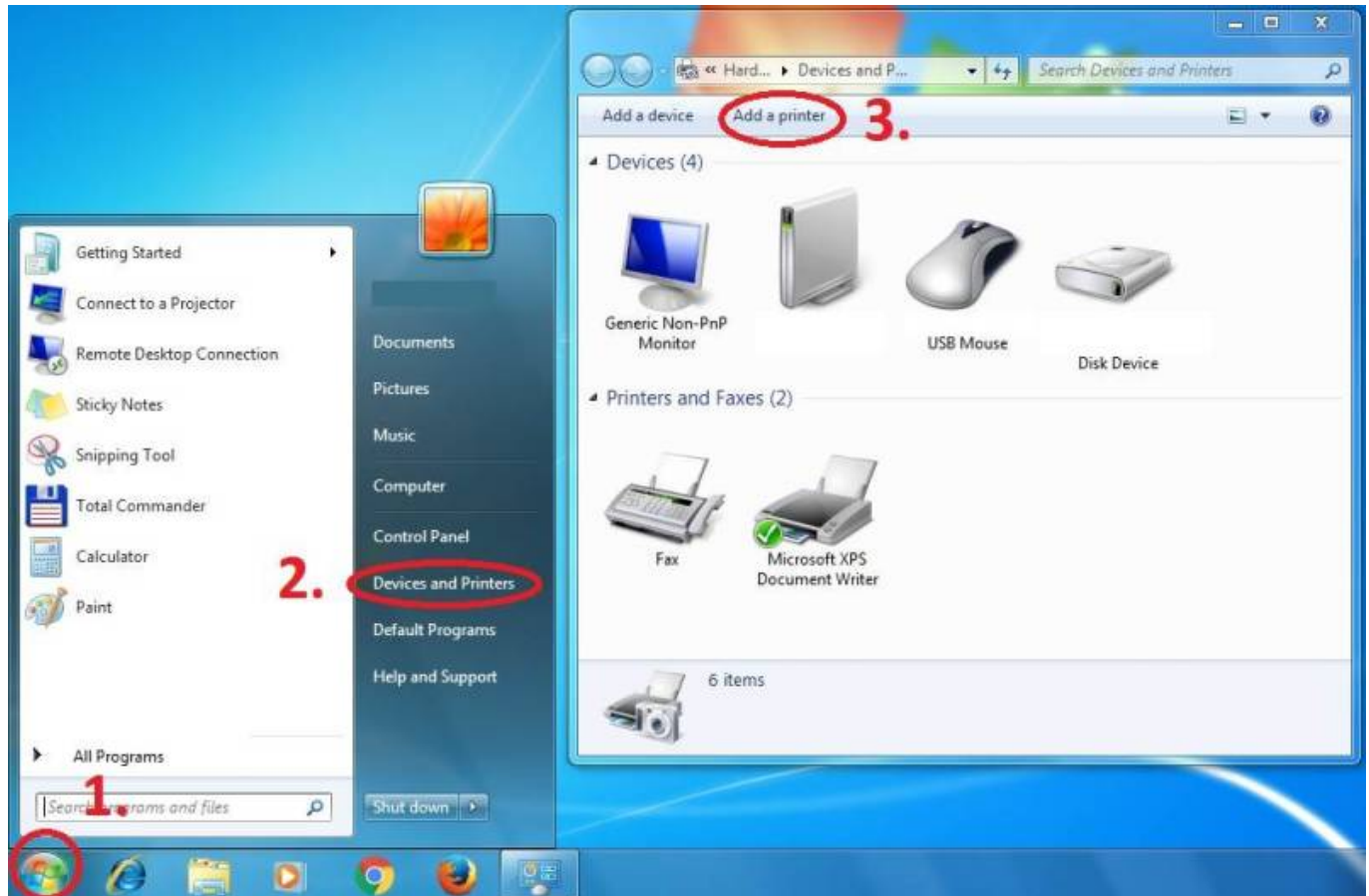
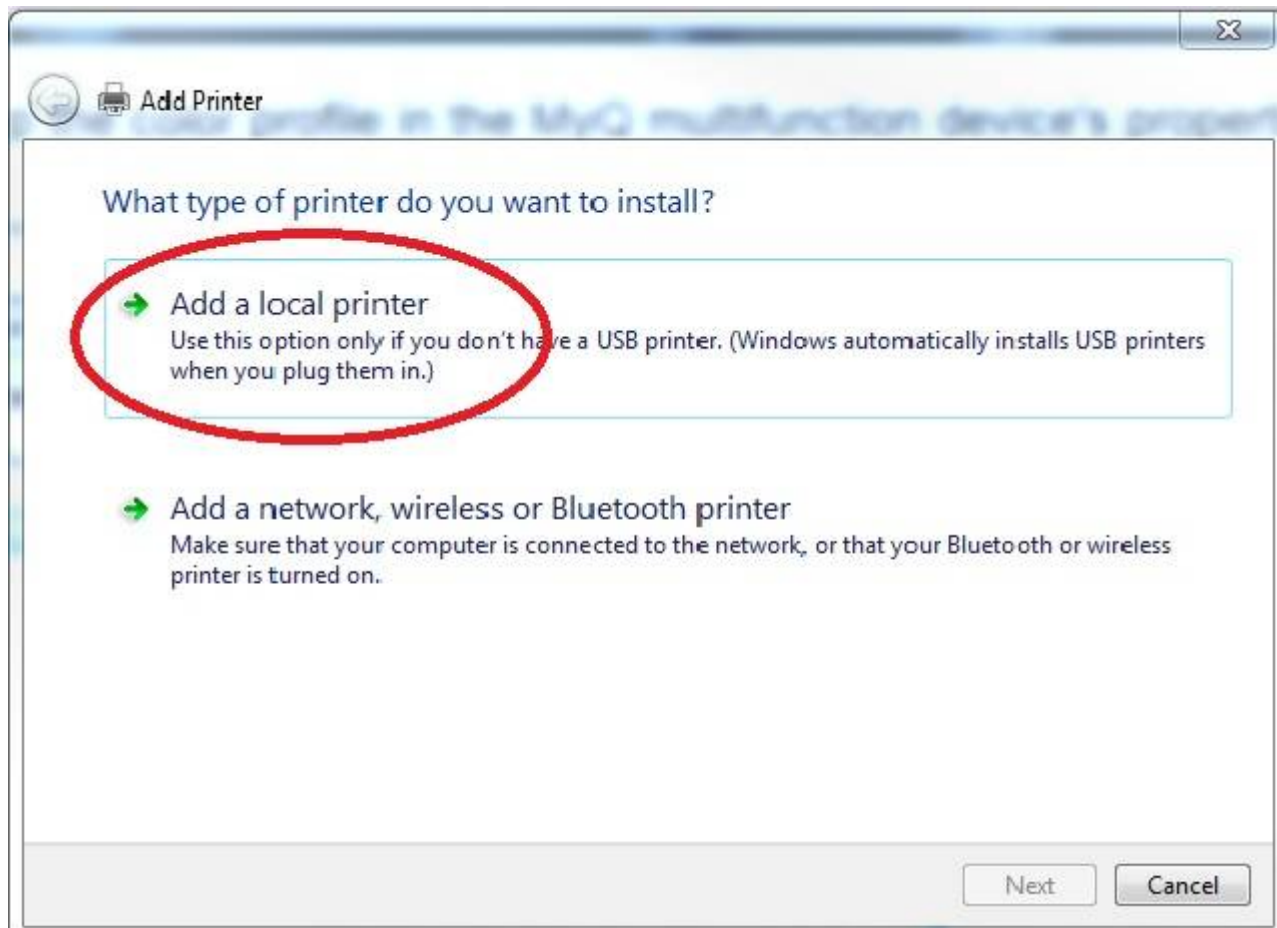


# Instructions for adding a Kyocera printer to user stations

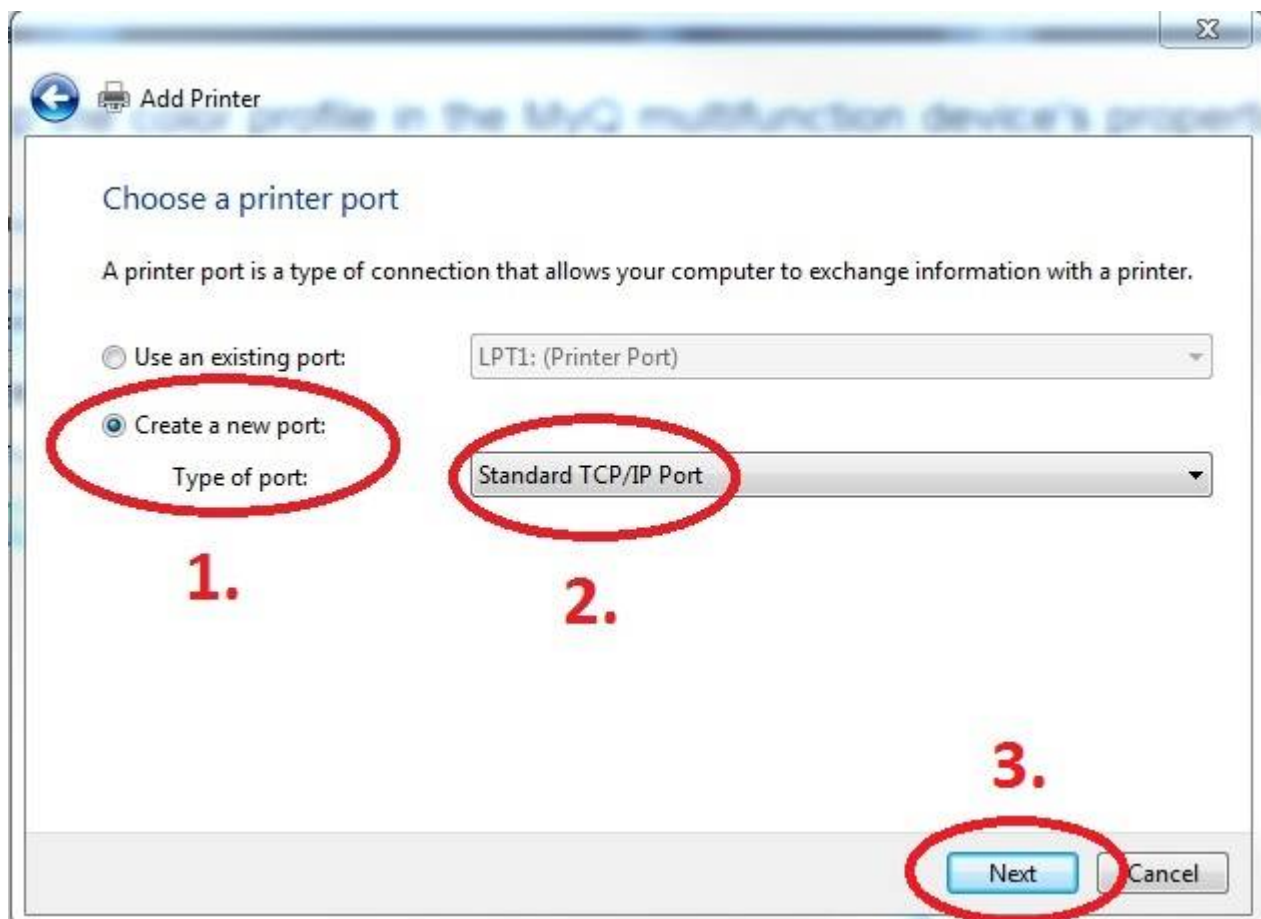
Press Start button → Devices and Printers → Add a Printer



**Add a local printer**



### Create a new port: Standard TCP/IP Port



## Enter Hostname - MyQ

Add Printer

Type a printer hostname or IP address

Device type: TCP/IP Device

Hostname or IP address: MyQ

Port name: MyQ

☒ Query the printer and automatically select the driver to use

Next Cancel

## Customize Settings

Add Printer

Additional port information required

The device is not found on the network. Be sure that:

1. The device is turned on.
2. The network is connected.
3. The device is properly configured.
4. The address on the previous page is correct.

If you think the address is not correct, click Back to return to the previous page. Then correct the address and perform another search on the network. If you are sure the address is correct, select the device type below.

Device Type

☐ Standard Generic Network Card

☒ Custom Settings...

Next Cancel

Configure Standard TCP/IP Port Monitor

Port Settings

Port Name: MyQ

Printer Name or IP Address: MyQ

Protocol

☐ Raw

☒ LPR

Raw Settings

Port Number: 9100

LPR Settings

Queue Name: FM

☒ LPR Byte Counting Enabled

☒ SNMP Status Enabled

Community Name: public

SNMP Device Index: 1

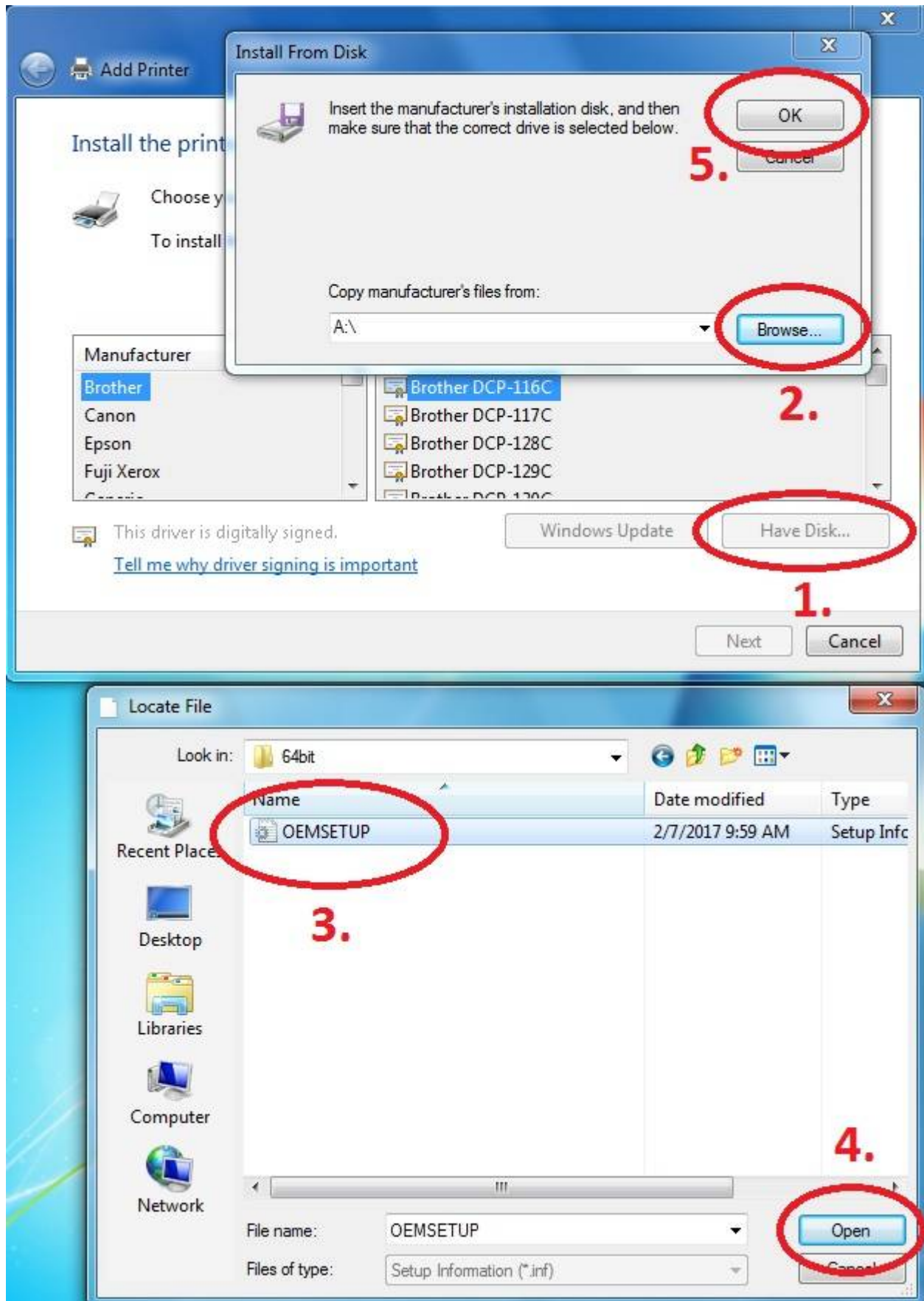
OK Cancel

**Download driver and unzip it to the local folder (for example c:\driver\). Choose 32-bit or 64-bit version depending on your system:**

**- 32-bit driver**

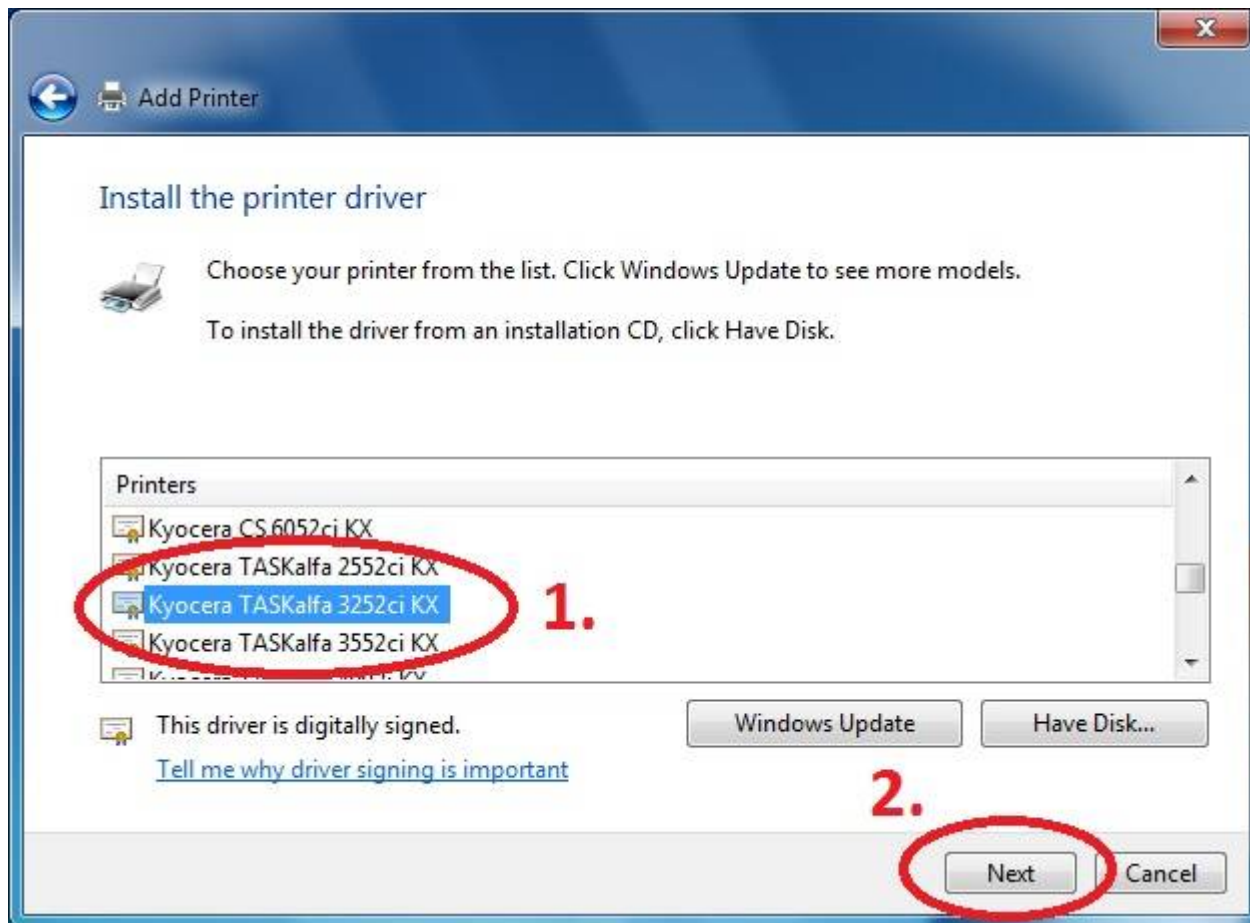
**- 64-bit driver**

**Press Have Disk... Navigate to the driver folder (for example c:\driver\64-bit\)** and select **"OEMSETUP"**.

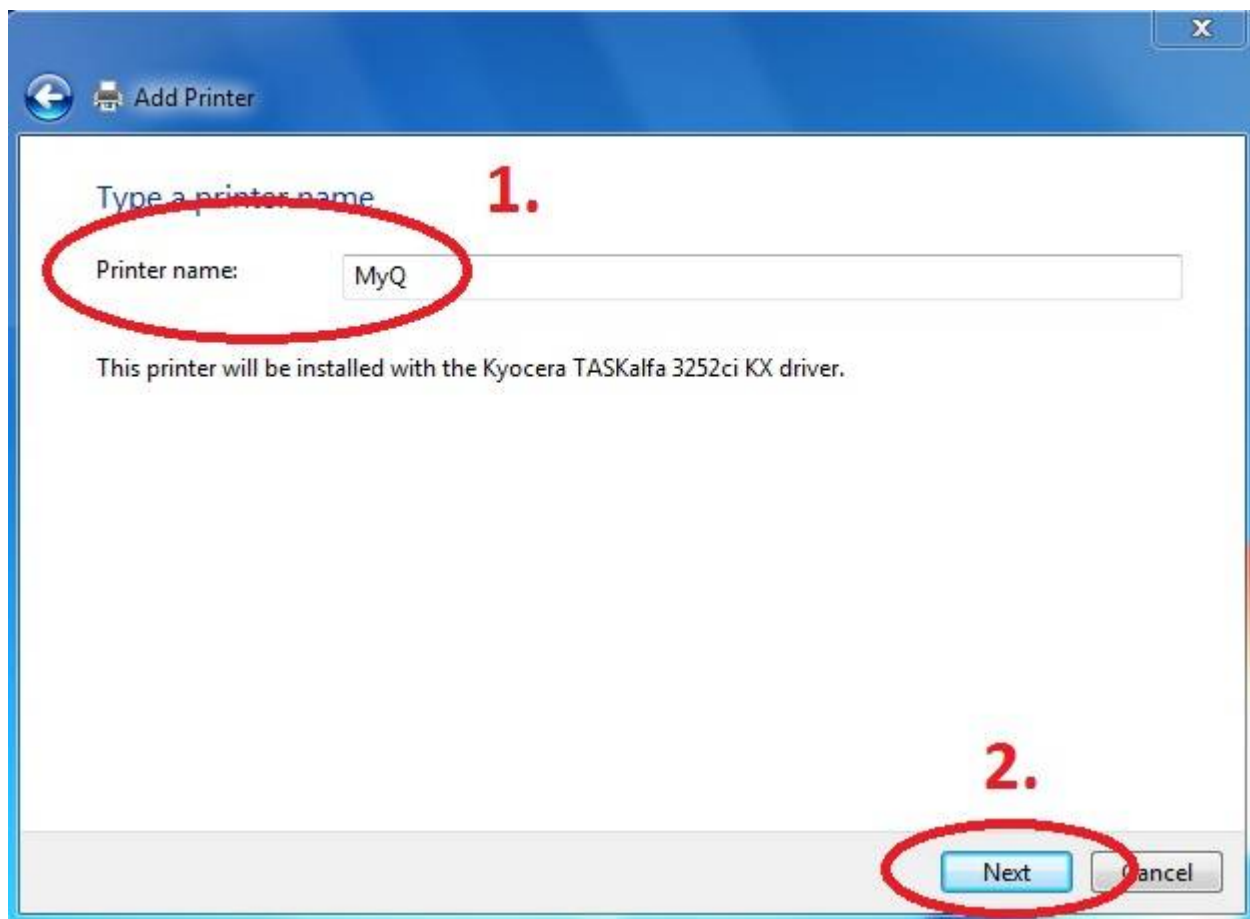


**Choose Kyocera TASKalfa 3252ci KX**





**Rename Printer and finish installation.**





After installing the printer, send your username to [helpdesk@cerge-ei.cz](mailto:helpdesk@cerge-ei.cz) and we will enable your account for printing.

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Last update: **2017-11-13 14:43**

