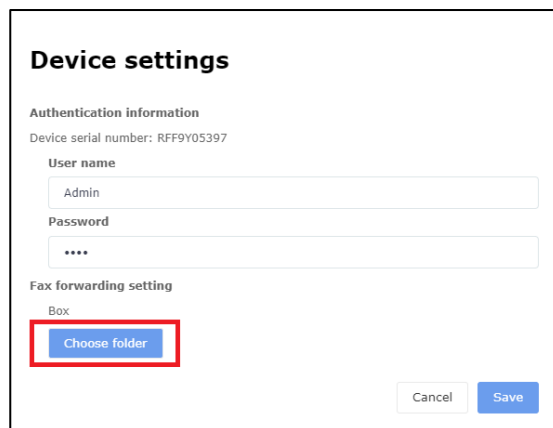

Select the folder.
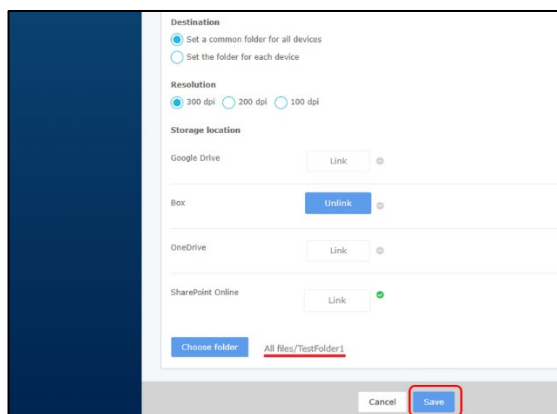
Confirm the specified folder and click Save.

9. If you selected **Set the folder for each device** as the destination, select the device in the **Devices** tab and click the **Settings** button.


10. Click **Choose folder** to specify the folder to forward document data. After clicking the **Select** button, confirm the specified folder and click **Save**.


* Other points to keep in mind

   * You can use the Search function on the folder selection screen, but it only searches through the folders currently displayed in the list

   * Follow the procedure below if there is a MFP that does not allow fax forwarding.

11. On the MFP login screen for which you do not want to forward Faxes, tap the ⚙ icon in the lower right > Login as admin, then tap the **Fax** tab.
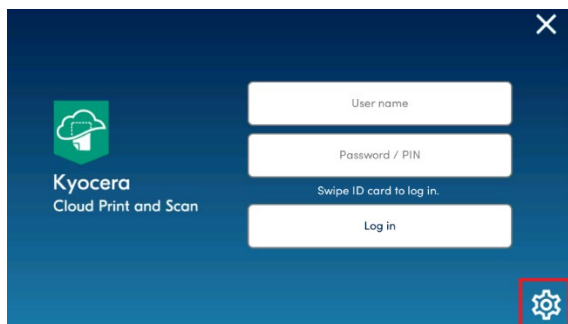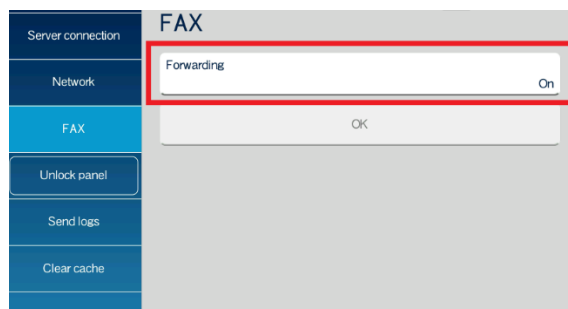
⊚ Tap the icon.
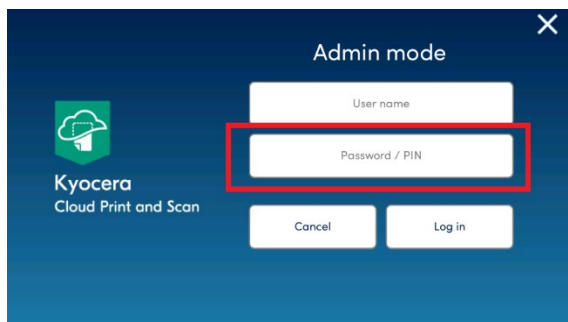
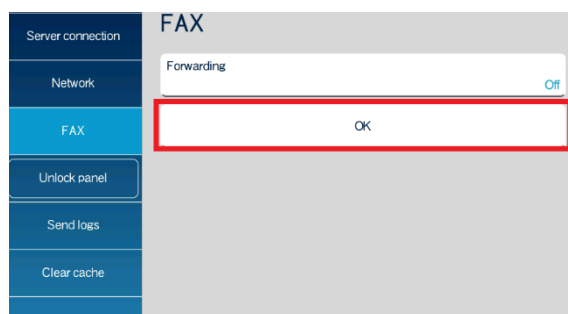Log in using a 4-digit PIN code or MFP admin ID/password.
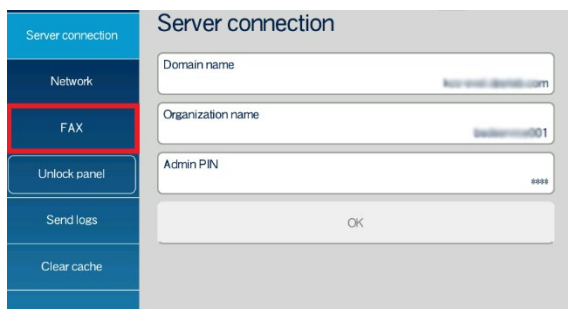
Tap the **Fax** tab.

12. Select **Fax** > **Forward**, change the setting from **On** to **Off**, and tap **OK** to disable the FAX forwarding. Then **Log out** and exit the admin mode.

Tap **Forward** and change the setting from **On** to **Off**.

Tap **OK**.

Tap **Log out**.

6 Set options (User/Customer admin common)

Please refer to each section below for the available options. (The above configurations must be completed and the admin must set permissions.)

- Authenticate using PIN
- Authenticate using ID card (Only allowed when the application (HyPAS) installed on the MFP is an Extended Authentication Application),
- Use external storage
- Print with various settings with Driver dedicated to Kyocera MFP (KX Driver)
- Print all accumulated print jobs in a batch by simply logging in to a MFP

Authenticate using PIN

Upon registering your user account, you will receive an email notification with a PIN code to log in to the MFP.

Even if you cannot check your email, you can find your PIN by logging in to the Customer portal through your web browser. If you can confirm the PIN code by email, step**1**~**4** is not necessary. Go to step **5**.
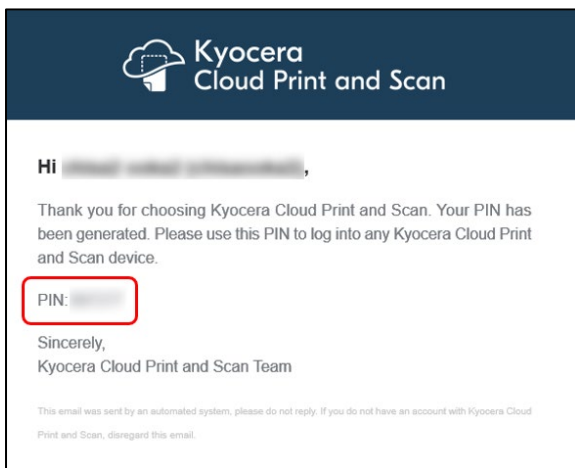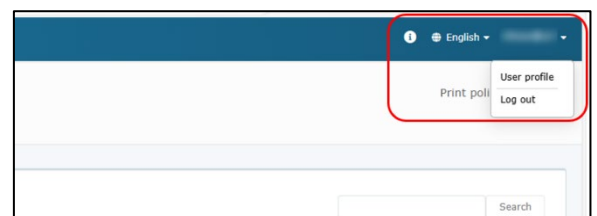

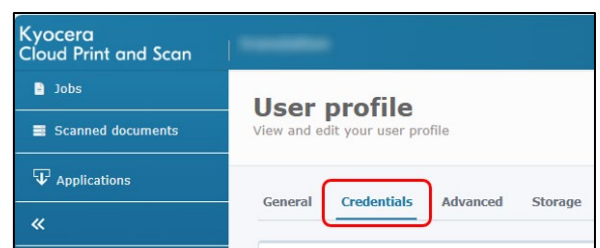The procedure to confirm the PIN code is as follows.

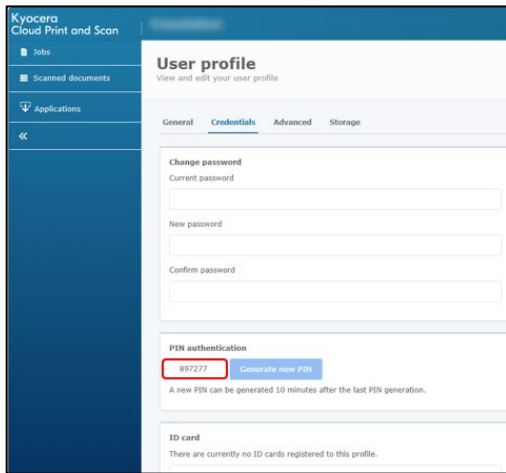1. In the Customer portal, enter your **User name** and **Password** to **Log in**.
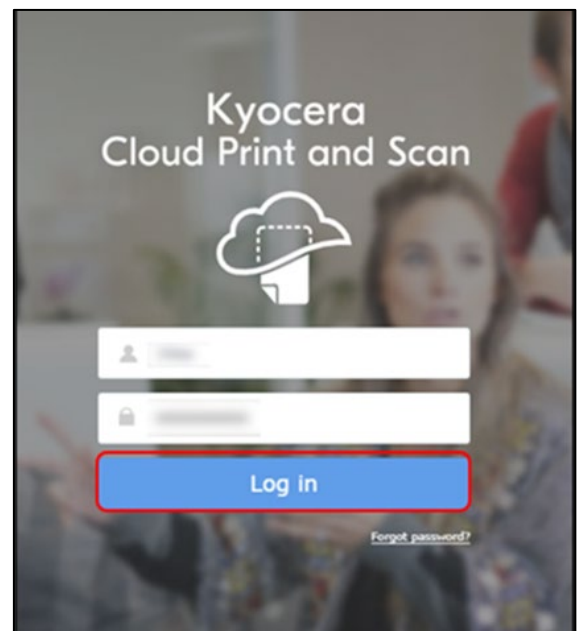
2. Click the user icon in the upper right and select a **User profile** from the pull-down menu.

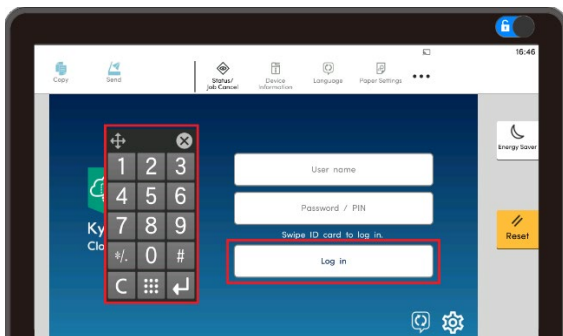
3. Select the **Credentials** tab.

4. Check the PIN on PIN authentication.

   * You cannot change your PIN code for 10 minutes after you create it.

5. On the MFP login screen, manually enter the **PIN** using the numeric keypad, select **Log in** to login. (You can also select a **Password/PIN** and enter it using the software keyboard.)


Authenticate using ID card

ID cards can be used on MFP that support ID card readers.

To use an ID card, you need to use an ID card reader to register the ID card to the MFP. The procedure to register the ID card is as follows.

1. Go to the MFP where **Kyocera Cloud Print and Scan** is installed.

   Confirm that the login screen is displayed, and hold the ID card over the ID card reader of the MFP. A message appears

indicating that the ID card is not registered. Select **Yes** to register the ID card.
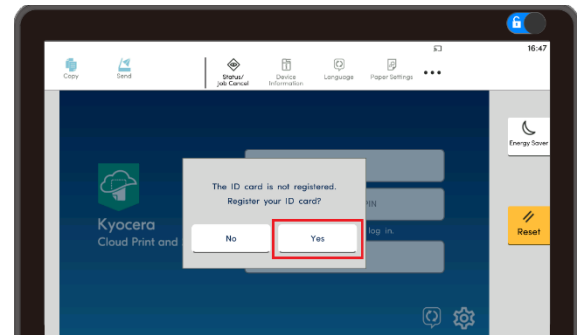
2. The ID card registration screen appears. Enter your **PIN** or **User name** and **Password** and select **Register**. (The following is an example of entering a **PIN**. The **Username** and **Password** are the same as those for the login in the **Customer portal** from the browser.)
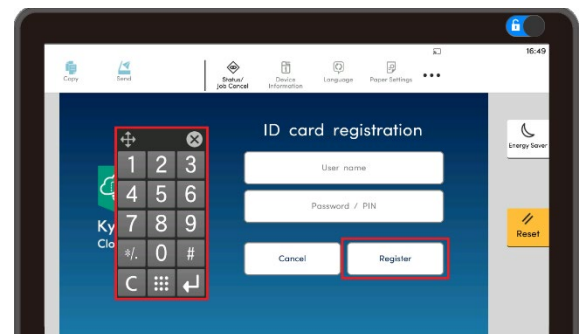
3. When the registration is completed, the following message appears. Tap the ✕ button to return to the login screen.
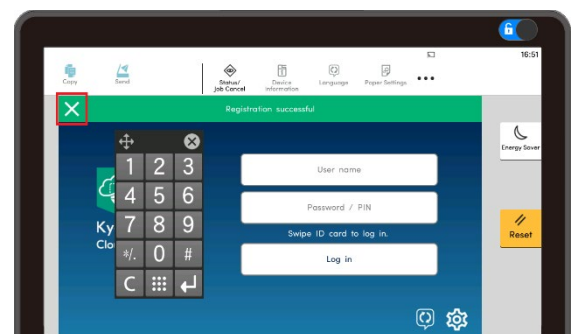

   * The information of the registered **ID card** is displayed in the **Credentials** tab of the **User profile** by logging in to

the **Customer portal** from a browser.

Use external storage

Available third-party storage services are displayed on the **User profile**. If your administrator has not authorized the service, it will not appear in the **Link a storage account** area.
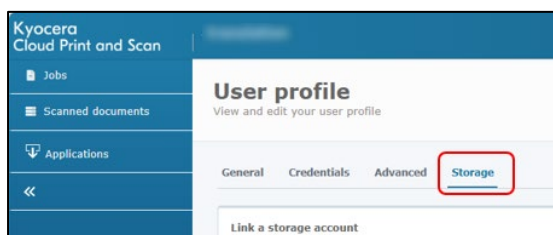
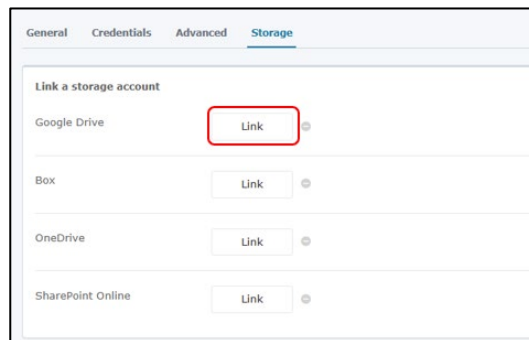1. In the Customer portal, enter your **User name** and **Password** to **Log in**.
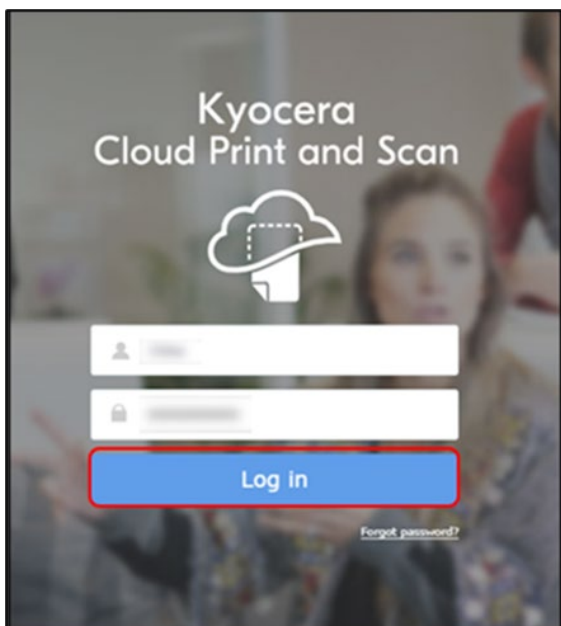
2. Click the user icon in the upper right and select a **user profile** from the pull-down menu.
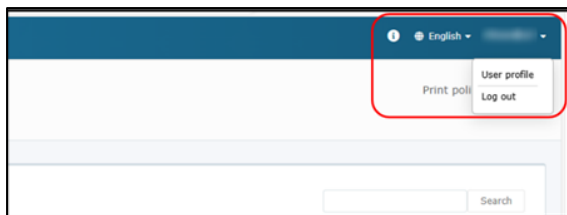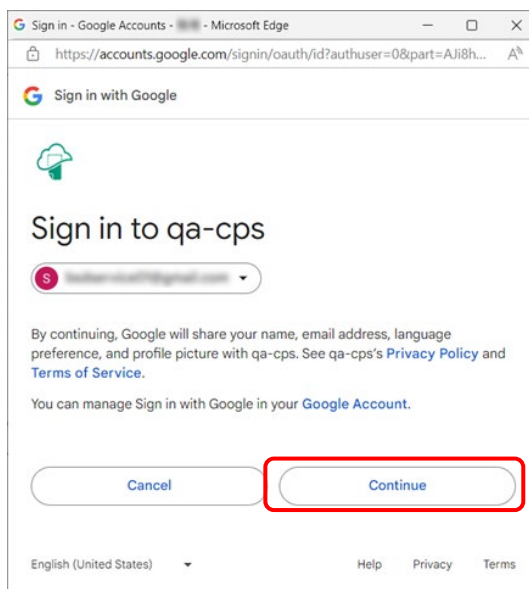

3. Select the **Storage** tab.

4. Under **Link a storage account,** select the **Link** of either the **Google Drive, Box**, **OneDrive**, or **SharePoint Online**. (You must obtain an account in advance.)
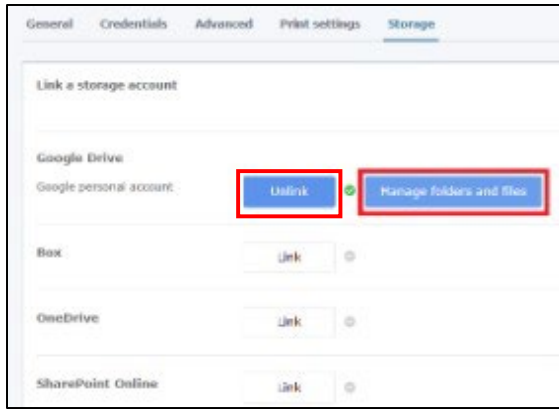

5. Add accounts for each cloud storage. (Here is an example for Google Drive. Click **Continue**.)

6. When **Unlink** is displayed, the external storage registration process is complete.

   Note: For Google Drive only, click **Manage folders and files** to select the folders and files you want to use beforehand.

With the above steps, the registered cloud storage is added.

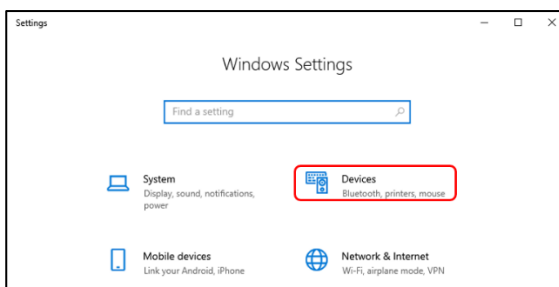## Print using various settings with the dedicated driver for Kyocera MFP (KX Driver)

This is the setup procedure to integrate with the Kyocera MFP driver (KX Driver) installed in the user's PC.

If you have not yet installed the KX Driver, install the KX Driver first.
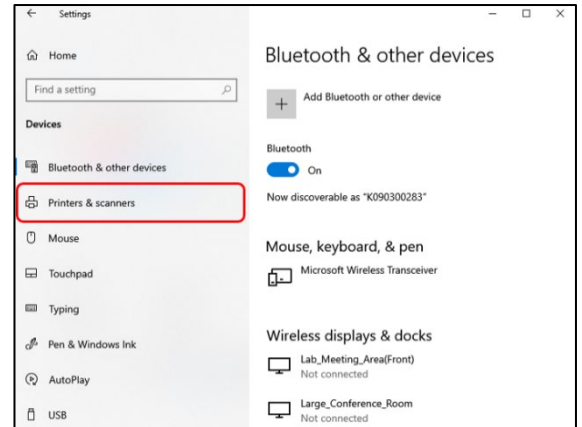
1. On your Windows PC, go to **Start** > **Settings** (⚙) > **Devices** > **Printers and Scanners**.
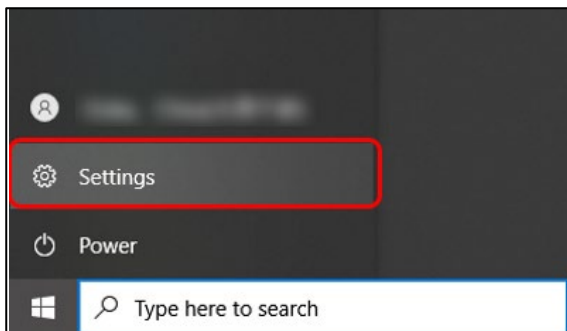
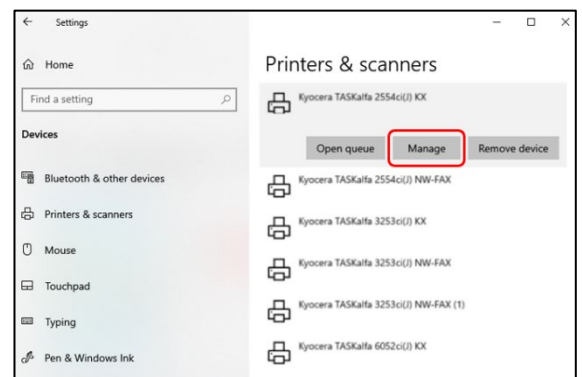Select **Start** > **Settings**

Select **Devices**

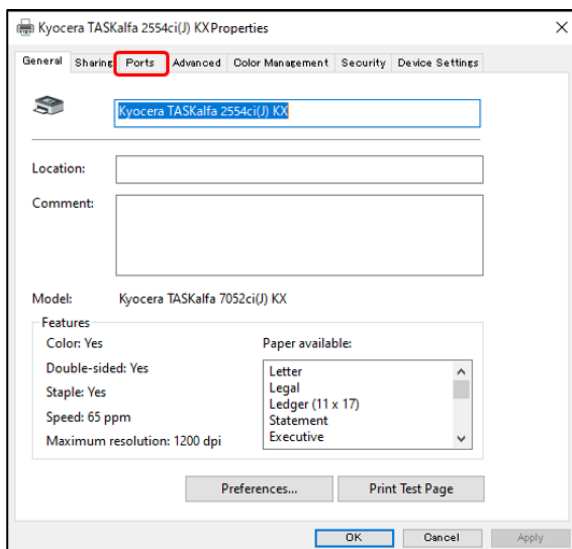Select **Printers and Scanners**

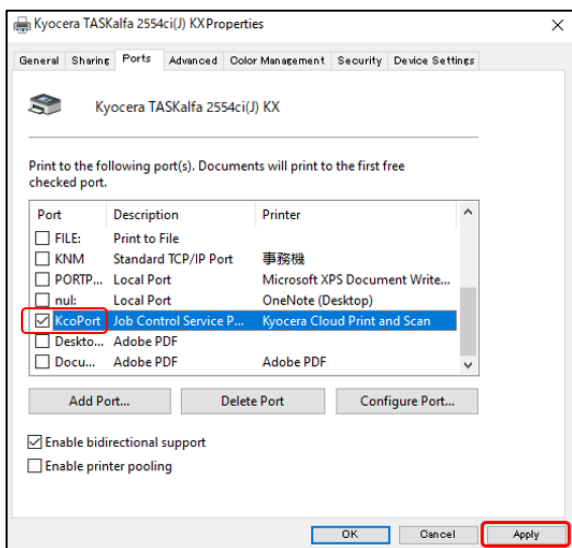2. Select the KX Driver of the MFP you want to use, and then select **Manage**.

3. Select **Printer properties** from the **Manage your device** list. The Printer Driver Properties window appears.
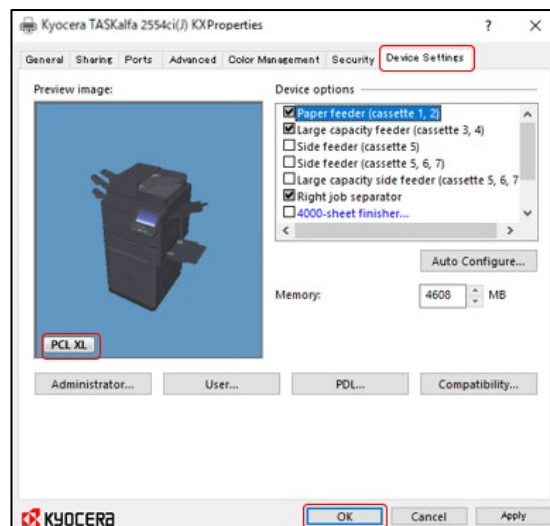

4. Select the **Ports** tab.

5. Select **KcoPort** from the list of ports displayed and click **Apply**.
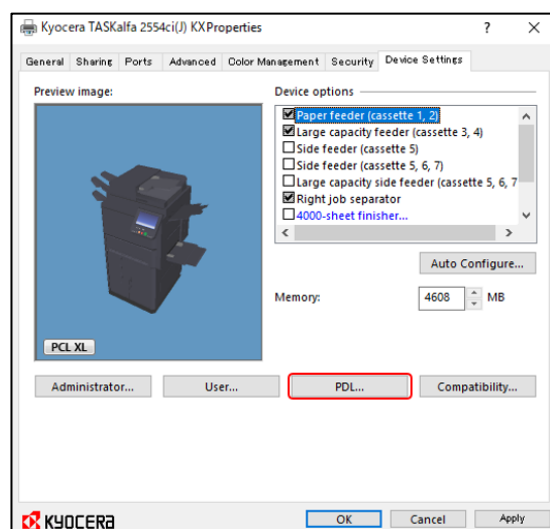

6. Select the **Device Settings** tab. Check the display of the button in the lower left of the Preview image.

   If it is **PCL XL**, click **OK** to close the Properties window. This completes the KX Driver integration.
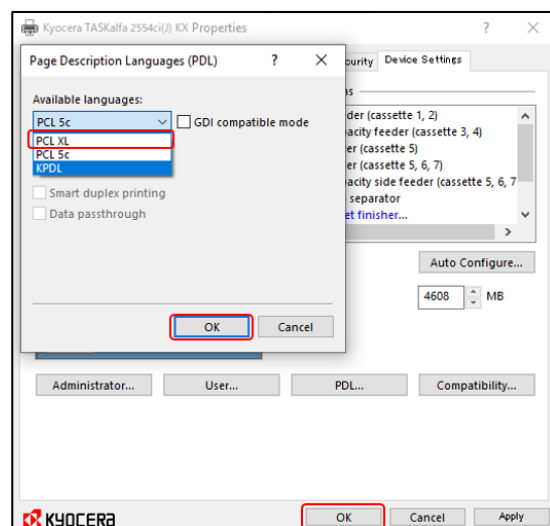
   If it is not **PCL XL**, proceed to the next step.

7. If it is not **PCL XL**, click the **PDL** button.

8. The **Page Description Languages** window opens. Select **PCL XL** and click **OK.** Then click **OK** in the Properties window to close it. This completes the KX Driver integration.
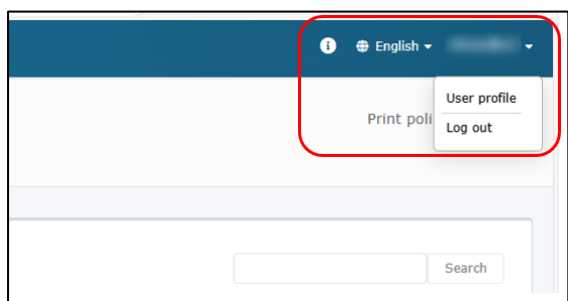
Print all accumulated print jobs in a batch by simply logging in to a MFP
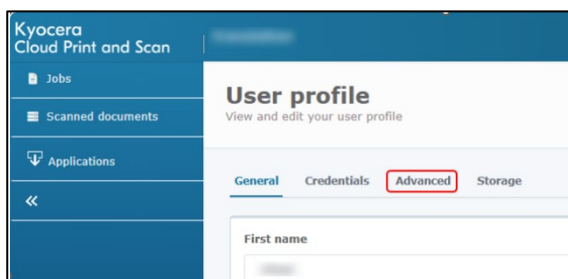
1. Access the **Customer portal** from your browser, enter your **User name** and **Password**, and **Log in**.
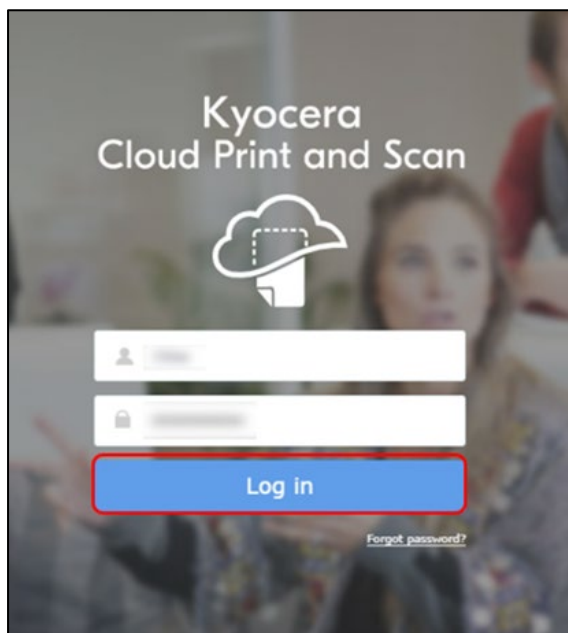
2. Click the user icon in the upper right and select the **User profile** from the pull-down menu.

3. Select the Advanced tab.

4. Select **Enable contact-free printing** and click **Save** to enable batch printing of multiple print jobs.

Note: You can print up to 20 documents at once.