

Using Shared Printers

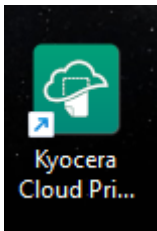
First Time Setup

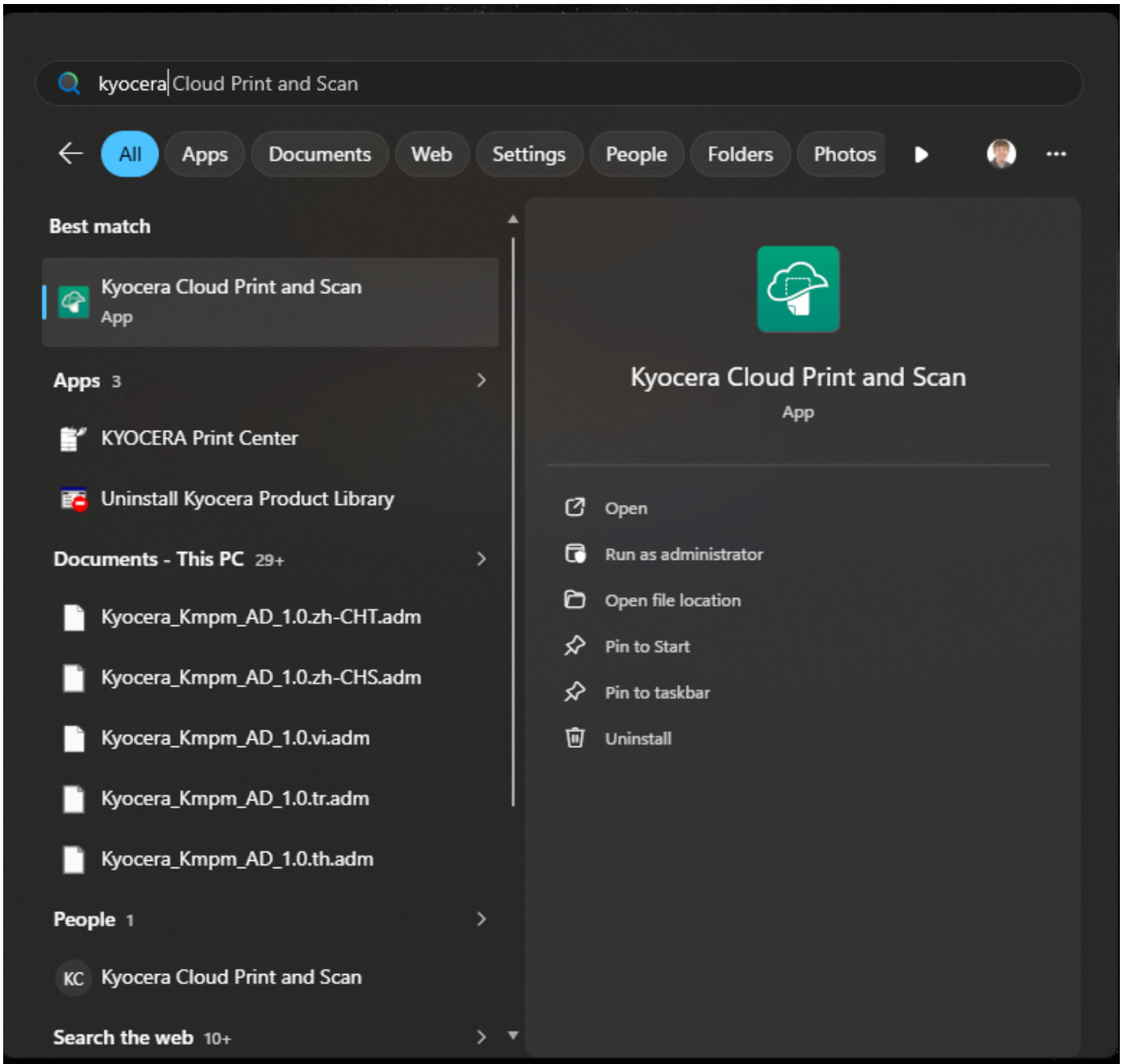
Computer Setup

YOU ONLY HAVE TO DO THIS ONCE

1. Open the `Kyocera Cloud Print and Scan` Application

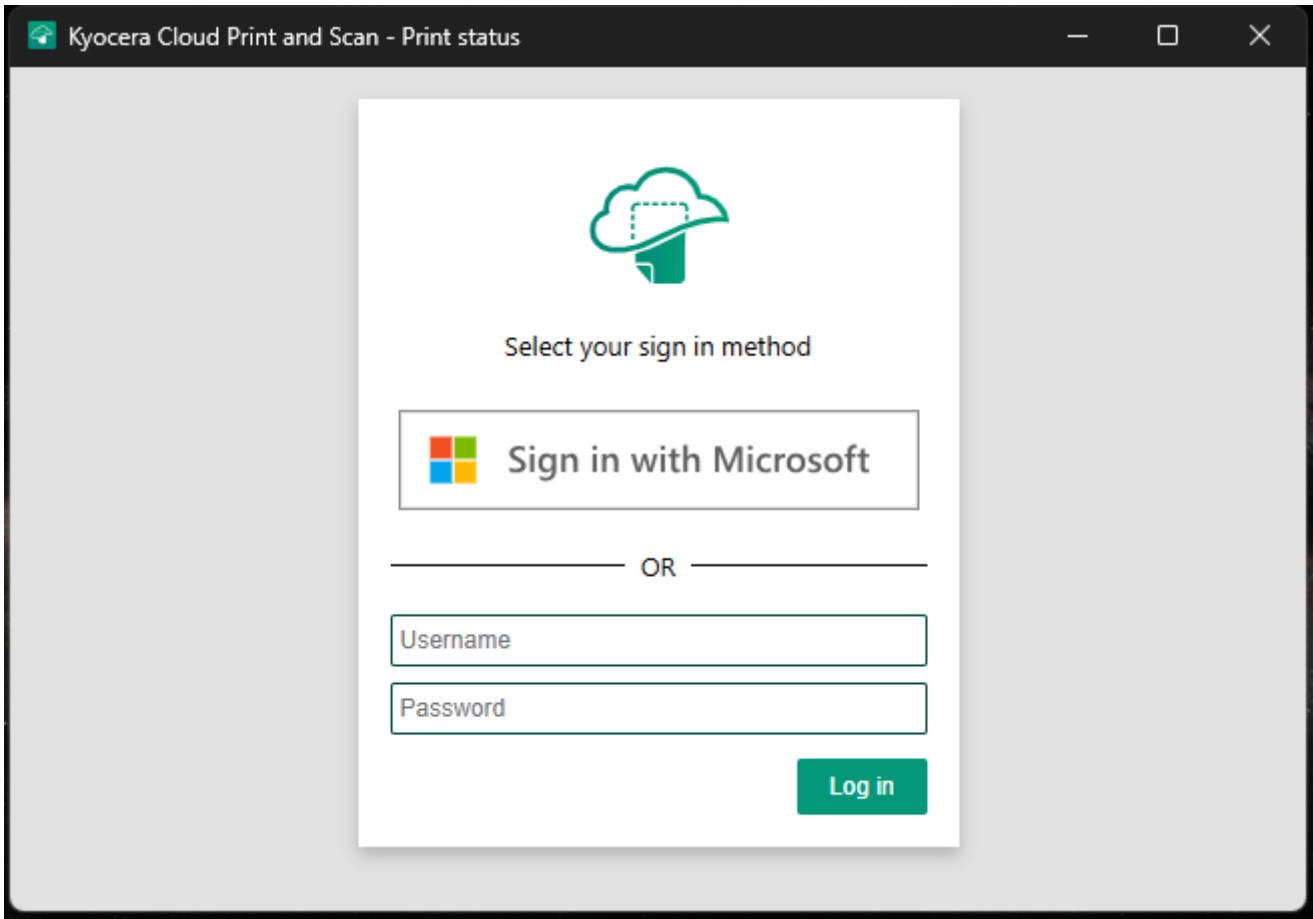
- You can find it on your desktop or by searching for `Kyocera Cloud Print and Scan`



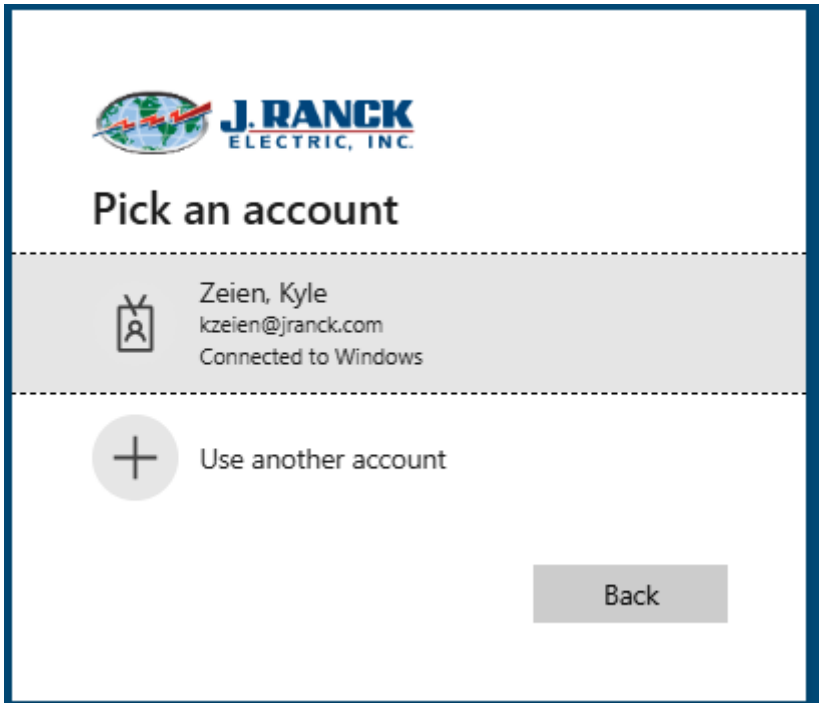


2. A window will open asking you to login if you are not already signed in

3. Click

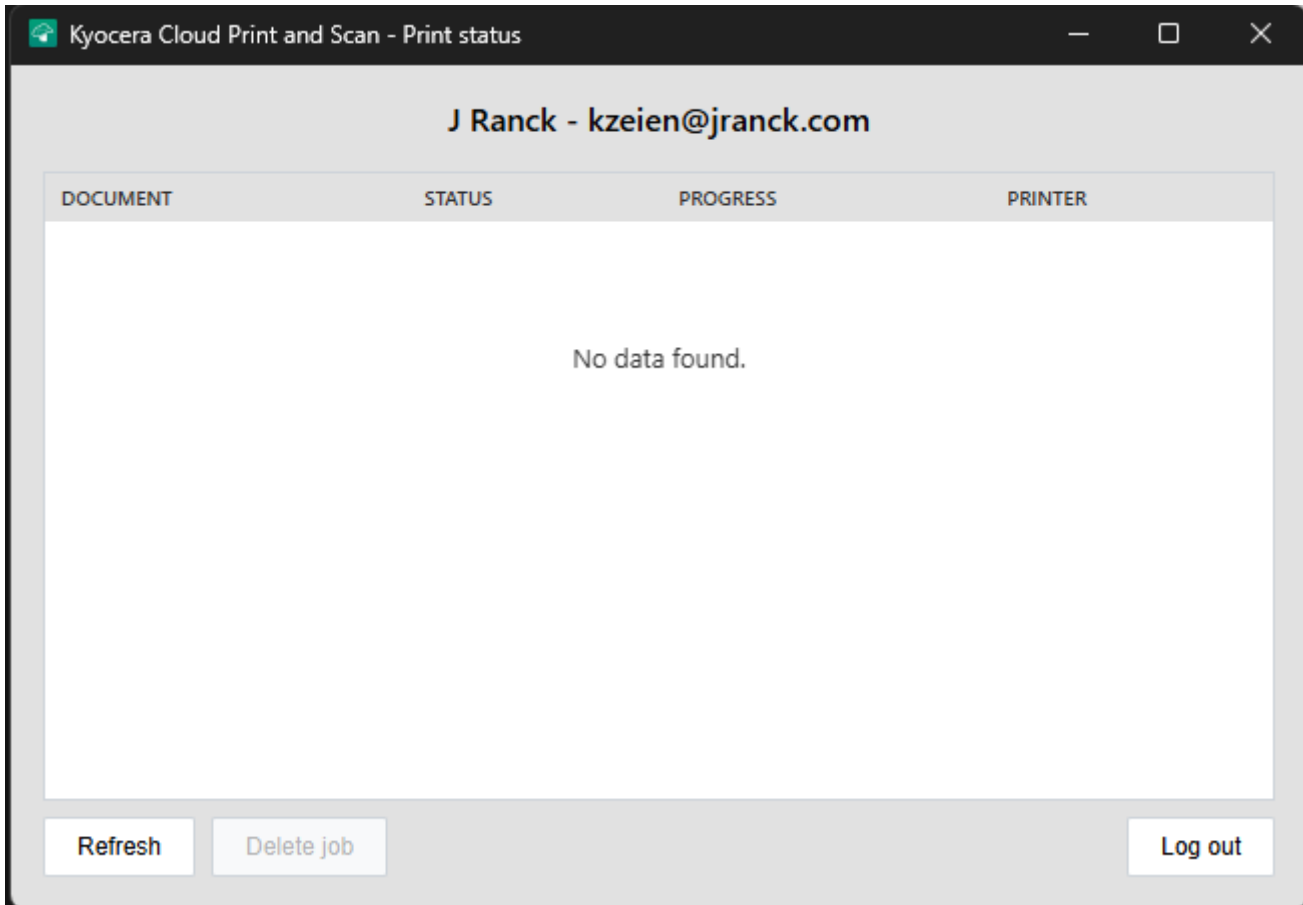


4. Your browser will open to the usual Microsoft/JRE sign-in page



5. Sign in to your account and then return to the app

6. You should now see a window similar to this



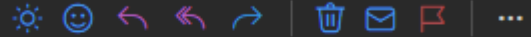
Printer Setup

YOU ONLY HAVE TO DO THIS ONCE. YOU CAN PERFORM THESE STEPS AT ANY PRINTER WITH A BADGE READER. THIS WILL CONFIGURE YOUR BADGE FOR ALL PRINTERS.

1. Locate the email from `noreply.cps@kyocera.biz` containing your PIN and write it down for a later step

Your PIN has changed

Kyocera Cloud Print and Scan <noreply.cps@kyocera.biz>



To: JRE iPhone Upgrade

Wed 4/1/2026 12:13 PM

▲ This sender noreply.cps@kyocera.biz is from outside your organization.

Block sender

Show blocked content

You don't often get email from noreply.cps@kyocera.biz. [Learn why this is important](#)



Kyocera Cloud Print and Scan Logo Kyocera Cloud Print and Scan

Hi JRE iPhone Upgrade (jreiphoneupgrade-272423482),

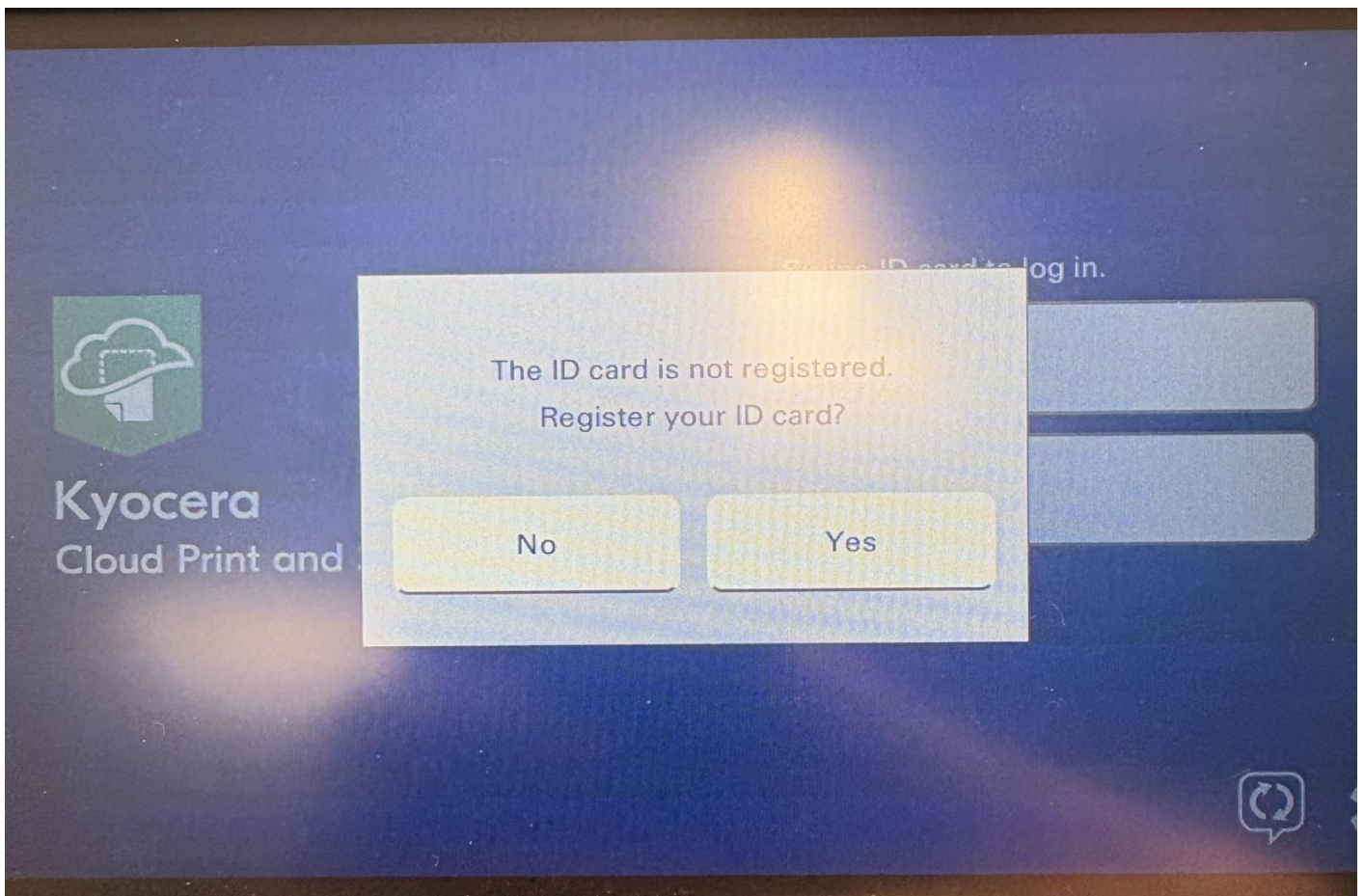
Thank you for choosing Kyocera Cloud Print and Scan. Your PIN has been updated. Please use this new PIN going forward. Your old PIN has been deactivated.

New PIN: 753651

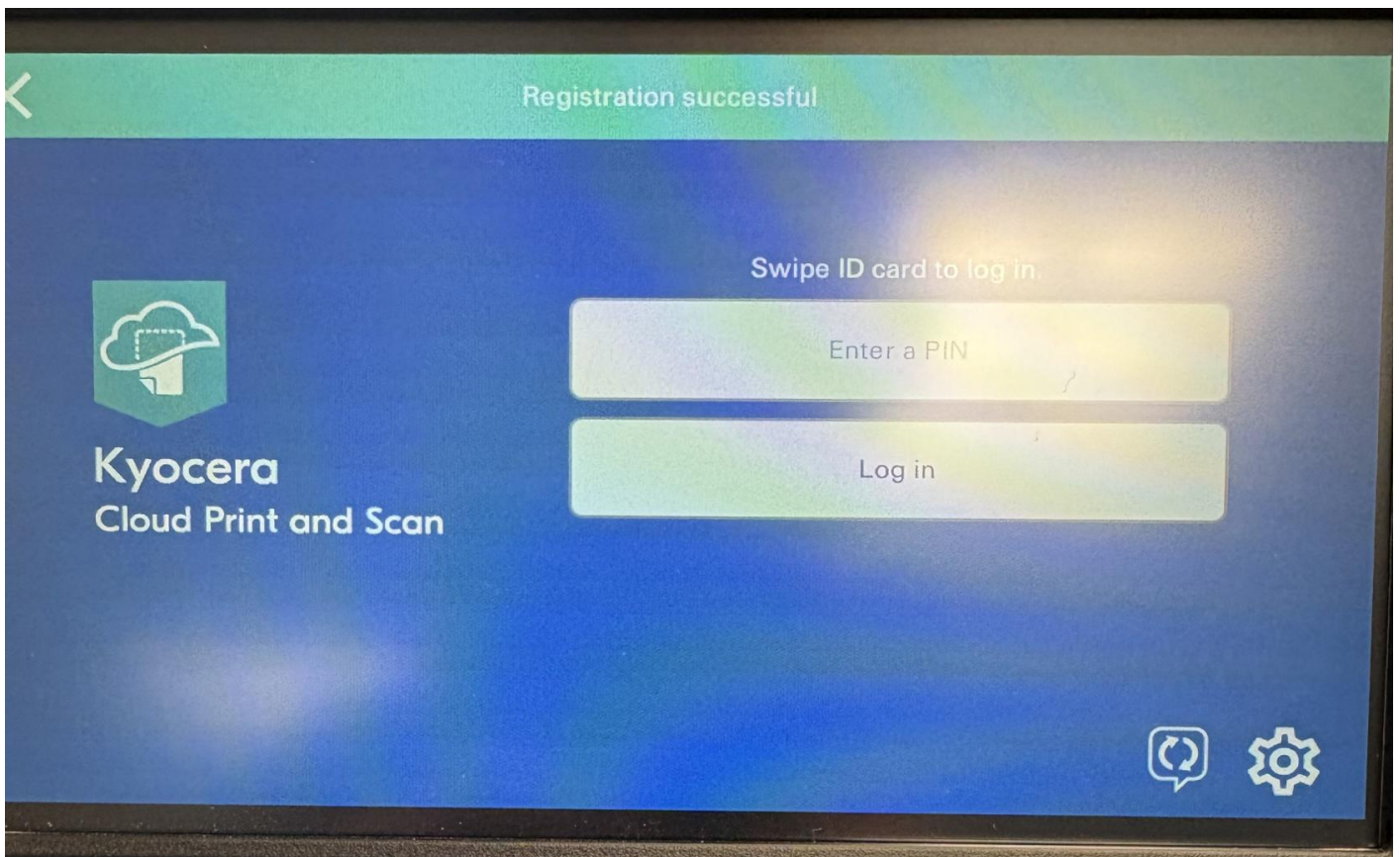
Sincerely,
Kyocera Cloud Print and Scan Team

This email was sent by an automated system, please do not reply. If you do not have an account with Kyocera Cloud Print and Scan, disregard this email.

2. Scan your badge on the badge reader
3. The printer will display `The ID card is not registered. Register your ID card?`



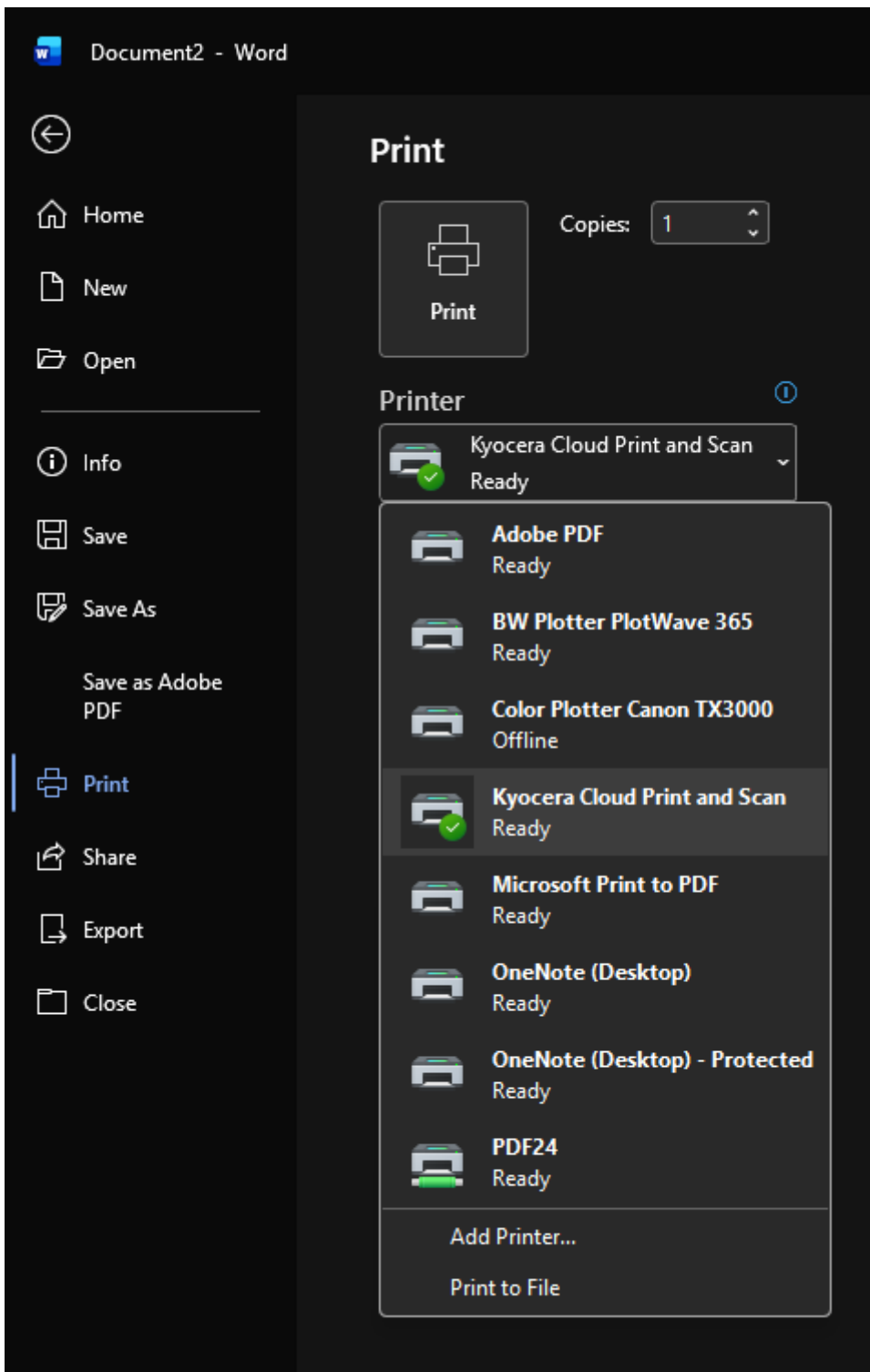
4. Tap
5. Enter your PIN from the email and then tap Enter
6. You will get a notification that the card has been registered. This allows you to use your badge on any printers that have a badge reader



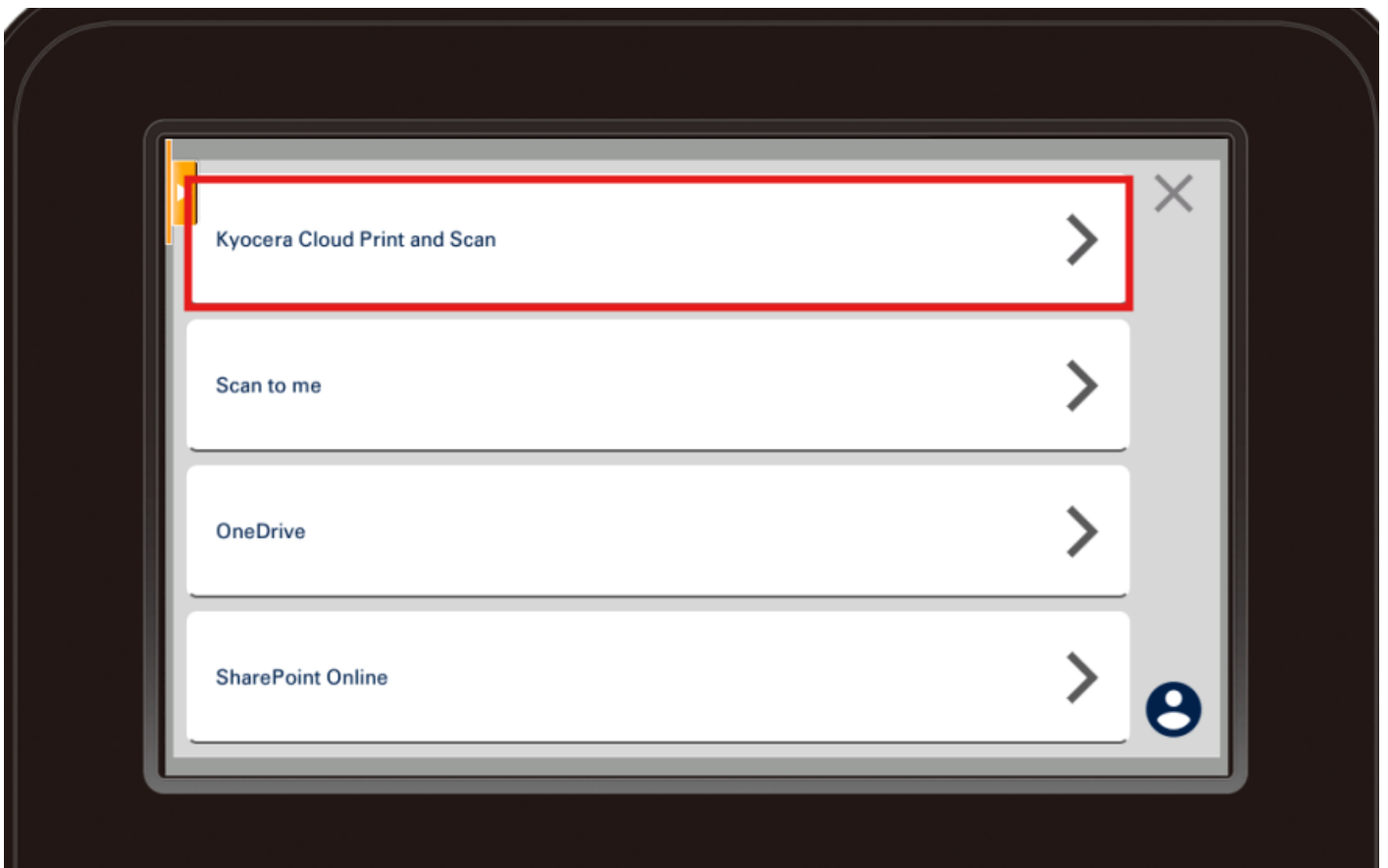
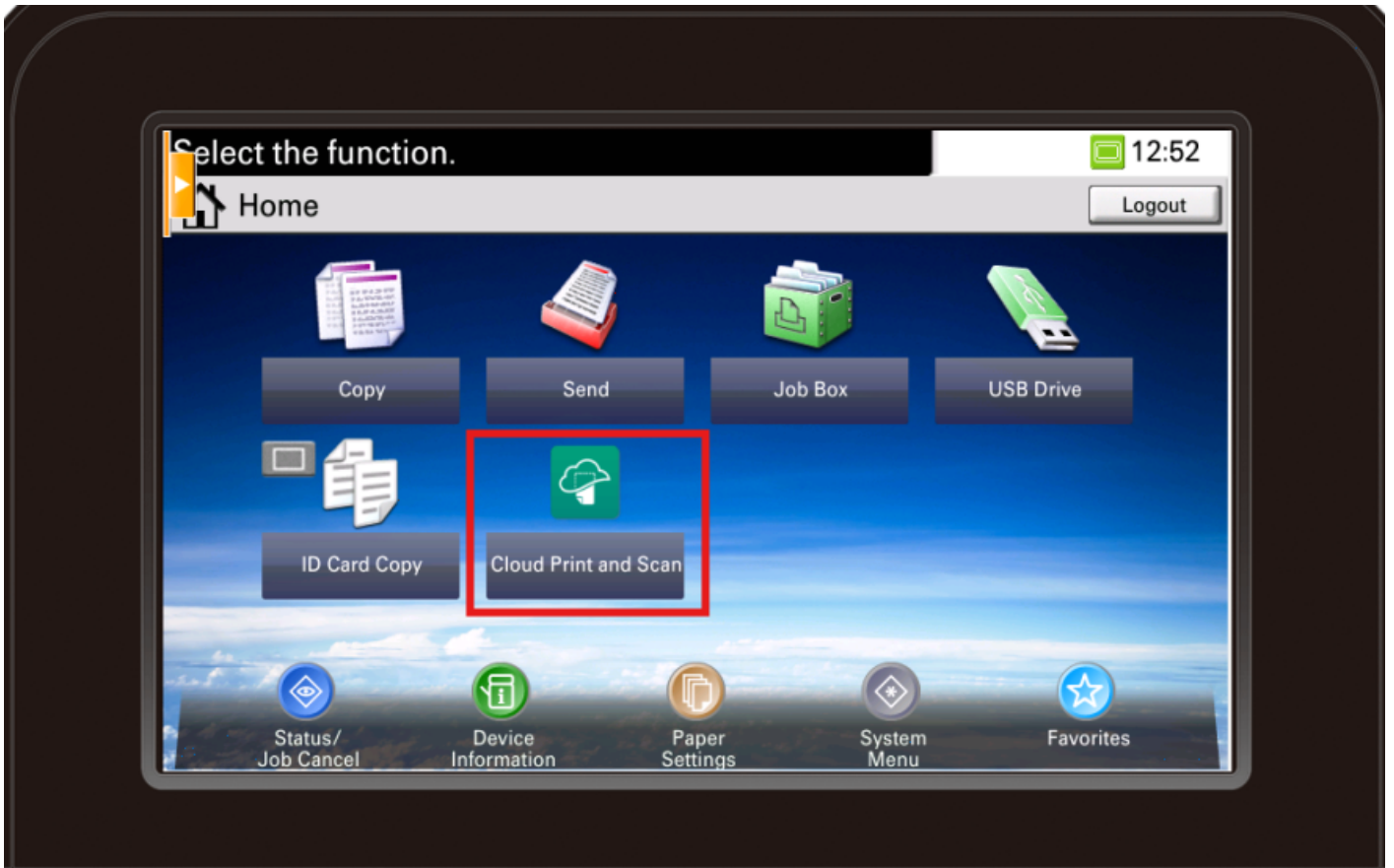
7. You can now scan your badge to access the Kyocera Cloud Print and Scan application on any printer that has a badge reader

Printing

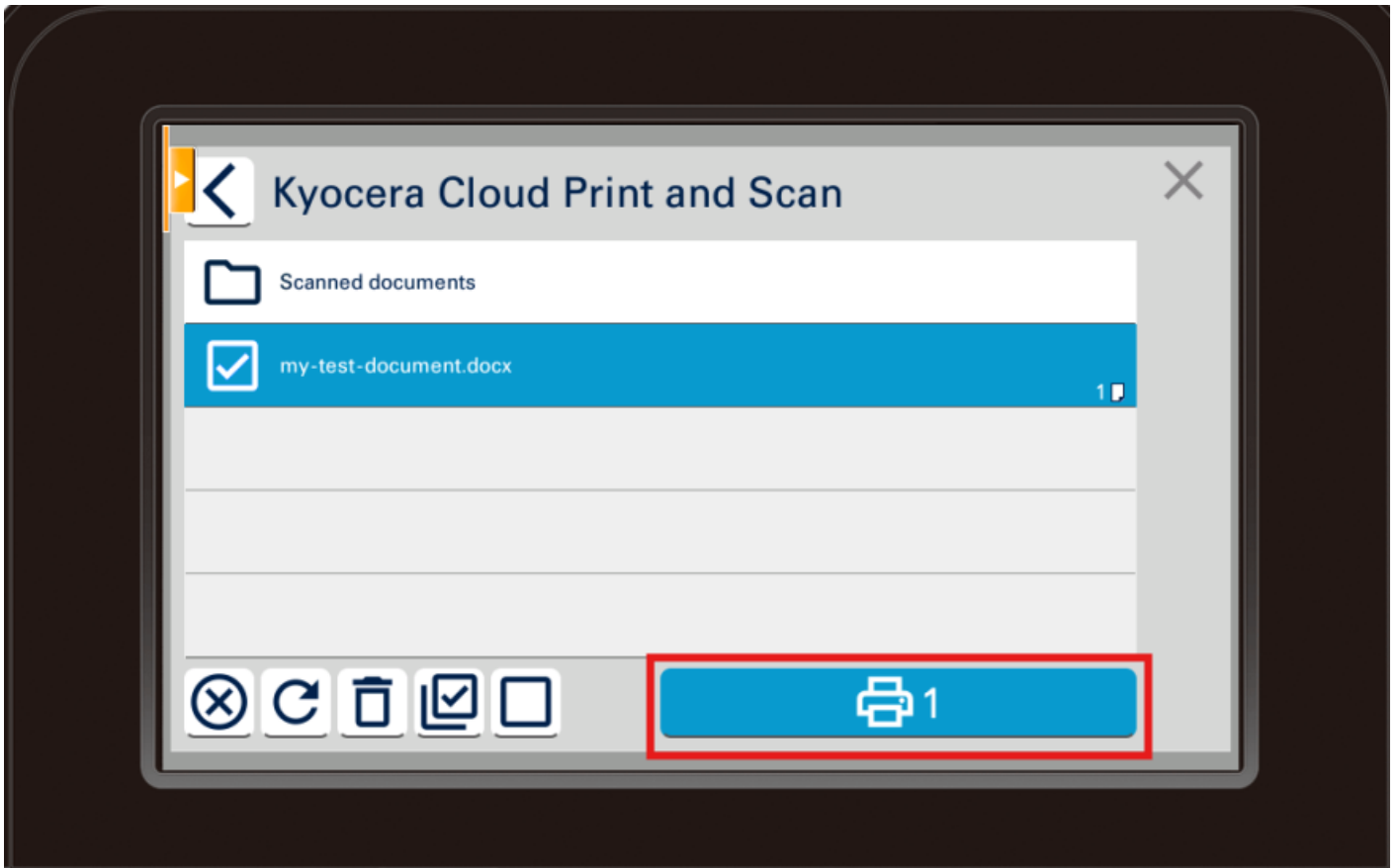
1. Select the printer named `Kyocera Cloud Print and Scan` and then click Print



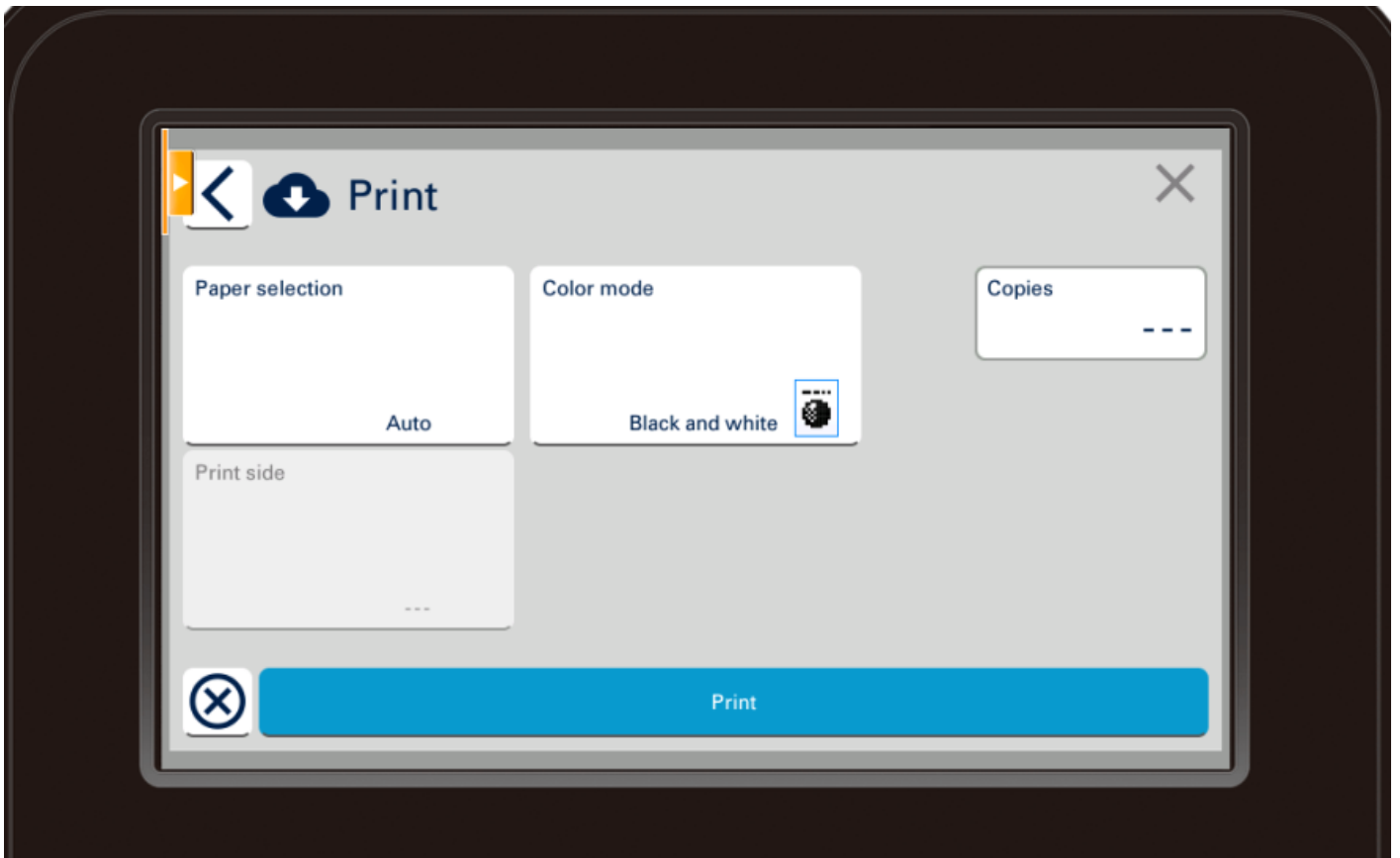
2. You can now go to any one of the shared printers
3. Scan your badge
4. Tap on `Kyocera Cloud Print and Scan`



5. Tap on your document(s) and then tap the printer icon

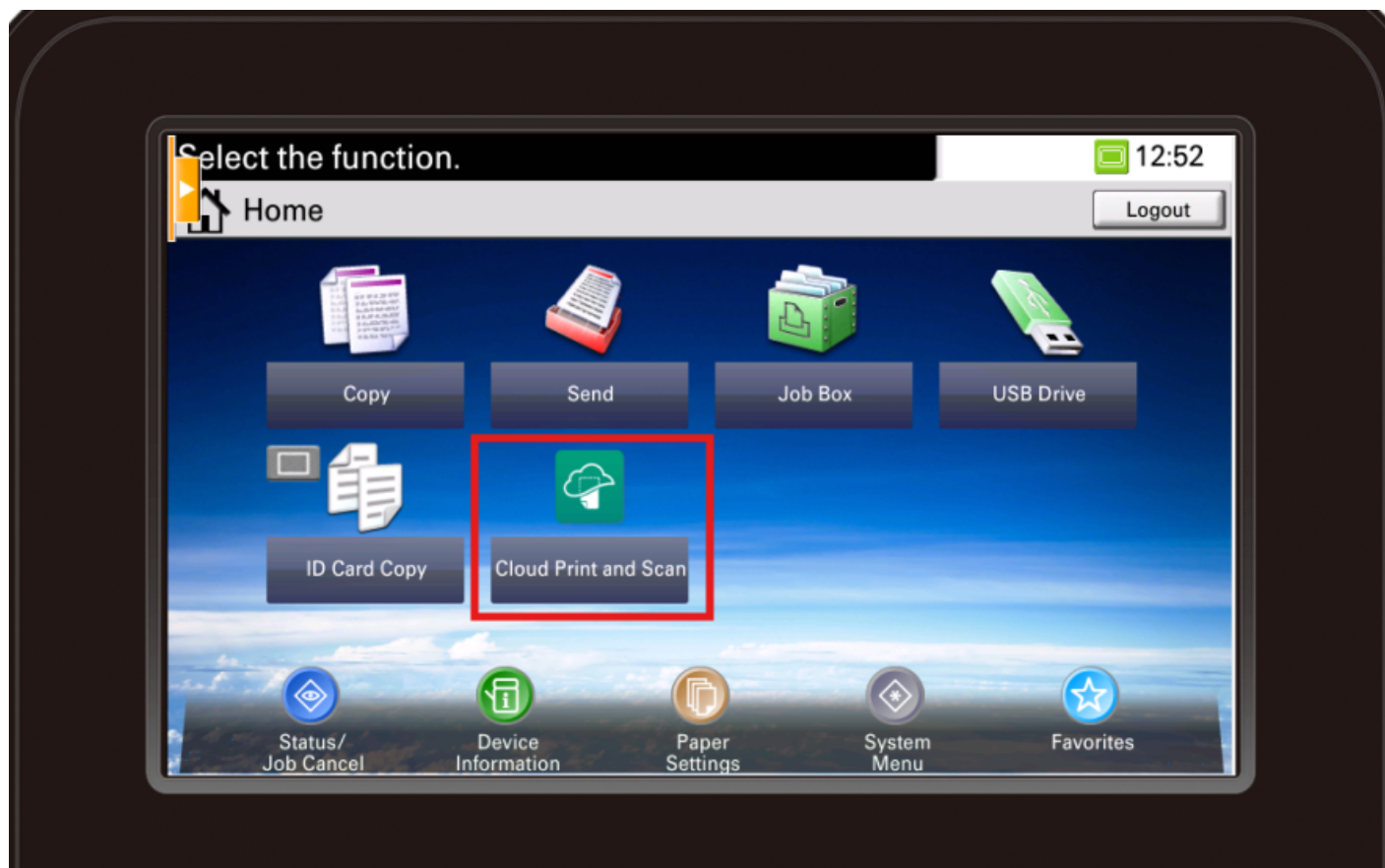


6. Change any print settings you desire
7. Tap Print

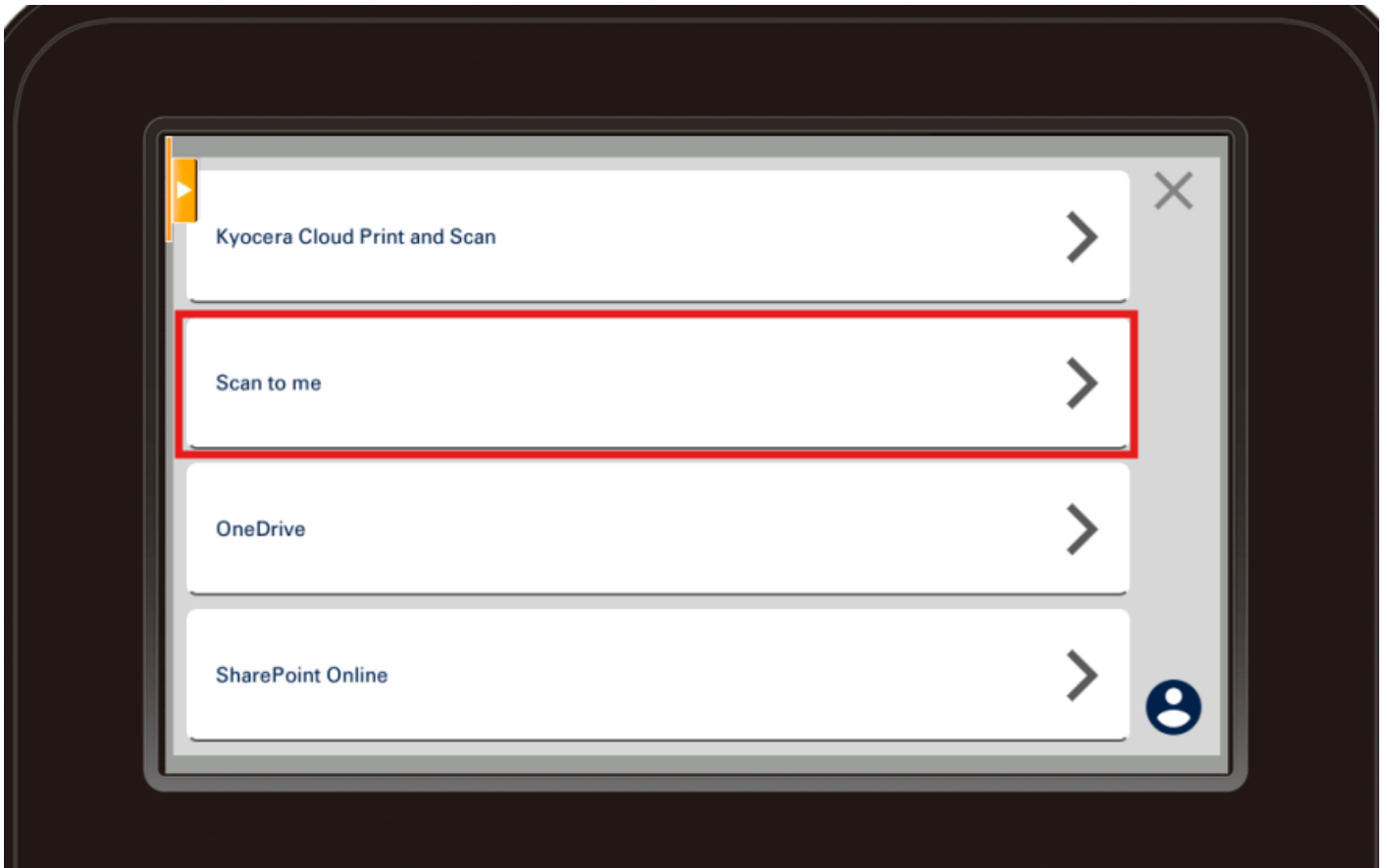


Scanning to Email

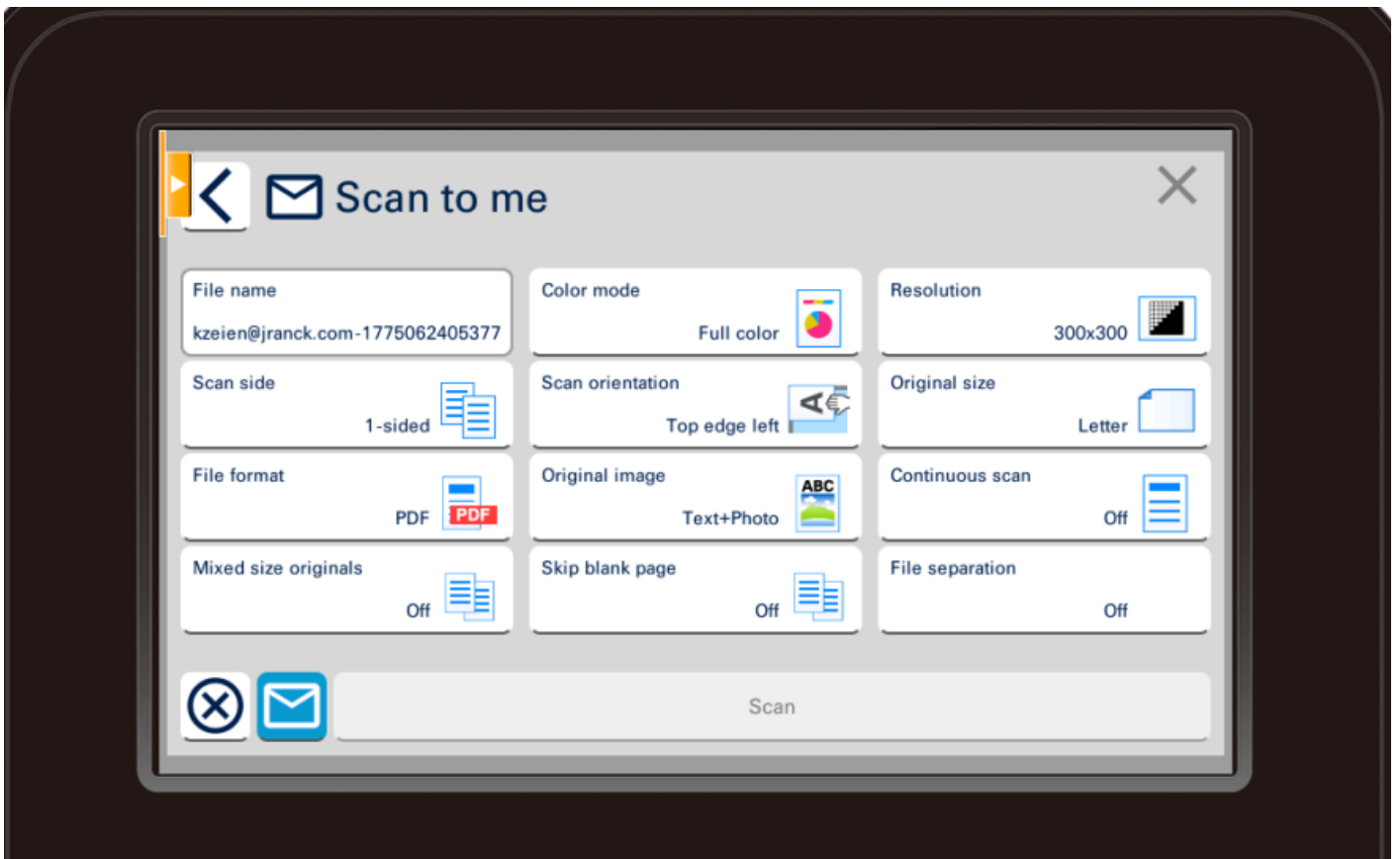
1. Scan your badge
2. Tap on [Kyocera Cloud Print and Scan](#)



3. Tap [Scan to me](#)

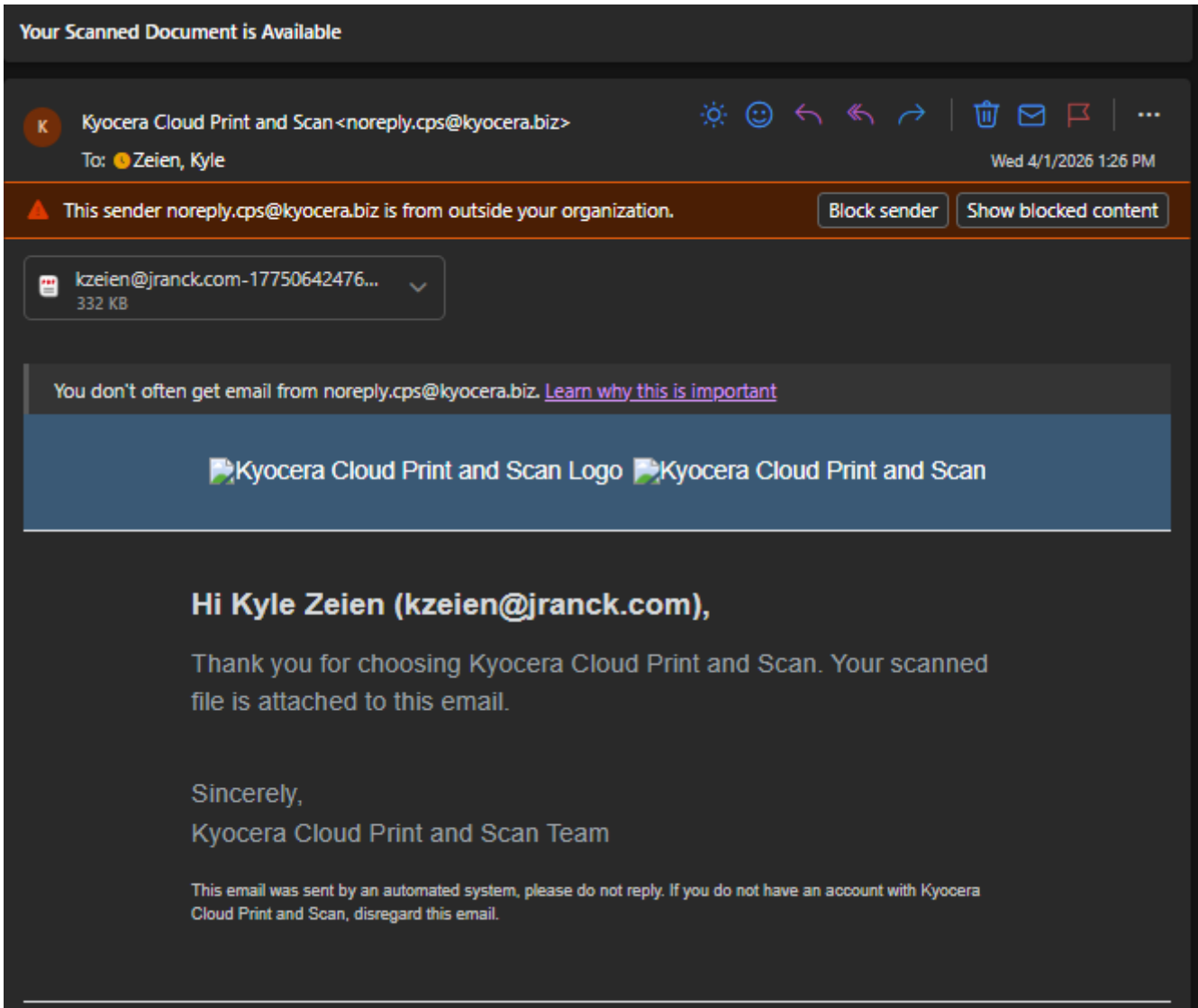


- 4. Select your desired scan settings
- 5. Tap Scan



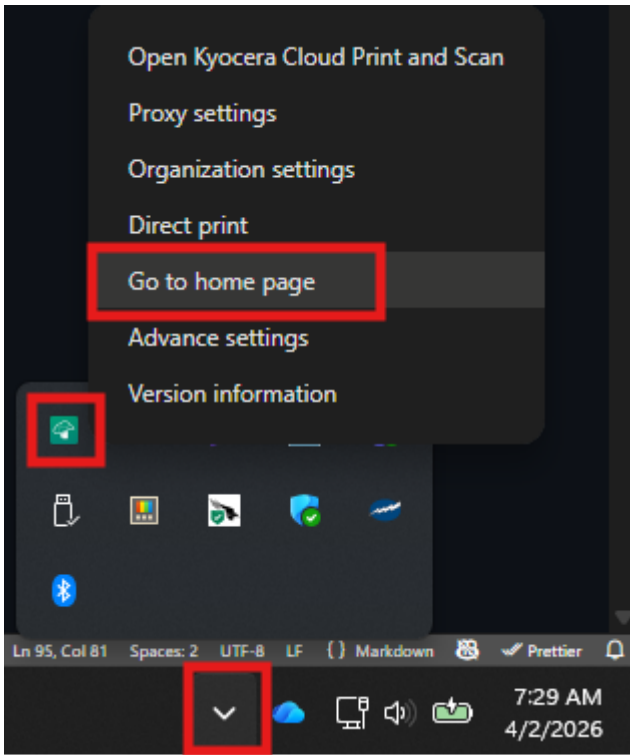
6. You will receive an email from `noreply.cps@kyocera.biz` with the document attached

- If the file is larger than 10MB, the email will not include the attachment and will instead contain a link to the document

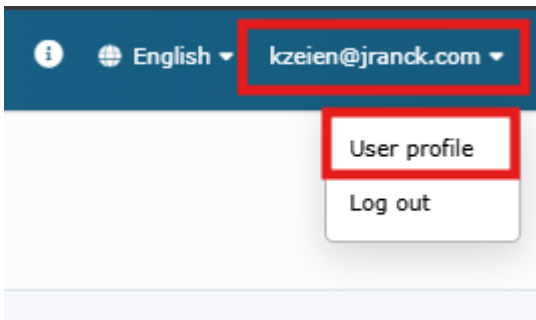


How to Find/Reset Your PIN

1. Go to the [Kyocera Web Portal](#) or right click on the Kyocera app in your system tray and click `Go to home page`



2. Log in with your Microsoft/JRE account
3. In the top right corner of the page, click on your email address
4. Click `User profile`



5. Click the `Credential` menu item
6. Your PIN is displayed below and also gives you the option to generate a new PIN

Users

Devices

Reports

Jobs

Scanned documents

Applications



User profile

View and edit your user profile

General

Credentials

Advanced

Print settings

Storage

Change password

Current password

New password

Confirm password

PIN authentication



Generate new PIN

Revision #7

Created 1 April 2026 17:27:19 by kzeien@janck.com

Updated 2 April 2026 11:38:22 by kzeien@janck.com