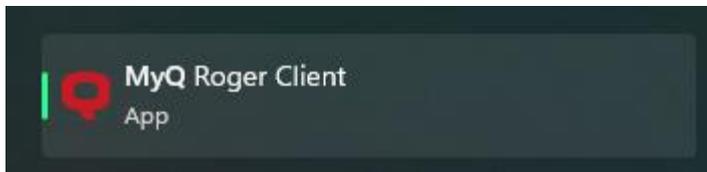# Kyocera Printer Guide

First time setup
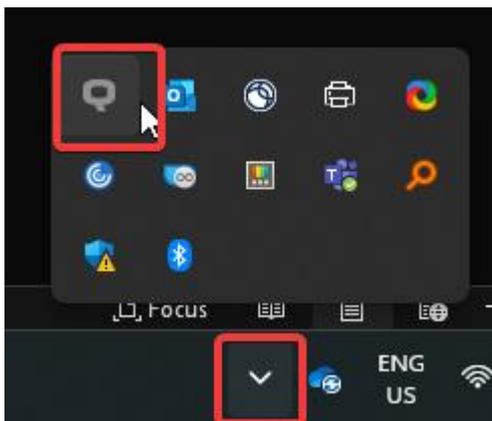
THIS IS DONE OUTSIDE OF CITRIX.

EVEN IF YOU PRINT IN CITRIX, YOU MUST GO THROUGH THESE STEPS.
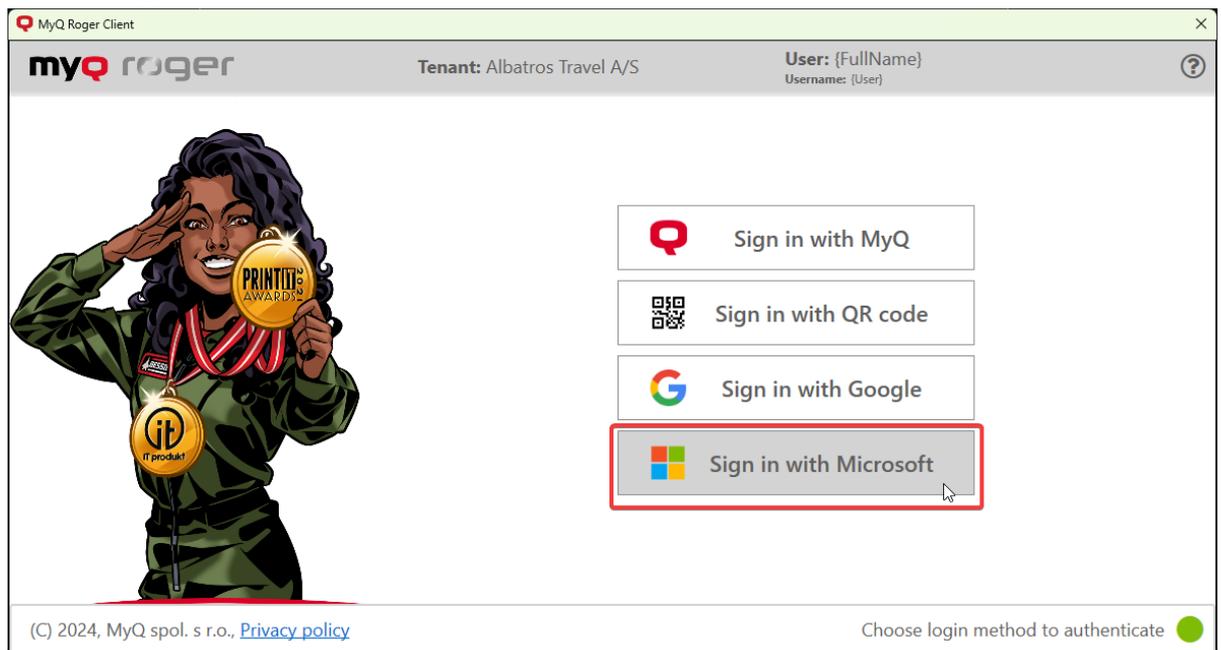
1. In the search bar, type in "MyQ Roger Client" and select it:

Alternatively, you can find it in the task bar:
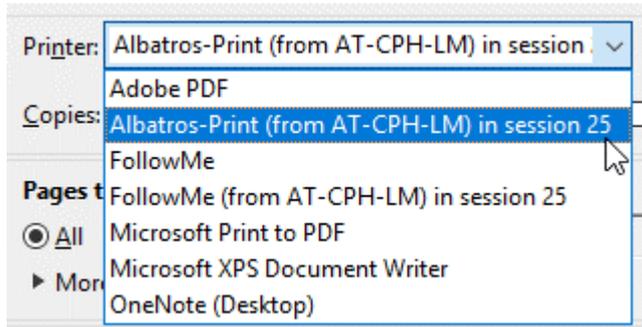
2. Select "Sign in with Microsoft":

3. In the pop-up window, select your Albatros account and log in
4. You may now close the window.

Printing:

1. Select the printer:

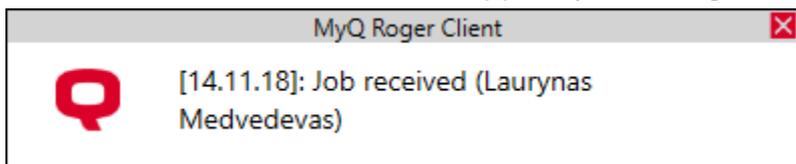   a) If inside of Citrix, select "Albatros-Print (from *-your PC name-*)":

   b) If outside, it will be simply called "Albatros-Print":

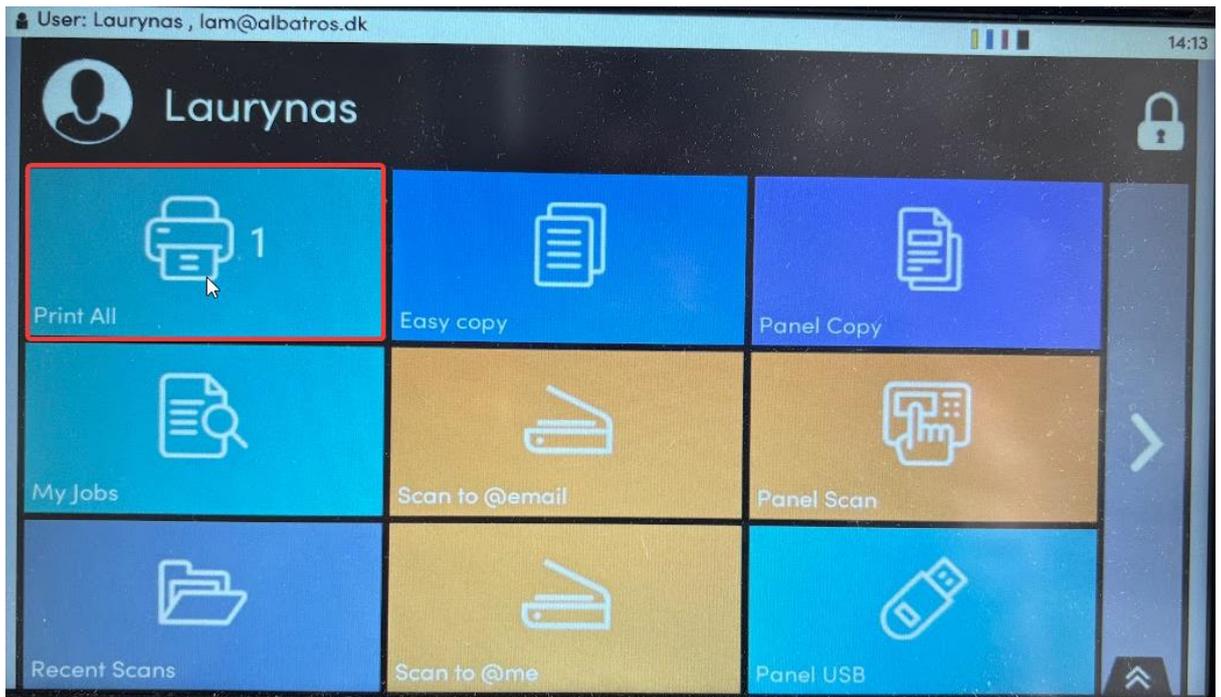2. Select the appropriate settings you need and click "Print"
3. A small confirmation window will appear (bottom right corner):

4. Place your chip next to the sticker on the printer to log in:
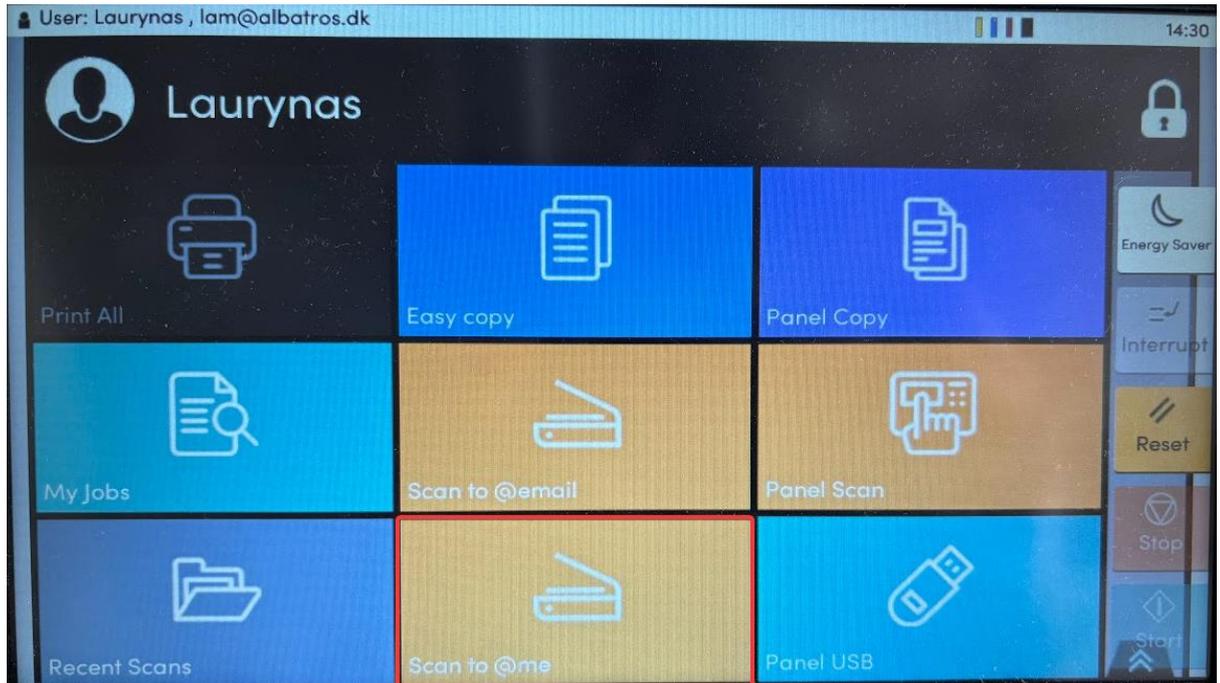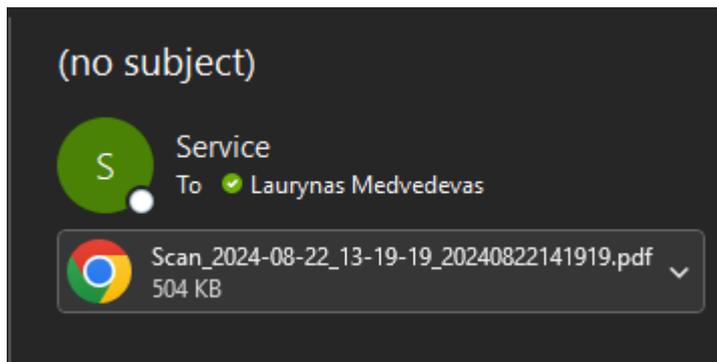

5. Select "Print all":

Scanning

1. Put in your paper **either** in the top of the printer or face down on the glass (top loading recommended):

2. Log in with your chip
3. Select "Scan to @me":

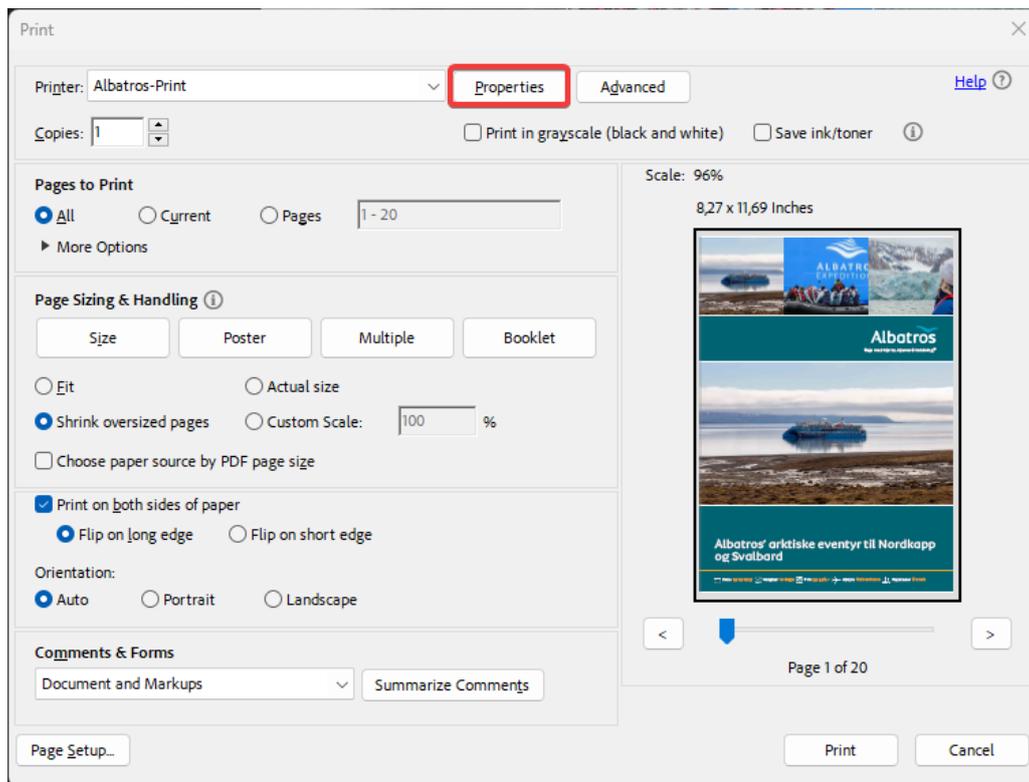

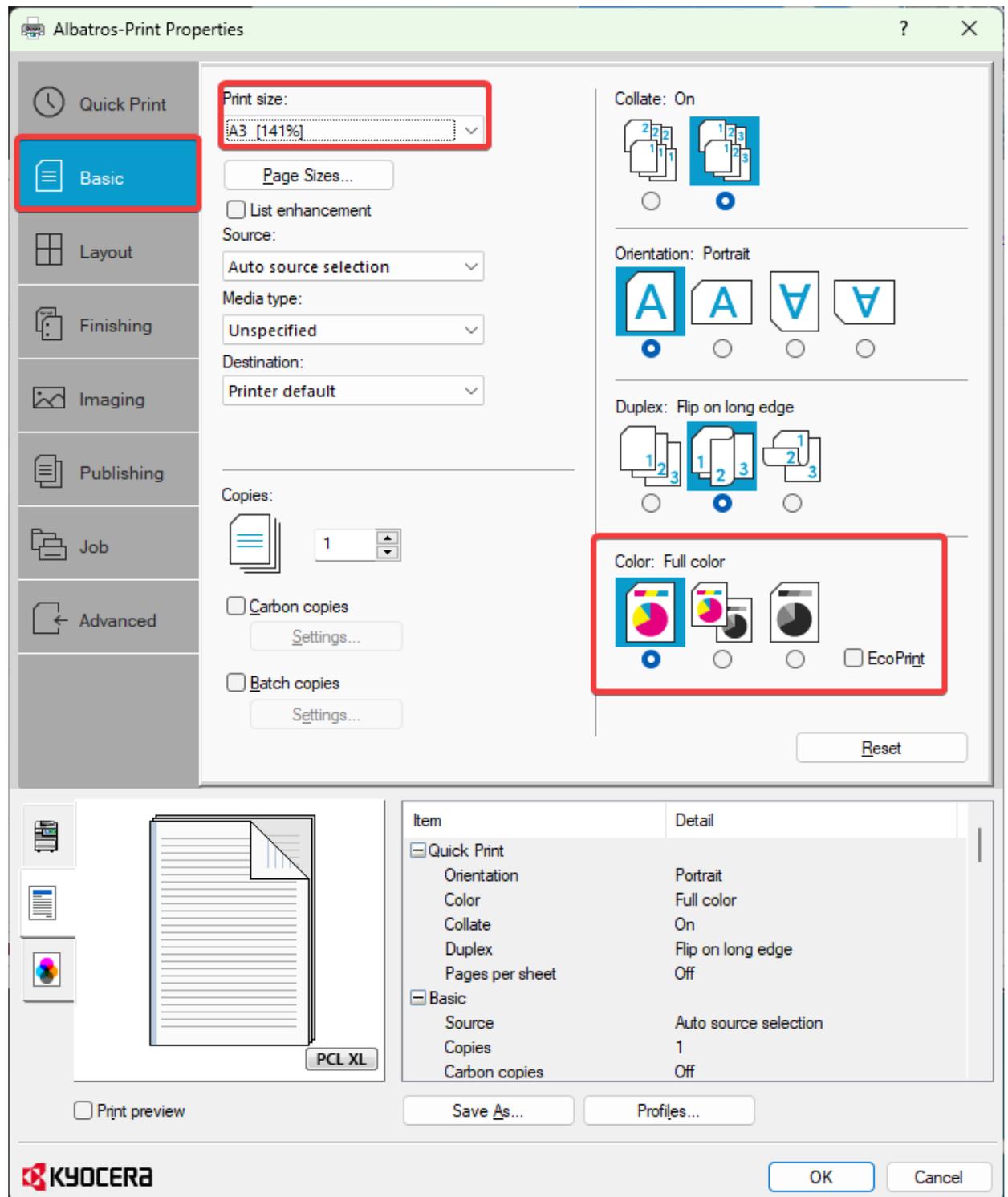4. You will receive an email with the scanned item:

Booklet printing:

We recommend using Adobe Acrobat for this.

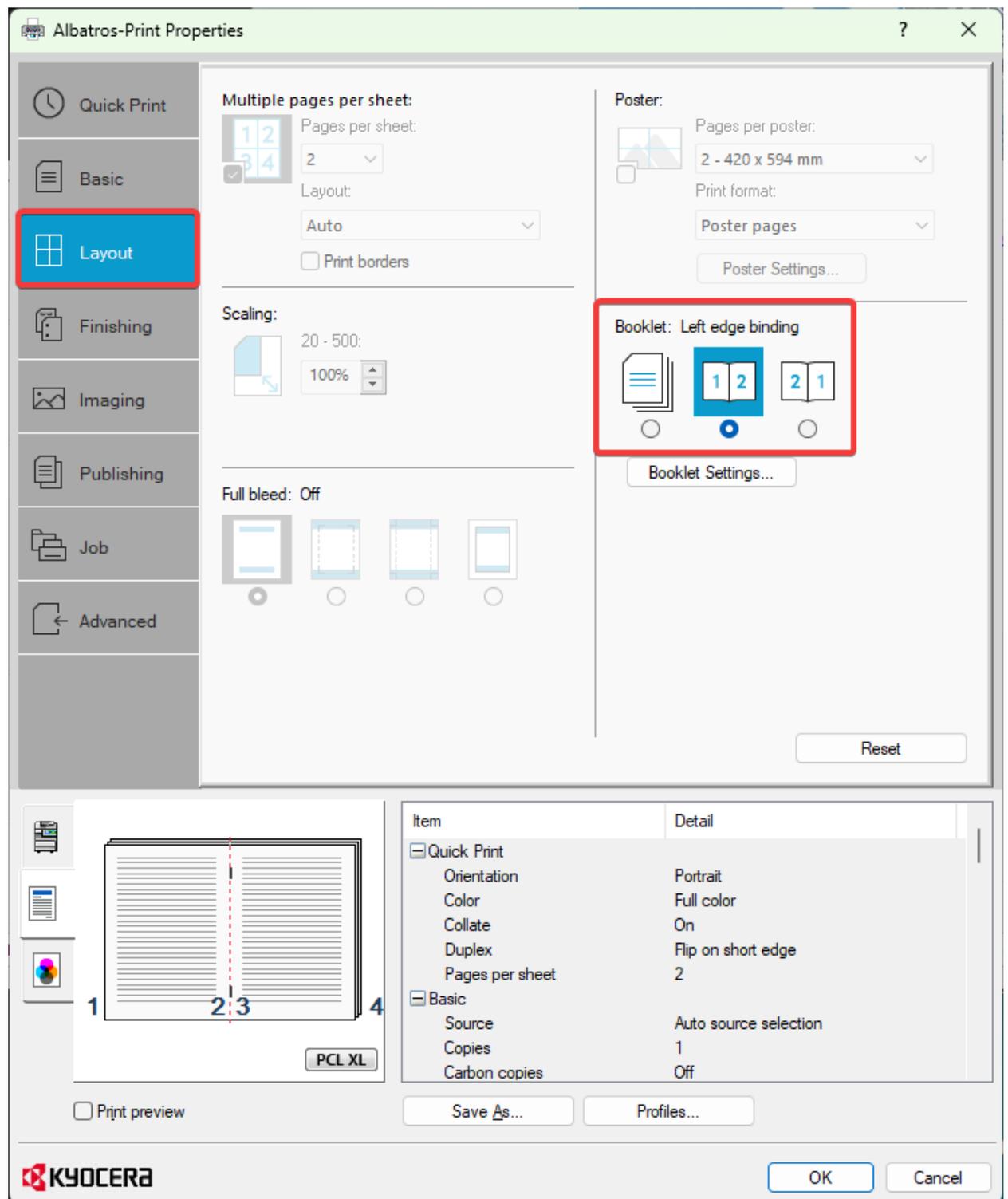**Booklet printing only works on the 5th floor printer.**

1. Click on "Properties"

2. Under the "Basic" tab, select the following:
    a. Print size: A3
    b. Color: Full color

3. Under the "Layout" tab, select "Booklet: Left edge binding"

4. Click "Ok", and then "Print"