Kyocera Cloud Print and Scan
User Guide

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Regarding trademarks

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1   Product information

Kyocera Cloud Print and Scan documentation

Kyocera Cloud Print and Scan User Guide	Provides instruction on how to set up and effectively use Kyocera Cloud Print and Scan.

Conventions

The following conventions may be used in this guide:

- **Bold text** is used for menu items and buttons
- Screen, text box, and drop-down menu titles are spelled and punctuated exactly as they are displayed on the screen
- *Italics* are used for document titles
- Text or commands that a user enters are displayed as text in a different font or in a text box as shown in these examples:

> 1. On the command line, enter `net stop program`
>
> 2. Create a batch file that includes these commands:
>
> ```
> net stop program
> gbak –rep –user PROGRAMLOG.FBK
> ```

- Icons are used to draw your attention to certain pieces of information. Examples:

> This indicates information that is useful to know.

> This indicates important information that you should know, including such things as data loss if the procedure is not done properly.

System requirements

Important privacy information

> KCPS is a software product for a single person using their own dedicated PC account. The simultaneous access on shared PCs or a similar environment, is NOT supported.

When using KCPS on a shared PC, please log in to the PC with your own account and be sure to log out from the PC after use.

Supported web browsers

- Google Chrome: Latest version
- Microsoft Edge: Latest version (Chromium-based only)
- Apple Safari: Latest version

> 📝 You are notified on the screen if you are using an unsupported browser.

Desktop client minimum requirements

A. Operating systems	
⚠️ Any operating system that has reached EOL (End of Life) is not supported.	
Windows	10 / 11
macOS	10.15 / 11 / 12 / 13
B. Hardware requirements	
Processor	• Intel Pentium 4 processor or later (SSE2 capable) • M1 or M2 (Macintosh)
RAM	OS minimum/recommended
Hard disk space	600 MB
C. Port requirements	
5571	Port 5571 is used for the Desktop client. If port 5571 is not available, users cannot open the Desktop client.

Kyocera Cloud Print and Scan Chrome Extension

The Kyocera Cloud Print and Scan Chrome Extension is only guaranteed to work on a Chromebook using the latest version of Chrome.

2 Introduction

Kyocera Cloud Print and Scan is a cloud printing and scanning solution for office environments.

Features

You interact with your Kyocera Cloud Print and Scan (KCPS) account in three different ways:

Access type	Description
Customer portal (A)	Use your computer or mobile device to access the Customer portal. In the Customer portal, you can manage your KCPS account and the documents you plan to print. Your "Activation Confirmation" email provides the link to go to the Log in screen on the Customer portal.
Desktop client (B)	Use the KCPS Desktop client to send files from your computer's applications to KCPS. The Desktop client is available for both Windows and Macintosh unless your organization's Customer admin has hidden the ability to download the Desktop client. 📝 Chromebook users can use the Kyocera Cloud Print and Scan Chrome Extension to send files to KCPS.

Access type	Description
HyPAS application (C)	Use an MFP (multi-function printer) with the KCPS HyPAS application installed to scan documents to and print documents from your KCPS account.
	You can also scan documents to and print documents from third-party cloud storage services like Box, Box Enterprise, OneDrive, OneDrive for Business, SharePoint Online, Google Drive, and Google Drive for Google Workspace with the HyPAS application. Your organization needs to make these services available to you before you can access them.

📝 For all access types (Customer portal, Desktop client, and HyPAS application):

- Your account is locked after three failed attempts to log in within 15 minutes
- Your account is automatically unlocked after 30 minutes to allow you to retry logging in.
- If you have forgotten your login information, select the **Forgot password** link on the Customer portal home page and follow the instructions. If your organization uses "Sign in with Microsoft" for log in authentication, you cannot change your password in KCPS. Contact your IT team for assistance.

Your KCPS admin can help you if you need any assistance.

3　Getting started

Before you can use your Kyocera Cloud Print and Scan (KCPS) account, you need to:

- Activate and log in to your KCPS account. Your KCPS admin creates an account for you and sends you an activation email.

  > If your company uses "Sign in with Microsoft" for authentication, you do not have to activate your account, and you will not receive an activation email.

  > You must log in to your KCPS account using "Sign in with Microsoft" in the Customer portal before you can print, scan, or use any native features such as copy on a device.

- Link your third-party cloud storage accounts. Box, Box Enterprise, OneDrive, OneDrive for Business, SharePoint Online, and Google Drive are supported.
- Install the KCPS Desktop client on your computer. This software lets you print to your KCPS account from your computer. Both Windows and Macintosh software is available. See the *Applications* chapter to download, install, and set up the Desktop client.
- If you have an ID card, register it at a device where you plan to print or scan.

About the Log in page

The Log in page for Kyocera Cloud Print and Scan (KCPS), besides being used to log in, has additional features to help you use the product.

> You are notified on the screen if you are using an unsupported browser.

Your log in page may be either the standard KCPS log in page or the "Sign in with Microsoft" log in page if your company uses Microsoft for authentication.

Standard KCPS log in page

As shown in the image below, the standard log in page is used if your company does not use "Sign in with Microsoft" for authentication.

Item number	Item	Description
1	Information	Select the icon and then the guide name to open a PDF Guide for the portal you are viewing. This icon is also available on other pages.
2	Language	Make a selection from this menu to change the user interface language. This icon is also available on other pages.
3	Forgot password	If you have forgotten your password, select this link to reset it.
4	Version	Displays the version of the KCPS software you are using.
5	Privacy Statement	Depending on how the system is set up, you may have a link to a Privacy Statement. Select this link, if available, to view how your data is handled.
6	License Agreement	Select this link to view license information about this product.

Sign in with Microsoft log in page

As shown in the image below, the "Sign in with Microsoft" log in page is used if your organization uses Microsoft for authentication.

Use your Microsoft credentials to log in. You do not have to activate your KCPS account.

Item number	Item	Description
1	Information	Select the icon and then the guide name to open a PDF Guide for the portal you are viewing. This icon is also available on other pages.
2	Language	Make a selection from this menu to change the user interface language. This icon is also available on other pages.
3	Admin log in	This link is for your KCPS Admin to log in for maintenance purposes. It is not for general KCPS users.
4	Version	Displays the version of the KCPS software you are using.
5	Privacy Statement	Depending on how the system is set up, you may have a link to a Privacy Statement. Select this link, if available, to view how your data is handled.
6	License Agreement	Select this link to view license information about this product.

Activate your account

🗒️ If your organization uses "Sign in with Microsoft" for log in authentication you do not have to activate your account. Skip this topic and go to the *Activate your account: Azure AD users* topic.

After your Kyocera Cloud Print and Scan (KCPS) admin creates an account for you, you are notified by email that your account is ready for activation.

1 Open your email from KCPS and read the contents carefully.

2 (Optional) If there is a **Privacy Statement** link, select it to view how your data is to be treated.

3 In the email, select **Activate now**.
A browser window opens and displays your KCPS username already entered. Note this username since you need it to log in to the system.

4 Enter a new password and password confirmation. When you select the password text box, you see the password requirements. When your password and password confirmation meet the requirements and match, the Save button becomes available.

5 Select **Save**.
A welcome notice displays.

6 Read the welcome notice and select the "I have read and accept the End User License Agreement" check box.

7 Select **OK**.
The KCPS "Log in" window displays. KCPS also sends you an email to confirm your activation. The email contains a button that also takes you to the "Log in" window.

8 On the "Log in" windows, enter your user name and password and select **Log in**.

After a successful log in, the KCPS Home page displays. It is from this page that you can manage your account.

Activate your account: Azure AD users

If your organization uses "Sign in with Microsoft" for log in authentication you do not have to activate your account. However, you do have to accept the End User License Agreement (EULA).

1 Open your browser window and log into your KCPS account using the "Sign in with Microsoft" button.
A welcome notice displays.

2 Read the welcome notice and select the "I have read and accept the End User License Agreement" check box.

3 Select **OK**.

After a successful log in, the KCPS Home page displays. It is from this page that you can manage your account.

Edit your Kyocera Cloud Print and Scan user profile

You can edit your user profile at any time. Four tabs contain settings you can change:

General

On the General tab, you can change your first name, last name, user name, and email. See the *General tab* topic for more information.

> 📝 If your organization uses "Sign in with Microsoft" for log in authentication the information on the General tab is read-only and cannot be changed.

Password

On the Password tab, you can change your current password. See the *Password tab* topic for more information.

> 📝 The Password tab is not displayed if your organization uses "Sign in with Microsoft" for log in authentication.

Advanced

On the Advanced tab, you can enable or disable contact-free printing, view and update your PIN authentication, and manage ID cards. See the *Advanced tab* topic for more information.

Storage

On the Storage tab, you can link or unlink to cloud storage accounts. See the *Storage tab* topic for more information.

General

The General tab contains the following settings:

> 📝 If your organization uses "Sign in with Microsoft" for log in authentication, the information on the General tab is read-only and cannot be changed.

First name

Displays your current first name. The first name can be up to a maximum of 255 characters. Space, hyphen and . @ _ ' ! # ^ ~ characters are allowed.

Last name

Displays your current last name. The last name can be up to a maximum of 255 characters. Space, hyphen and . @ _ ' ! # ^ ~ characters are allowed.

User name

Displays your current user name. Your user name can be a minimum of 4 up to a maximum of 64 characters. Space, hyphen and . @ _ ' ! # ^ ~ characters are allowed.

> User name is not displayed if your organization uses "Sign in with Microsoft" for log in authentication.

Email address

Displays your current email address. Your email address can be up to 132 characters.

> If you change your email address on this page, an email is sent to both your old and new email addresses. You must go to your new email account, open the email from Kyocera Cloud Print and Scan and select **Change email address** within 24 hours for the email change to take effect.

Password

The Password tab contains settings to change Customer Admin password.

Change your password

You can change your Kyocera Cloud Print and Scan (KCPS) password.

> You cannot change your password if your organization uses "Sign in with Microsoft" for log in authentication. Contact your IT team for assistance.

1 Open your browser window and log into your KCPS account.

2 Select your user name and then select **User profile**.

3 Select the **Password** tab.

4 Enter your current password and then your new password and a confirmation of the new password.

5 Select **Save**.

The changes you make are effective immediately. Note your new password since you must use it the next time you log in.

Forgot your password

If you forgot your password, request a password reset from the "Log in" window.

> The **Forgot password** link is not displayed if your organization uses "Sign in with Microsoft" for log in authentication. Contact your IT team for assistance.

1 Open your browser and go to the Kyocera Cloud Print and Scan (KCPS) "Log in" page.

2 Select **Forgot password**.
The "Reset password" window displays.

3 Enter the email address you use for KCPS.

4 Select **Reset password**.
A "Reset password" message displays.

5 Select **OK**.
A password reset email is sent to the email address you entered. You have 24 hours to reset your password before the reset link expires.

6 Go to the email account that you entered for the password reset.

7 Open the "Reset Your Password" email from KCPS.

8 Select **Reset password**.
The KCPS "Enter a new password'' window displays.

9 Enter a new password and password confirmation. If the password and confirmation match, the Save button becomes available.

10 Select **Save**.
The password edit is saved, and you are returned to the "Log in" window. Log in using your new password.

You are sent a "Your Password Has Changed" email to confirm that your password is updated.

Advanced

The Advanced tab contains the following settings:

Enable contract-free printing
Allows you to print up to 20 of your queued print jobs one after another using the settings made from the Desktop client or printer driver. See the *Enable contact-free printing* topic for more information.

PIN authentication
Allows you to view your current PIN or generate a new PIN. See the *PIN authentication* topic or the *Generate a new PIN* topic for more information.

ID card
Allows you to view and manage your ID cards. See the *ID card status* topic or the *Register an ID card* topic for more information.

Skip HyPAS App print settings

> Allows you to skip the print settings screen on the KCPS HyPAS application when printing at a device. See the *Skip HyPAS App print settings* topic for more information.

Enable contact-free printing

When you set "Enable contact-free printing" to **On**, you can print up to 20 of your queued print jobs one after another using the settings made from the Desktop client or KX Driver. After you log in on a supported device, you are not asked at the device to specify settings for each job.

> If "Enable contact-free printing" is set to **On**, your documents print in order from the newest document you added to the oldest.

1 Open your browser and log into your Kyocera Cloud Print and Scan (KCPS) account.

2 In the top right corner of the KCPS window, select your user name and then **User profile**.

3 Select the **Advanced** tab

4 In the "Enable contact free-printing" area, select **On**.

5 Select **Save**.

To turn off "Enable contact-free printing," repeat the steps except select **Off**.

PIN authentication

If you can enter a PIN to log in to a device, the PIN authentication area displays on your User profile.

Your current 6-digit PIN displays in the PIN authentication area.

Generate a new PIN

You can generate a new PIN at any time. After generating a new PIN, you must wait 7 days before you can generate another new PIN. The date and time you last generated a new PIN are displayed in the PIN authentication area.

1 Open your browser and log into your Kyocera Cloud Print and Scan (KCPS) account.

2 In the top right corner of the KCPS window, select your user name and then **User profile**.

3 Select the **Advanced** tab.

4 Scroll to the "PIN authentication" area.

5 Select **Generate PIN**.

📝   If the Generate PIN button is not available, 7 days have not elapsed since your last new PIN was generated.

A new PIN is generated and displayed in the PIN authentication area. You receive an email after your PIN is updated.

ID card status

You can check and manage the ID cards currently registered to your account.

1 Open your browser and log into your Kyocera Cloud Print and Scan (KCPS) account.

2 In the top right corner of the KCPS window, select your user name and then **User profile**.

3 Select the **Advanced** tab.

4 Scroll to the "ID card" area.
The cards currently registered to your account are displayed. If there are no cards registered to your card, see the *Register an ID card* topic for information about registering an ID card.

5 You can manage or deactivate any of the cards listed.

Register an ID card

There are two ways to register an ID card with Kyocera Cloud Print and Scan (KCPS):

• Register the card at a device with an ID card reader.
• Add the card to your KCPS user profile using a web browser.

Register an ID card at a device

You can register multiple ID cards to your account, but you cannot share an ID card with another user. Another user cannot register a card you have already registered.

1 Go to a device that has KCPS installed.

2 Make sure the Log in screen is displayed and swipe your ID card.
A message displays that your ID card is not registered.

3 Select **Yes** to register your ID card.
The ID card registration screen displays.

4 Log in to your KCPS account to register your ID card.

After registering your ID card, you can either use the card to log in or enter your username and password. You can manage your ID cards on your User profile page.

> If your organization uses "Sign in with Microsoft" for authentication, you can only use your ID card or PIN to log in at a device.

Register an ID card on your KCPS user profile

You can register your ID cards on your KCPS user profile.

Multiple ID cards can be registered to your account, but you cannot share an ID card with another user. Another user cannot register a card you have already registered.

1 Open your browser and log into your KCPS account.

2 In the top right corner of the KCPS window, select your user name and then **User profile**.

3 Select the **Advanced** tab.

4 Scroll to the "ID card" area.
Any cards currently registered to your account are displayed.

5 In the text box, enter the ID card number.

Up to 31 characters are allowed. Numbers 0-9 and characters a-z, A-Z are allowed. Any upper case characters you enter are converted to lower case when saved. Duplicate ID cards are not allowed.

6 Select **Add**.
The ID card is registered. A message displays if you have entered a duplicate ID card number.

7 If you have more than one card to register, repeat steps 5 through 7 for each additional card.

Skip HyPAS App print settings

If you always use the default print settings when printing at a device using KCPS, you can set "Skip HyPAS App print settings" to **Enable**, to save a step when printing. After choosing documents, select the **Print** icon to initiate printing without seeing the printer options screen.

If you need to change the print settings after choosing documents and this setting is enabled, select the "Print preference" icon next to the Print icon to view the printer options screen.

1 Open your browser and log into your KCPS account.

2 In the top right corner of the KCPS window, select your user name and then **User profile**.

3 Select the **Advanced** tab.

4 Scroll to the "Skip HyPAS App print settings" area.

5 Select **Enable**.

6 Select **Save**.

You can disable the "Skip HyPAS App print settings" feature at any time by repeating the steps above and selecting **Disable** and then **Save**.

Storage

The Storage tab contains settings for:

Link a storage account

Lets you link to available cloud storage accounts. See the *Link a storage account* topic or the *Disconnect from a storage account* topic for more information.

Default linked storage account

Lets you specify which linked cloud storage account to use as the default linked cloud storage account on the HyPAS application at a device.

Link a storage account

You can link to these third-party cloud storage services if your organization has made them available to your organization:

- Box
- Box Enterprise
- Google Drive
- Google Drive for Google Workspace
- OneDrive
- OneDrive for Business
- SharePoint Online

Once linked, you can print documents from your third-party cloud storage and scan documents to store on these services. Any print quotas or policies that apply to your Kyocera Cloud Print and Scan (KCPS) account apply as well when you are printing from any third-party cloud service.

📝 If you do not use a linked storage account for 90 days, the linking for that storage account expires. When this happens, a "Re-link expired linked account" message displays on the KCPS HyPAS screen. See the *"Re-link expired linked account" message* topic for more information.

1 Open your browser and log into your KCPS account.

**2** In the top right corner of the KCPS window, select your user name and then **User profile**.

3 Select the **Storage** tab.

4 Scroll to the "Link a storage account" area. You can link to any or all of the storage services listed.

> Only third-party storage services available to you display. If your organization has not made a service available, it does not display in the "Link a storage account" area.

5 Select **Link** next to a cloud storage service name.

6 Follow the instructions provided on-screen to access and validate your cloud storage account.
Once the service is activated, a green check mark displays next to the **Unlink** button (A).
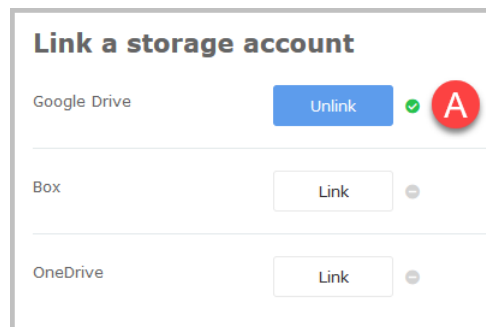
When you log in at a device to print or scan using KCPS, your linked cloud storage services display as locations where you can send scans or where you can retrieve print-ready documents for printing.

> Your KCPS admin may restrict printing from or saving scans to third-party cloud storage services. Check with your KCPS admin if you have any questions.

"Re-link expired linked account" message

The "Re-link expired linked account" message displays on a device when you try to use a linked storage account where the account log in information you provided has expired. If you do not use a linked storage account for 90 days, the linking for that storage account expires. You can resolve this issue by linking the expired storage account again.

See the "Link a storage account" topic for information about linking the storage account.

Disconnect from a storage account

1 Open your browser and log into your Kyocera Cloud Print and Scan (KCPS) account.

2 In the top right corner of the KCPS window, select your user name and then **User profile**.

3 Select the **Storage** tab.

4 To disconnect from a third-party cloud storage service, select **Unlink** next to the service name.
The "Unlink storage account" window displays.

5 Select **OK**.
The **Unlink** button changes to **Link**.

The cloud storage service is no longer linked to your Kyocera Cloud Print and Scan account. You can re-link to the service at any time.

Default linked storage account

You can specify which linked cloud storage account to use as the default cloud storage on the KCPS HyPAS application. For example, if you linked Box, selecting it as the default will automatically use Box as the storage when logging in on the HyPAS app on a device.

None is the default setting.

• If "None" is selected, but there is only one available linked storage, the "Service menu screen" (Storage selection screen) is skipped, and that storage page is displayed on the KCPS HyPAS application.
• If you do not specify a default linked storage account and have more than one available, you must select a storage account each time you use the KCPS HyPAS application.

1 Open your browser and log into your KCPS account.

2 In the top right corner of the KCPS window, select your user name and then **User profile**.

3 Select the **Storage** tab.

4 Scroll to the "Default linked storage account" area and select the linked storage account you want to use as the default.

> Only the storage services you have linked display in the menu. Unlinked storage services do not display in the "Default linked storage account" menu.

5 Select **Save**.

After logging in to KCPS on a device, your default linked storage account default displays as the first screen.

If you want to use a different linked storage account, select the back icon in the top left corner and select a linked storage account from the list.
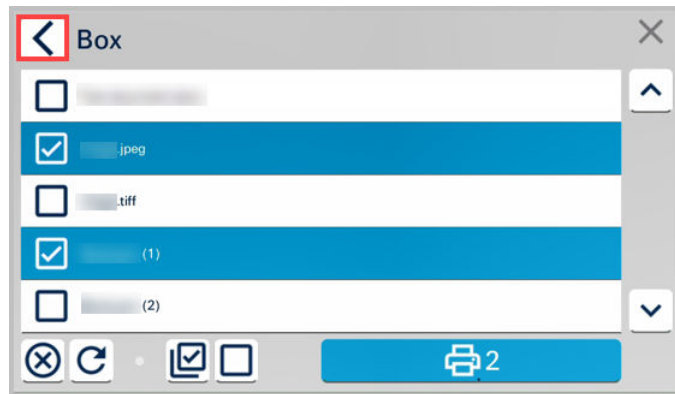
4   Jobs

Use the **Jobs** tab to upload and monitor jobs that you have submitted to Kyocera Cloud Print and Scan.

About the Jobs tab

- View your current monthly print limits and any print policies that apply to your account on the Jobs tab.
- Upload .pdf, .jpg, .jpeg, .tiff, or .tif files to KCPS. See the *File upload* topic for more information.
- For jobs listed on the Jobs tab, you can preview a thumbnail view of the first page of the document by selecting **View**.
- Use the **Search** box to find any jobs that are not displaying on the current page if you have a large number of jobs.
- Select a job and then select **Delete** to remove the job permanently from the Jobs tab. You can select multiple or all jobs to delete all at once.

> 📝 Your jobs are not stored permanently in KCPS. Ask your admin about how many days your jobs are retained before being automatically deleted.

- The maximum size of any print job that can be successfully processed is 500 MB.

File upload

On the Jobs tab, you can upload files from your computer to KCPS using drag and drop or by manually by browsing for the files to upload.

> 📝 If your KCPS Customer Admin has set "Job storage" to "Local spool," you cannot view or upload jobs on the Jobs tab. "Local spool" stores your print jobs locally on the Desktop client until you release the jobs.

- You can upload a maximum of 10 files at a time.
- Only .pdf, .jpg,, .jpeg, .tiff, or .tif files can be uploaded on the Jobs tab.
- Each file cannot be larger than 10 MB.

To upload files larger than 10 MB, open and submit the file to KCPS using the Desktop client.

Add files using drag and drop

You can add files to KCPS using the drag and drop method.

- You can upload a maximum of 10 files at one time. If you try to drag and drop more than 10 files, an error message displays, and no files are uploaded.

- Only .pdf, .jpg,, .jpeg, .tiff, or .tif files can be uploaded on the Jobs tab.
- The maximum file size for any individual file that you drag and drop is 10 MB.

1 Open your browser window and log into your KCPS account.

2 Select the **Jobs** tab.

3 Select **Upload**.
The "Upload to Jobs" window displays.

4 Drag files from your computer's file system onto the **Drag and drop your files here or Browse** area.
The "Upload to Jobs" window displays and shows the progress of the uploads. If there are files that do not meet the requirements for uploading, a message displays and they are not uploaded.

5 After the uploads are complete, select the trash can icon to remove any documents you do not want to upload. You can also drag and drop additional files up to the maximum.

6 When satisfied with your list of files, select **Add** to add the documents to the Jobs tab.

The uploaded documents display on the Jobs tab and are available for printing.

Add files manually

You can add files manually to KCPS instead of using drag and drop.

- You can upload a maximum of 10 documents at one time. If you try to upload more than 10 documents, an error message displays and no documents are uploaded.
- Only .pdf, .jpg,, .jpeg, .tiff, or .tif files can be uploaded on the Jobs tab.
- The maximum file size for any individual document that you add manually is 10 MB.

1 Open your browser window and log into your KCPS account.

2 Select the **Jobs** tab.

3 Select **Upload**.
The "Upload to Jobs" window displays.

4 Select anywhere in the **Drag and drop your files here or Browse** area to open the "File Upload" window.

5 Browse and select the documents you want to add and select **Open**.
The "Upload to Jobs" window displays and shows the progress of the uploads. If there are files that do not meet the requirements for uploading, a message displays and they are not uploaded.

6 After the uploads are complete, select the trash can icon to remove any documents you do not want to upload. You can also select **Browse** to add additional files up to the maximum.

7 When satisfied with your list of files, select **Add** to add the documents to the Jobs tab.

The uploaded documents display on the Jobs tab and are available for printing.

5 Scanned documents

Use the Scanned documents tab to view and download scan jobs that you have submitted to Kyocera Cloud Print and Scan (KCPS).

About the Scanned documents tab

- For jobs listed on the Scanned documents tab, you can preview a thumbnail view of the first page of the document by selecting **View**. You can also download your scan jobs to your computer from this tab.
- Use the **Search** box to find any scan jobs that are not displaying on the current page if you have a large number of jobs.
- Select a scan job and then select **Delete** to remove the job permanently from the Scanned documents tab. You can select multiple or all scan jobs to delete all at once.

> Your jobs are not stored permanently in KCPS. Ask your admin about how many days your jobs are retained before being automatically deleted. Download any scan jobs you want to keep.

- The accuracy of scan counts may be affected by the occurrence of feeder jams or canceled jobs.
- The maximum size of any scan job that can be successfully processed is 500 MB.

6 Applications

Use the Applications tab to download the Windows and macOS Desktop clients. The Desktop clients are used to send your jobs to Kyocera Cloud Print and Scan.

> The Applications tab is not visible if your organization's Customer admin has hidden the ability to download the Desktop client.

Install the Desktop client

You use the Desktop client to "print" to Kyocera Cloud Print and Scan (KCPS) from applications you use on your computer. Documents sent from the Desktop client are added to your Jobs tab in KCPS.

- If the Desktop client is already installed on your computer by your KCPS Admin or your IT team, you will log in to the Desktop client when your computer restarts, when you try to print to KCPS, or when you select the Kyocera Cloud Print and Scan icon in the notification area.

- If the Desktop client is not installed on your computer, follow the instructions in the *Install and set up the Windows Desktop client* or *Install and set up the Macintosh Desktop client* topics.

Install and set up the Windows Desktop client

1 Open your browser and log in to your Kyocera Cloud Print and Scan (KCPS) account.

2 Select the **Applications** tab.

3 Select **for Windows**.

4 Download and then open the application installer once the download finishes.

5 On the KCPS setup window, select **Install** and follow the onscreen prompts.

6 Select **Close** when the installation finishes.
A window displays to enter your organization name.

7 Your organization name is displayed above any KCPS tabbed window and also appears in the Activation Confirmation email you received from KCPS. Enter your organization name and then select **OK**.

8 Enter your KCPS user name and password and select **OK**.
   a) If your organization uses "Sign in with Microsoft" for authentication, a Microsoft "Sign in" window displays. Enter your Microsoft user

credentials and follow the onscreen prompts. If a "Permissions requested" window displays, select **Accept**.

b) If your organization uses "Sign in with Microsoft" for authentication and you have never logged in to KCPS and have not accepted the "End User License Agreement" (EULA) before, a message displays. Follow the onscreen prompts to open the web portal and accept the EULA. You must agree to the EULA before using KCPS and the Desktop client.

9 Return to the Desktop client and log in. If your organization uses "Sign in with Microsoft," select your account and log in.
The Kyocera Cloud Print and Scan - Print status window displays.

10 If you cannot connect to KCPS, an error message displays at the top of the log in window. You may need to configure the Desktop client proxy settings. Your KCPS admin will provide you with the settings to enter:

> After the Desktop client is installed, you can change the proxy settings from the notifications area. See the *Change the Windows Desktop client proxy settings* topic for more information.

a) In the error message, select **proxy settings**.
The Kyocera Cloud Print and Scan proxy settings window displays.
b) Select **Use HTTP proxy**.
c) Enter the information that your admin provided and select **OK**.
d) Enter your KCPS user name and password in the Desktop client and select **OK**.

> Note the following:
> • Your account is locked after three failed attempts to log in within 15 minutes
> • Your account is automatically unlocked after 30 minutes to allow you to retry logging in.
> • If you have forgotten your login information, select the **Forgot password** link on the Customer portal home page and follow the instructions.

When you are logged into the Desktop client, you can see the status of files you send to KCPS. You can also refresh the window, delete any listed jobs, close the window, or log out of the Desktop client from this window.

If you print to KCPS from one of your applications, such as Microsoft Word, and you are not logged in, a window displays and prompts you for your log in information.

Change the Windows Desktop client proxy settings

You can change the Kyocera Cloud Print and Scan Desktop client proxy settings from the Windows notification area.

1 In the notifications area, right-click the Kyocera Cloud Print and Scan icon (2) and select **Proxy settings** (3). You may have to select the "Show hidden icons" caret (^) (1) to display the icon.
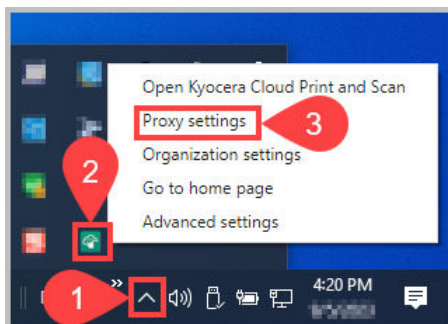
The Kyocera Cloud Print and Scan proxy settings window displays.

2 Select **Use HTTP proxy**.

3 Enter the information that your admin provided and select **OK**.

4 Enter your KCPS user name and password and select **OK**.

Change the Windows Desktop client log in behavior

After installation, if you are not logged in, the Desktop client log in window opens periodically to remind you to log in. This is the default Desktop client behavior.

You can change this behavior by clearing the "Automatically show Desktop client when not signed in" check box on the "Advanced settings" window.

1 In the notifications area, right-click the Kyocera Cloud Print and Scan icon (2) and select **Advanced settings** (3). You may have to select the "Show hidden icons" caret (^) (1) to display the icon.
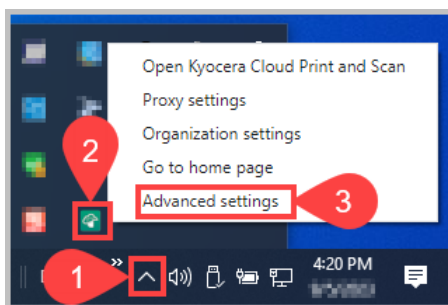
The "Advanced settings" window displays.

2 Clear the "Automatically show Desktop client when not signed in" check box, as shown below.
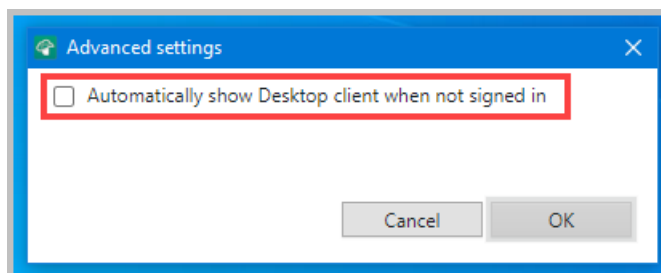
3 Select **OK**.

The Desktop client only displays the log in window now in the following circumstances:

- You print a document to Kyocera Cloud Print and Scan and are not already logged in.
- You select the Kyocera Cloud Print and Scan icon in the notifications area and are not already logged in.

Install and set up the Macintosh Desktop client

1 Open your browser and log in to your Kyocera Cloud Print and Scan (KCPS) account.

2 Select the **Applications** tab.

3 Select **for macOS**.

4 Download and then open the application installer once the download finishes.

5 Follow the installer instructions.
When the installation completes, a window displays to enter your organization name.

6 Your organization name is displayed above any tabbed window in KCPS and also appears in the Activation Confirmation email you received from KCPS. Enter your organization name and then select **OK**.

7 Enter your KCPS user name and password and select **OK**
   a) If your organization uses "Sign in with Microsoft" for authentication, a Microsoft "Sign in" window displays. Enter your Microsoft user credentials and follow the onscreen prompts. If a "Permissions requested" window displays, select **Accept**.
   b) If your organization uses "Sign in with Microsoft" for authentication and you have never logged in to KCPS and have not accepted the "End User License Agreement" (EULA) before, a message displays. Follow the onscreen prompts to open the web portal and accept

the EULA. You must agree to the EULA before using KCPS and the Desktop client.

8 Return to the Desktop client and log in. If your organization uses "Sign in with Microsoft," select your account and log in.
The "Kyocera Cloud Print and Scan - Print status" window displays.

9 If you cannot connect to KCPS, an error message displays at the top of the log in window. You may need to configure the Desktop client proxy settings. Your KCPS admin will provide you with the settings to enter:

> After the Desktop client is installed, you can change the proxy settings from the notifications area. See the *Change the Macintosh Desktop client proxy settings* topic for more information.

  a) In the error message, select **proxy settings**.
The KCPS proxy settings window displays.
  b) Select **Use HTTP proxy**.
  c) Enter the information that your admin provided and select **OK**.
  d) Enter your KCPS user name and password in the Desktop client and select **OK**.

> Note the following:
>
> • Your account is locked after three failed attempts to log in within 15 minutes
> • Your account is automatically unlocked after 30 minutes to allow you to retry logging in.
> • If you have forgotten your login information, select the **Forgot password** link on the Customer portal home page and follow the instructions.

When you are logged into the Desktop client, you can see the status of files you send to KCPS. You can also refresh the window, delete any listed jobs, close the window, or log out of the Desktop client from this window.

If you print to KCPS from one of your applications, such as Microsoft Word, and you are not logged in, a window displays and prompts you for your log in information.

Change the Macintosh Desktop client proxy settings

You can change the Kyocera Cloud Print and Scan Desktop client proxy settings from the Macintosh top menu bar.

1 On the top menu bar, select the Kyocera Cloud Print and Scan icon (1) and select **Kyocera Cloud Print and Scan proxy settings** (2).
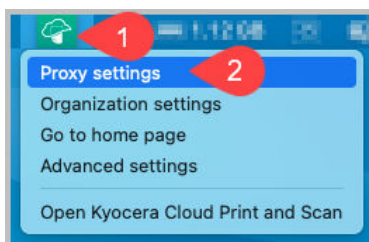
The Kyocera Cloud Print and Scan proxy settings window displays.

2 Select **Use HTTP proxy**.

3 Enter the information that your admin provided and select **OK**.

4 Enter your KCPS user name and password in the Desktop client and select **OK**.

Change the Macintosh Desktop client log in behavior

After installation if you are not logged in, the Desktop client log in window opens periodically to remind you to log in. This is the default Desktop client behavior.

You can change this behavior by clearing the "Automatically show Desktop client when not signed in" check box on the "Advanced settings" window.

1 On the top menu bar, select the Kyocera Cloud Print and Scan icon (1) and select **Advanced settings** (2).
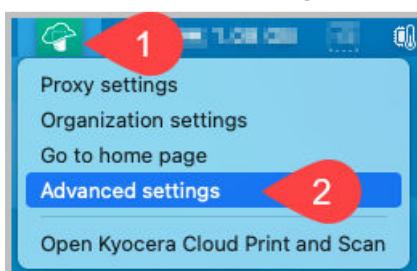
The "Advanced settings" window displays.

2 Clear the "Automatically show Desktop client when not signed in" check box, as shown below.
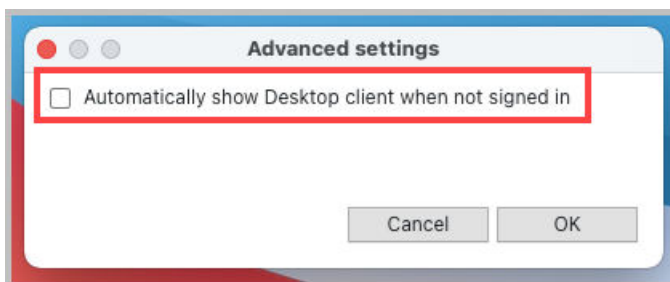
3 Select **OK**.

The Desktop client only displays the log in window now in the following circumstances:

- You print a document to Kyocera Cloud Print and Scan and are not already logged in.
- You select the Kyocera Cloud Print and Scan icon in the notifications area and are not already logged in.

Install the Desktop client for Windows: Silent mode

Use the Windows Desktop client installation package (exe) for silent installation of the Desktop client application.

> Messages are not displayed for silent installations.

For the silent mode install, the command format is:

```
cloudprintscan_*.exe -s -on "organization name"
```

where `cloudprintscan_*.exe` is the full file name of the installation file you are using.

> If proxy settings are required, the `-on` option is not supported. See the *Silent mode install options* topic for more information.

Example of a silent installation:

1 Open a Command Prompt window.

2 Enter the command with any options that need to be set, substituting the you organization name. This is an example command:

```
cloudprintscan_1.3.029.exe -s -on "Your organization's
name"
```
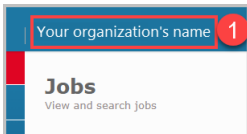
Messages are not displayed for silent installations.

3 Once the installation is finished, close the Command Prompt window.

The Desktop client for Windows automatically starts after the installation finishes:

- A desktop shortcut for Kyocera Cloud Print and Scan is added.
- An icon for Kyocera Cloud Print and Scan displays in the notification area.
- A Kyocera Cloud Print and Scan login window displays. If "Sign in with Microsoft" is being used for authentication, a Microsoft Sign in window displays.

  The authentication window can be closed without logging in. You are asked to authenticate at the next restart of the computer, if you try to print to KCPS, or if you select the Kyocera Cloud Print and Scan icon in the notification area.

Silent mode install options

Option	Description
-s	Install the software using silent mode. If proxy settings are required, the `-on` option is not supported. See the `-on` option for more information.
-on "organization name"	The option `-on` requires the organization name in parentheses. Enter your organization's name registered in KCPS. Your organization's name can be found at the top of the KCPS window (1) after logging in. If proxy settings are required, perform the following steps to silently install the software and modify the proxy settings after installation: 1. Run the silent installation. After the installation, a Kyocera Cloud Print and Scan window displays where you enter your Organization name. 2. Before entering the organization name, change the proxy settings using the instructions in the *Change the Windows Desktop client proxy settings* topic. 3. After changing the proxy settings, return to the Kyocera Cloud Print and Scan window and enter the Organization name. 4. Select **OK**. The log in page displays after entering the Organization name.

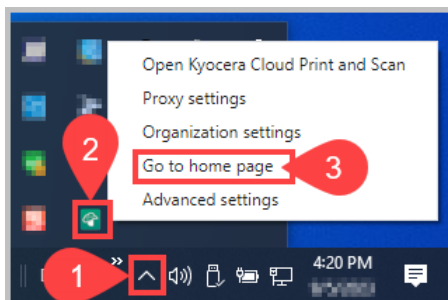# Go to the Kyocera Cloud Print and Scan portal home page

You can use the Desktop client to open the KCPS portal home page (log in page) using your default browser.

> 📝 If your default browser already has KCPS open, a new tab displays the log in page.

Go to the portal home page: Windows Desktop client

1 In the notifications area, right click the Kyocera Cloud Print and Scan icon (2) and select **Go to home page** (3). You may have to select the "Show hidden icons" caret (^) (1) to display the icon.
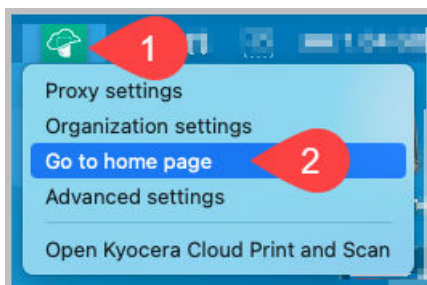

The KCPS portal Log in page displays.

2 Log in to KCPS.

Go to the portal home page: Macintosh Desktop client

1 On the top menu bar, select the Kyocera Cloud Print and Scan icon (1) and select **Go to home page** (2).

The KCPS portal Log in page displays.
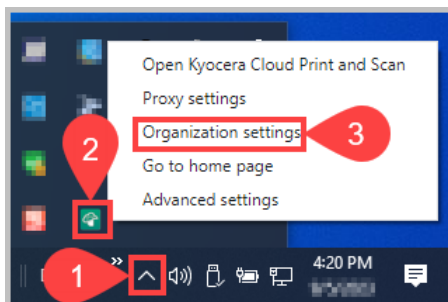
2 Log in to KCPS.

Check Desktop client settings

You can check the Desktop client settings to confirm the current Domain and Organization name.

Check the Windows Desktop client settings

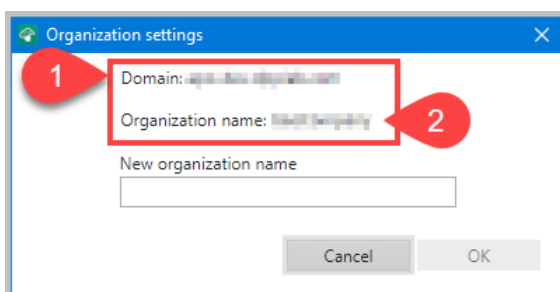You can check the Kyocera Cloud Print and Scan Desktop client settings from the Windows notification area.

1 In the notifications area, right click the Kyocera Cloud Print and Scan icon (2) and select **Organization settings** (3). You may have to select the "Show hidden icons" caret (^) (1) to display the icon.

✏️ The "Organization settings" menu item is not available if you have not already set the Organization. See *Install and set up the Windows Desktop client* for more information.

The "Organization settings" window displays.

2 The current "Domain" (1) and "Organization name" (2) display in the window.
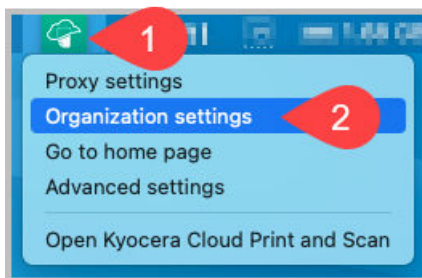

3 Select **Cancel** to close the window.

Check Macintosh Desktop client settings

You can check the Kyocera Cloud Print and Scan Desktop client Domain and "Organization name" settings from the Macintosh top menu bar.

1 On the top menu bar, select the Kyocera Cloud Print and Scan icon (1) and select **Organization settings** (2).
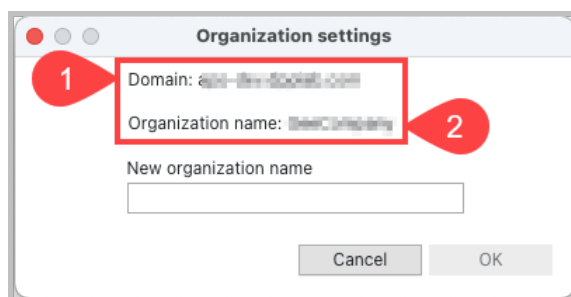
> 📝 The "Organization settings" menu item is not available if you have not already set the Organization. See *Install and set up the Macintosh Desktop client* for more information.

The "Organization settings" window displays.

2 The current "Domain" (1) and "Organization name" (2) display in the window.

3 Select **Cancel** to close the window.

Change the Desktop client Organization name

The Desktop client "Organization name" is set when the Desktop client is initially installed. If you entered the name incorrectly at installation time or are traveling to an affiliated company in another country using KCPS, use the "Organization settings" feature to make updates.

Change the Windows Desktop client organization name

The Desktop client "Organization name" is set when the Desktop client is initially installed. You can change the "Organization name" used by the Desktop client.

> 📝 All your local data, such as log in information and local spooled jobs, are removed after changing your organization.

1 In the notifications area, right-click the Kyocera Cloud Print and Scan icon (2) and select **Organization settings** (3). You may have to select the "Show hidden icons" caret (^) (1) to display the icon.
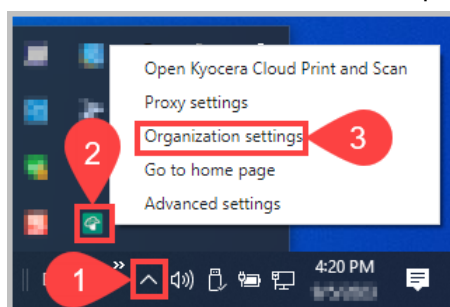
> 📝 The "Organization settings" menu item is not available if you have not already set the Organization. See *Install and set up the Windows Desktop client* for more information.

The "Organization settings" window displays and the current "Domain" (1) and "Organization name" (2) display in the window.

2 In the "New Organization name" text box, enter the new organization name and select **OK**.
A confirmation message displays.

3 Select **Yes** to confirm the organization change.

The Desktop client is updated and you can now use the Desktop client with KCPS.

- If the new organization requires proxy settings, an error message displays. See the *Change the Windows Desktop client proxy settings* topic for more information.
- If you entered an invalid organization name, check the organization spelling. Entering a Provider organization name also displays this error message.
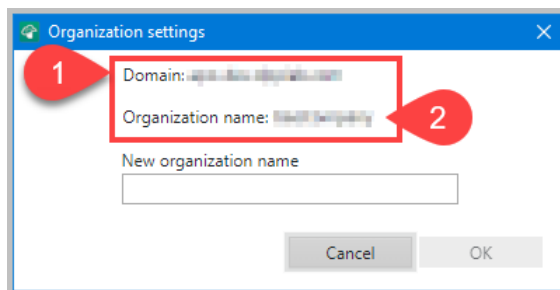
Change the Macintosh Desktop client organization name

The Desktop client "Organization name" is set when the Desktop client is initially installed. You can change the "Organization name" used by the Desktop client.

1 On the top menu bar, select the Kyocera Cloud Print and Scan icon (1) and select **Organization settings** (2).

> 📝 The "Organization settings" menu item is not available if you have not already set the Organization. See *Install and set up the Macintosh Desktop client* for more information.

The "Organization settings" window displays.

2 The current "Domain" (1) and "Organization name" (2) display in the window.

3 In the "New Organization name" text box, enter the new organization name and select **OK**.
A confirmation message displays.

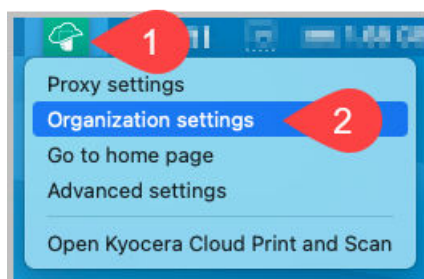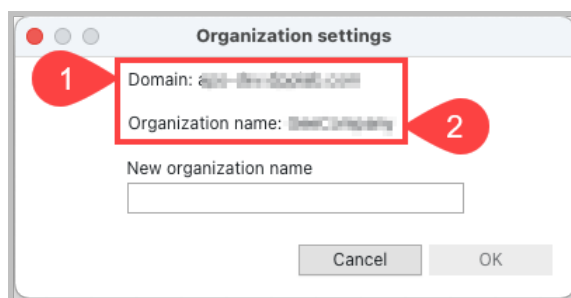**4** Select **Yes** to confirm the organization change.

The Desktop client is updated and you can now use the Desktop client with KCPS.

- If the new organization requires proxy settings, an error message displays. See the *Change the Macintosh Desktop client proxy settings* topic for more information.
- If you entered an invalid organization name, check the organization spelling. Entering a Provider organization name also displays this error message.

Update the Desktop client

You can only update the Desktop client if you have been given the right to install software yourself. If you cannot install software, you will not see any update notifications to update the Desktop client. Your IT team will update the Desktop client for you when an update is available.

If there is an update to the Desktop client, a notice displays when your computer restarts or when you try to print to KCPS.

Follow the instructions in the *Update the Windows Desktop client* or *Update the Macintosh Desktop client* topics to update the Desktop client.

Update the Windows Desktop client

If you see the "Update available" message when your computer restarts or when you try to print to KCPS, a new version of the Desktop client is available.

If you do not want to update the Desktop client, select **Remind me later**. The next time your computer restarts or when you try to print to KCPS, you will see the message again.

If you have been given the right to install software, you can update the Desktop client. Information, such as organization name and proxy settings, are retained during the update.

1   On the "Updates available" window, select **Download**.
A browser window opens to the standard KCPS log in page or, if your organization uses Microsoft for authentication, to the "Sign in with Microsoft" page.

2   Log in to your account.

3   Select the **Applications** tab.

4   Select **for Windows**.

5   Download and then open the application installer once the download finishes.

6   Select **Install** on the Kyocera Cloud Print and Scan setup window and follow the onscreen prompts.

> If you sent jobs for printing to KCPS using the previous version of the Desktop client, you will see a message about those jobs being deleted. You can cancel the Desktop client installation, print the jobs, and restart the update or continue with the update. Continuing with the update deletes your existing jobs, which cannot be recovered.

7   Select **Close** when the installation finishes.

8   Enter your KCPS user name and password and select **OK**

If your organization uses "Sign in with Microsoft" for authentication, a Microsoft "Sign in" window displays. Enter your Microsoft user credentials and follow the onscreen prompts. If a "Permissions requested window displays, select **Accept**.

The KCPS Print status window displays with your organization name and user name listed at the top.

Update the Macintosh Desktop client

If you see the "Update available" message when your computer restarts or when you try to print to KCPS, a new version of the Desktop client is available.

If you do not want to update the Desktop client, select **Remind me later**. The next time your computer restarts or when you try to print to KCPS, you will see the message again.

If you have been given the right to install software, you can update the Desktop client. Information, such as organization name and proxy settings, are retained during the update.

1 On the "Updates available" window, select **Download**.
A browser window opens to the standard KCPS log in page or, if your organization uses Microsoft for authentication, to the "Sign in with Microsoft" page.

2 Log in to your account.

3 Select the **Applications** tab.

4 Select **for macOS**.

5 Download and then open the application installer once the download finishes.

6 Select **Continue** on the "InstallKyocera Cloud Print and Scan" window and follow the onscreen prompts.
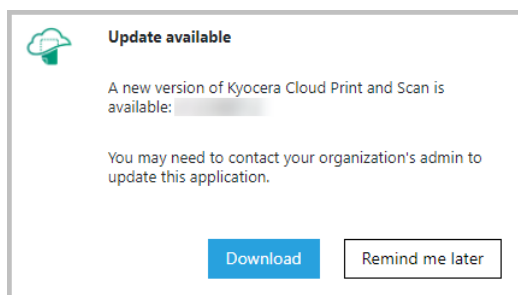
> 📝 If you sent jobs for printing to KCPS using the previous version of the Desktop client, you will see a message about those jobs being deleted. You can cancel the Desktop client installation, print the jobs, and restart the update or continue with the update. Continuing with the update deletes your existing jobs, which cannot be recovered.

7 Select **Close** when the installation finishes.

8 Enter your KCPS user name and password and select **OK**

If your organization uses "Sign in with Microsoft" for authentication, a Microsoft "Sign in" window displays. Enter your Microsoft user credentials and follow the onscreen prompts. If a "Permissions requested window displays, select **Accept**.

The KCPS Print status window displays with your organization name and user name listed at the top.

Uninstall the Desktop client

If the Kyocera Cloud Print and Scan Desktop client is no longer needed, you can remove it from your computer.

Uninstall the Windows Desktop client

1 Select **Start > KYOCERA**.

2 Right-click the **Kyocera Cloud Print and Scan** program name and select **Uninstall**.
The "Uninstall or change a program" window displays.

3 Locate the **Kyocera Cloud Print and Scan** program in the list.

4 Right-click the program name and select **Uninstall/Change**.

5 Follow the prompts to uninstall the Desktop client.

> Any print jobs you currently have may be deleted during the uninstall.

6 Select **Uninstall.**

7 Close any open windows to finish the uninstall. You can delay a restart of your computer or let the uninstaller restart your computer.

Uninstall the Windows Desktop client: Silent mode

Use the Windows Desktop client installation package (exe) for a silent uninstall of the Desktop client application.

For the silent mode install, the command format is:

```
cloudprintscan_*.exe -s -uninstall
```

where `cloudprintscan_*.exe` is the full file name of the installation file you are using.

Example of a silent uninstall:

1 Open a Command Prompt window.

2 Change to the folder where the .exe file is located and enter the command. This is an example command:

```
cloudprintscan_1.3.029.exe -s -uninstall
```

3 Once the uninstall is finished, close the Command Prompt window.

The Desktop client for Windows is removed once the uninstall finishes

Uninstall the Macintosh Desktop client

1 On your Macintosh, select the **Finder** icon in the Dock to open the Finder.

2 On the top menu bar, select **Go** > **Go to folder**.

3 In the "Go to the folder" text box, enter the following path:

/Library/Application Support/Kyocera Cloud Print and Scan

4 Select **OK**.
The Kyocera Cloud Print and Scan window displays.

5 Double-click the **Kyocera Cloud Print and Scan - uninstaller** icon.

6 Follow the on-screen instructions to uninstall the application.

7 Close any open windows once the uninstall finishes.

Set up the Windows KX Driver

If you would prefer to use the KX Driver to print to Kyocera Cloud Print and Scan (KCPS), there are some settings changes that you need to make to the KX Driver.

📝

- This procedure assumes you are setting up a locally-installed KX Driver. This procedure is not intended for use with shared drivers on a client server.
- A port named **KcoPort** is created when installing the Desktop client. It is used to "print" from an application to KCPS.
- Check with your KCPS administrator if you need assistance with printing or making these settings changes.

1 If not already installed, install the Desktop client.

2 On your Windows computer, select **Start** > **Settings (gear icon)** > **Devices** > **Printers & scanners**.

3 Select the KX Driver printer that you want to use and then select **Manage**.

4 From the "Manage your device" list, select **Printer properties**.
The Properties window for the printer driver displays.

5 Select the **Ports** tab.

6 From the list of ports displayed, select **KcoPort**.

7 Select **Apply**.

8 Select the **Device Settings** tab.

9 Select the **PDL** button.
The "Page Description Languages" window displays.

10 Select **PCL XL** and then select **OK**.

11 Select **OK** to close the Properties window.

When you print to the printer whose driver settings you have modified, your print jobs are sent to KCPS. If you have not logged in to the Desktop client already, the Desktop client window displays for you to enter your log in information.

> When specifying the paper source and output destination or selecting a finishing option, for example, staple or punch, use the KX Driver for the printer model you are using and has had the settings changed. Specifying these settings when using the KX Driver designed for a different printer model may result in unexpected print results.

> If you want to print a job duplex (2-sided), make sure to select that feature from the KX Driver before sending your job.
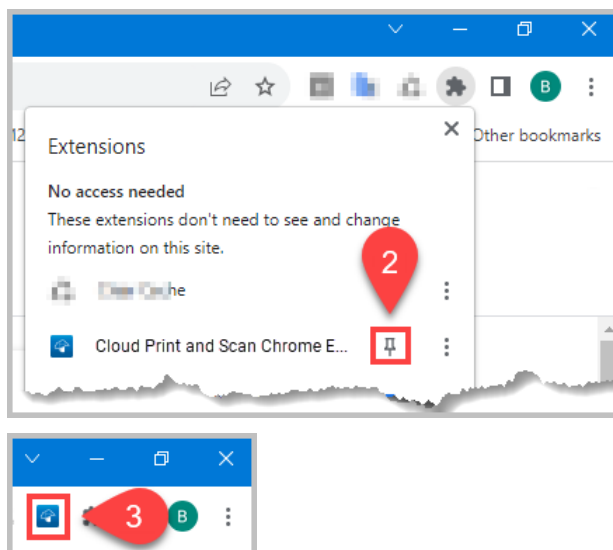
Install the Cloud Print and Scan Chrome Extension

Chromebook users can print from their Chromebook to KCPS after they install the Cloud Print and Scan Chrome Extension, available from the Chrome Web Store. Files sent from the Chromebook are automatically converted to PDF and sent to KCPS.

> The Kyocera Cloud Print and Scan Chrome Extension is only guaranteed to work on a Chromebook using the latest version of Chrome.

1 Log in to the Chrome Web Store and search for Cloud Print and Scan Chrome Extension.

2 Select **Add to Chrome**.

3 Review the types of data that the extension can access.

4 Select **Add extension**.

5 After a successful installation, select the Extensions icon (1) to display the list of available extensions.

6 Select the pin icon (2) next to "Cloud Print and Scan Chrome Extension" to always display the extension in the Extensions area (3).

7 Log in to the KCPS portal using the Chrome browser. After successfully logging in, the "Print to Cloud Print and Scan" extension displays a message. The message includes the username of the logged-in user (4) that the extension is ready to send print jobs (5).
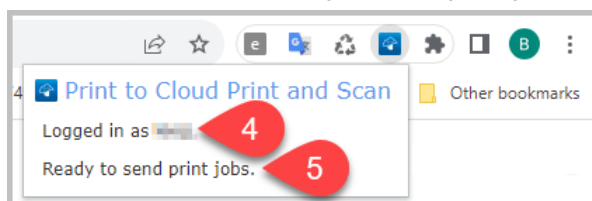
The Cloud Print and Scan Chrome Extension login stays active until you log out of or power down the Chromebook.

See the *Print using the Cloud Print and Scan Chrome Extension* topic in the *Applications* chapter for more information.

7 Print and scan at the device

Kyocera Cloud Print and Scan (KCPS) lets you print at the device from KCPS storage or any of your linked storage accounts. You can also scan at the device to KCPS storage or any of your linked storage accounts

> Your KCPS administrator controls access to the printing and scanning features for each storage account. If you cannot print from or scan to any of your storage accounts when at the device, check with your KCPS administrator if any restrictions are active for storage accounts.

> To reduce the risk of miscounting billing counts, KCPS blocks the next job from running while the current job is running. As a result, the next job cannot start until the preceding job finishes. Additionally, you cannot operate the KCPS panel while printing received FAX documents or direct printing from the KX Driver is in progress, which is expected behavior per design specifications.

Log in and log out

To use Kyocera Cloud Print and Scan (KCPS) to print or scan, you must log in at the device. When you have finished using KCPS, log out to prevent unauthorized or accidental use of your account.

> KCPS automatically logs you out of the device after a period of inactivity. It is always good practice to manually log yourself out.

Log in

You use any of these methods to log in:

- Swipe your ID card. You must have registered your ID card to use it to log in. See the *Register an ID card* topic.
- Enter your PIN, if available. If you don't know your current PIN, see the *PIN authentication* topic for more information.
- Enter your user name and password. This method is not available if "Sign in with Microsoft" is used for authentication.

> Note the following:
> - Your account is locked after three failed attempts to log in within 15 minutes
> - Your account is automatically unlocked after 30 minutes to allow you to retry logging in.
> - If you have forgotten your log in information, select the **Forgot password** link on the Customer portal home page and follow the instructions. Forgot password is not available if "Sign in with

Microsoft" is used for authentication. Check with your IT team for password reset information.

Log out

You can use any of these methods to log out:

- Swipe your ID card. You must have registered your ID card to use it to log out. See the *Register an ID card* topic
- Select the **Authentication/Log out** button on the device
- Select **Log out** on the KCPS interface.

> All jobs that are still running when you log out are canceled.

Printing

Kyocera Cloud Print and Scan (KCPS) allows you to print documents using any of these methods:

- From documents sent from your computer applications via the Desktop client or the KX Driver.

> Printing using the KX Driver, other print drivers, or printing directly to a printer may be restricted. Check with your Customer Admin if you have questions.

- From documents saved on the "Scanned documents" tab.
- From print-ready documents already stored on third-party cloud storage services.
- From documents sent from your Chromebook via the Print menu. The Cloud Print and Scan Chrome Extension, available from the Chrome Web Store, must be installed to print to KCPS.

General printing information when using KCPS storage

- Documents that you want to print must be uploaded to Kyocera Cloud Print and Scan (KCPS) to be available for printing on a device.
- KCPS allows each user to store up to 200 print jobs.
  - Print jobs that are printed are deleted once printing is finished.
  - Print jobs that are not printed are automatically deleted after the number of days set by your administrator.

    > The number of days when auto-deletion occurs on unprinted print jobs is between 1 and 28. Check with your KCPS administrator for the exact number of days set for your organization.

  - If "Enable contact-free printing" is set to **On**, your documents print in order from the newest document you added to the oldest.
- **Windows and Macintosh**: You must be logged in to the Desktop client to print from any of your computer applications. If you are not logged in, the Desktop client opens for you to provide your login credentials.

- **Chromebook**: You must be logged in to the Cloud Print and Scan Chrome Extension. If you are not logged in, the extension ask you log in to the KCPS portal to provide your login credentials.
- You can delete jobs using the Desktop client or in KCPS on the Jobs tab.
- Select the **Refresh** button to update job information
- When logged in to KCPS at a device, you can configure and apply these items to your print job:
  - Color mode
  - Print side
  - Paper selection*
  - Copies*

    * Not available when printing from Kyocera Cloud Print and Scan storage.

    📝 *If you have activated the "Contact-free printing" feature, the first 20 of your submitted documents print immediately after authenticating at the device. Your documents print in order from the newest document you added to the oldest. See the Contact-free printing topic for more information.*

- The maximum size of any print job that can be successfully processed is 500 MB.

Print limits

If your admin has applied monthly print limits for you or your team, these limits display when you select the User icon at the top of the Kyocera Cloud Print and Scan (KCPS) device window and on the KCPS web interface (1) on the Jobs tab.
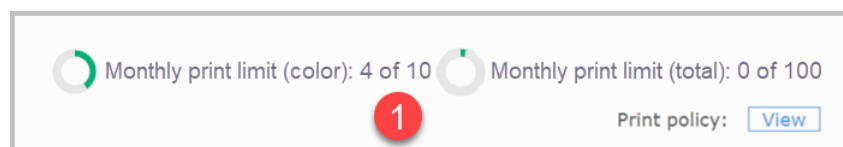

You may see no limits, one limit, or both limits, depending on what your admin has set. If a limit is reached, you cannot make any additional prints. Contact your admin if you have reached your print limit.

Print policy

If your admin has applied print policies for you or your team, only items you have permission to use display on the device panel when you try to print.

Print policies can also be viewed on the Kyocera Cloud Print and Scan (KCPS) web interface (1) on the Jobs tab when you select **View**.
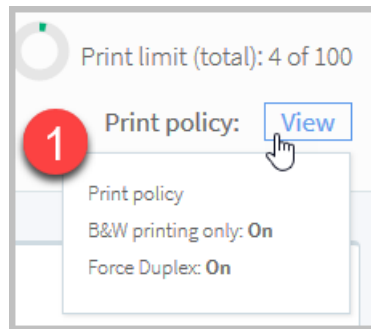
You may see no policies set to On, one policy, or both policies set to On, depending on what your admin has set. You cannot override any policies set to On.

About the Desktop client Auto-logout feature

The Desktop client may have the Auto-logout feature activated to log you out after a period of inactivity. Your KCPS admin activates the Auto-logout time for your entire organization, and it cannot be overridden. Ask your KCPS admin if the feature is active and for the Auto-logout time limit.

Actions you make that reset the Auto-logout limit are:

- hovering over the job list
- interacting with the job list
- printing from an application, specifically when the Desktop client receives print data from the printer driver

If the Auto-logout feature is active, regardless of the time limit setting, when you lock your computer or if your computer goes to sleep, your Desktop client session is automatically logged out.

Print using the Desktop client

You can print to Kyocera Cloud Print and Scan (KCPS) from any application on your computer by selecting KCPS as the printer. Once your print jobs are uploaded, you can go to the device where you want to print your documents to release the jobs. Check with your KCPS administrator if you need assistance with printing.

The KCPS Desktop client allows you to print any file format supported by the applications on your computer from which you are printing. File formats include, but are not limited to, Office documents, .pdf, .jpg, and .tiff, for example.

📝 If your administrator allows printing without using KCPS as the printer, you can use the KX Driver for devices that have been registered with KCPS. See the *Print using the Windows KX Driver* topic for information about printing with the KX Driver.

1 From your application, select **Print**.

> 📝 The maximum size of any print job that can be successfully processed is 500 MB.

2 Select the KCPS printer and then print the document.

> 📝 A log in window displays if you are not logged in to the Desktop client. Enter your KCPS user name and password and select **Log in**.

Documents you print display on both the Jobs tab in KCPS and the Desktop client Print status window.

* If you do not want to print a job, select the job and then select **Delete** in either the Jobs tab or the Desktop client.
* If your job does not appear in the window after a period of time, select **Refresh**.

3 Go to the device where you want to print your documents and log in to KCPS.
The default screen for the device displays.

4 Select the KCPS icon.
The service menu displays. Other selections are the third-party cloud storage services you have linked to your account.

If you have set a default third-party cloud storage account that is not Kyocera Cloud Print and Scan, select the back icon at the top of the window to return to the list of your linked storage accounts.

See the *Default linked storage account* topic in the *Getting started* chapter for more information about this feature.

5 Select **Kyocera Cloud Print and Scan**.
A list of print-ready documents display. If your admin has set print policies, a window displays to show any printing restrictions in effect. Select **OK** to dismiss the window.

6 Select one or more documents from the list displayed.

* You can touch the "Select all" icon to select all the print jobs currently displayed on the page. The "Select all" icon only selects print jobs on the current page.
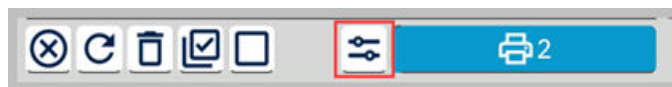

* You can move to the next page to select additional print jobs if all your jobs are not displayed.
* You can select any already-selected print job to clear the check mark.

- The printer icon displays the number of print jobs currently selected.

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  📝 If you set the "Skip HyPAS App print settings" feature to **Enable**, skip to step 9. To change print options with this feature enabled, touch the "Print preference" icon on the bottom row and skip to step 8.

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  See the *Skip HyPAS App print settings* topic in the *Getting started* chapter for more information about this feature.

7 Select the printer icon when you are finished selecting documents. The print options screen displays.

8 Set any print options you want to apply to all your documents.

- Color mode
- Print side
- Paper selection*
- Copies*

  * Not available when printing from Kyocera Cloud Print and Scan storage.

  📝 If print policies are in effect, some choices are unavailable.

9 Select **Print**

All the print jobs you selected are printed using the print options you set. After a job has completed printing, the job is removed from the "My jobs" window. Change windows to print another job or select **Log out.**

Print using the KX Driver (Windows-only)

You can print to Kyocera Cloud Print and Scan (KCPS) from any application on your computer by selecting a KX Driver printer driver that has had the settings modified for KCPS. Once your print jobs are uploaded, you can go to the device where you want to print your documents to release the jobs.

See the *Set up the Windows KX Driver* topic for information about the settings required for the KX Driver when printing to KCPS.

📝 The maximum size of any print job that can be successfully processed is 500 MB.

📝 Check with your KCPS administrator if you need assistance with printing or setting up the KX Driver.

The KX Driver allows you to print any file format supported by the applications on your computer from which you are printing. File formats include, but are not limited to, Office documents, .pdf, .jpg, and .tiff, for example.

1 From your application, select **Print**.

When specifying the paper source and output destination or selecting a finishing option, for example, staple or punch, use the KX Driver for the printer model you are using. Specifying these settings when using the KX Driver designed for a different printer model may result in unexpected print results.

2 Select the KX Driver you want to use and then print the document.

> ✎ A log in window displays if you are not logged in to the Desktop client. Enter your KCPS user name and password and select **Log in**.

Documents you print display on both the Jobs tab in KCPS and the Desktop client Print status window.

- If you do not want to print a job, select the job and then select **Delete** in either the Jobs tab or the Desktop client.
- If your job does not appear in the window after a period of time, select **Refresh**.
- The preview function in the KCPS portal does not support KX Driver jobs.

3 Go to the device where you want to print your documents and log in to KCPS.
The default screen for the device displays.

4 Select the KCPS icon.
The service menu displays. Other selections are the third-party cloud storage services you have permission to access.

If you have set a default third-party cloud storage account that is not Kyocera Cloud Print and Scan, select the back icon at the top of the window to return to the list of your linked storage accounts.

See the *Default linked storage account* topic in the *Getting started* chapter for more information.

5 Select **Kyocera Cloud Print and Scan**.
A list of print-ready documents display. If your admin has set print policies, a window displays to show any printing restrictions in effect. Select **OK** to dismiss the window.

6 Select one or more documents from the list displayed.

- You can touch the "Select all" icon to select all the print jobs currently displayed on the page. The "Select all" icon only selects print jobs on the current page.

- You can move to the next page to select additional print jobs if all your jobs are not displayed.
- You can select any already-selected print job to clear the check mark.
- The printer icon displays the number of print jobs currently selected.

> 📝 If you set the "Skip HyPAS App print settings" feature to **Enable**, skip to step 9. To change print options with this feature enabled, touch the "Print preference" icon on the bottom row and skip to step 8.
>
>
>
> See the *Skip HyPAS App print settings* topic in the *Getting started* chapter for more information about this feature.

7 Select the printer icon when you are finished selecting documents. The print options screen displays.

8 Set any print options you want to apply to all your documents.

- Color mode
- Paper selection*
- Copies*

  * Not available when printing from Kyocera Cloud Print and Scan storage.

  > 📝 If print policies are in effect, some choices are unavailable.

9 Select **Print**

All the print jobs you selected are printed using the print options you set. After a job has completed printing, the job is removed from the "My jobs" window. Change windows to print another job or select **Log out.**

Print from cloud storage

You can print from any third-party cloud storage service you have associated with your Kyocera Cloud Print and Scan (KCPS) account. If you have not linked storage accounts yet, see: *Link to third-party cloud storage*.

> ✎ The maximum size of any print job that can be successfully processed is 500 MB.

> ✎ You cannot manage documents stored in a third-party cloud service using KCPS.

1 Go to the device where you want to print your documents and log in to KCPS.
The default screen for the device displays.

2 Select the KCPS icon.
The service menu displays. Other selections are the third-party cloud storage services you have permission to access.

If you have set a default third-party cloud storage account, select the back icon at the top of the window to return to the list of your linked storage accounts.

See the *Default linked storage account* topic in the *Getting started* chapter for more information.

3 Select one of your third-party cloud storage services.

If a "Re-link expired linked account" message displays, you have not used the selected third-party cloud storage within the last 90 days and the link has expired. See the *Link a storage account* topic in the *Getting started* chapter for more information.

A list of folders and print-ready documents display. Folders and documents that are dimmed are unavailable and cannot be selected for printing.

- All third-party cloud storage services, with the exception of the "Recent" folder, display folders first with a 0-9, A-z sort order and then a 0-9, A-z sort order for files.
- For **SharePoint Online**, selecting the "Following" folder on the KCPS HyPAS screen displays your followed SharePoint Online sites.
- For **OneDrive**, "My Files" displays folders first with a 0-9, A-z sort order and then a 0-9, A-z sort order for files..

   "Recent" displays files based on when they were last modified. The files are sorted from newest to oldest based on their last modified date and time.

   "Shared" displays shared files based on when they were last modified. The files are sorted from newest to oldest based on their last modified date and time.

If your admin has set print policies, a window displays to show any printing restrictions in effect. Select **OK** to dismiss the window.

4 If your documents are in a sub-folder, select that folder to view your document list.

5 Select one or more documents from the list displayed.

> 📝 You can only print .pdf, .jpg, and .tiff format files from third-party cloud services using KCPS.

• You can touch the "Select all" icon to select all the documents currently displayed on the page. The "Select all" icon only selects documents on the current page.

• You can move to the next page to select additional documents if all your all the documents you want to print are not displayed.
• You can select any already-selected document to clear the check mark.
• The printer icon displays the number of documents currently selected.

> 📝 If you set the "Skip HyPAS App print settings" feature to **Enable**, skip to step 8. To change print options with this feature enabled, touch the "Print preference" icon on the bottom row and skip to step 7.

> See the *Skip HyPAS App print settings* topic in the *Getting started* chapter for more information about this feature.

6 Select the printer icon when you are finished selecting documents. The print options screen displays.

7 Set any print options you want to apply to all your documents.

• Color mode
• Print side
• Paper selection*
• Copies*

   * Not available when printing from Kyocera Cloud Print and Scan storage.

> 📝 If print policies are in effect, some choices are unavailable.

8 Select **Print**

All the documents you selected are printed using the print options you set. Documents remain unchanged in your cloud service. Change windows to print another document or select **Log out.**

Print from Scanned documents

You can print documents that are saved to the **Scanned documents** tab in KCPS.

📝 Even if Contact-free printing is set to On, you must select documents to print. Documents in the Scanned documents tab do not use the Contact-free printing feature.

1 Go to the device where you want to print your documents and log in to KCPS.
The default screen for the device displays.

2 Select the KCPS icon.
The service menu displays. Other selections are the third-party cloud storage services you have permission to access.

If you have set a default third-party cloud storage account that is not Kyocera Cloud Print and Scan, select the back icon at the top of the window to return to the list of your linked storage accounts.

See the *Default linked storage account* topic in the *Getting started* chapter for more information.

3 Select **Kyocera Cloud Print and Scan**.

4 Select the **Scanned documents** folder.
A list of scanned documents display. If your admin has set print policies, a window displays to show any printing restrictions in effect. Select **OK** to dismiss the window.

5 Select one or more documents from the displayed list.

- You can touch the "Select all" icon to select all the documents currently displayed on the page. The "Select all" icon only selects documents on the current page.

- You can move to the next page to select additional documents if all your all the documents you want to print are not displayed.
- You can select any already-selected document to clear the check mark.
- The printer icon displays the number of documents currently selected.

- You cannot delete documents from the displayed list.

> 📝 If you set the "Skip HyPAS App print settings" feature to **Enable**, skip to step 8. To change print options with this feature enabled, touch the "Print preference" icon on the bottom row and skip to step 7.

> See the *Skip HyPAS App print settings* topic in the *Getting started* chapter for more information about this feature.

6 Select the printer icon when you are finished selecting documents. The print options screen displays.

7 Set any print options you want to apply to all your documents.

- Color mode
- Print side
- Paper selection*
- Copies*

   * Not available when printing from Kyocera Cloud Print and Scan storage.

> 📝 If print policies are in effect, some choices are unavailable.

8 Select **Print**

Print using the Cloud Print and Scan Chrome Extension

You can print to Kyocera Cloud Print and Scan (KCPS) from any application on your Chromebook by selecting the "Print to Cloud Print and Scan" printer. Once your print jobs are uploaded to KCPS, you can go to the device where you want to print your documents to release the jobs.

All the print jobs you send are converted to PDF before being sent to KCPS.

See the *Install the Cloud Print and Scan Chrome Extension* topic for information about installing and setting up the extension.

> 📝 The Kyocera Cloud Print and Scan Chrome Extension is only guaranteed to work on a Chromebook using the latest version of Chrome.

1 Select the "Cloud Print and Scan" icon (1) in the Extensions area of your Chrome browser to check if you are logged in to KCPS. If you are logged in both your user name (2) and a message that the extension is ready to send

print jobs (3) display. If you are not logged in, open the KCPS portal and log in.
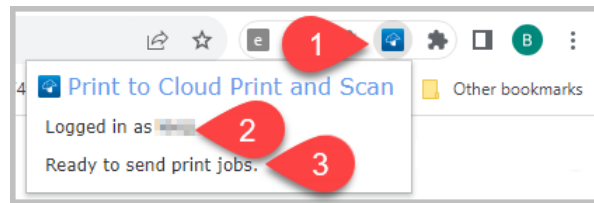
2 From your application, select **Print** or press CTRL + P on your keyboard. The Print dialog displays.

3 In the Destination area, select **Print to Cloud Print and Scan**. If "Print to Cloud Print and Scan" is not visible in the list, select **See more** to view all available printers, and select **Print to Cloud Print and Scan**.
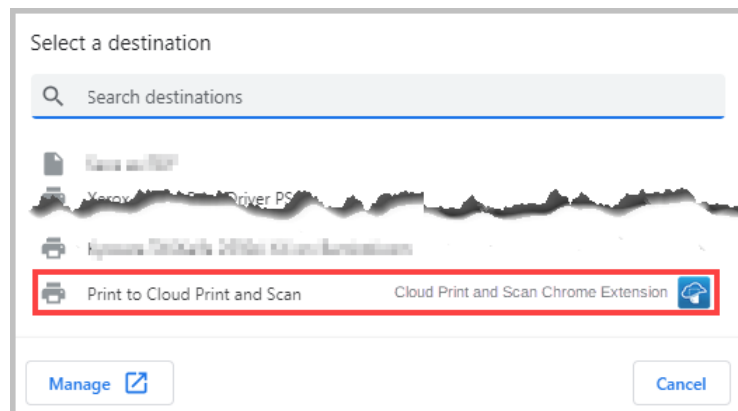
4 Made any changes to the settings for the document such as copies. Select **More settings** for additional settings you can make before sending the document.

5 Select **Print**.
Documents you print display on the Jobs tab in KCPS.

- If you do not want to print a job, select the job and then select **Delete** on the Jobs tab.
- If your job does not appear in the Jobs tab window after a period of time, select **Refresh**.

6 Go to the device where you want to print your documents and log in to KCPS.
The default screen for the device displays.

7 Select the KCPS icon.
The service menu displays. Other selections are the third-party cloud storage services you have permission to access.

If you have set a default third-party cloud storage account that is not Kyocera Cloud Print and Scan, select the back icon at the top of the window to return to the list of your linked storage accounts.

See the *Default linked storage account* topic in the *Getting started* chapter for more information.

8 Select **Kyocera Cloud Print and Scan**.
A list of print-ready documents display. If your admin has set print policies, a window displays to show any printing restrictions in effect. Select **OK** to dismiss the window.

9 Select one or more documents from the list displayed.

- You can touch the "Select all" icon to select all the print jobs currently displayed on the page. The "Select all" icon only selects print jobs on the current page.

- You can move to the next page to select additional print jobs if all your jobs are not displayed.
- You can select any already-selected print job to clear the check mark.
- The printer icon displays the number of print jobs currently selected.

 If you set the "Skip HyPAS App print settings" feature to **Enable**, skip to step 9. To change print options with this feature enabled, touch the "Print preference" icon on the bottom row and skip to step 8.

See the *Skip HyPAS App print settings* topic in the *Getting started* chapter for more information about this feature.

10 Select the printer icon when you are finished selecting documents.
The print options screen displays.

11 Set any print options you want to apply to all your documents.

- Color mode
- Paper selection*
- Copies*

 * Not available when printing from Kyocera Cloud Print and Scan storage.

📝 If print policies are in effect, some choices are unavailable.

Scanning

You can scan documents and have the resulting files saved for later printing or distribution. There are two methods available for scanning:

- **Scan to cloud**: Send scanned documents to your to Kyocera Cloud Print and Scan (KCPS) account or a third-party cloud storage service.
- **Scan to me**: Send yourself a link to your scanned documents via email.

General scanning information

- KCPS allows each user to store up to 1,000 scan jobs.
  - Scan jobs are automatically deleted after the number of days set by your administrator.

    📝 The number of days when auto-deletion occurs is between 1 and 28. Check with your KCPS administrator for the exact number of days set for your organization.

- You can configure scan settings before scanning your documents. Settings include:
  - Color mode
  - Scan side
  - File format:
  - Resolution
  - Scan orientation
  - Original image
- Scan to me only supports scanning to your email address. Sending to an email address that is not yours is not supported.
- The accuracy of scan counts in reports may be affected by the occurrence of feeder jams or canceled jobs.
- The maximum size of any scan job that can be successfully processed is 500 MB. If a scan job did not process, try changing to a lower scan resolution.

Scan to cloud

You can send scanned documents to your Kyocera Cloud Print and Scan (KCPS) "Scanned documents" tab or any of your third-party cloud storage services using the "Scan to cloud" feature.

📝 You cannot manage third-party cloud storage documents in cloud storage using KCPS.

1 Go to the device where you want to scan your documents and log in to KCPS.
The default screen for the device displays.

2 Select the KCPS icon.
The service menu displays. Other selections are the third-party cloud storage services you have permission to access.

> 📝 If you have set a default third-party cloud storage account that is not Kyocera Cloud Print and Scan, select the back icon at the top of the window to return to the list of your linked storage accounts.
>
>
>
> See the *Default linked storage account* topic in the *Getting started* chapter for more information.

3 Select **Kyocera Cloud Print and Scan** or one of your third-party cloud storage services.

If a "Re-link expired linked account" message displays, you have not used the selected third-party cloud storage within the last 90 days and the link has expired. See the *Link a storage account* topic in the *Getting started* chapter for more information.

- All third-party cloud storage services, with the exception of the "Recent" folder, display folders first with a 0-9, A-z sort order and then a 0-9, A-z sort order for files.
- For **SharePoint Online**, selecting the "Following" folder on the KCPS HyPAS screen displays your followed SharePoint Online sites.
- For **OneDrive**, "My Files" displays folders first with a 0-9, A-z sort order and then a 0-9, A-z sort order for files..

   "Recent" displays files based on when they were last modified. The files are sorted from newest to oldest based on their last modified date and time.

   "Shared" displays shared files based on when they were last modified. The files are sorted from newest to oldest based on their last modified date and time.

4 Select the folder where the scanned document will be saved.

5 Select **Store File**.
The "Scan to cloud" screen displays.

> 📝 If the cloud storage service you selected does not allow documents to be stored in the root folder, the **Store File** button is not available. Select a folder where the document can be saved.

6 Edit the file name or leave it as the default file name.

7 Edit the scan settings to match the document you are scanning and the output you want.

8 Place your documents in the document feeder.

9 Select **Scan**.
A message displays when the scan finishes.

> 📝 The maximum size of any scan job that can be successfully processed is 500 MB. If a scan job did not process, try changing to a lower scan resolution.

10 Select **OK**.

- If you selected KCPS as the destination, your documents are listed on the **Scanned documents** tab on the KCPS portal.

- If you selected a third-party cloud storage service as the destination, your documents are located in the folder you specified.

Scan to me

You can send a scanned document to your email address using the "Scan to me" feature.

> 📝 Sending a scanned document to anyone other than yourself is not supported.

When scanning documents that produce large file sizes, the email sent from KCPS containing the attached document may be too large for your organization's email system, preventing you from receiving the email. If you are not receiving "Scan to me" emails sent via KCPS, your KCPS admin should check the "Scan to me" feature settings and their organization's email system settings.

1 Go to the device where you want to scan your documents and log in to Kyocera Cloud Print and Scan (KCPS).
The default screen for the device displays.

2 Select the KCPS icon.
The service menu displays. Other selections are the third-party cloud storage services you have linked to your account.

> 📝 If you have set a default third-party cloud storage account that is not Kyocera Cloud Print and Scan, select the back icon at the top of the window to return to the list of your linked storage accounts.

See the *Default linked storage account* topic in the *Getting started* chapter for more information about this feature.

3 Select **Scan to me**.
The "Scan to me" screen displays.

4 Edit the file name or leave it as the default file name.

5 Edit the scan settings to match the document you are scanning and the output you want.

6 Place your documents in the document feeder.

7 Select **Scan**.
A message displays when the scan finishes.

The maximum size of any scan job that can be successfully processed by KCPS is 500 MB. If a scan job did not process, try changing to a lower scan resolution.

8 Select **OK**.

The email you receive contains either the scanned file as an attachment or a link to download your scanned file. Selecting the link opens a browser window that asks you to log in. Log in with your KCPS account. Once you have been successfully authenticated, your scanned file downloads.

Your KCPS Customer admin sets the maximum size of emails with attachments sent by the "Scan to me" feature. KCPS sends emails with download links if the email with an attachment exceeds the size limit.

8 Appendix

Integrating KYOCERA Mobile Print with Kyocera Cloud Print and Scan

You can integrate KYOCERA Mobile Print (KMP) to upload print jobs to Kyocera Cloud Print and Scan (KCPS). Both Android and iOS versions of the KMP application are supported.

Prerequisites

Both KMP and KCPS must be configured and operational.

Limitations

If KCPS authentication is enabled in KMP, you will not be able to scan, copy, or fax from KMP. Instead. log in to KCPS on the MFP and perform the procedure on the MFP.

Further information about KMP

For information on how to use KMP, see the KMP FAQ:

KYOCERA Mobile Print FAQ | KYOCERA Document Solutions

Android

There two ways to set up KMP with KCPS. Use the set up method based on how you log in to KCPS:

- If you log in using your username and password to KCPS, use the *Android: Set up KMP with KCPS* topic.
- If you log in using the **Sign in with Microsoft** button, use the *Android: Set up KMP with KCPS using "Sign in with Microsoft"* topic.

Android: Set up KMP with KCPS

Before using KMP with KCPS on Android, make these settings changes on the KMP application.

1 Start the KYOCERA Mobile Print application and then select the Printing Preferences icon (1) at the bottom of the screen.
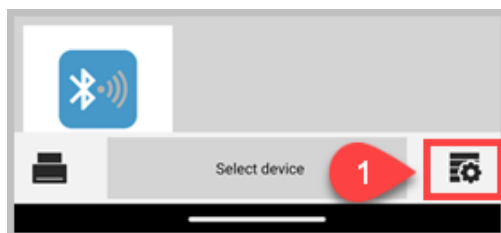
2 At the bottom of the Printing Preferences screen, select Kyocera Cloud Print and Scan (2).
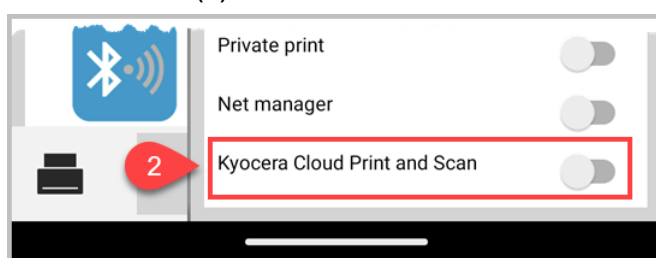

The Kyocera Cloud Print and Scan dialog displays.

3 You must enter the Kyocera Cloud Print and Scan Domain Name, Organization, and your KCPS User name and password. The Domain Name and Organization can be provided by your KCPS Customer Admin or you can locate this information yourself.

a) Tap the text box below **Domain Name** and enter the Kyocera Cloud Print and Scan Domain Name. The URL to access your organization's KCPS web site provides you this information. For example, if the URL you use is `https://acmecompany.yyy.dms-xxxx.org`, then `yyy.dms.xxxx.org` is your Domain name.

b) Tap the text box below **Organization** and enter the Kyocera Cloud Print and Scan Organization. Your organization name is displayed above any tabbed window in KCPS and also appears in the Activation Confirmation email you received from KCPS. It contains the correct capitalization of your organization's name.

    c) Tap the text box below **User name** and enter your Kyocera Cloud Print and Scan User name.

    d) Tap the text box below **Password** and enter your Kyocera Cloud Print and Scan password.

    e) Select **OK**.

4 After a successful log in, the connection to Kyocera Cloud Print and Scan is enabled, a "Success" message displays, and the "Printing Preferences" window closes.
Kyocera Cloud Print and Scan displays at the bottom of the screen.
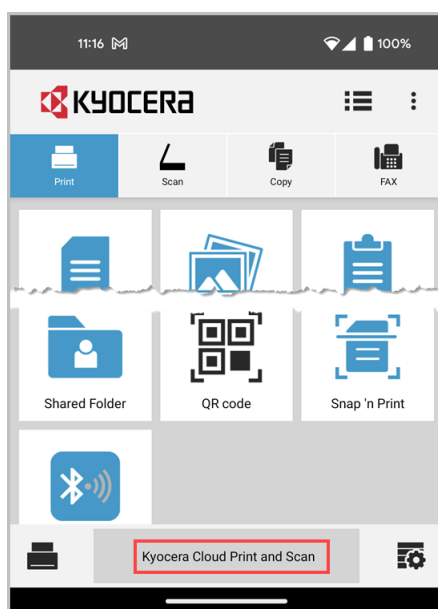
The KMP application is now set up and can be used to send documents or photos to KCPS for printing.

If you are logged out of KCPS on the KMP application, follow the steps again to re-authenticate yourself.

Android: Set up KMP with KCPS using "Sign in with Microsoft"

If you use "Sign in with Microsoft" to log in to KCPS, make these settings changes on the KMP application.

📝   The "Sign in with Microsoft" authentication method you use to log in is set by your organization. If you have any questions ask your KCPS Customer Admin for help.

1 Start the KYOCERA Mobile Print application and then select the Printing Preferences icon (1) at the bottom of the screen.

2 At the bottom of the Printing Preferences screen, select Kyocera Cloud Print and Scan (2).

The Kyocera Cloud Print and Scan dialog displays.

3 You must enter the Kyocera Cloud Print and Scan Domain Name and Organization. The Domain Name and Organization can be provided by your KCPS Customer Admin or you can locate this information yourself.


a) Tap the text box below **Domain Name** and enter the Kyocera Cloud Print and Scan Domain Name. The URL to access your organization's KCPS web site provides you this information. For example, if the URL you use is `https://acmecompany.yyy.dms-xxxx.org`, then `yyy.dms.xxxx.org` is your Domain name.

b) Tap the text box below **Organization** and enter the Kyocera Cloud Print and Scan Organization. Your organization name is displayed above any tabbed window in KCPS and also appears in the Activation Confirmation email you received from KCPS. It contains the correct capitalization of your organization's name.

    c) Select **OK** to validate your settings and activate the connection to KCPS.
If your organization uses "Sign in with Microsoft" for authentication and you have never logged in to KCPS and have not accepted the "End User License Agreement" (EULA) before, a message displays.

Follow the onscreen prompts to open the web portal and accept the EULA. You must agree to the EULA before using KCPS and the Desktop client.

4 After a successful log in, the connection to Kyocera Cloud Print and Scan is enabled, a "Success" message displays, and the "Printing Preferences" window closes.
Kyocera Cloud Print and Scan displays at the bottom of the screen.
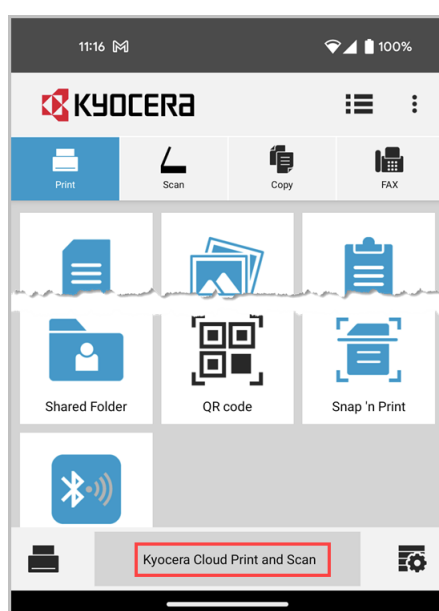
The KMP application is now set up and can be used to send documents or photos to KCPS for printing.

If you are logged out of KCPS on the KMP application, follow the steps again to re-authenticate yourself.

Send jobs from KMP to KCPS

After integrating the KMP Android application with KCPS, you can send job from KMP to KCPS.

> You must be authenticated to KCPS before you can send jobs. See the appropriate "Set up KMP to KCPS" topic if you are not authenticated.
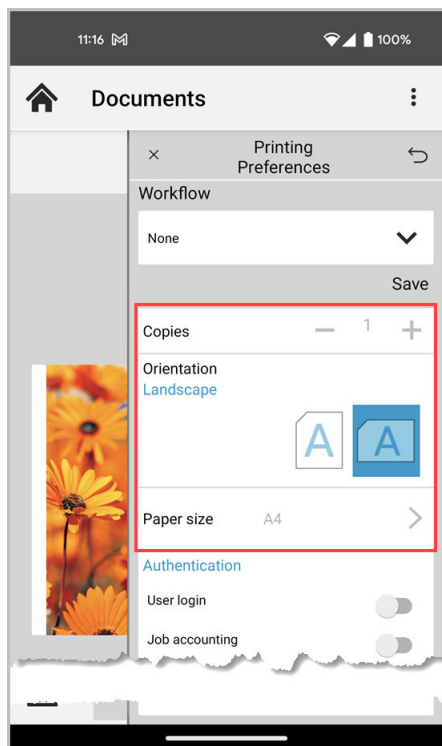
1 Open the KMP application.

2 Select the document or photo you want to print.

3 Select **Print**.
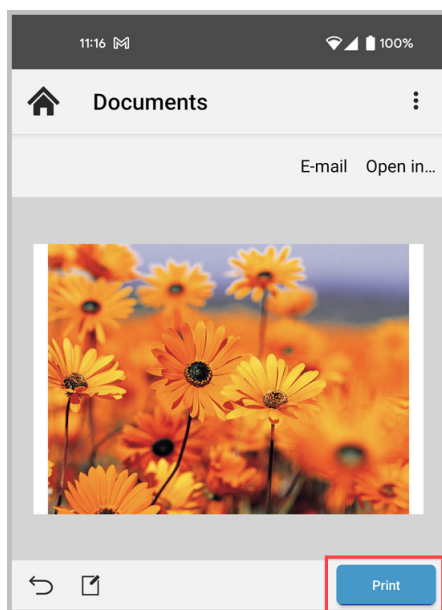
The "Printing Preferences" screen displays.

4 Set the number of copies, paper size, and orientation.

Orientation and Paper size are not available for PDF and image files. Copies can not be specified for image files.

5 Select **Print**.
A "Done" message displays after the job is uploaded to the KCPS server.

The job can be now printed from a MFP that has the KCPS HyPAS application installed.

iOS

There two ways to set up KMP with KCPS. Use the set up method based on how you log in to KCPS:

• If you log in using your username and password to KCPS, use the *iOS: Set up KMP with KCPS* topic.
• If you log in using the **Sign in with Microsoft** button, use the *iOS: Set up KMP with KCPS using "Sign in with Microsoft"* topic.

iOS: Set up KMP with KCPS

Before using KMP with KCPS on iOS, make these settings changes on the KMP application.

1 Start the KYOCERA Mobile Print application and then select the Printing Preferences icon (1) at the bottom of the screen.
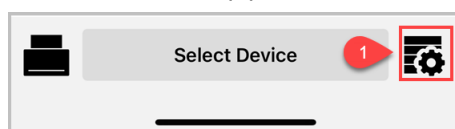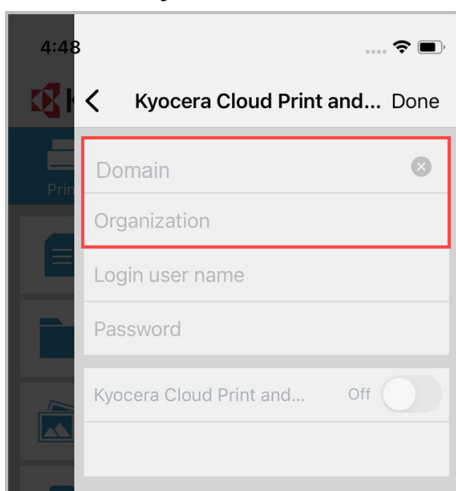

2 At the bottom of the Printing Preferences screen, select Kyocera Cloud Print and Scan (2).
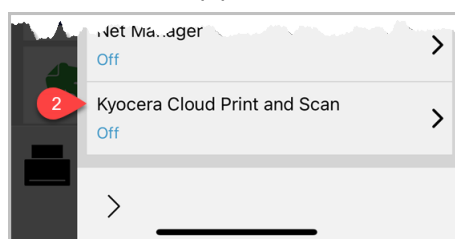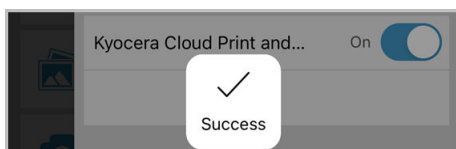

The Kyocera Cloud Print and Scan dialog displays.

3 You must enter the Kyocera Cloud Print and Scan Domain, Organization, and your KCPS Login user name and password. Your KCPS Customer

Admin can provide the Domain and Organization, or you can locate this information yourself.

a) Tap the text box below **Domain** and enter the Kyocera Cloud Print and Scan Domain name. The URL to access your organization's KCPS web site provides you this information. For example, if the URL you use is `https://acmecompany.yyy.dms-xxxx.org`, then `yyy.dms.xxxx.org` is your Domain name.

b) Tap the text box below **Organization** and enter the Kyocera Cloud Print and Scan Organization. Your organization name is displayed above any tabbed window in KCPS and also appears in the Activation Confirmation email you received from KCPS. It contains the correct capitalization of your organization's name.

c) Tap the text box below **Login user name** and enter your Kyocera Cloud Print and Scan User name.

d) Tap the text box below **Password** and enter your Kyocera Cloud Print and Scan password.

e) Next to Kyocera Cloud Print and Scan, select the **Off** toggle to validate your settings and credentials and activate the connection to KCPS.

After a successful log in, a "Success" message displays, and the toggle for Kyocera Cloud Print and Scan is set to **On**.

4 Select **Done** and then select anywhere outside of the Printing Preferences screen to return to the main menu.
Kyocera Cloud Print and Scan displays at the bottom of the screen.

The KMP application is now set up and can be used to send documents or photos to KCPS for printing.

If you are logged out of KCPS on the KMP application, follow the steps again to re-authenticate yourself.
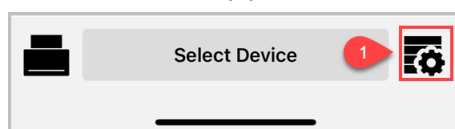
iOS: Set up KMP for KCPS using "Sign in with Microsoft"

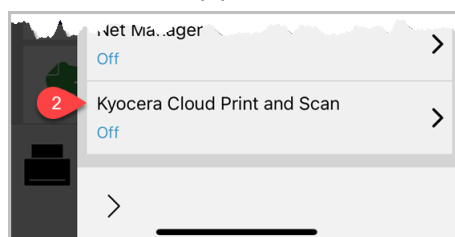If you use "Sign in with Microsoft" to log in to KCPS, make these settings changes on the KMP application.

> The "Sign in with Microsoft" authentication method you use to log in is set by your organization. If you have any questions ask your KCPS Customer Admin for help.

1 Start the KYOCERA Mobile Print application and then select the Printing Preferences icon (1) at the bottom of the screen.
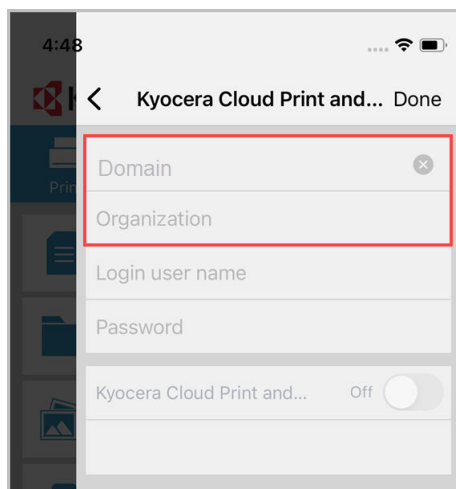

2 At the bottom of the Printing Preferences screen, select Kyocera Cloud Print and Scan (2).

The Kyocera Cloud Print and Scan dialog displays.

3 You must enter the Kyocera Cloud Print and Scan Domain, and Organization. Your KCPS Customer Admin can provide the Domain and Organization, or you can locate this information yourself.

a) Tap the text box below **Domain** and enter the Kyocera Cloud Print and Scan Domain name. The URL to access your organization's KCPS web site provides you this information. For example, if the URL you use is `https://acmecompany.yyy.dms-xxxx.org`, then `yyy.dms.xxxx.org` is your Domain name.

b) Tap the text box below **Organization** and enter the Kyocera Cloud Print and Scan Organization. Your organization name is displayed above any tabbed window in KCPS and also appears in the Activation Confirmation email you received from KCPS. It contains the correct capitalization of your organization's name.

c) Next to Kyocera Cloud Print and Scan, select the **Off** toggle to validate your settings and activate the connection to KCPS.

If your organization uses "Sign in with Microsoft" for authentication and you have never logged in to KCPS and have not accepted the "End User License Agreement" (EULA) before, a message displays.

Follow the onscreen prompts to open the web portal and accept the EULA. You must agree to the EULA before using KCPS and the Desktop client.

4 If this is the first time you have used KCPS, you must select **Open Web Portal**.

> 📝 You can quit the set up of KMP at this point to accept the "End User License Agreement" on a computer if more convenient for you. Then repeat this entire procedure and skip this step.

a) Log in to the KCPS web portal using your "Sign in with Microsoft" credentials.

b) Select **Accept** on the "Permissions requested" screen.

c) Read and accept the KCPS End User License Agreement and select **OK**.

5 After a successful log in, a "Success" message displays, and the toggle for Kyocera Cloud Print and Scan is set to **On**.
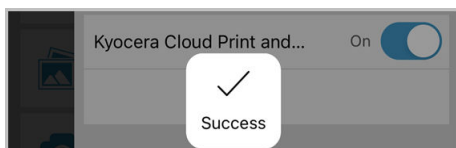
Select **Done** and then select anywhere outside of the Printing Preferences screen to return to the main menu.

Kyocera Cloud Print and Scan displays at the bottom of the screen.

The KMP application is now set up and can be used to send documents or photos to KCPS for printing.

If you are logged out of KCPS on the KMP application, follow the steps again to re-authenticate yourself.

iOS: Send jobs from KMP to KCPS

After integrating the KMP application with KCPS, you can send job from KMP to KCPS.

> You must be authenticated to KCPS before you can send jobs. See the appropriate "Set up KMP to KCPS" topic if you are not authenticated.

1 Open the KMP application.

2 Select the document or photo you want to print.

3 Select the Printing Preferences icon.

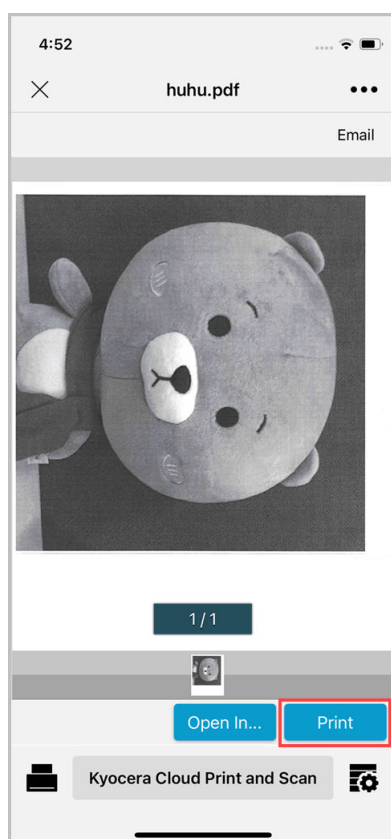**4** On the Printing Preferences screen, set the number of copies, paper size, and orientation.
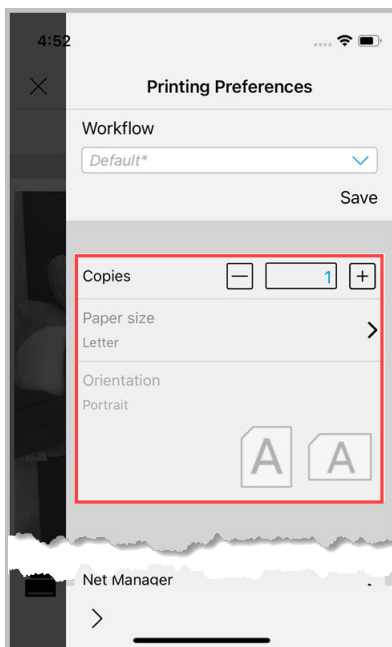
Orientation and Paper size are not available for PDF and image files. Copies can not be specified for image files.

5 Select anywhere outside the Printing Preferences screen to return to the preview window.

6 Select **Print**.

A "Done" message displays after the job is uploaded to the KCPS server.

The job can be now printed from a MFP that has the KCPS HyPAS application installed.

For the KYOCERA contact in your region, see Sales Sites sections here

ご利用の地域でのお問い合わせ先については、下記リンクから京セラ本支店・営業所の一覧をご覧ください。

https://www.kyoceradocumentsolutions.com/company/directory.html