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:





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":

🔒 User: Laurynas , lam@albatros.dk			14.13
Laurynas			A
Print All	Easy conv		
My Jobs	Scan to @email	Panel Scan	>
Recent Scans	Scan to @me	Panel USB	

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":

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		Ð	Energy Save
Print All	Easy copy	Panel Copy	=
Ē	Ū/	R.	Reset
My Jobs	Scan to @email	Panel Scan	
Recent Scans	Scan to @me	Panel USB	Stop

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"

Print	×
Printer: Albatros-Print V Properties Ag	dvanced Help 🕐
Copies: 1 Print in grayscale (t	olack and white) 🗌 Save ink/toner 🕕
Pages to Print	Scale: 96% 8,27 x 11,69 Inches
► More Options	A DE ATRA
Page Sizing & Handling ①	ANY TAL
Size Poster Multiple Booklet	Albotros
◯ <u>F</u> it ◯ Actual size	
• Shrink oversized pages Custom Scale: 100 %	
Choose paper source by PDF page size	
Print on <u>both</u> sides of paper	
• Flip on long edge	Albatros' arktiske eventyr til Nordkapp
Orientation:	이었 Svalbard
• Auto O Portrait O Landscape	
Comments & Forms	
Document and Markups V Summarize Comments	Page 1 of 20
Page <u>S</u> etup_	Print Cancel

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

Hoatros-Print Properties		? ×
Quick Print Print size:	~	Collate: On
Basic Page Sizes		
Layout Source:	~	Orientation: Portrait
Finishing Unspecified Destination:	~	
Printer default	~	
Publishing Copies:		$\begin{bmatrix} 1 \\ 2 \\ 3 \end{bmatrix} \begin{bmatrix} 2 \\ 2 \\ 3 \end{bmatrix} \begin{bmatrix} 2 \\ 3 \\ 3 \end{bmatrix}$
		Color: Full color
← Advanced <u>Settings</u>]	
Batch copies]	
		Reset
	Item	Detail
	Quick Print Orientation Color Collate Duplex Pages per sheet	Portrait Full color On Flip on long edge Off
PCL XL	Source Copies	Auto source selection 1
	Save <u>A</u> s	Profiles
K YDCERa		OK Cancel

📾 Albatros-Print Prop	perties			?	×
Quick Print Cuick Print Basic Layout	Multiple pages per shee Pages per shee 2 Layout: Auto Print border	rt: et: v	Poster: Pages per poster: 2 - 420 x 594 mm Print format: Poster pages Poster Settings	~	
Finishing	Scaling: 20 - 500: 100%		Booklet: Left edge binding		
 Publishing Job Advanced 	Full bleed: Off		Booklet Settings		
		Item	Detail	Reset	
	2 3 4	Quick Print Orientation Color Collate Duplex Pages per sheet Basic Source Copies Copie Copies Copies Copies Copies Copies Copies Copies Copies Copies Copie	Portrait Full color On Flip on short edge 2 Auto source selection 1		I
Print preview		Save <u>A</u> s	Profiles		
K YOCERa			ОК	Ca	ncel

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

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