

Information and Deployment Guide

Microsoft Universal Print Service

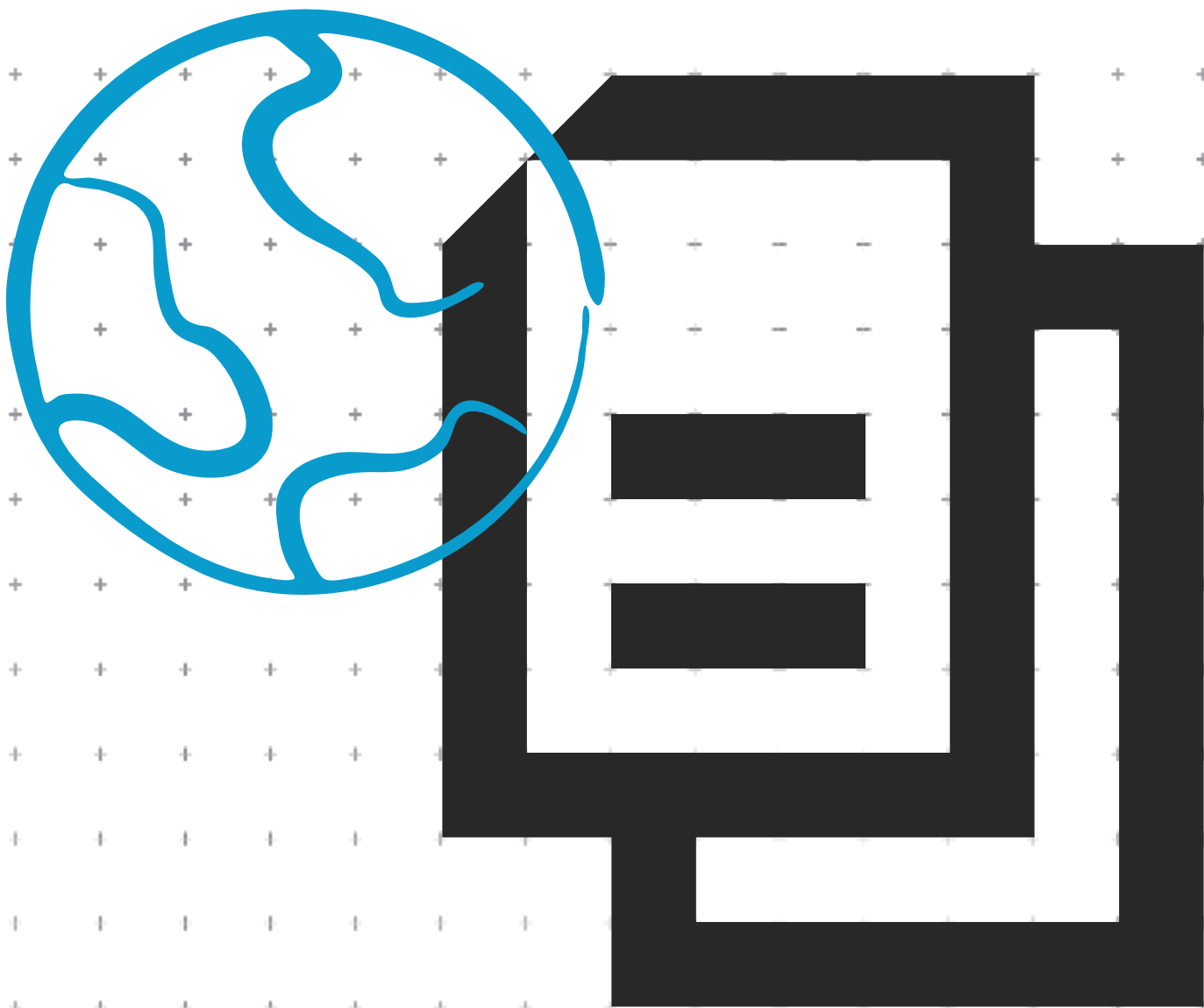


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Revision History			
Date	Version	Description	Author
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2/2024	1.4	English Version	KDA Engineering (Mark DeSarno)
10/2024	1.5	English Version	KDA Engineering (Mark DeSarno)



What is Microsoft Universal Print

Microsoft Universal Print is a modern print solution that organizations can use to manage their print infrastructure through cloud services offered by Microsoft.

Microsoft Universal Print runs entirely on Microsoft Azure. When it's deployed with a Microsoft Universal Print-compatible devices, the print solutions architecture doesn't require any on-premises infrastructure.

Microsoft Universal Print is a Microsoft 365 subscription-based service that organizations use to centralize print management through the Universal Print portal. It's fully integrated with Azure Active Directory and supports single sign-on scenarios. A client utilizing Azure or Office365 Professional with 1000+ users have access to utilize MS Universal Print and are allowed 5 print jobs for each licensed user monthly (Print Job's usage is centrally pooled/shared), any additional output beyond that will require additional licensing. Small companies will need to have an Azure server or Office 365 professional account and obtain MS Universal Print Licenses and Services to utilize.

Microsoft Universal Print can be deployed with select Kyocera Non-Universal Print compatible devices by utilizing the Windows 10 and later version native printer driver in the OS with the Microsoft Universal Print connector software (Provided by Microsoft). Features and functionality maybe limited.

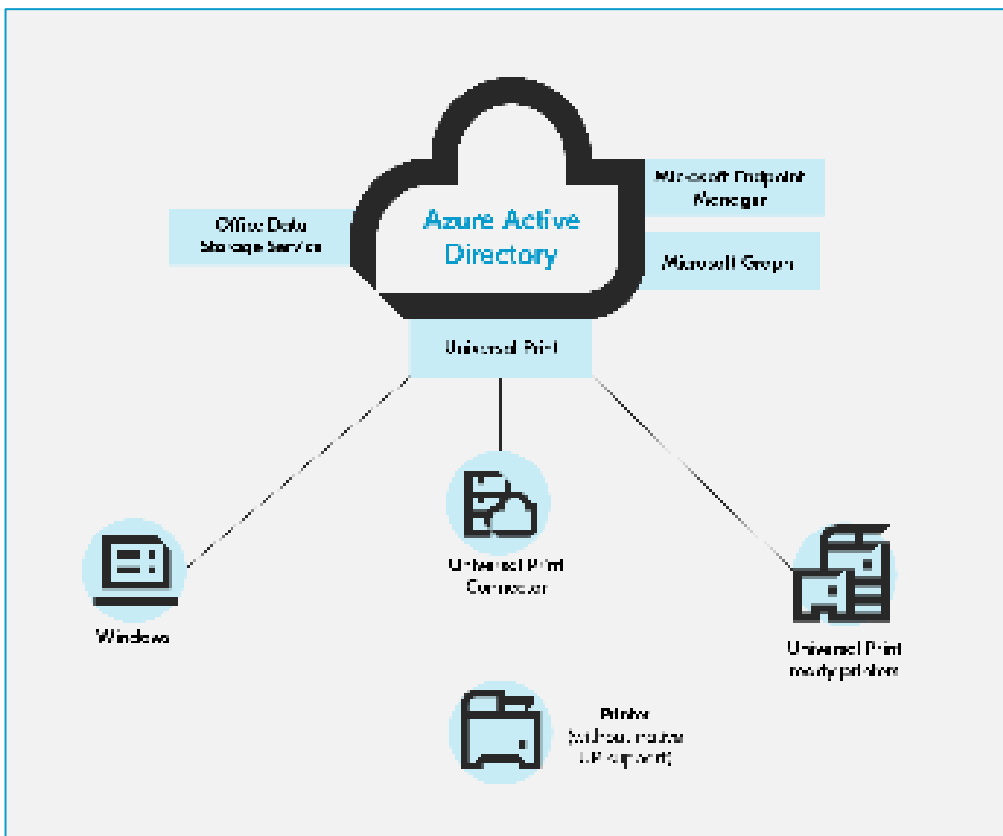
Note: If the Kyocera device driver is not present in the Microsoft OS then it is not possible for the device to utilize the Microsoft Universal Print connector software.

Benefits of MS Universal Print

One great benefit of Universal Print is the ability to directly print to your organization's printers from web applications without having to first install these printers on your PC/tablet/cellphone type devices.

To accomplish this, web applications contact the Universal Print cloud service to get a list of printers to which you have access in your organization. The web application may then give you the ability to select a printer and select print options before sending your file to the printer.

Although Universal Print cloud printers could be installed on your device they don't need to be. They are made available by Universal Print for applications to use them directly. Therefore, they can be used from any web app regardless whether these printers are installed on the device you are using and regardless if you have permission to install a printer on the device.



Enable Universal Print

This section explains how to set up the Universal Print environment and how to use its functionality. The following is the basic flow of how to use the Universal Print: <https://docs.microsoft.com/en-us/universal-print/fundamentals/universal-print-getting-started>

Step 1: Prepare the environment

Step 2: Assign licenses to users (Azure AD)

Step 3: Set up the Printer/MFP

For Compatible printer

Set up the printer Command Center RX (Reference Page 6)

For Non-Compatible printer

Set up the Universal Print Connector (Reference Page 8)

- + Install
- + Register printers with Universal Print using the Universal Print connector

Step 4: Assign permissions and share printer (Azure AD)

Step 5: Add a Universal Print printer to a Windows device (Each user's PC)



Prepare the Environment

In order to use Universal Print, you need to prepare following the environment.

Item	Name	Description
1	PC	PC installed Windows10 (version1903) or later OS Devices need to be internet-connected.
2	Application	Universal Print Connector https://docs.microsoft.com/en-us/universal-print/fundamentals/ * Only for Non-compatible printer
3	License for Universal Print	In order to use Universal Print, Microsoft365 and Azure Active Directory account is necessary.
4	Kyocera Device	Internet-connected Print devices which are compatible to Universal Print or Non-compatible Print devices which can connect to Universal Print Connector via network.
5	Network environment	To use those services on the intranet.

Assign licenses to users (Azure AD)

Access to Universal Print is now included with the eligible subscriptions listed on the License Universal Print page. Universal Print is part of these subscriptions and is listed under the Service Plan Details. To grant users access to Universal Print, assign one of the eligible subscription licenses to the user.

To view the Service Plan Details, go to Azure Active Directory - Licenses - All Products and click the M365 or Windows 10 license. Select "Service Plan Details". You should see "Universal Print" listed as part of the license.

If you have purchased a Universal Print stand-alone subscription, assign the Universal Print license to your users.

* This information is as of October 2024. For more information and the latest information, please visit the following website: <https://docs.microsoft.com/en-us/universal-print/fundamentals/universal-print-license>

Setup the Printer/MFP

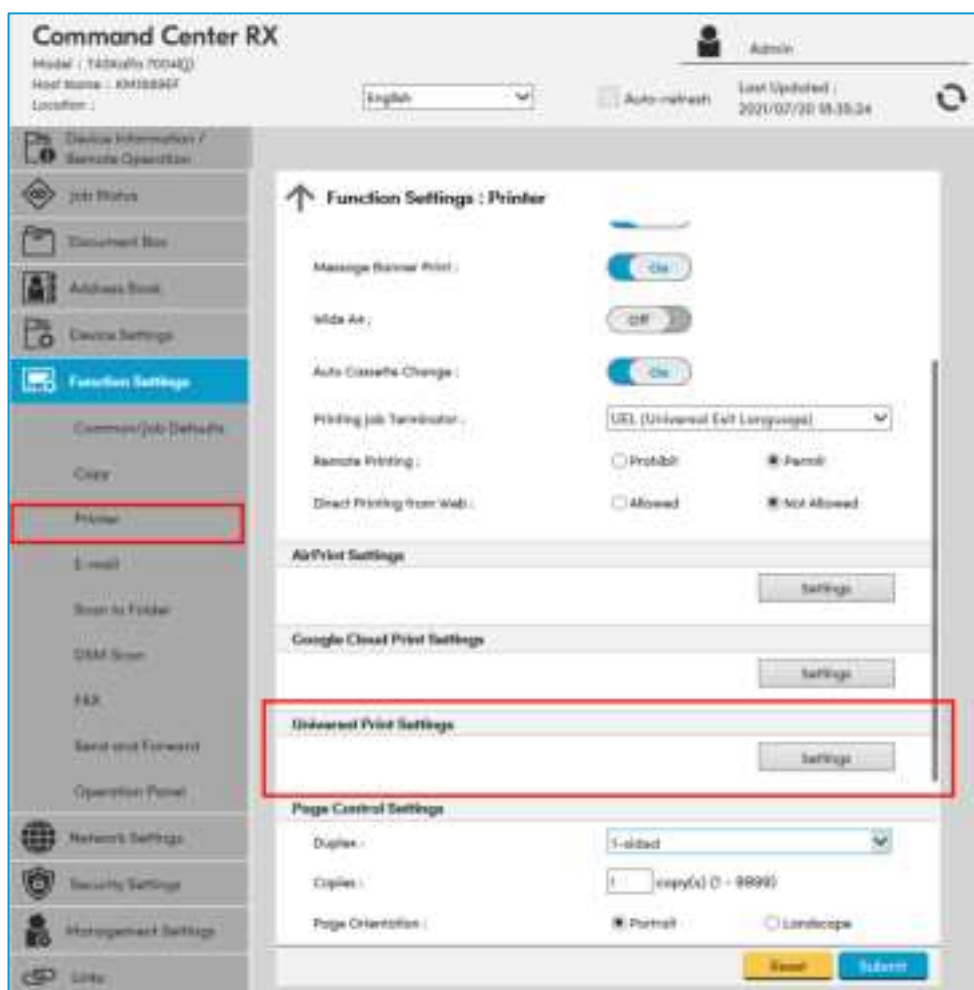
KYOCERA devices need to be registered to Azure AD in order to use the Universal Print service. There are 2 ways for registration.

Case 1: Compatible printer

Set up the Printer (CCR_X)

You can set up on CCR_X (Command Center RX) of the product you want to use.

Access CCR_X to open the Universal Print Settings page.



Access CCRX to open the Universal Print Settings page.

The screenshot shows the 'Command Center RX' web interface. The left sidebar contains navigation links: Home, Device Information / Remote Operation, Job Status, Document Box, Address Book, Device Settings, Function Settings (highlighted), Common/Job Defaults, Copy, Print, E-mail, Scan-to-Folder, DPM Scan, FAX, Send and Forward, Operation Panel, Network Settings, Security Settings, and Management Settings. The main content area is titled 'Function Settings / Printer' and 'Universal Print Settings'. It includes a 'General' section with fields for Printer Name, Proxy, Proxy Authentication, User Name, and Password. Below this is the 'Universal Print' section, which contains a 'Register' button (highlighted with a red box), 'Certificate Expiration', 'Universal Print Preferences', 'Authentication Endpoint URL', 'Registration Endpoint URL', and 'Unregistration URL'. At the bottom of the page are 'Back', 'Reset', and 'Submit' buttons.

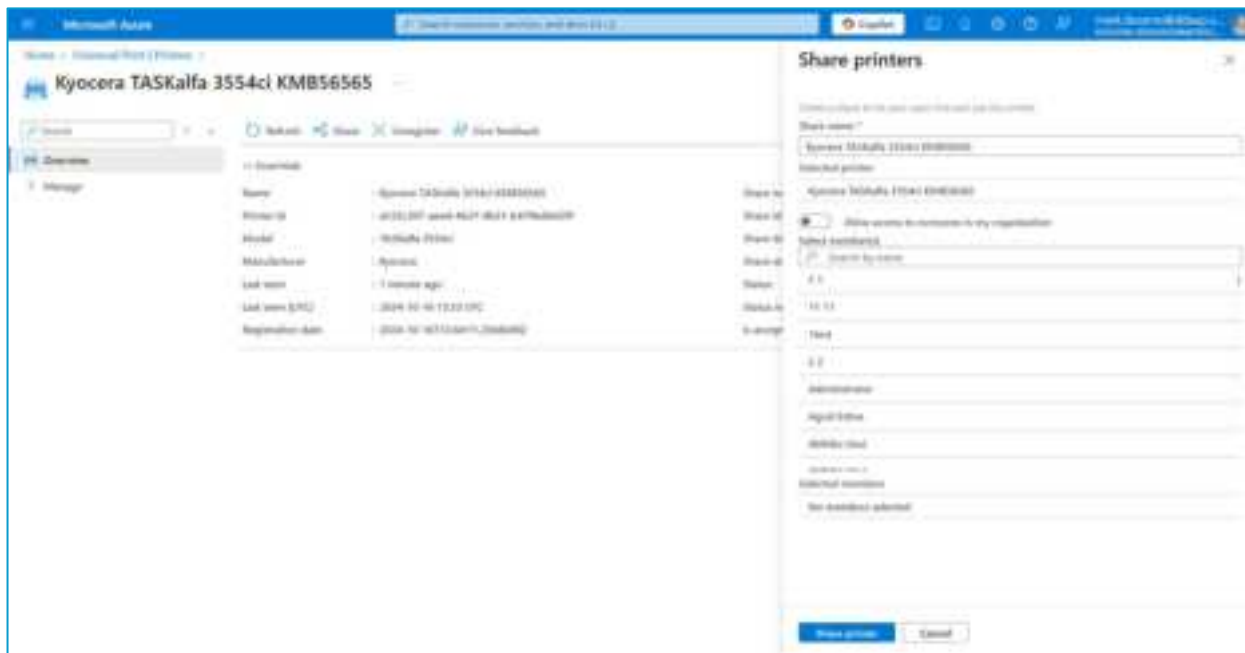


Share MFP/Printer

From the Azure Server Select the MFP/Print that you just installed:

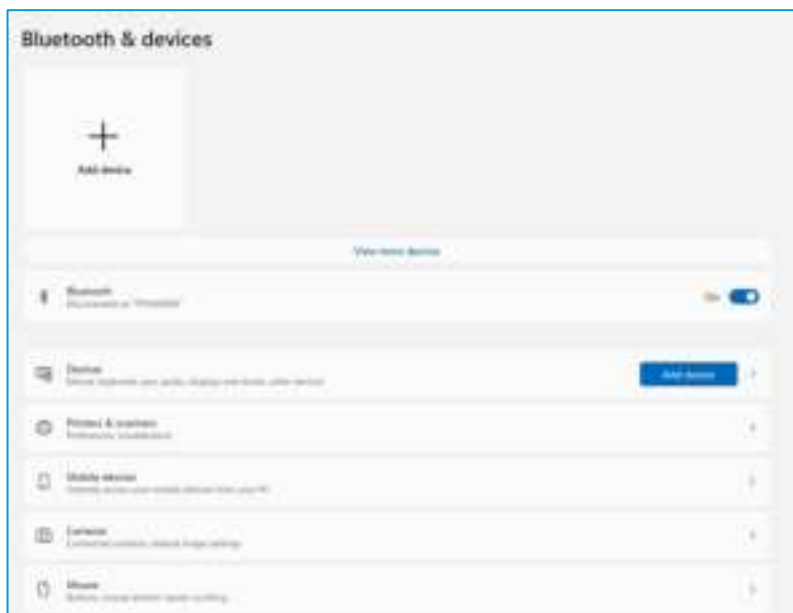


Then go to share Printers and select "Allow Access to Everyone in My Organization"

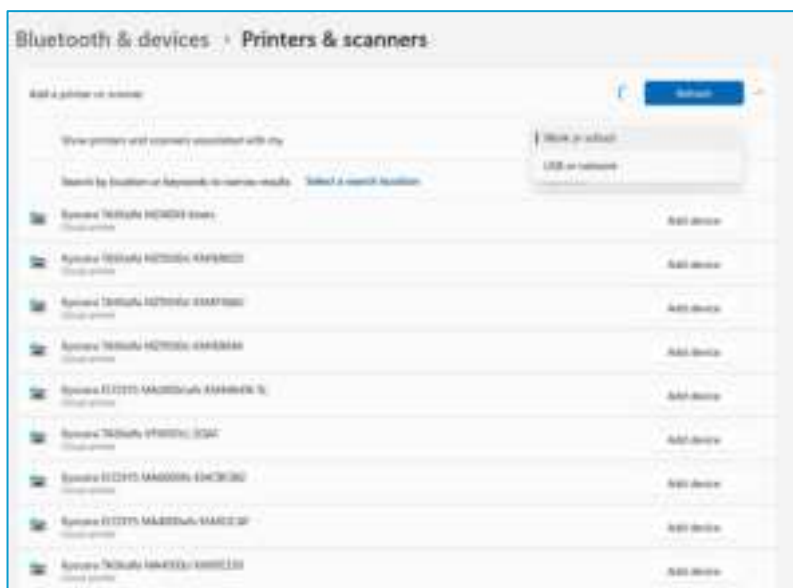


Add Universal Print to user's PC

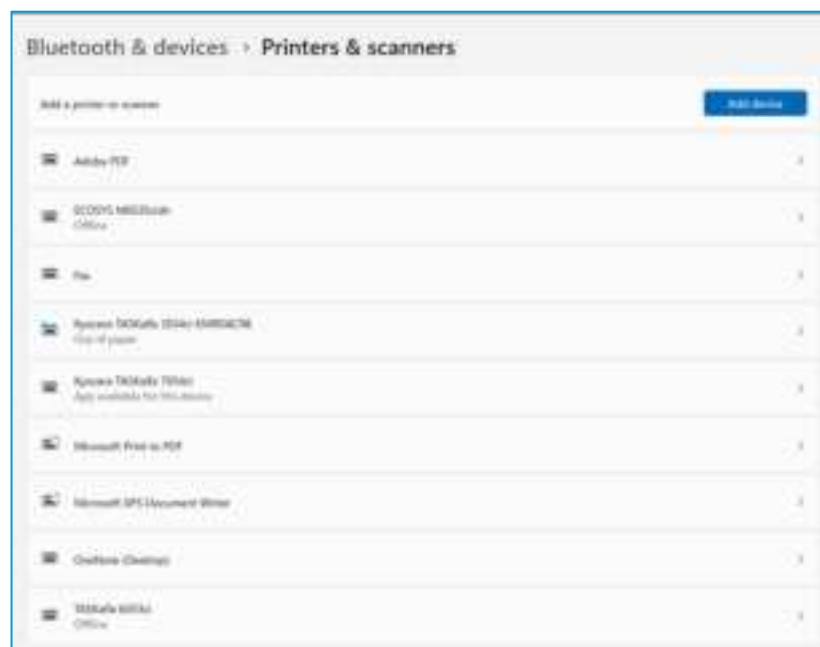
On the Windows PC under Bluetooth & Devices select Printer and Scanners Tab:



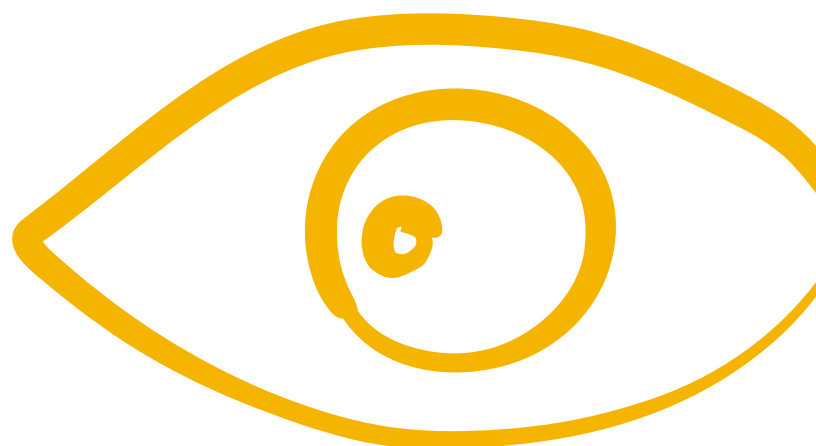
Select under "Add a printer or scanner" (Work or School) in the dropdown then refresh. Work or School mode will ensure you only find MS Universal configured devices.



Next select the MFP or Printer you want to utilize for printing from the MS Universal Print Server.



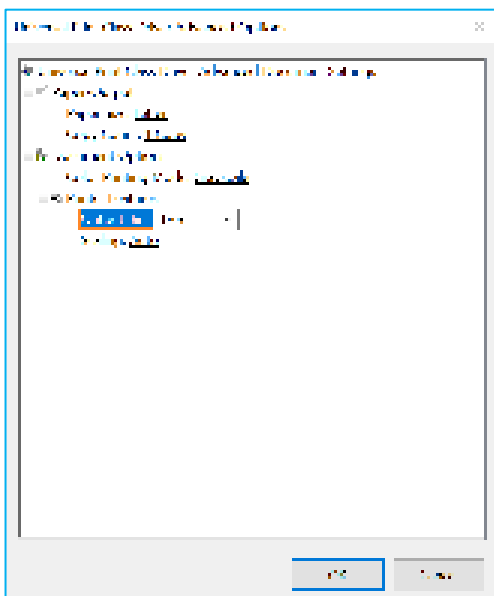
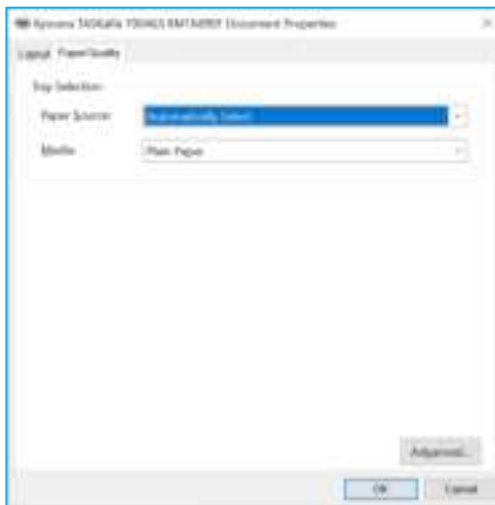
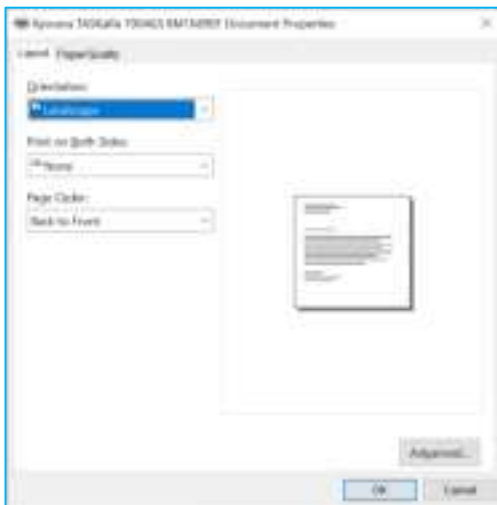
Now the Printer will show up as selectable when printing from any applications on your PC.



Standard driver options and functionality

The MS Universal driver is a Windows basic and generic interface similar for all manufacturers with the ability to provide the following:

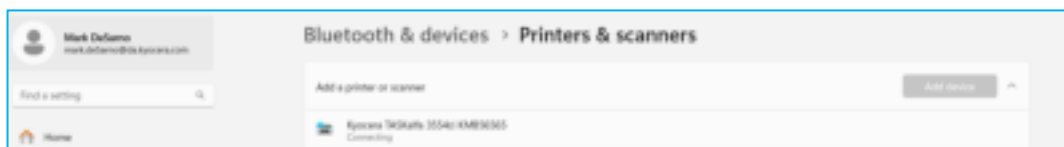
- + Paper Size
- + Paper type (Limited)
- + Color/B&W
- + Duplex
- + Finishing (Not all features are supported)



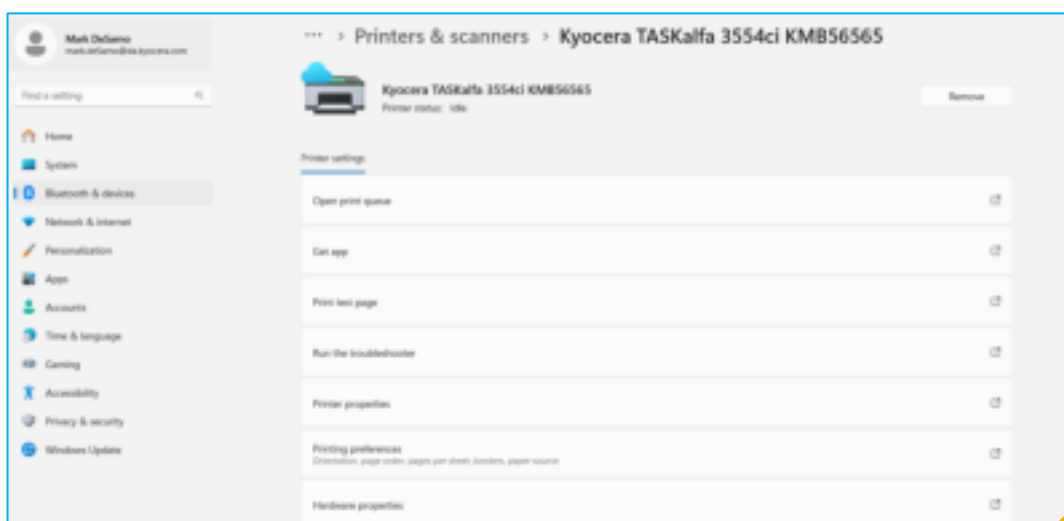
Secure Print Release

(Currently only supported on the Evolution series devices)

In order to enable this feature, select the Evolution Series you want from the Windows PC Pinter & Scanner section:



Select Printer Preferences:

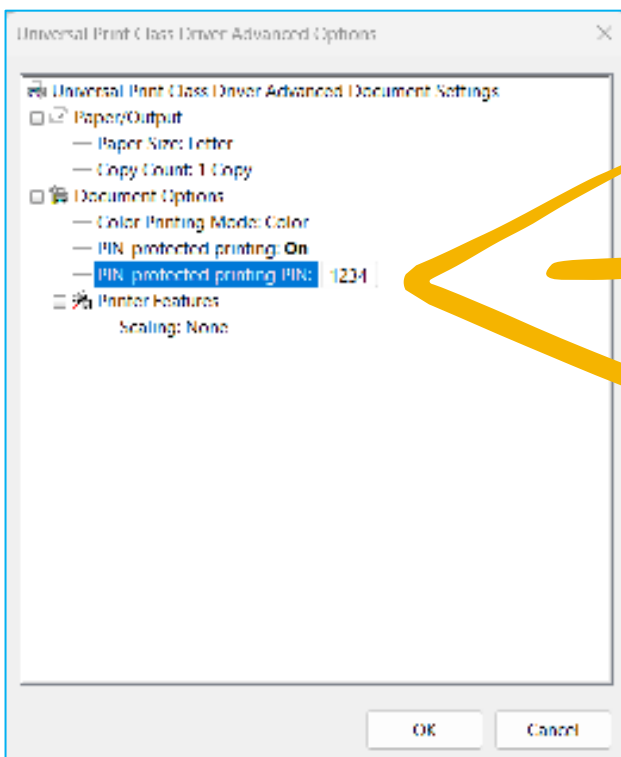


Next Select Advanced Tab:

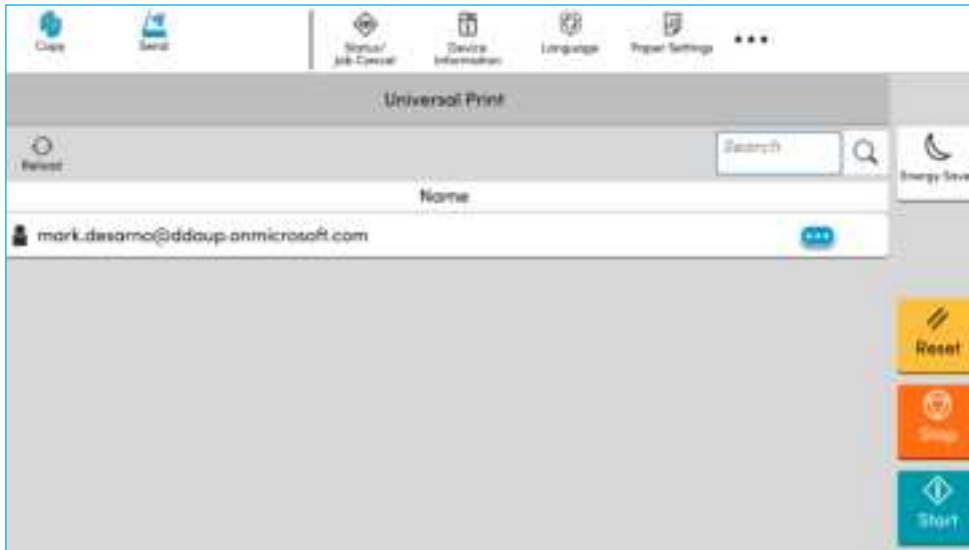




Under the Advanced tab turn on Pin-Protected Printing and set a 4-digit ID.



Users will be able to see the jobs and select their job from the MFP.



Enter the Pin Code and the MFP will release the job from the device.



Enter Pin Code to release from MFP.



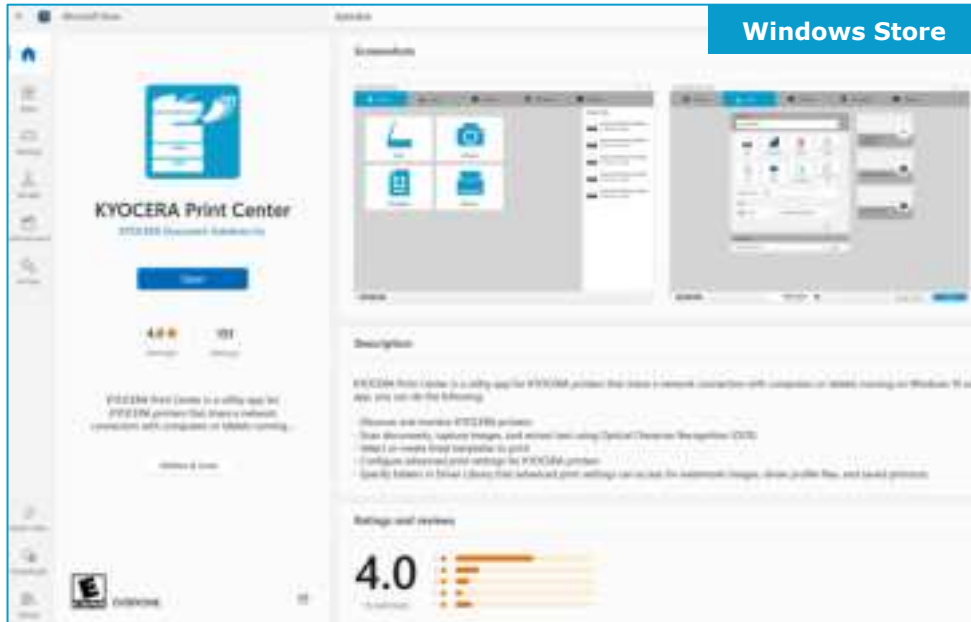
Kyocera Print Center

(Graphic User Interface Driver Option)

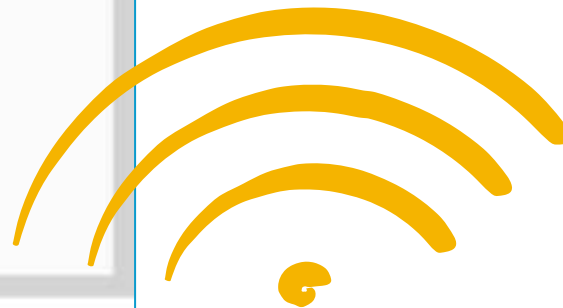
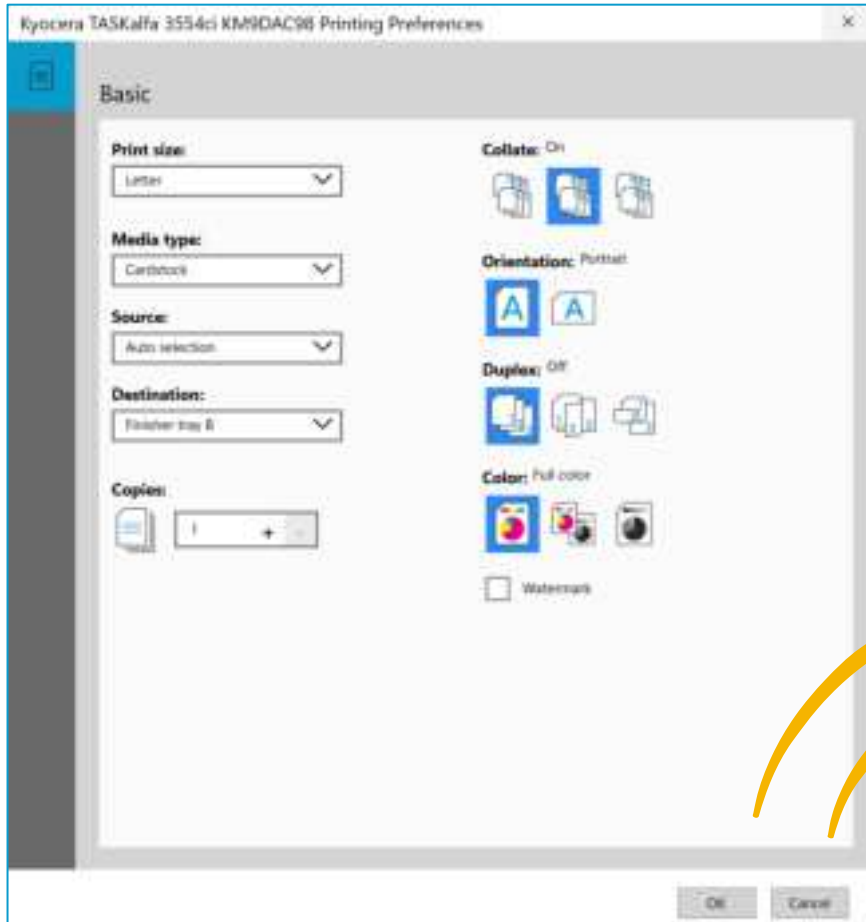
Note: If you are utilizing Secure Print Release on the Evolution Series devices you cannot use Kyocera Print Center.

Kyocera offers the addition of an easy to navigate driver interface through the Kyocera Print Center, which can be downloaded from the Microsoft Store link in your Windows Operating System (OS). The Kyocera Print Center will automatically Synchronize to the MS Universal Kyocera devices you have configured on the system for an exceptional user experience.

If your client wants to utilize Kyocera Print Center you will want to load the application before installing the MS Universal Devices, this will allow for the devices to auto-synchronize and provide the feature immediately.



If you install Kyocera Print Center, the device driver will automatically synchronize and the easy to navigate graphic interface will be applied to the preferences.



Universal Print Connector

(Configuration)

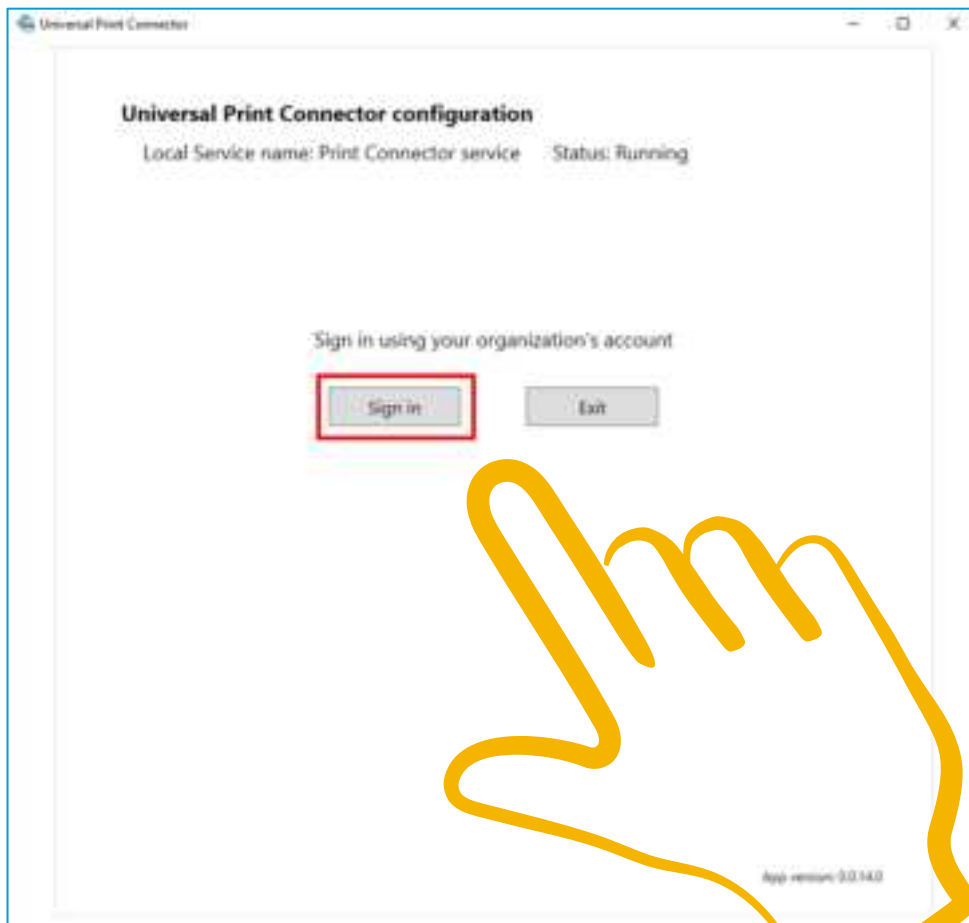
To set up the Universal Print Connector (Universal Print Connector)

Install App to PC

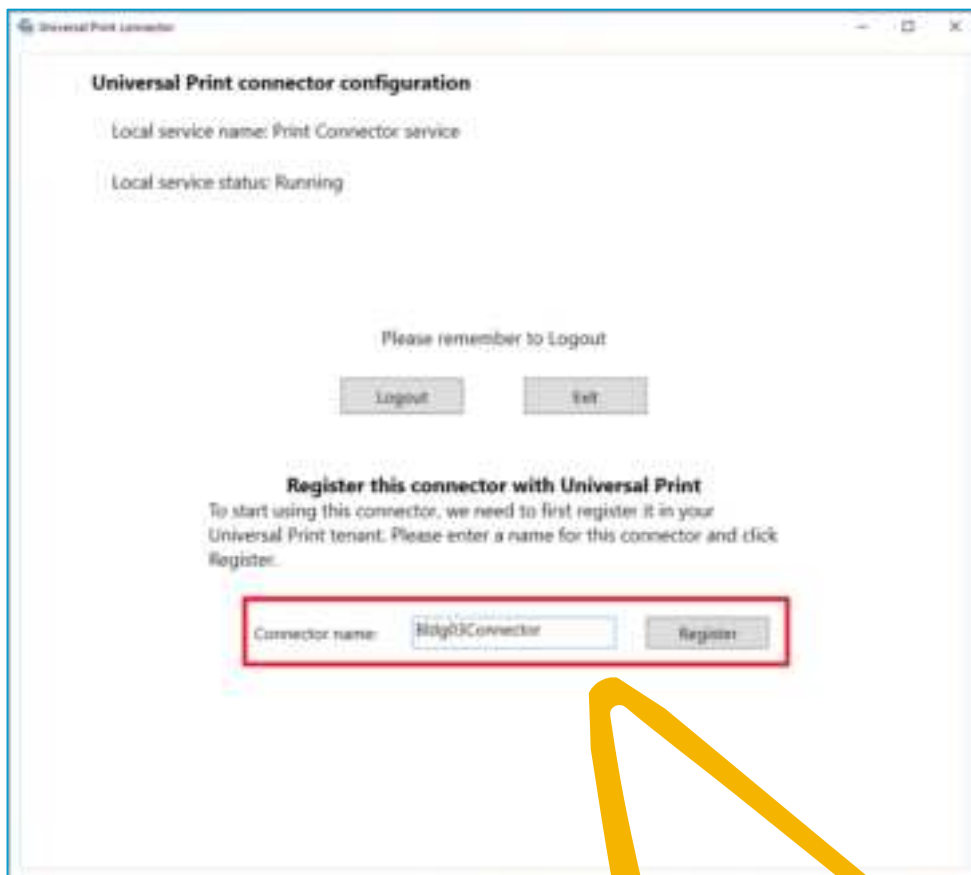
* Please check the following link: <https://docs.microsoft.com/en-us/universal-print/fundamentals/universal-print-connector-installation>

You can download Universal Print Connector from following link:
<https://aka.ms/UPConnector>

On the start screen, click the Login button and sign in using your tenant's credentials.



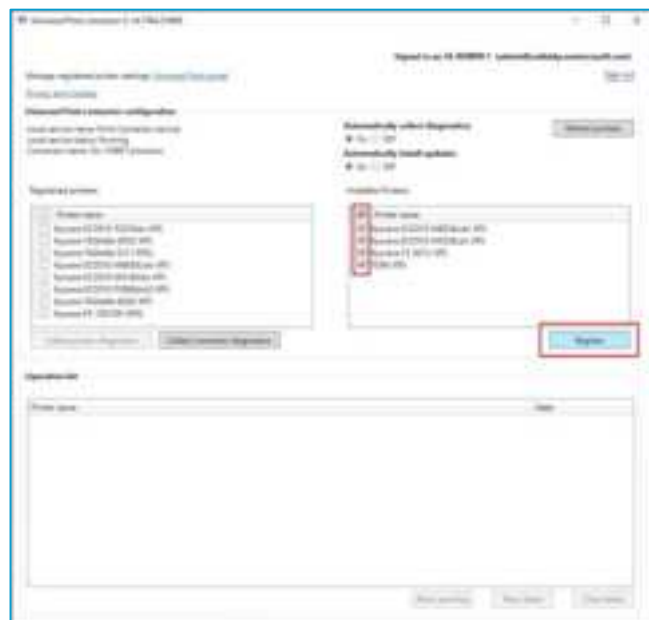
Enter the name you want into the Connector name box, and then select the Register button.



Register printers with Universal Print using the Universal Print connector

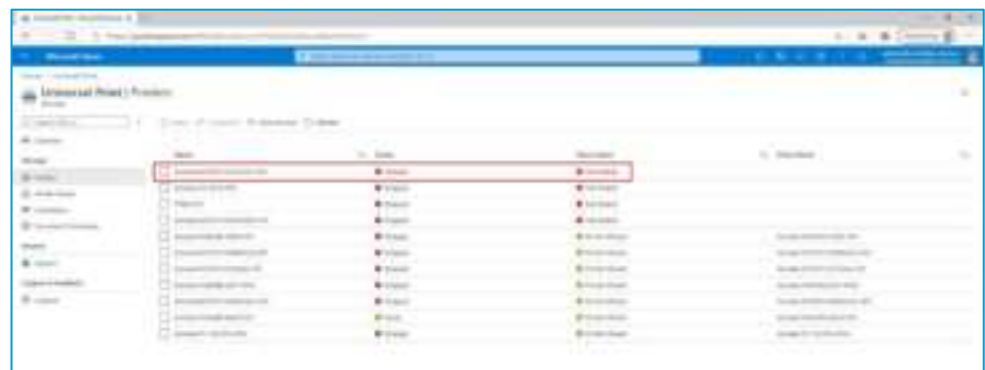
Select the printers you want to register from the Available Printers list and click the Register button. Assign permissions and share printer (Azure AD).

Note: If the Print/MFP is not present in the list you will not be able to configure the Universal Print Connector for that print device.

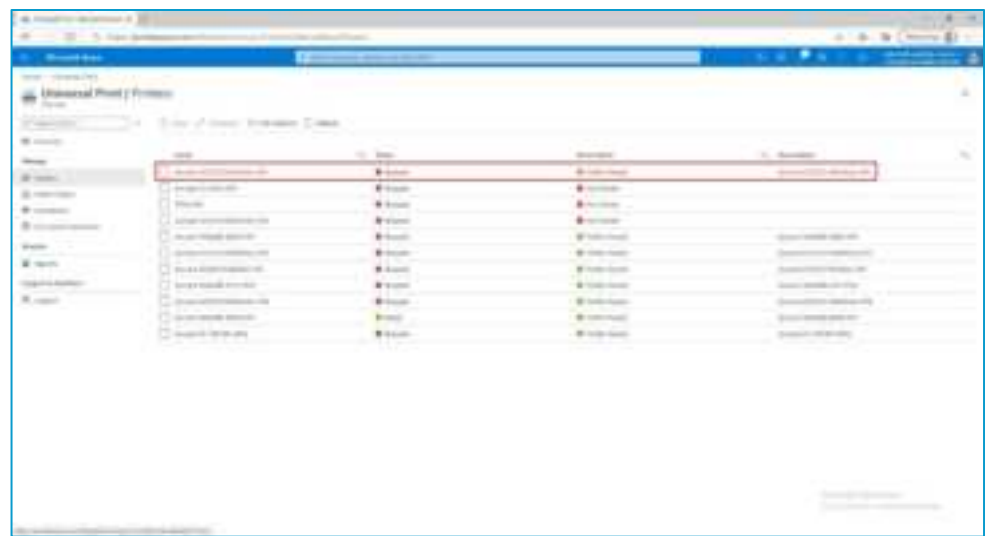
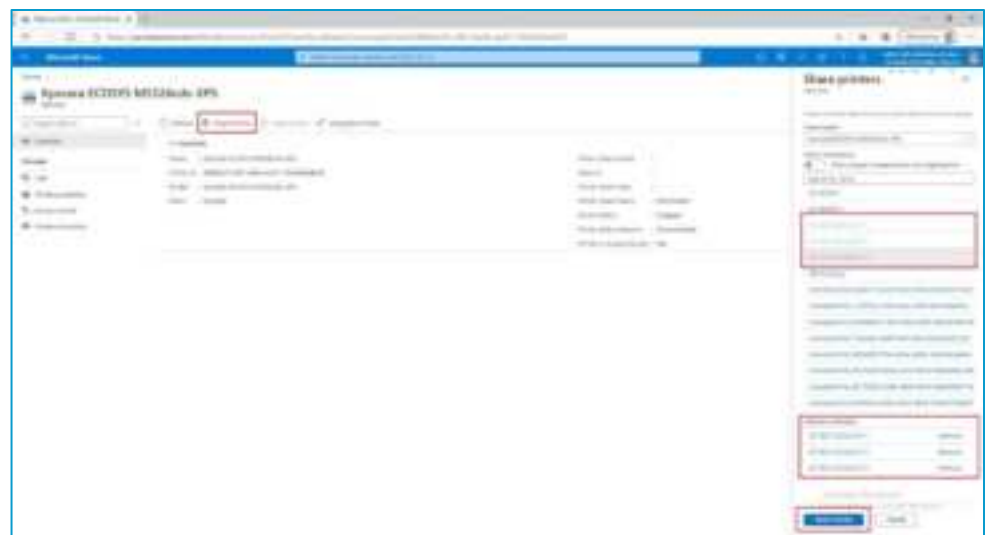


Assign permissions and share printer (Azure AD)

1. On Azure AD, select the printer you registered.

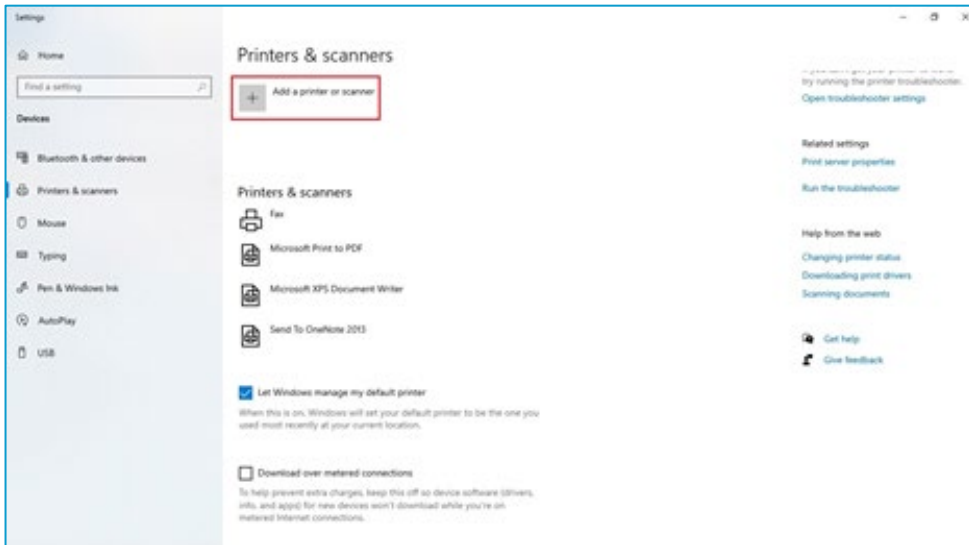


2. Share the printer by specifying name and users.

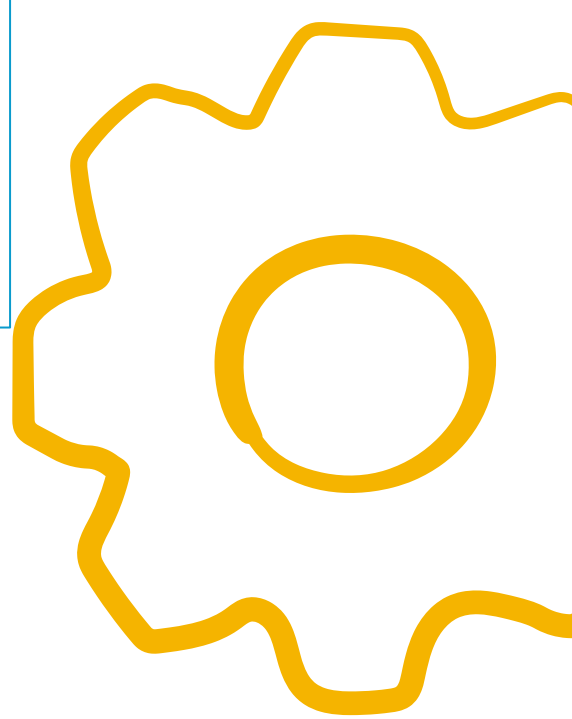
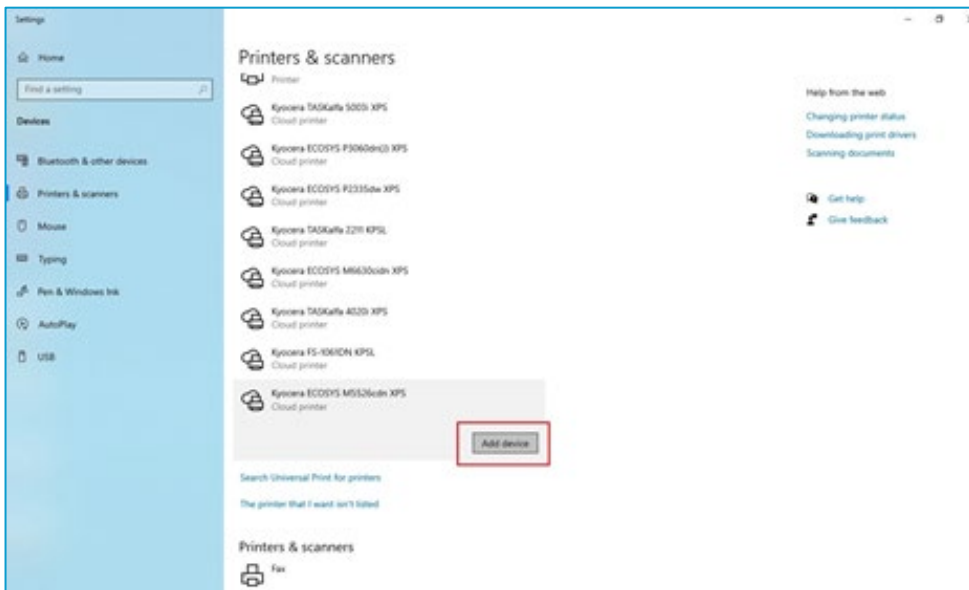


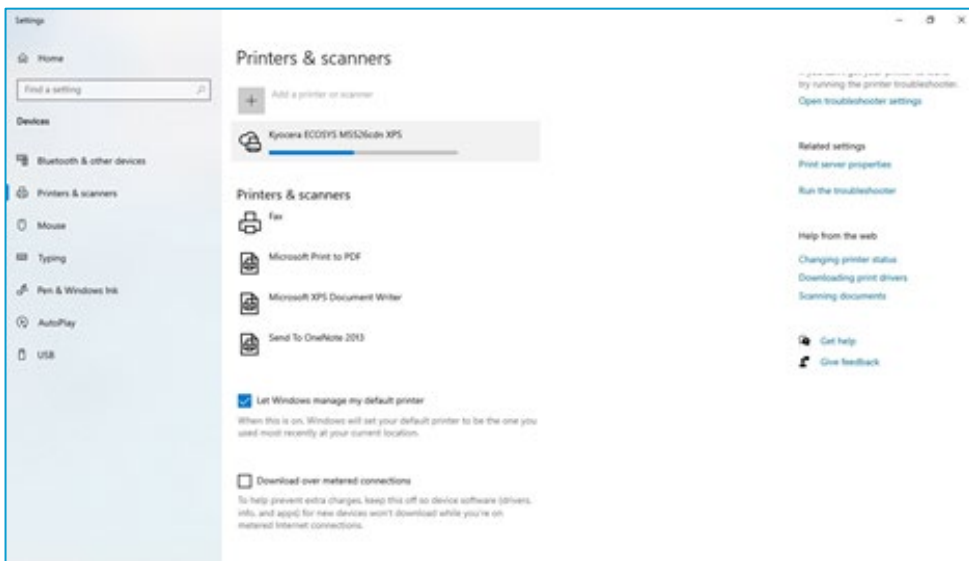
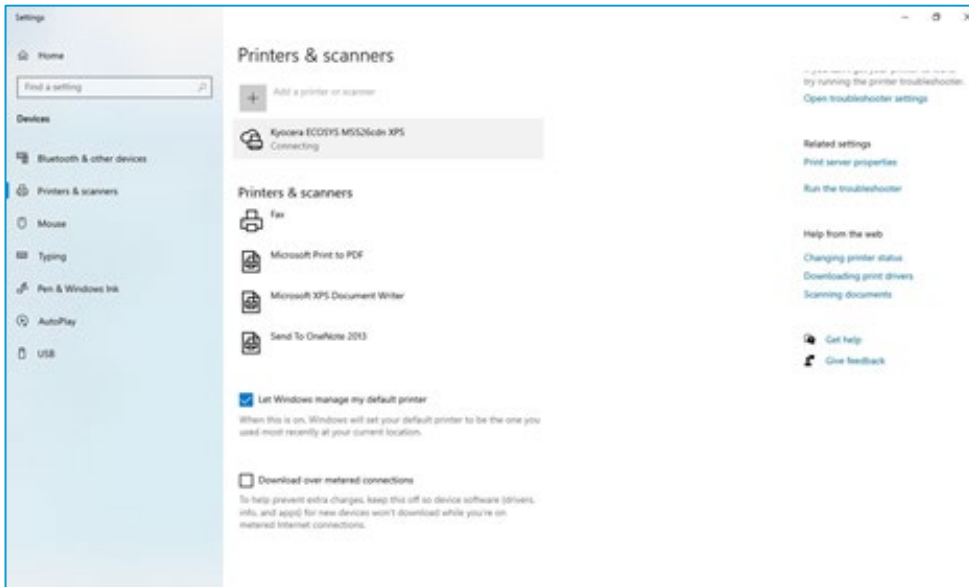
Add a Universal Print printer to a Windows device (Each user's PC)

1. On a user's PC, join Hybrid Azure AD or Azure AD with the user's credential.
2. In the Settings app, select Add a printer or scanner button.

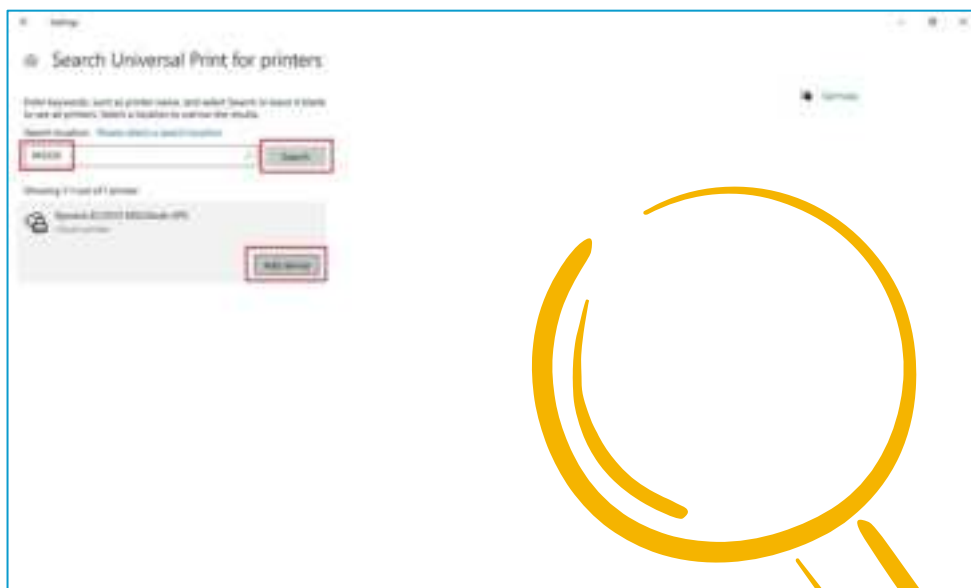


3. In the Settings app, select Add a printer or scanner button.

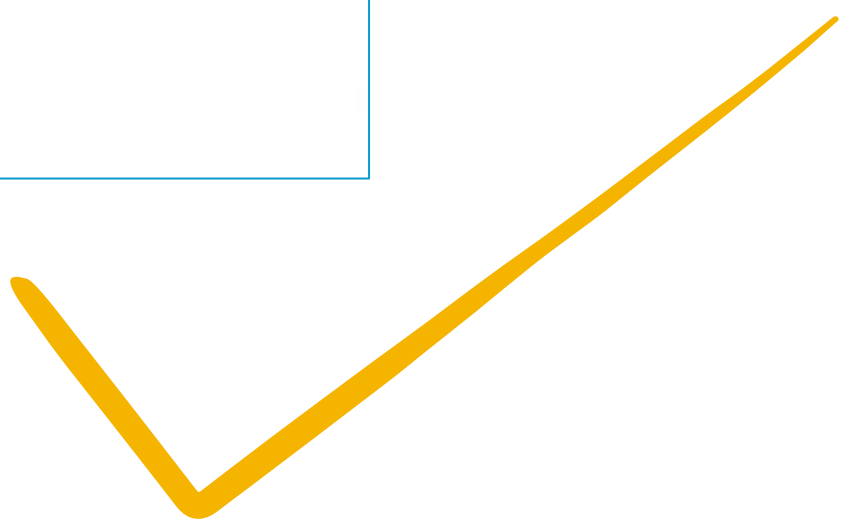
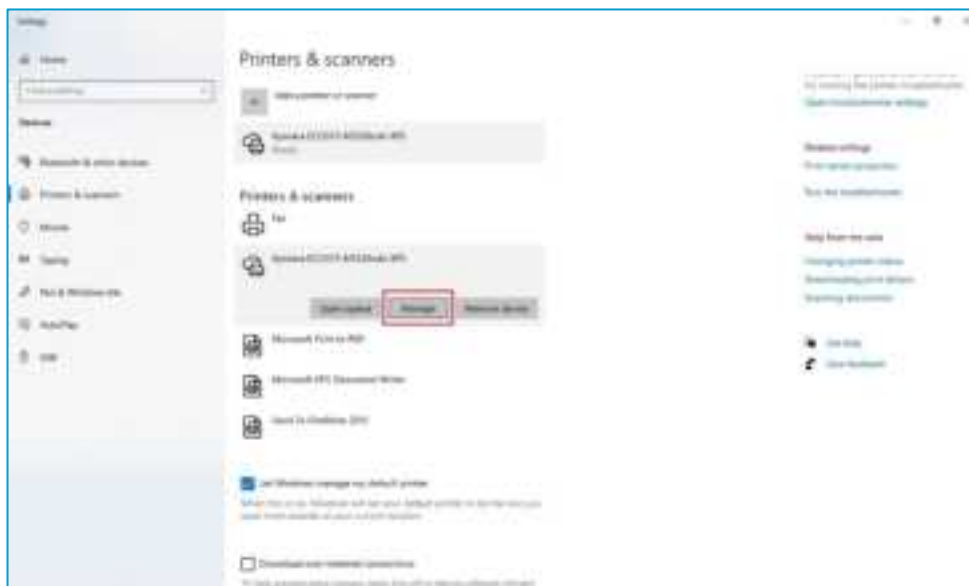
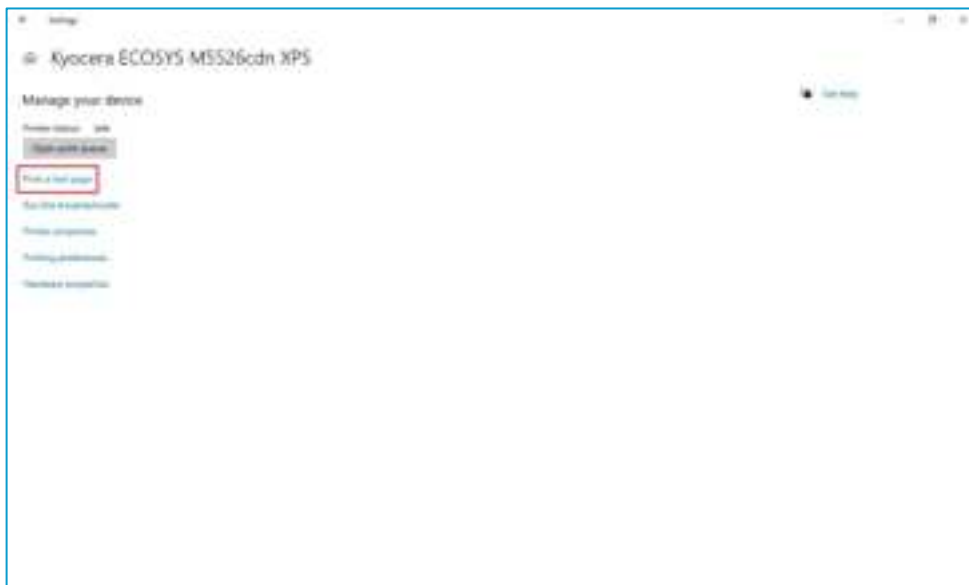




If the printer is not found in the list, select Search Universal Print for printers.



4. Confirm the printer works by printing a test page.

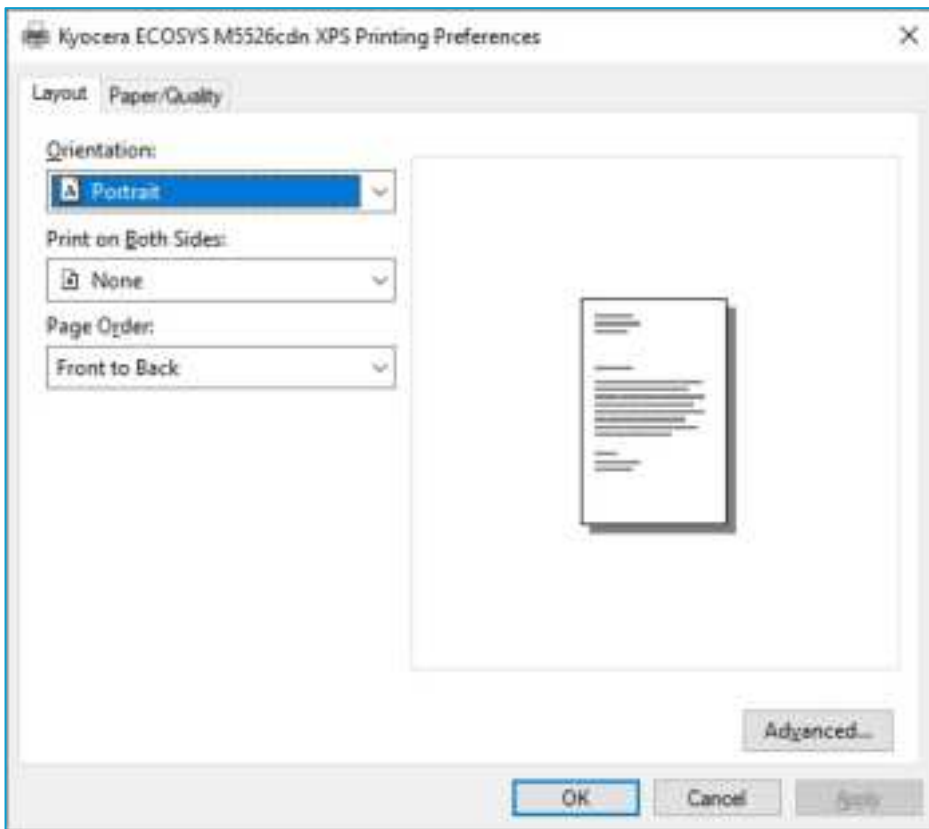


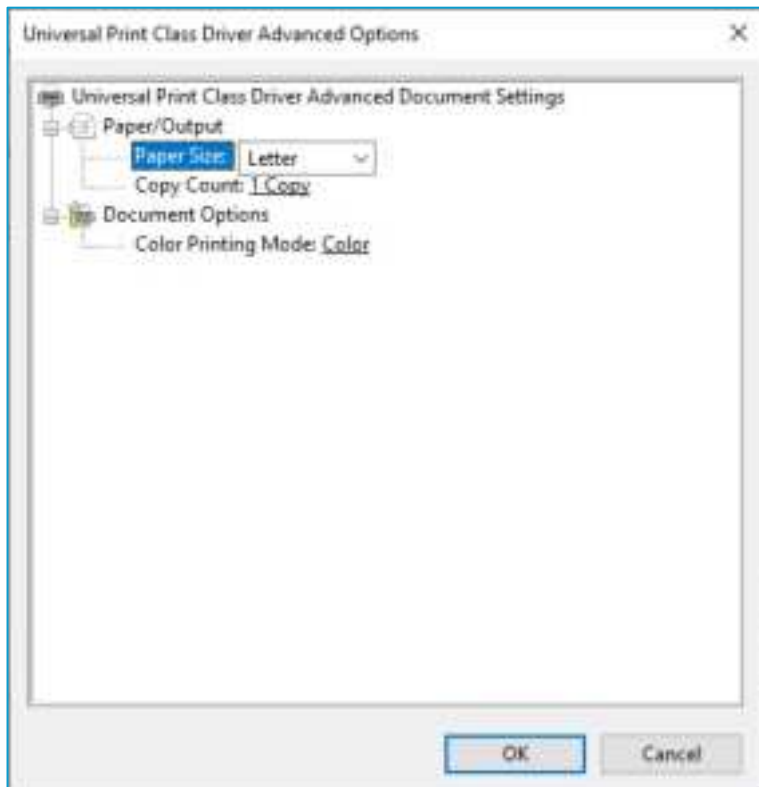
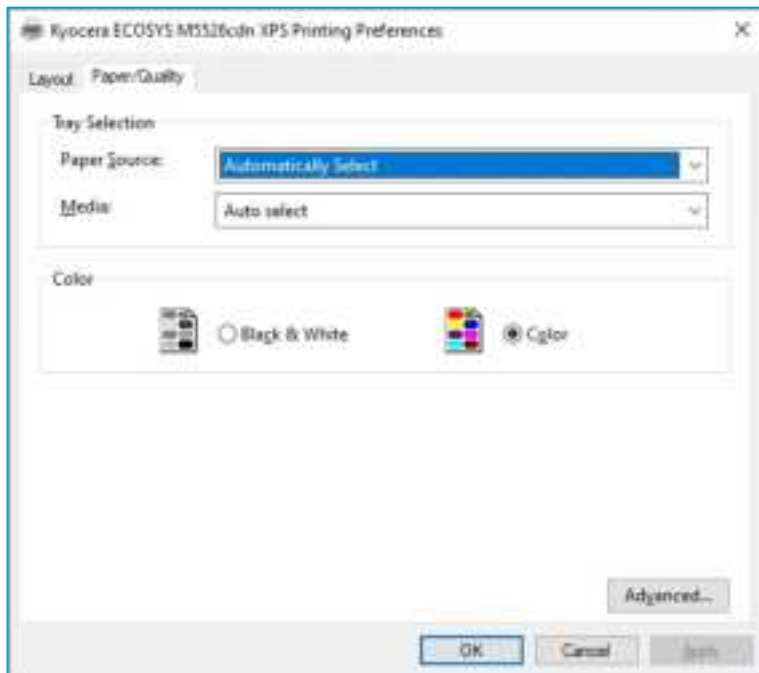
How to Use Universal Print

You can print with Universal Print by selecting a registered printer, just as you select a local printer when printing.

Support features

Features depend on Universal Print driver or Connector driver in Azure but are limited compared to KX driver. Following is an example of the Preference window for the Connector Driver as of October 2024.





➔ <https://docs.microsoft.com/en-us/universal-print/fundamentals/>

Contact Information

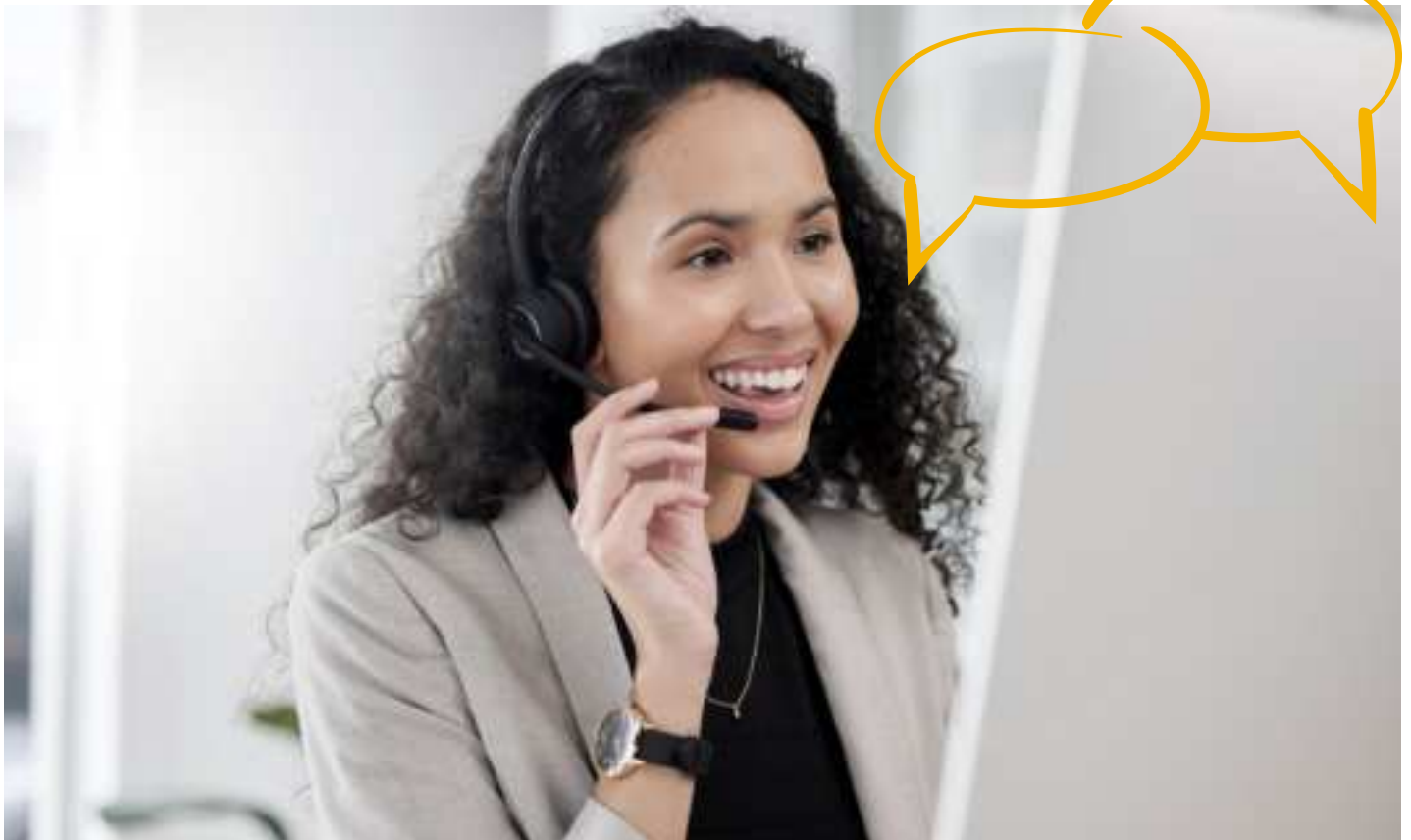
You can print with Universal Print by selecting a registered printer, just as you select a local printer when printing.



Support@da.kyocera.com



1-800-255-6482





About KYOCERA Document Solutions America, Inc.

Kyocera Document Solutions America, Inc. (<https://kyoceradocumentsolutions.us>) is a group company of Kyocera Document Solutions Inc., a global leading provider of total document solutions based in Osaka, Japan. The company's portfolio includes reliable and eco-friendly MFPs and printers, as well as business applications and consultative services which enable customers to optimize and manage their document workflow, reaching new heights of efficiency. With professional expertise and a culture of empathetic partnership, the objective of the company is to help organisations put knowledge to work to drive change.

Kyocera Document Solutions Inc. is a group company of Kyocera Corporation (Kyocera), a leading supplier of semiconductor packages, industrial and automotive components, semiconductor packages, electronic devices, smart energy systems, printers, copiers, and mobile phones. During the year ended March 31, 2023, the Kyocera Group's consolidated sales revenue totalled 2 trillion yen (approx. US\$15.1 billion). Kyocera is ranked #672 on Forbes magazine's 2023 "Global 2000" list of the world's largest publicly traded companies, and has been named by The Wall Street Journal among "The World's 100 Most Sustainably Managed Companies."