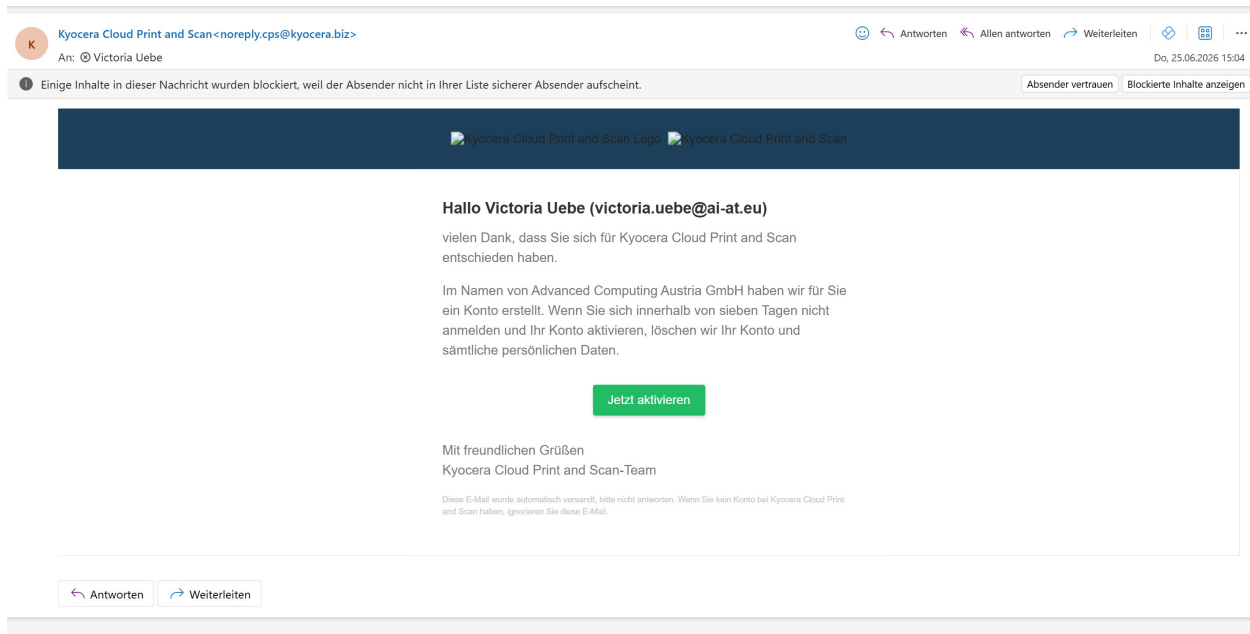
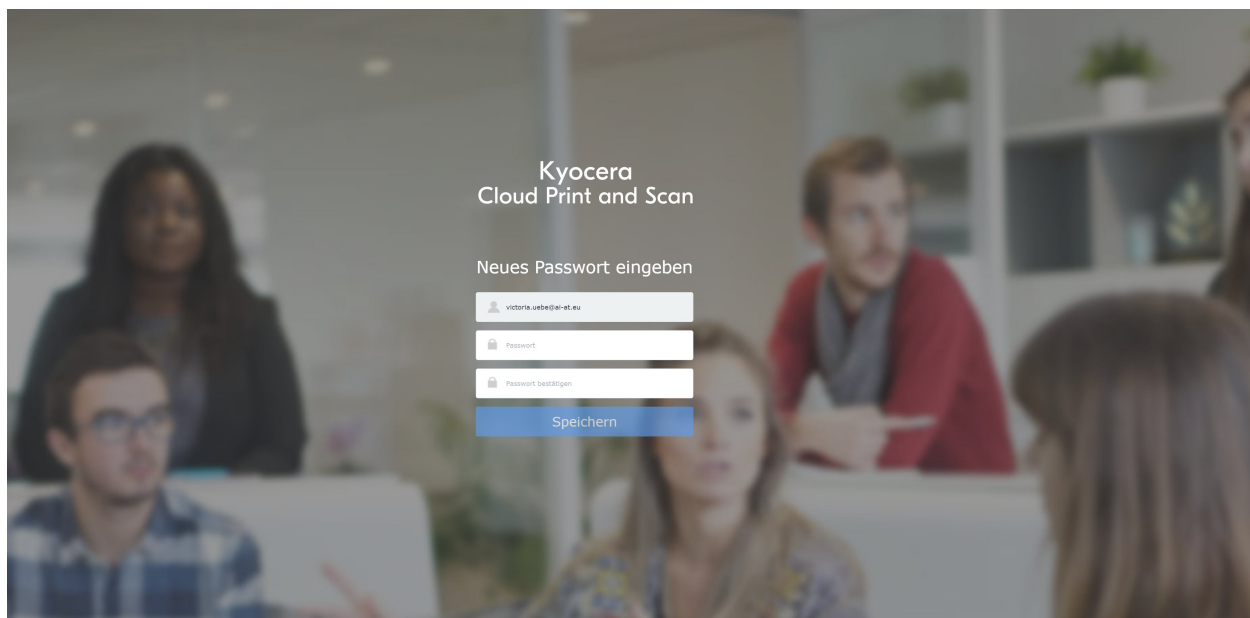


If you would like to use the **Kyocera printer / scanner / copier**, please follow these steps:

1. You will receive an invitation link. Please activate your account.



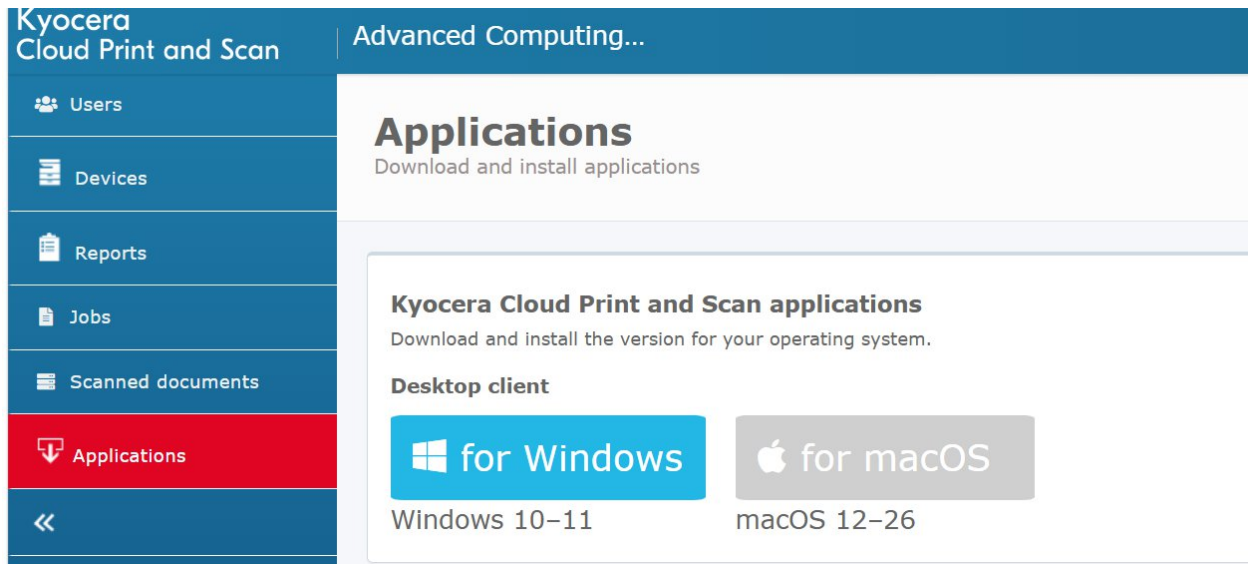
2. Create your password. Your user name = your email address.



3. Log in using your username and password.



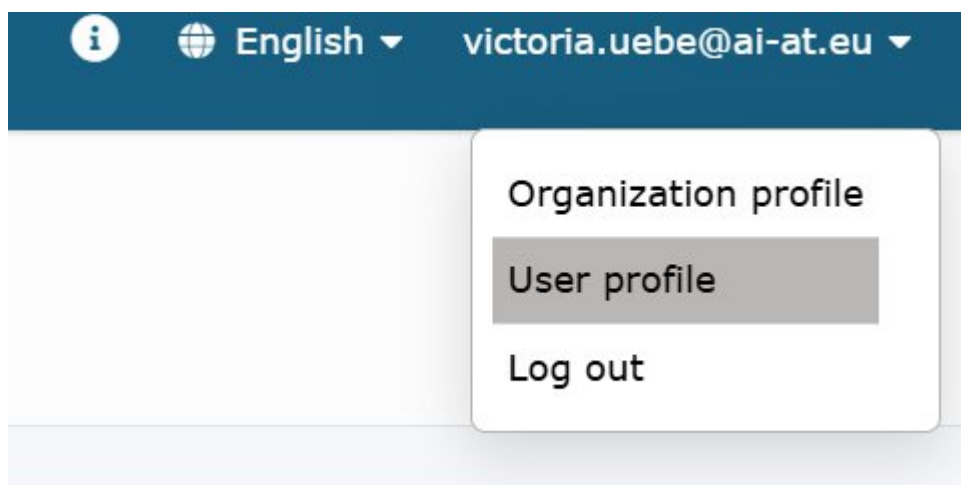
4. In the top-left menu, select "**Applications**" (or "**Anwendungen**") and download the **Kyocera Cloud Print and Scan** application.
- 5.



Download the version for **Windows** or **Mac**, depending on your device.

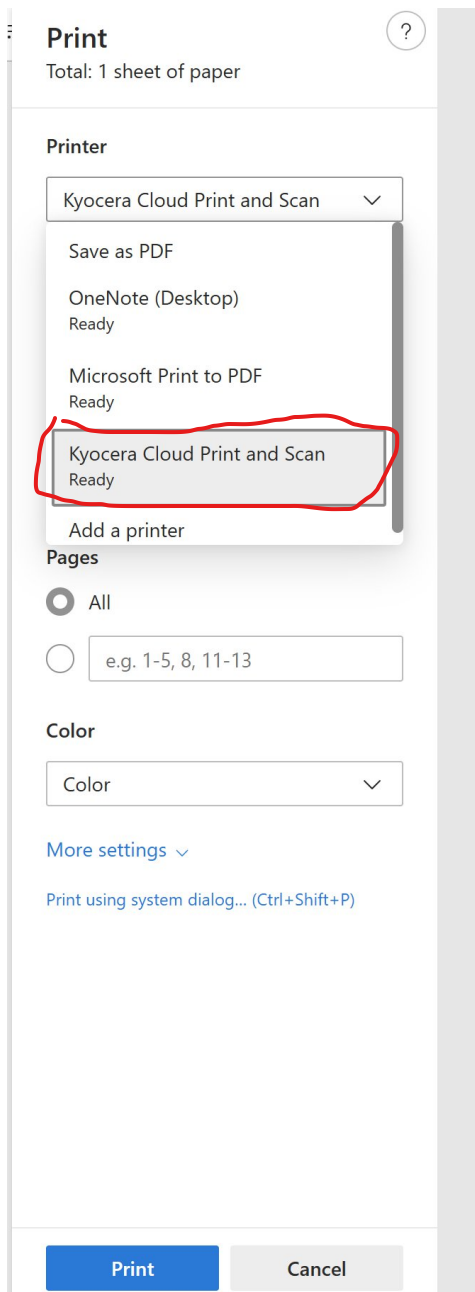
Our Organization Name: Advanced Computing Austria GmbH

6. Return to the website and open your **User Profile** (top right). Under **Credentials**, find your **6-digit PIN**. Please save or write it down — you will need it every time you print.



Once you have completed all the steps above,

- A. Open the file you want to print.
- B. Select **Kyocera Cloud Print and Scan** from the printer list.
- C. Send the file to print.



The screenshot shows the Windows 'Print' dialog box. At the top, it says 'Print' and 'Total: 1 sheet of paper'. Below this is the 'Printer' section, which has a dropdown menu currently showing 'Kyocera Cloud Print and Scan'. The dropdown menu is open, showing a list of available printers: 'Save as PDF', 'OneNote (Desktop) Ready', 'Microsoft Print to PDF Ready', and 'Kyocera Cloud Print and Scan Ready'. The 'Kyocera Cloud Print and Scan Ready' option is highlighted with a red circle. Below the printer list is an 'Add a printer' link. The 'Pages' section has a radio button for 'All' and a text input field with the placeholder 'e.g. 1-5, 8, 11-13'. The 'Color' section has a dropdown menu set to 'Color'. At the bottom, there are 'Print' and 'Cancel' buttons. A 'More settings' link is also visible.

Print ⓘ

Total: 1 sheet of paper

Printer

Kyocera Cloud Print and Scan ▼

- Save as PDF
- OneNote (Desktop)
Ready
- Microsoft Print to PDF
Ready
- Kyocera Cloud Print and Scan
Ready**
- Add a printer

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Color

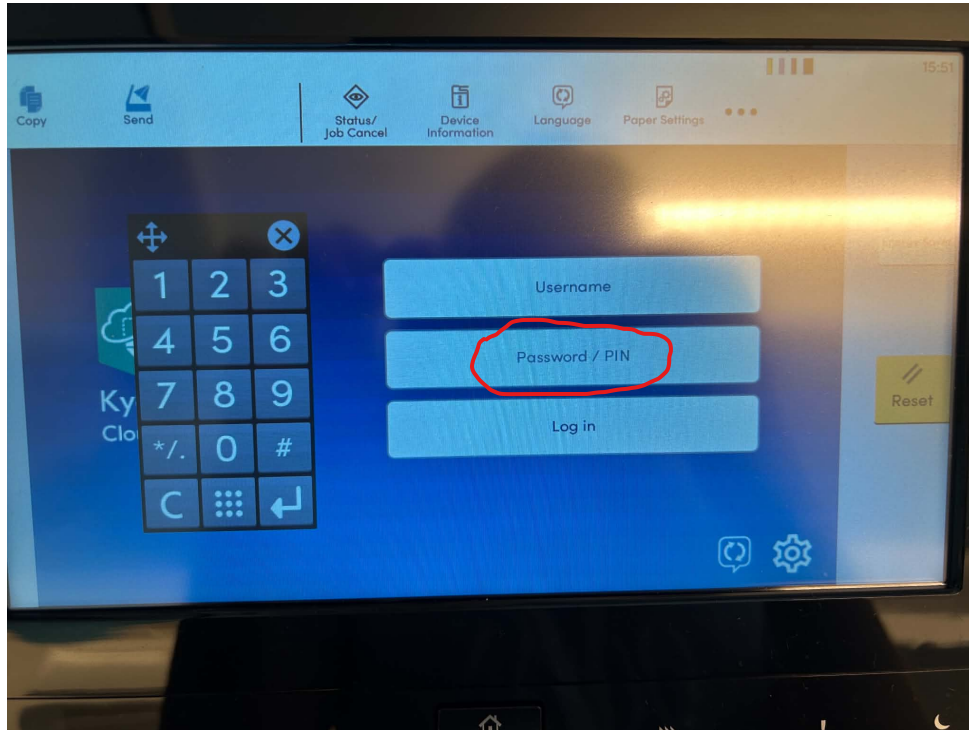
Color ▼

[More settings ▼](#)

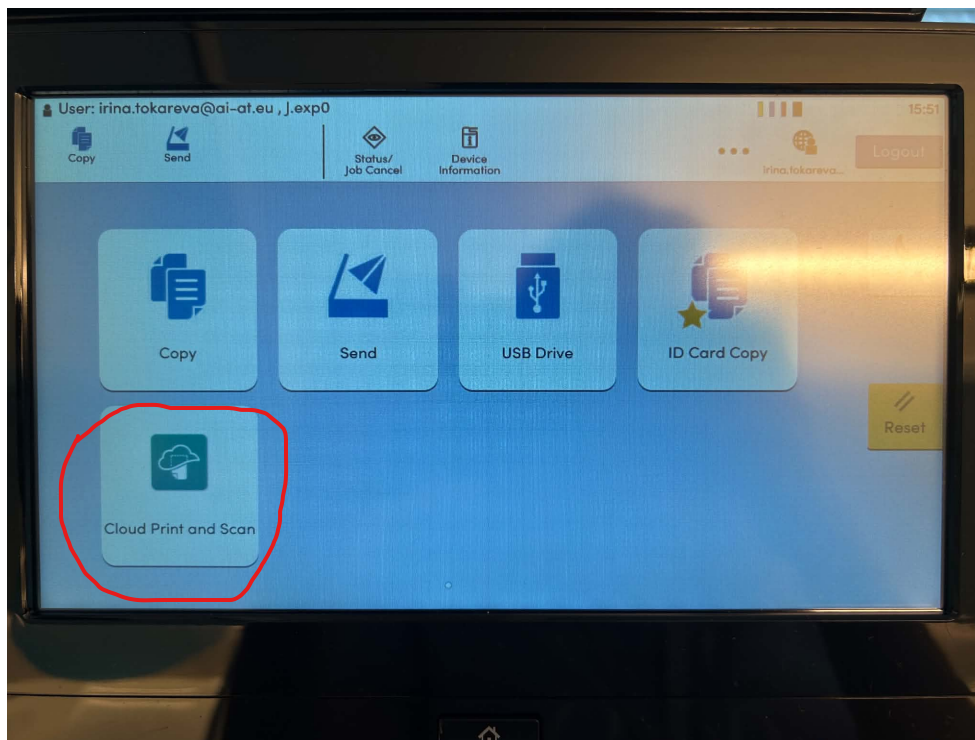
[Print using system dialog... \(Ctrl+Shift+P\)](#)

Print **Cancel**

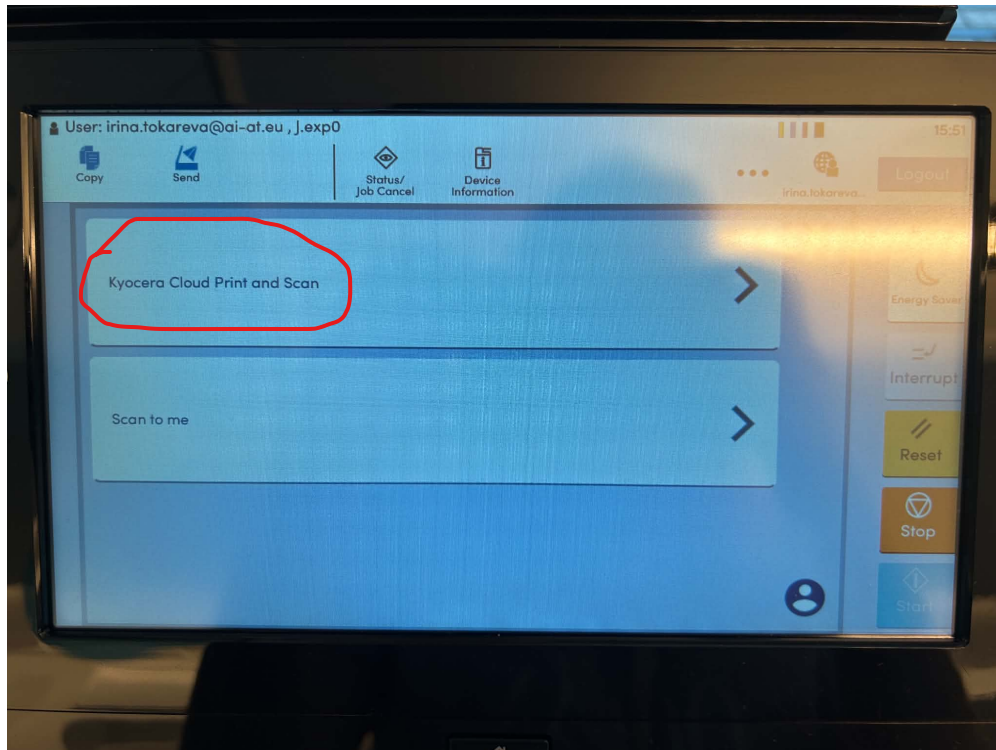
D. Go to the printer and enter your PIN.



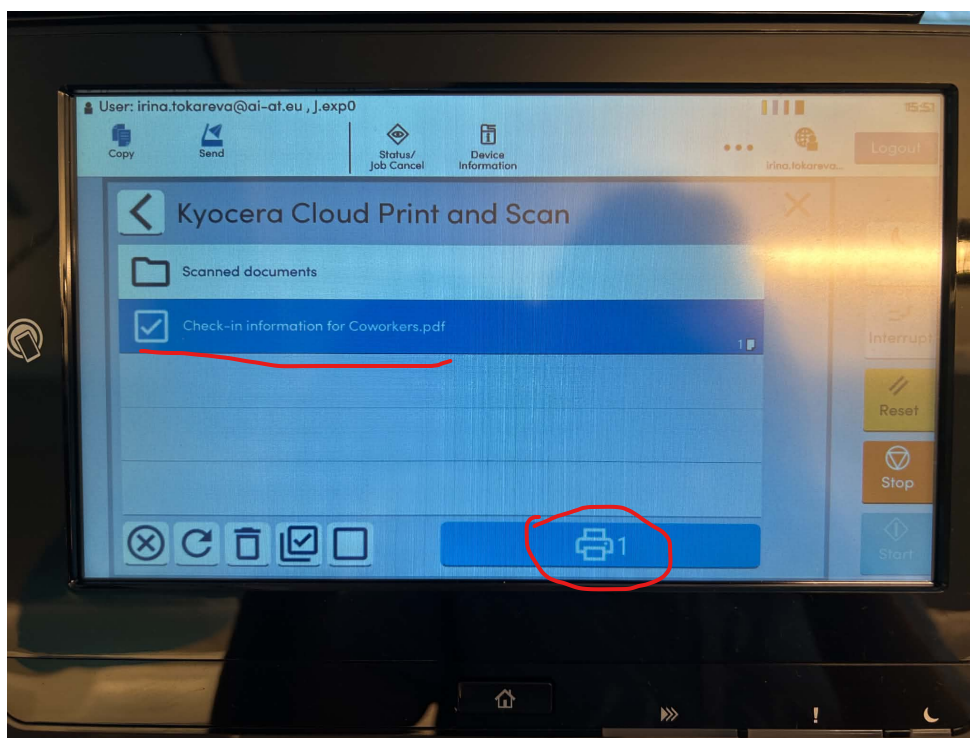
E. Press the green **Cloud Print and Scan** button.



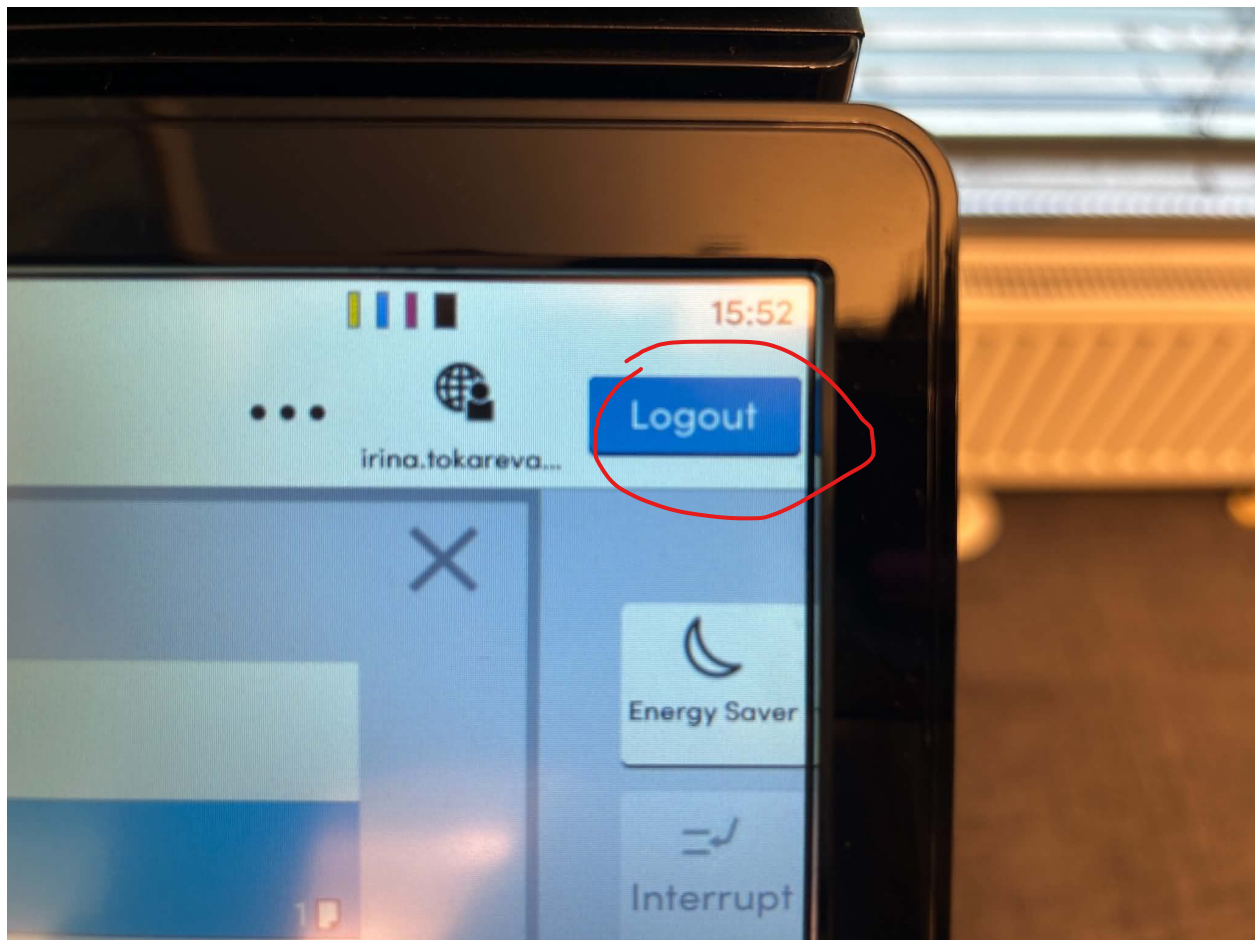
F. Select **Kyocera Cloud Print and Scan**.



G. Choose your file and press **Print**.



⚠ **Important:** When you are finished, please **log out**. Otherwise, another user may be able to access your print folder and documents.



At the moment, each user has an allowance of **10 black-and-white pages per month**. If you need to print in color or require additional pages, please contact Reception.