

Kyocera Cloud Print and Scan Startup Guide

For Users

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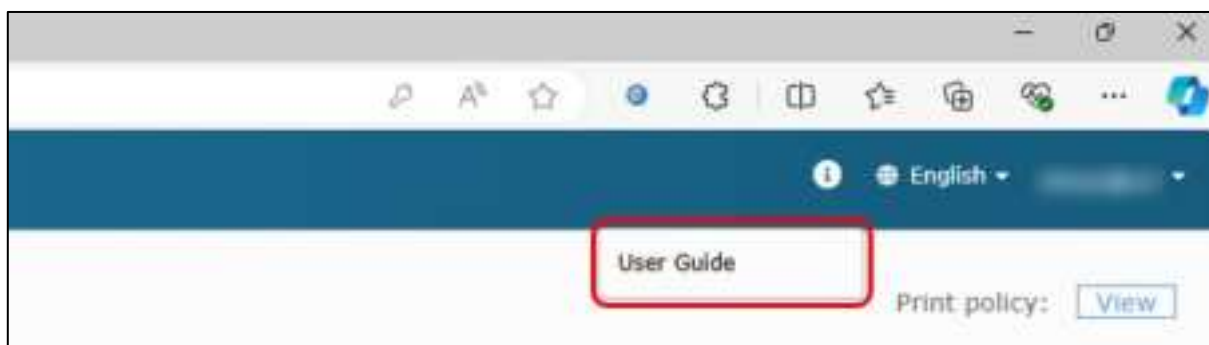
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Introduction

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



Target

Users of Kyocera Cloud Print and Scan

Purpose of this document

This document explains the most basic functions of Kyocera Cloud Print and Scan (KCPS) such as authenticated printing, scanning and related preparation and setup procedures. If the operation differs depending on the type of MFP application named KCPS HyPAS application (see the next section), each is explained.

Types of MFP applications (HyPAS)

There are two types of applications installed on the MFP (HyPAS).

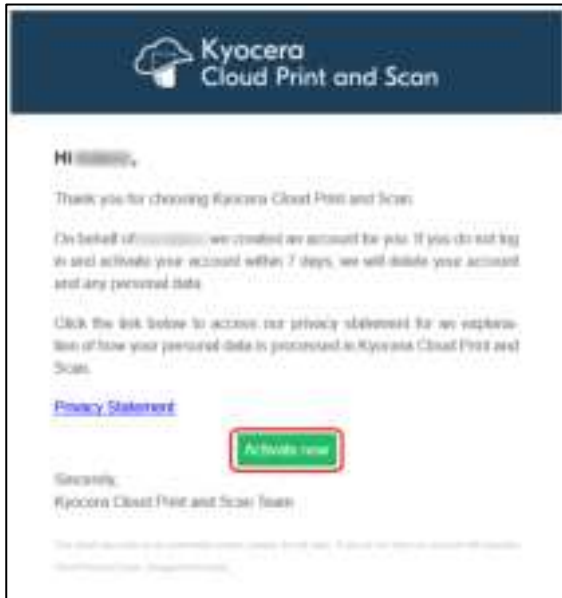
- **Extended Authentication Application:** Requires login to the MFP. User authentication is required to use any function of the MFP.
- **Non-extended Authentication Application:** Standard functions such as copying can be used without authentication. If you are using KCPS, select the KCPS icon on the home screen and log in to KCPS.

For details, please consult with the administrator.

Operation procedures

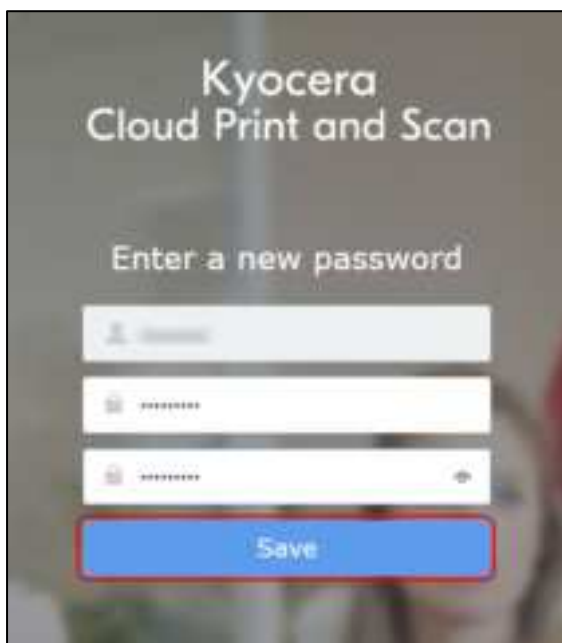
Register users

1. When the administrator registers your account, you will receive the following email. Open the email and click **Activate now**.



2. **Enter a new password** screen appears. Enter new password and click **Save**.

- * The User name and Password are used to **log in** to the **Customer portal**. We recommend you to take notes so as not to forget.

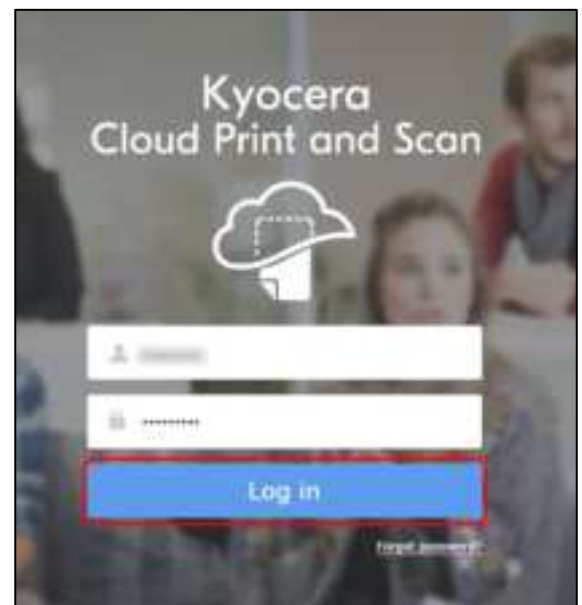


- **Password** (Between 8 - 64 characters): Required Password used for login. It must contain at least one uppercase letter, lowercase letter, number, and symbol.

3. The following message appears: Review the **End User License Agreement** and click **OK**.



4. The **Log in** screen will open. Bookmark this page. Then, enter your **User name** and the **Password** you just created, and click **Login**.



User registration is complete.

Execute printing

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.

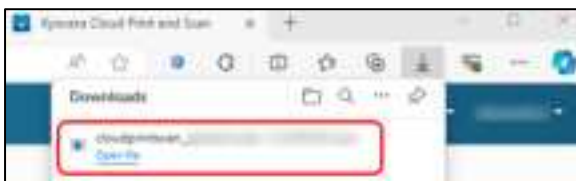
- * You can also upload and print .pdf, .jpg, .jpeg, .tiff, and .tif files directly from your browser. For detailed instructions, see **4 Jobs > File upload** in the User Guide.

Download the Desktop application

1. Log in to the **Customer portal** and click the **Applications** tab > **for Windows** to download the Desktop application.

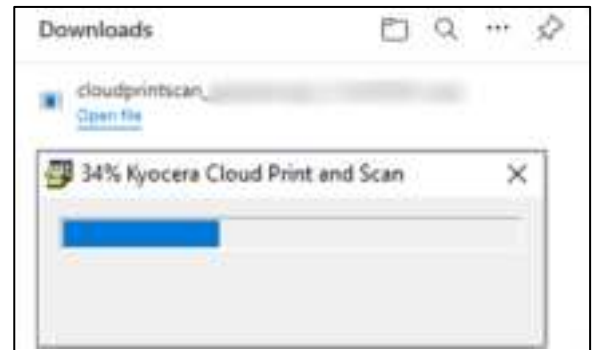


2. In your browser, when the download of **cloudprintscan_XXXX.exe** (XXXX is the version information) is finished, you can begin the installation. Proceed to the next section for **Install and setup**.

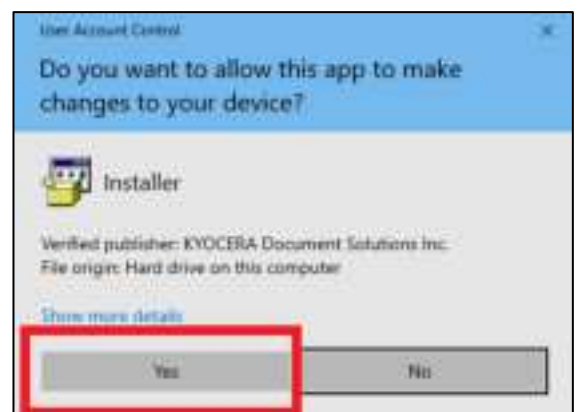


Install and setup

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.



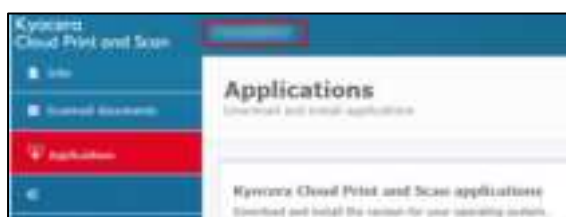
- When the installation is complete, the following dialog box is displayed. Click **Close**.



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



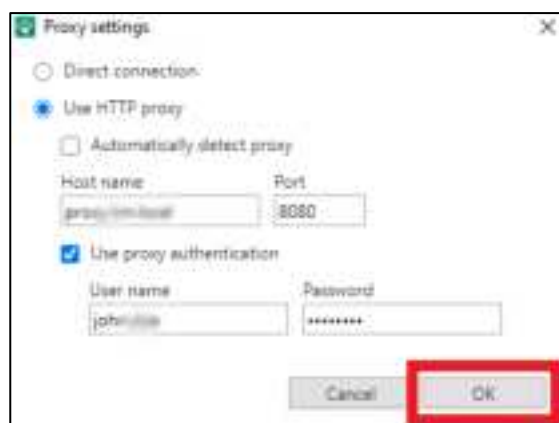
- * The **Organization name** can be found in the following place on the **Customer portal**.



- 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.



- 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

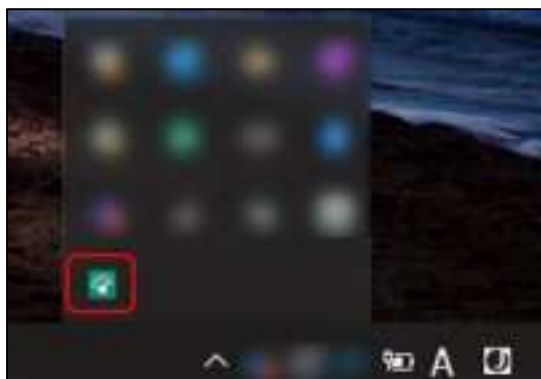
- Here, we use Microsoft® Office Word®. Open **Test.docx** saved on the PC. Select the **Kyocera Cloud Print and Scan** from the **Printer** list on the **Print** settings screen and click **Print**.



2. Enter your **User name** and **Password** on the login screen and click **OK**.

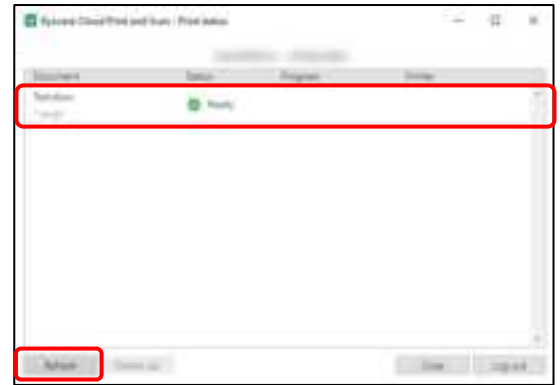


If the login screen is not displayed, click the **desktop application** icon  from the Windows taskbar to start it.



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.

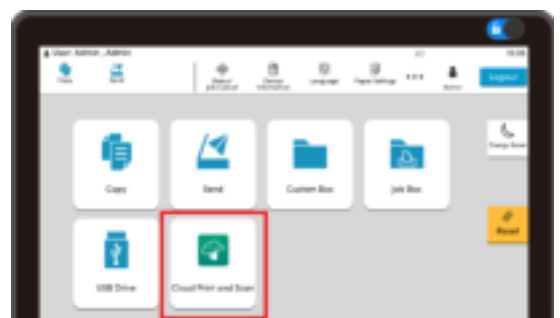
Operation with MFP

Note: The following procedure applies when application installed on the MFP (HyPAS) 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](#).



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.



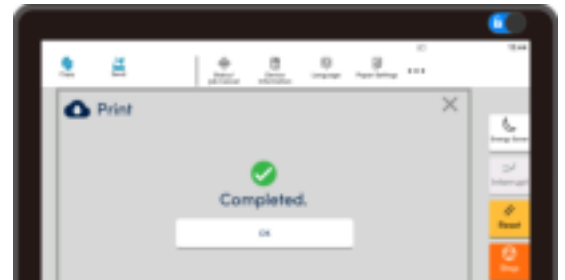
4. The spooled print data is displayed. Tap it. Turn **on** the checkbox (☑) of the target print data and tap the **printer** icon.



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.

Execute scanning

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

Operation with MFP

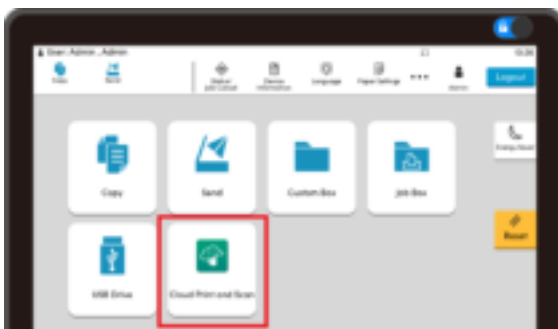
Note: The following procedure applies when the application installed on the MFP (HyPAS) is an Extended Authentication Application. For Non-extended authentication application, steps **1** and **2** below are reversed.

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**.

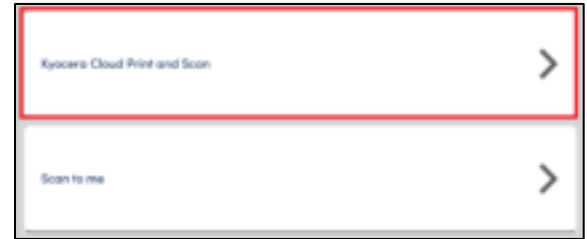
* For login by PIN code/ID card, refer to [Set options](#).



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.



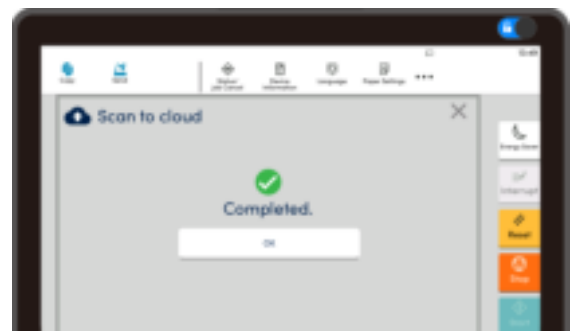
4. Tap **Store File**.



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**.

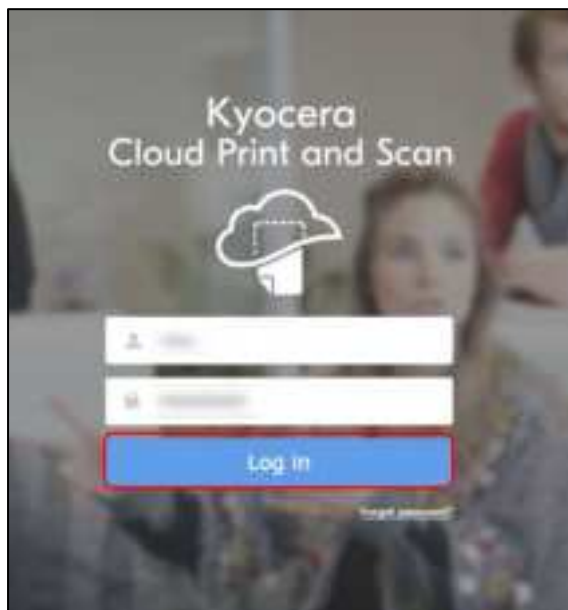


6. If following **Completed.** dialog appears, the scanned image is sent successfully.



Operation with browser

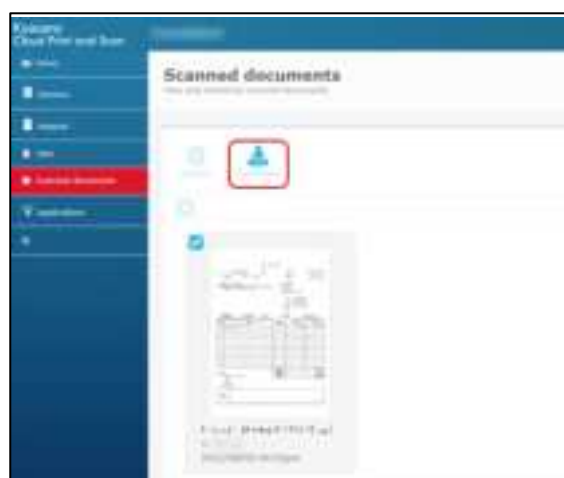
1. Next, access the **Customer portal** from your browser, enter your **User name** and **Password**, and **Log in**.



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.

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

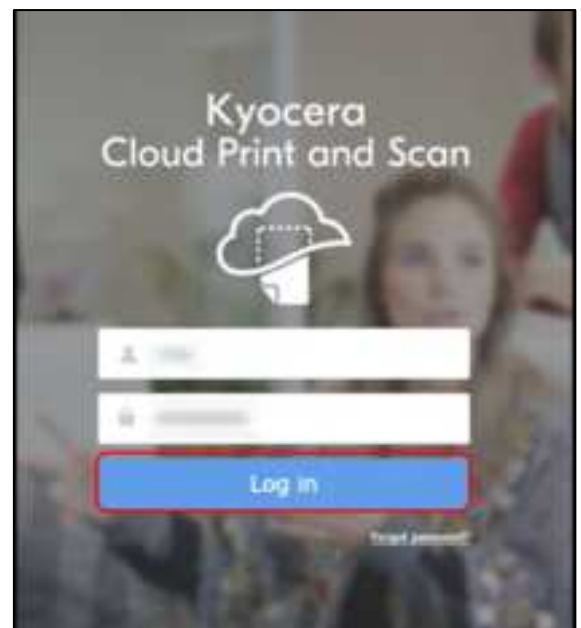
Upon registering your user account, you will receive an email notification with a PIN code to log in to the MFP.

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, step1~4 is not necessary. Go to step 5.**

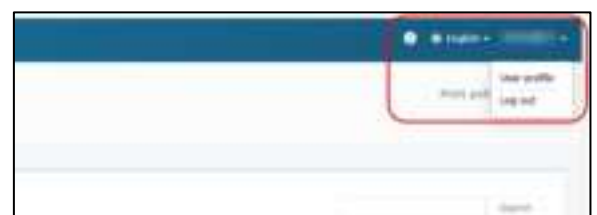


The procedure to confirm the PIN code is as follows.

1. In the Customer portal, enter your **User name** and **Password** to **Log in**.



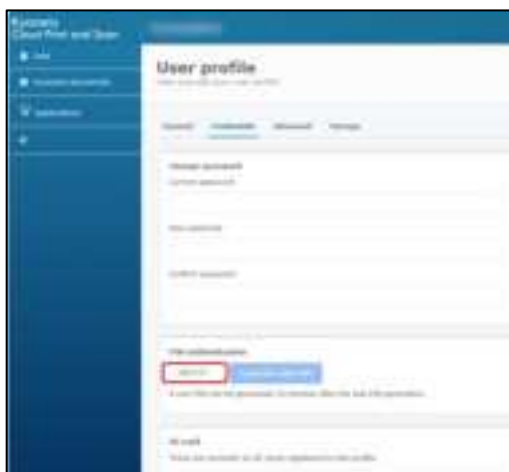
2. Click the user icon in the upper right and select a **User profile** from the pull-down menu.



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 **x** button to return to the login screen.



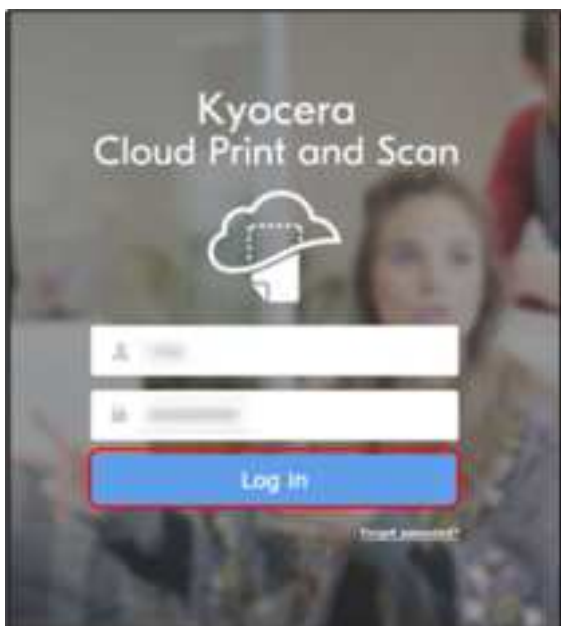
- * The information of the registered **ID card** is displayed in the **Credentials** tab of the **User profile** by logging in to

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.



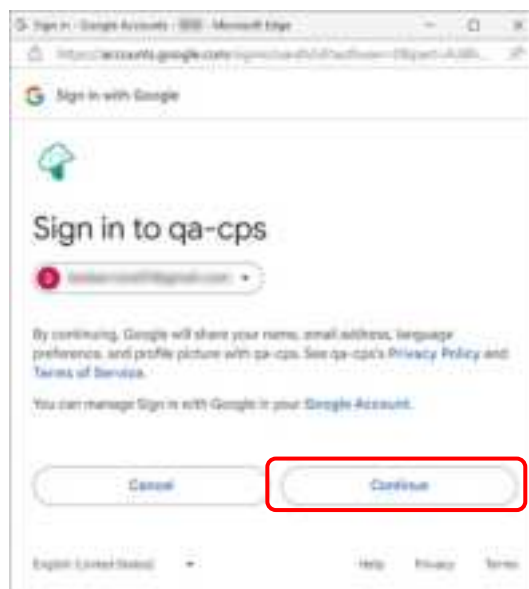
3. Select the **Storage** tab.



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.)

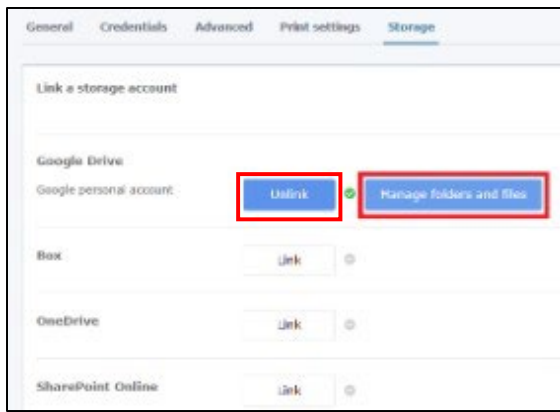


5. Add accounts for each cloud storage. (Here is an example for Google Drive. Click **Continue**.)



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.



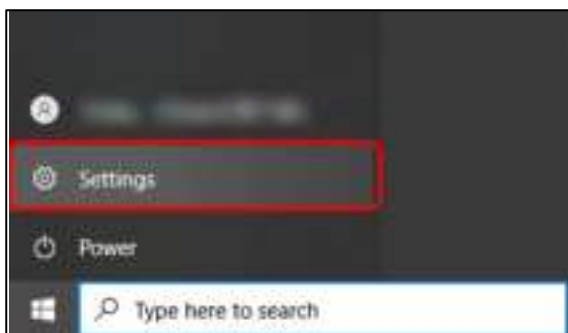
With the above steps, the registered cloud storage is added.

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.

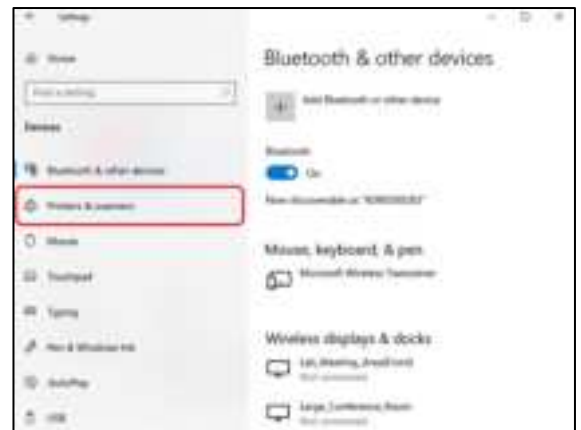
1. On your Windows PC, go to **Start > Settings (⚙️) > Devices > Printers and Scanners**.



Select **Start > Settings**



Select **Devices**



Select **Printers and Scanners**

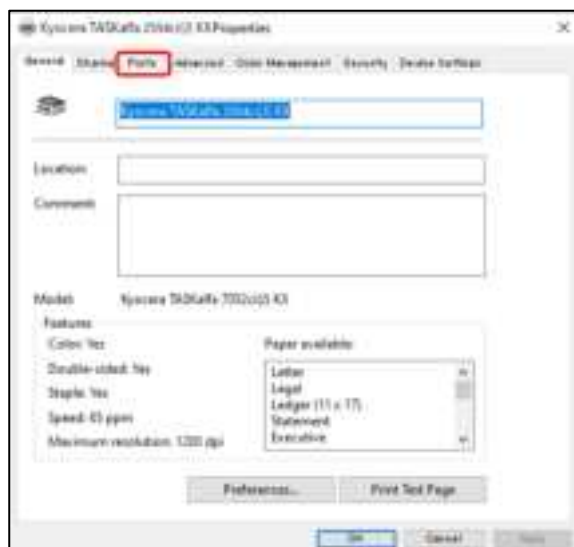
2. Select the KX Driver of the MFP you want to use, and then select **Manage**.



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.

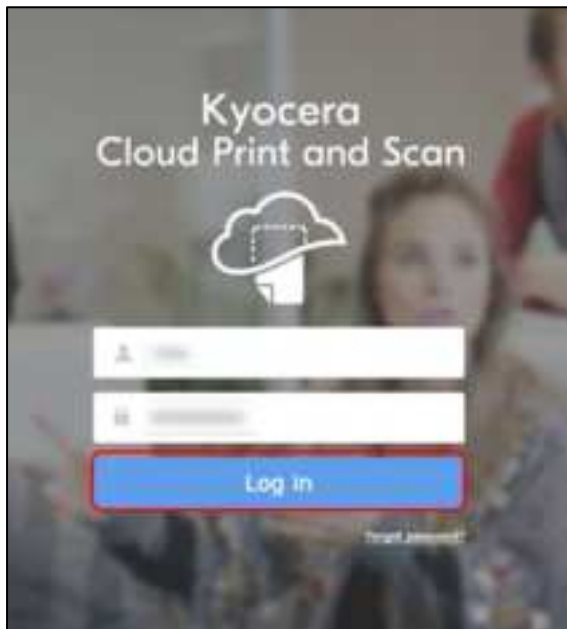


8. The **Page Description Languages** window opens. Select **PCL XL** and click **OK**. Then click **OK** in the Properties window to close it. This completes the KX Driver integration.



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.

