

This document provides information on how to setup the printer on your machine, and connect your swipe card so you can print, scan and copy.

Please contact TRI IT Helpdesk if you need any assistance for the services listed below:

- TRI computers (required to log on with TRI credential)
- TRI Learning Centre (<https://learningcentre.int.tri.edu.au>)
- TRI SharePoint (<https://sharepoint.int.tri.edu.au>)

TRI Helpdesk: 3443 7070

Extension: 37070 (if calling from TRI desk phones)

Authorisation and version control

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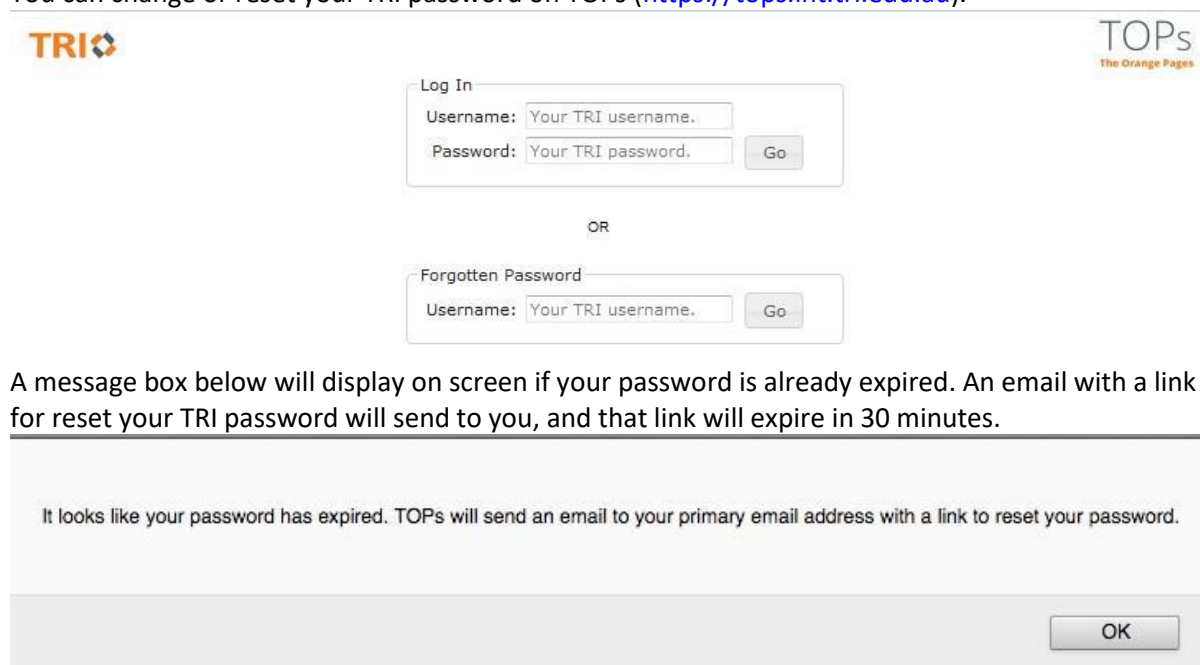
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TRI Credentials

Your TRI credential gives you access to TRI ICT resources including printing, Intranet, TRI managed workstations and network folders, etc.

Change/Reset TRI Password

You can change or reset your TRI password on TOPs (<https://tops.int.tri.edu.au>).



The screenshot shows the TRI login interface. At the top left is the TRI logo, and at the top right is the TOPs logo with the tagline 'The Orange Pages'. In the center, there are two login options. The first is 'Log In', which includes a 'Username' field with placeholder text 'Your TRI username.', a 'Password' field with placeholder text 'Your TRI password.', and a 'Go' button. Below this is an 'OR' separator. The second option is 'Forgotten Password', which includes a 'Username' field with placeholder text 'Your TRI username.' and a 'Go' button. Below the login forms, a message box is displayed with the text: 'It looks like your password has expired. TOPs will send an email to your primary email address with a link to reset your password.' At the bottom right of the message box is an 'OK' button.

Password requirement:

For more information, see the [TRI-200-021 - TRI ICT Password Standard](#) and [TRI-200-152 TRI ICT – Resetting your Password](#).

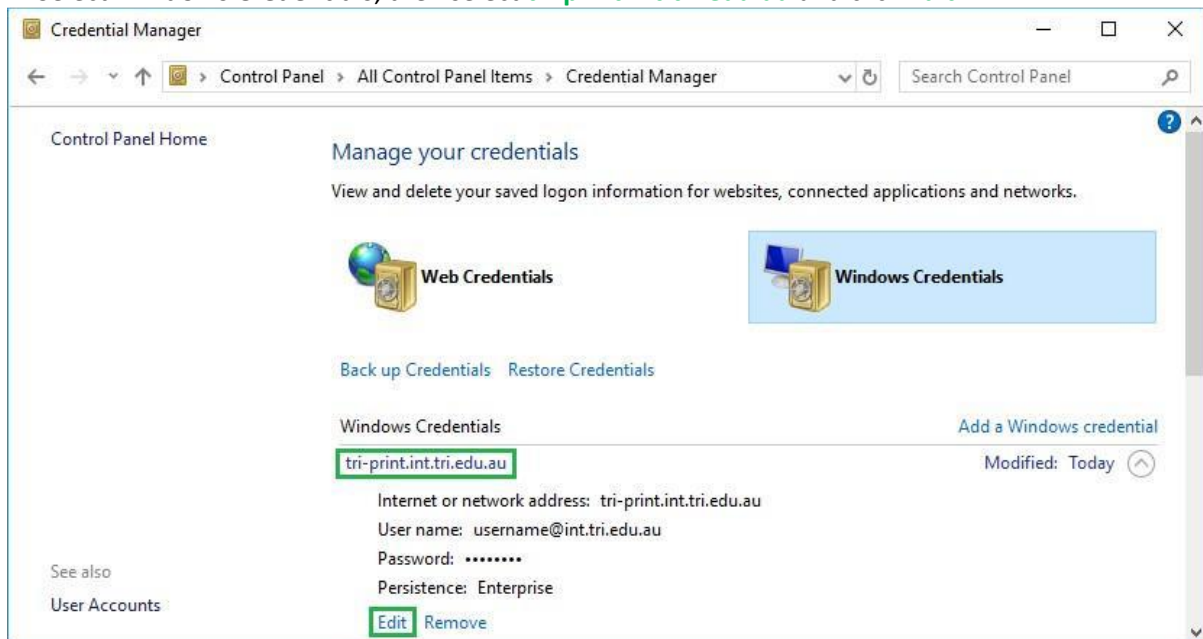
Update TRI Password

After you have changed your TRI password on <https://tops.int.tri.edu.au>, you must update your TRI password on your computer for access the printer and network folder

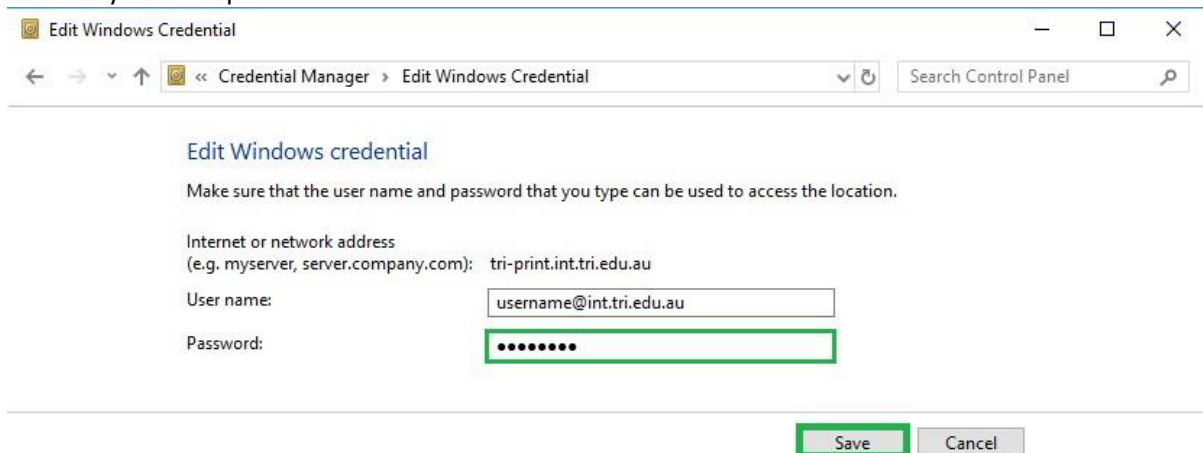
Windows 10

1. Go to **Start > All apps > Windows System > Control Panel > Credential Manager**

2. Select **Windows Credentials**, then select **tri-print.int.tri.edu.au** and click **Edit**



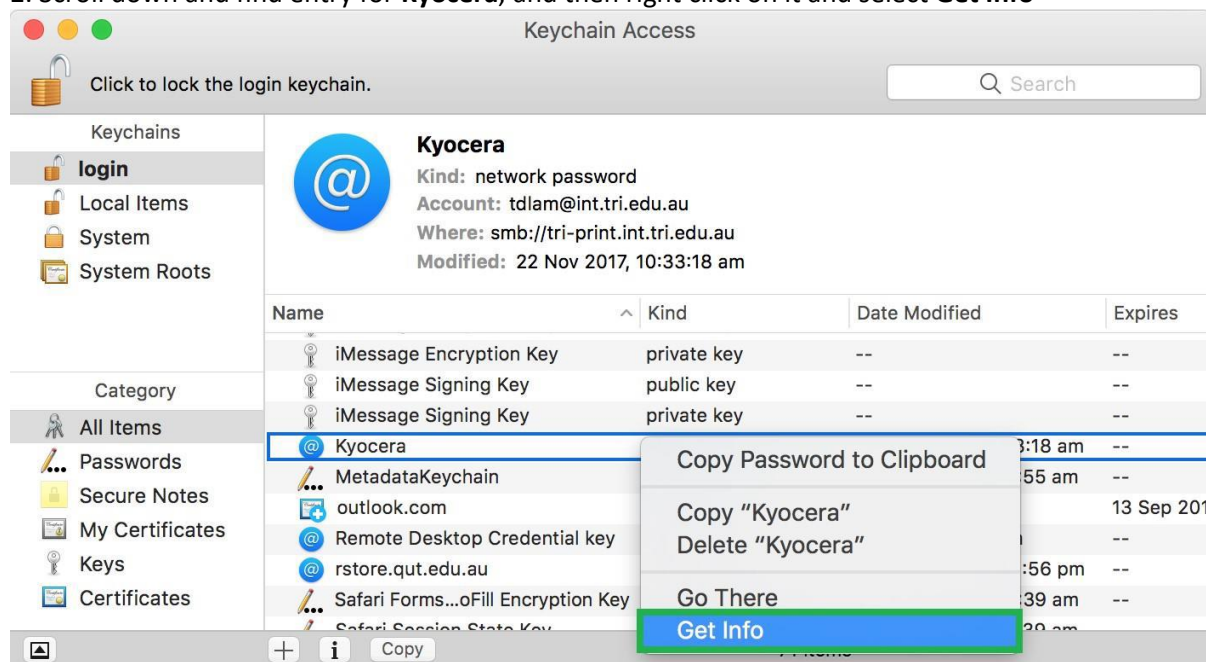
3. Enter your new password and click **Save**



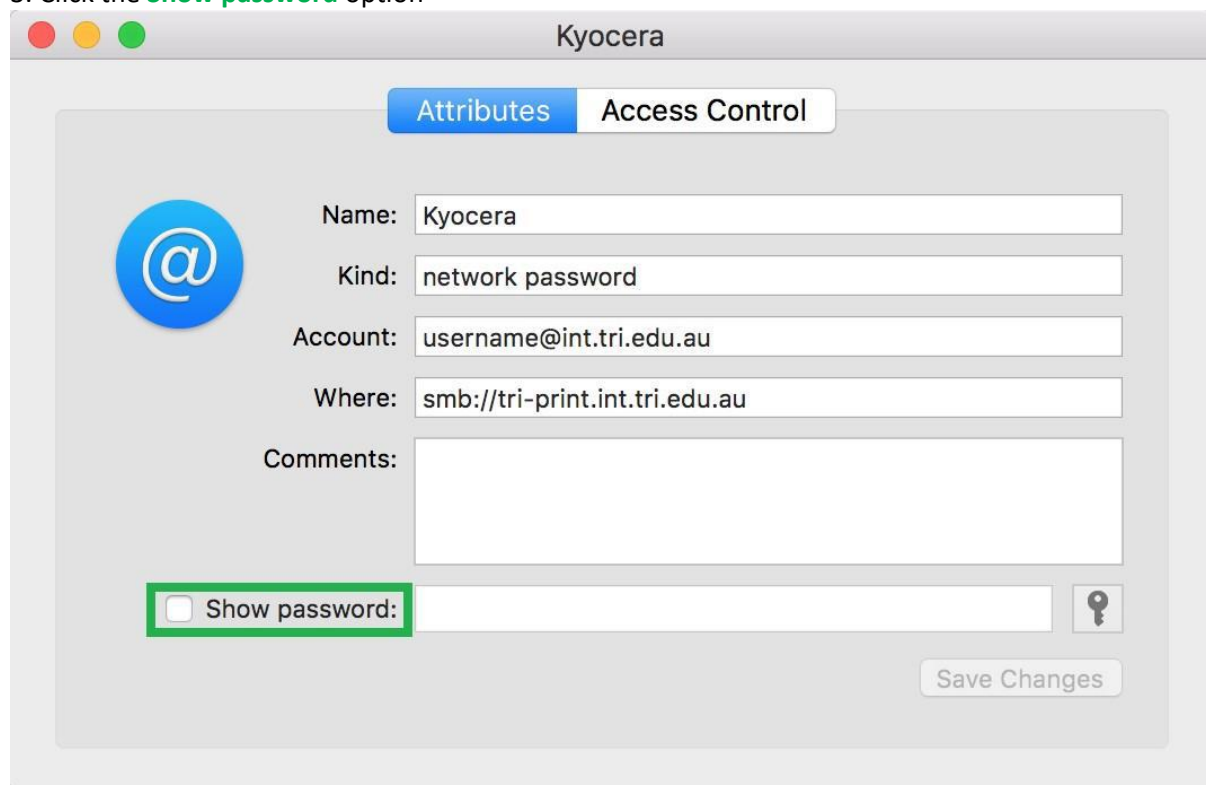
4. Repeat the steps above for change the password on **tri-dmf.int.tri.edu.au**

Mac OS

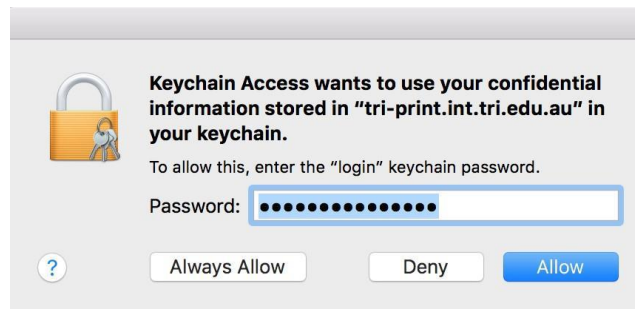
1. On Finder menu bar, click **Go > Utilities > Keychain Access**
2. Scroll down and find entry for **Kyocera**, and then right click on it and select **Get Info**



3. Click the **Show password** option



4. Enter your Mac login password (or your keychain password), and click **Allow**



5. Change the password to your new TRI password and then click **Save Changes**



6. Repeat the steps above for update the password for tri-dmf.int.tri.edu.au

7. Restart the computer

TRI Printers

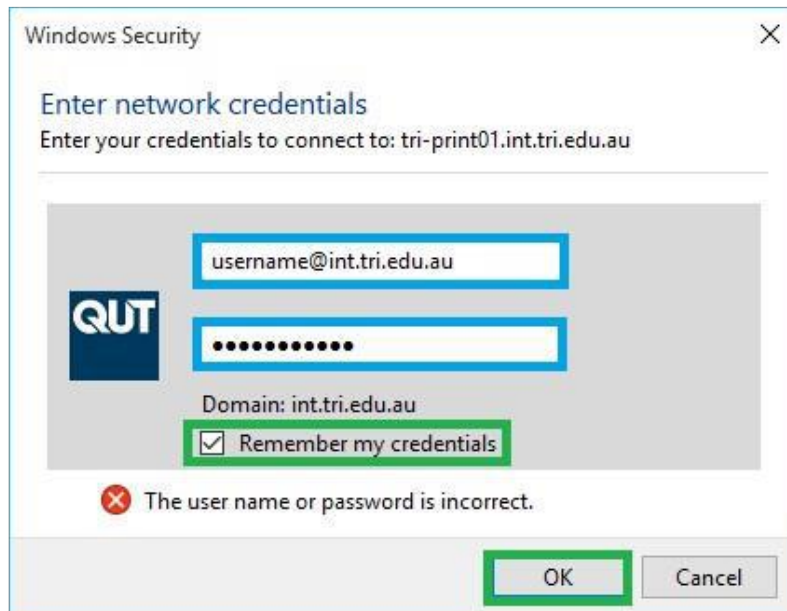
Windows 10

1) Click Start (or press the Windows key on keyboard) then enter

\\TRI-PRINT.INT.TRI.EDU.AU (it is not case sensitive)



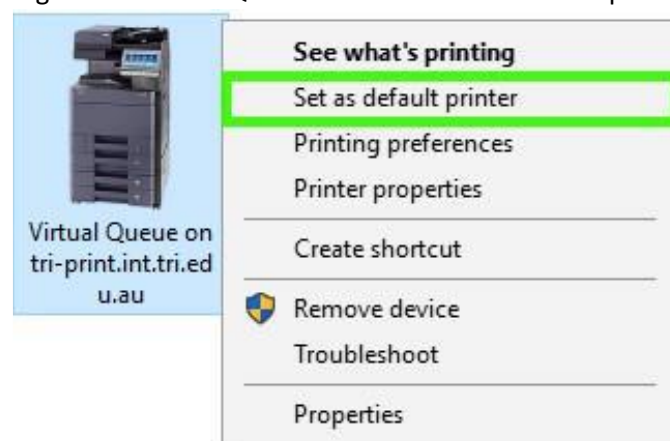
2) Enter your TRI username (**username@int.tri.edu.au**) and password, and tick *Remember my credentials* option.



3) Double click **Virtual Queue** to install it on your computer

4) Set as default printer (optional)

Right click Virtual Queue and select Set as default printer



Mac OS

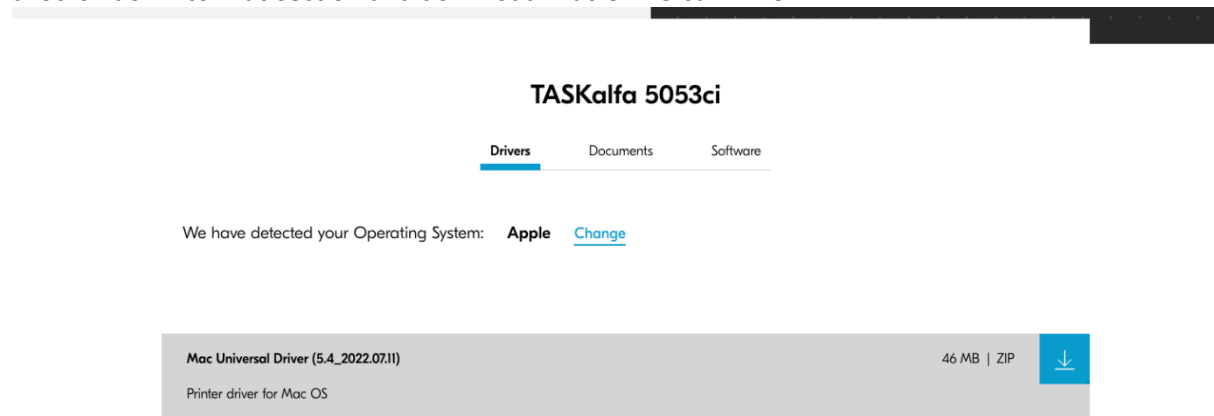
NOTE: TRI Printer may only be available when the Mac computer is connected to the TRI network via a wired network cable.

Manual Installation

1. Download Kyocera printer driver from Kyocera website

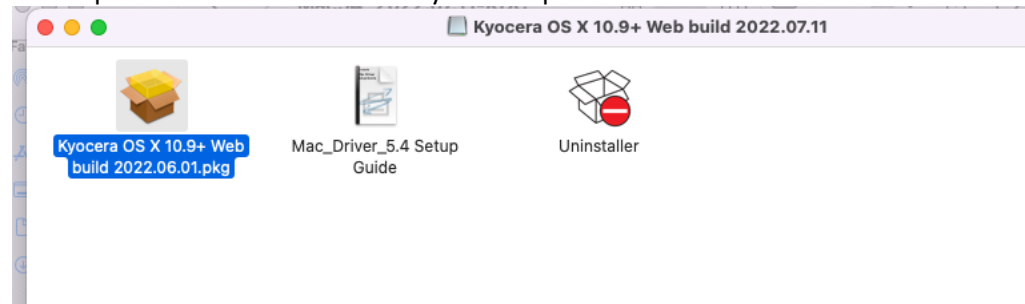
(<https://www.kyoceradocumentsolutions.eu/en/support/downloads.name-L2V1L2VuL21mcC9UQVNLQUxGQTUwNTNDSQ==.html>)

- a. Scroll down to Mac section and download Mac Universal Driver

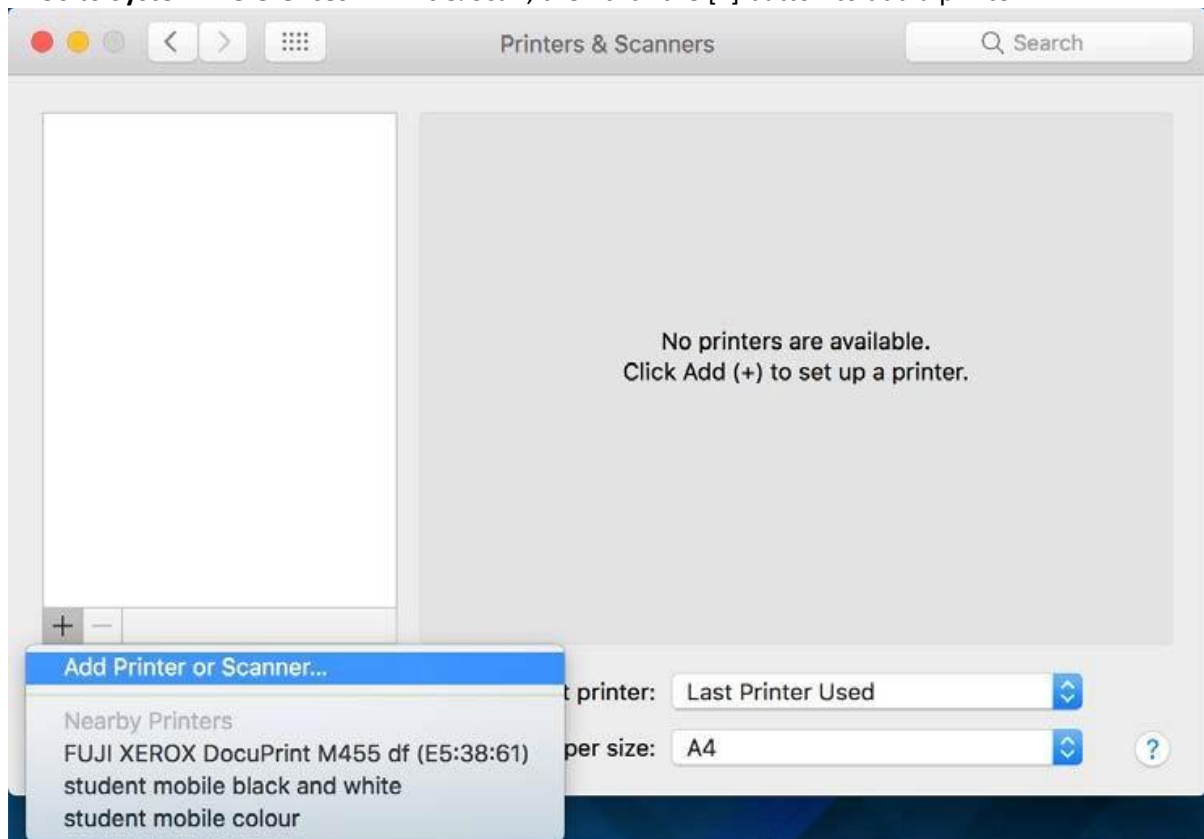


Kyocera's Service Promise

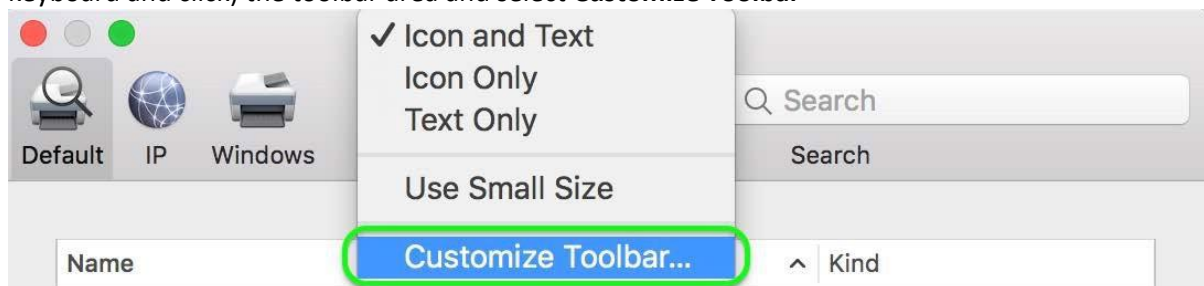
- b. Unzip the driver and install it on your computer



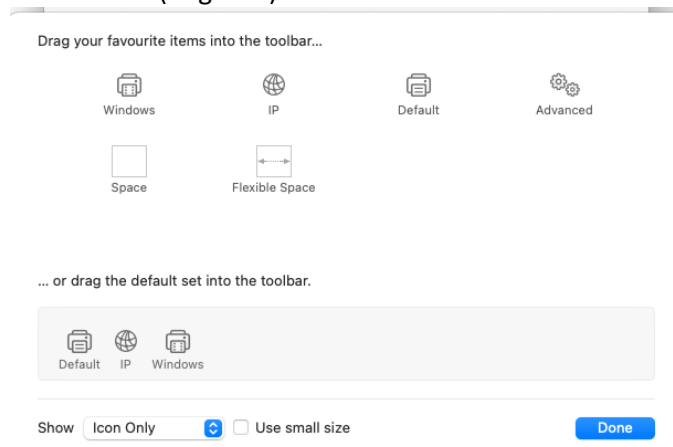
2. Go to **System Preferences > Print & Scan**, then click the **[+]** button to add a printer



3. If the Advanced button does not appear on the toolbar, right click (or hold the control key on keyboard and click) the toolbar area and select **Customize Toolbar**

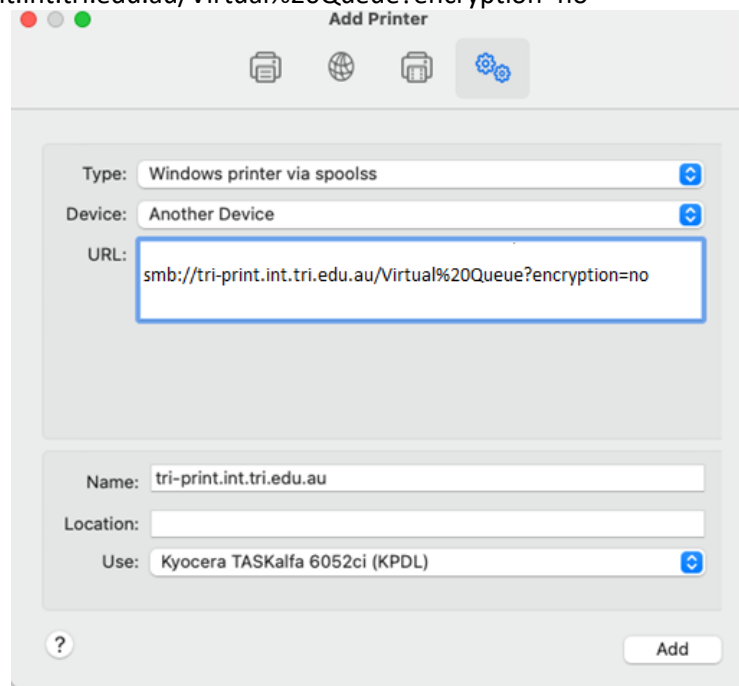


4. Click and drag the advance icon (Cog icon)



5. Click advance icon and enter details as below:

URL: smb://tri-print.int.tri.edu.au/Virtual%20Queue?encryption=no

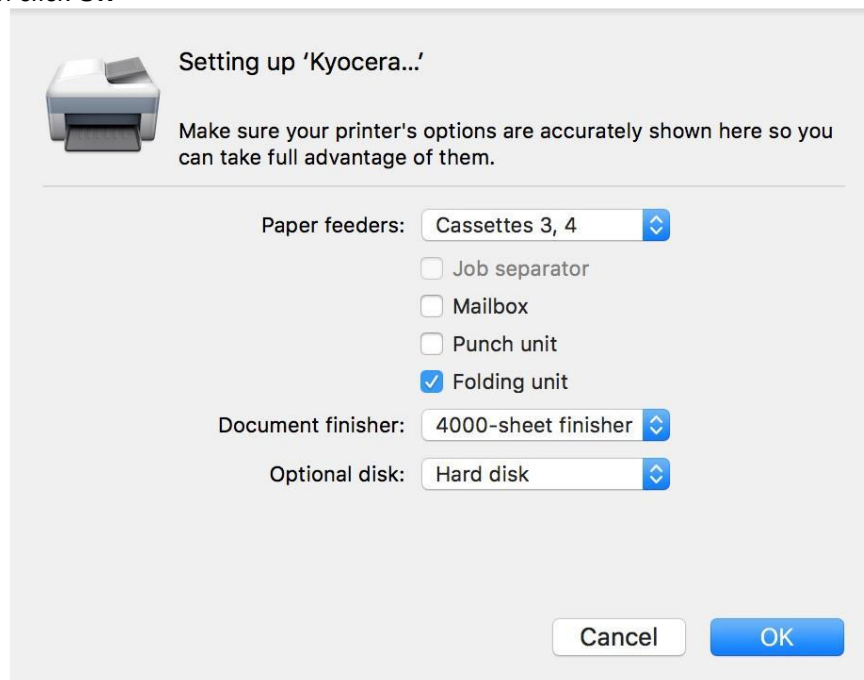


The 'Add Printer' dialog box shows the following configuration:

- Type: Windows printer via spoolss
- Device: Another Device
- URL: smb://tri-print.int.tri.edu.au/Virtual%20Queue?encryption=no
- Name: tri-print.int.tri.edu.au
- Location: (empty)
- Use: Kyocera TASKalfa 6052ci (KPDL)

An 'Add' button is located at the bottom right of the dialog.

6. Select **Cassettes 3, 4** for Paper feeders, **4000-sheet finisher** for Document finisher, and **Folding unit**, and then click **OK**



The 'Setting up 'Kyocera...'' dialog box shows the following configuration:


- Paper feeders: Cassettes 3, 4
- ☐ Job separator
- ☐ Mailbox
- ☐ Punch unit
- ☒ Folding unit
- Document finisher: 4000-sheet finisher
- Optional disk: Hard disk

'Cancel' and 'OK' buttons are located at the bottom right of the dialog.

Print Authentication

An authentication window will pop up for your TRI credential when you print for the first time.

Enter your TRI credential (username@int.tri.edu.au), and select Remember this password in my keychain



Enter your name and password for the printer "Kyocera".

Name:

Password:

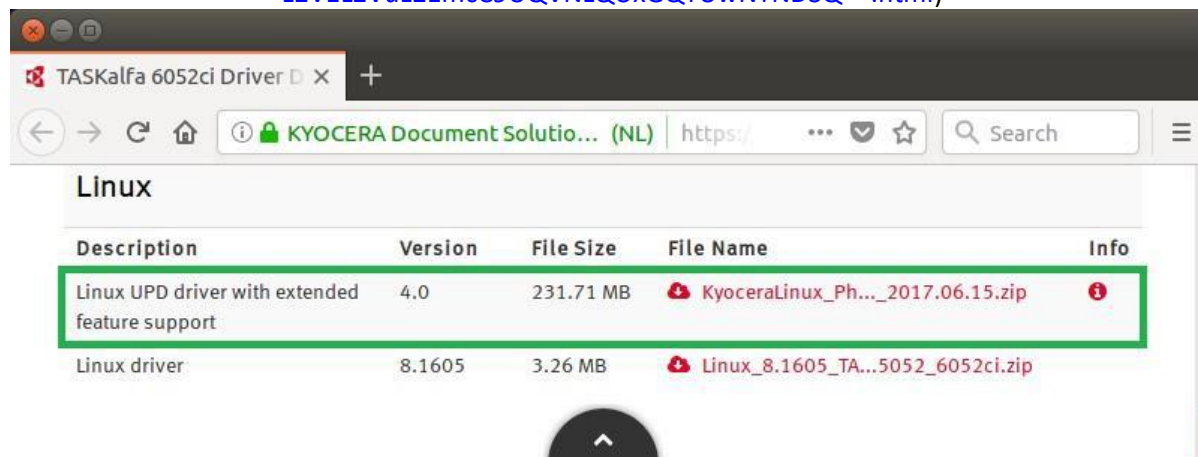
☒ Remember this password in my keychain

Ubuntu 16.04

Download print driver

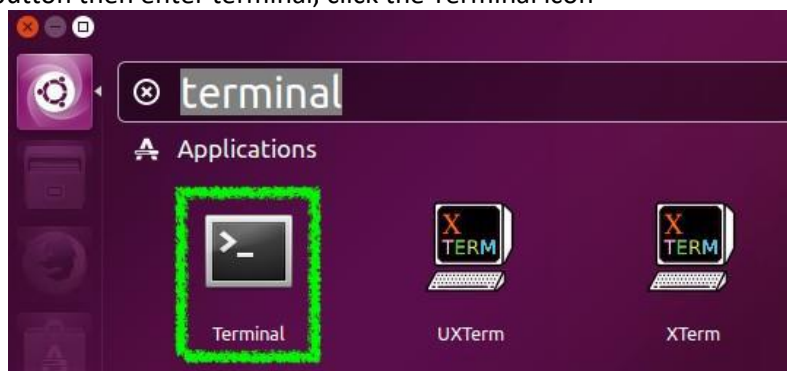
1. Download Kyocera printer driver from Kyocera website. Then extract the zip file, and install it on your computer

(<https://www.kyoceradocumentsolutions.eu/en/support/downloads.name-L2V1L2VuL21mcC9UQVNLQUxGQTUwNTNDSQ==.html>)



Modify smb.conf

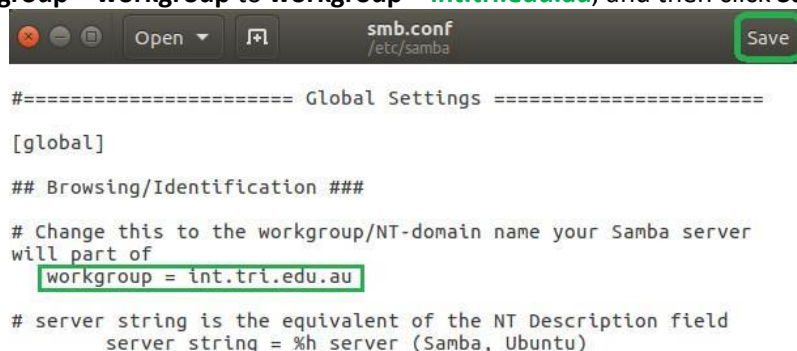
2. Click Ubuntu button then enter terminal, click the Terminal icon



3. Enter the command below to modify the smb.conf (admin password required)

```
sudo gedit /etc/samba/smb.conf
```

4. Change **workgroup = workgroup** to **workgroup = int.tri.edu.au**, and then click **Save**

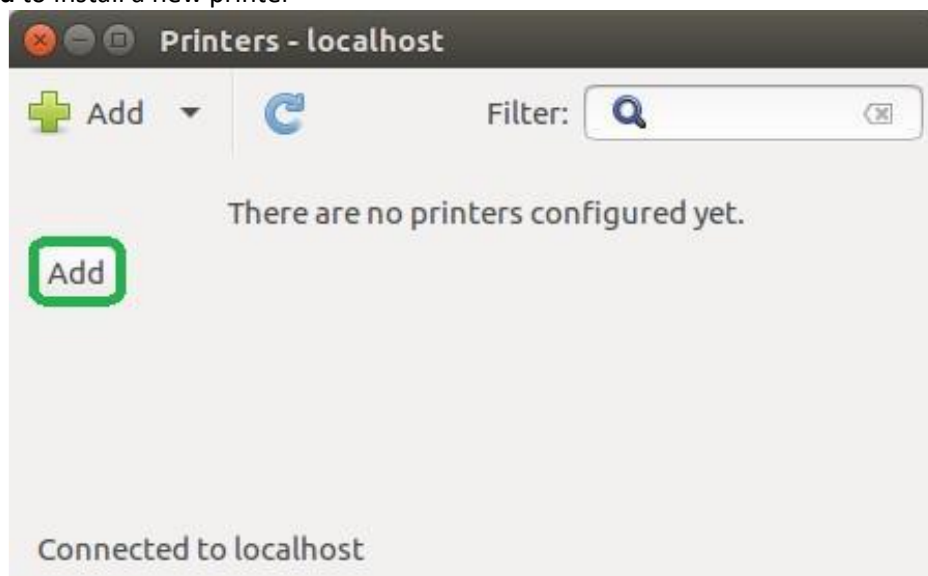


Install Printer

5. Open System Settings, and select Printers



6. Click **Add** to install a new printer



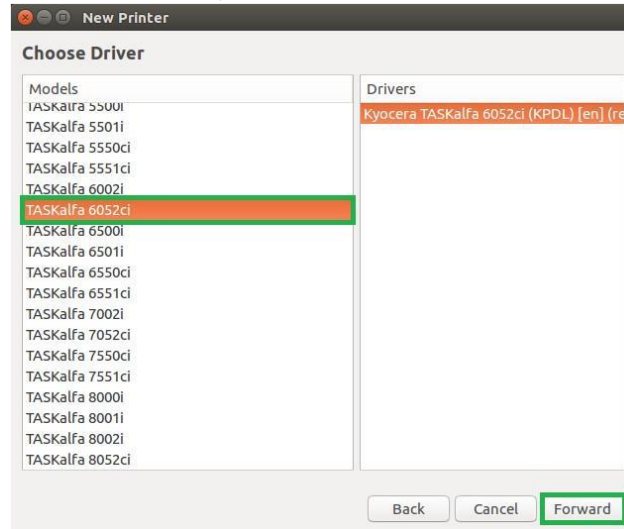
7. Select **Windows Printer via SAMBA** for Device, then enter the print server address (triprint.int.tri.edu.au/Virtual%20Queue) and your TRI credential, and then click Forward

The screenshot shows the 'New Printer' dialog box with the 'Select Device' tab selected. On the left, under 'Network Printer', 'Windows Printer via SAMBA' is highlighted with a green box. On the right, the 'SMB Printer' section has the URI 'smb://triprint.int.tri.edu.au/Virtual%20Queue' entered in the text field, with a green box around it. Below this, the 'Authentication' section has 'Set authentication details now' selected with a radio button, and the 'Username' field contains 'username@int.tri.edu.au'. The 'Password' field is masked with dots. At the bottom right, the 'Forward' button is highlighted with a green box.

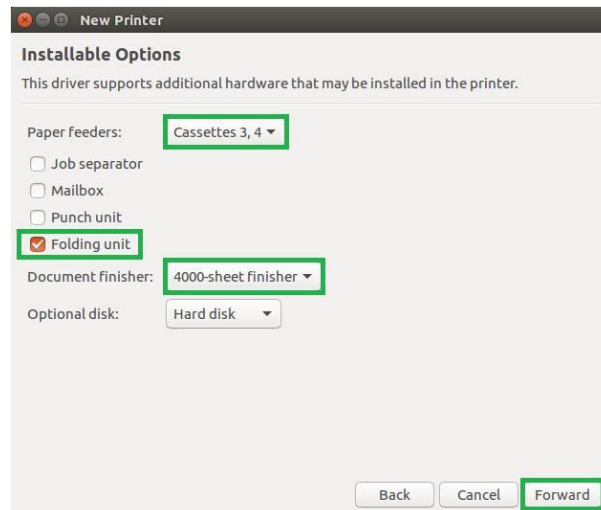
8. Select **Kyocera** the click **Forward**

The screenshot shows the 'New Printer' dialog box with the 'Choose Driver' tab selected. The 'Select printer from database' radio button is selected. Below the text 'The foomatic printer database contains various manufacturer provided PostScript Printer Description (PPD) files...', there is a list of manufacturers. 'Kyocera' is highlighted with a green box. At the bottom right, the 'Forward' button is highlighted with a green box.

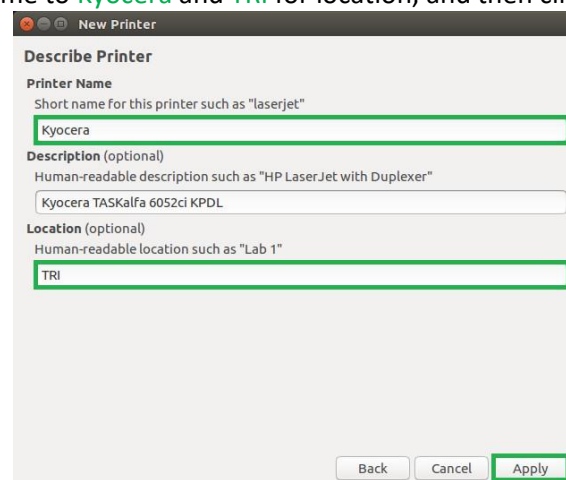
9. Scroll down and select **TASKalfa 6052ci**, then click **Forward**



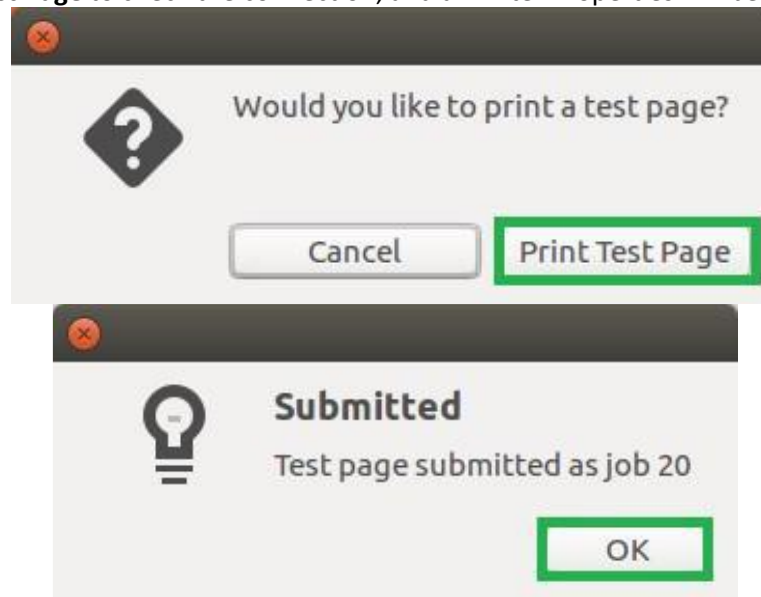
10. Select **Cassettes 3, 4** for Paper feeders, **4000-sheet finisher** for Document finisher, check the **Folding unit**, and then click **Forward**



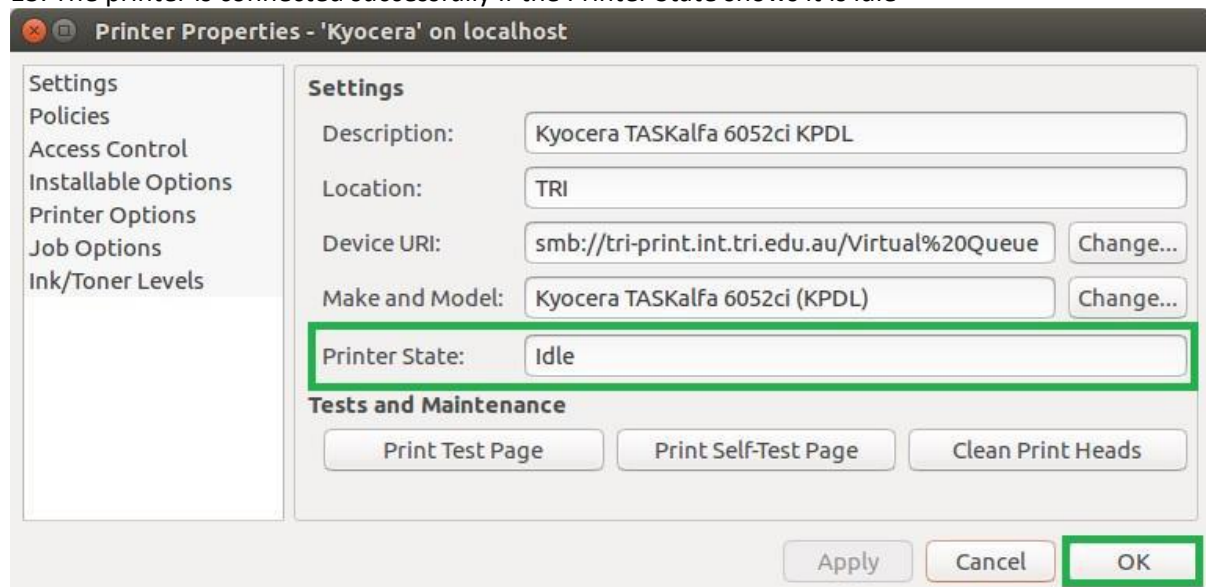
11. Change the Printer name to **Kyocera** and **TRI** for location, and then click **Apply**



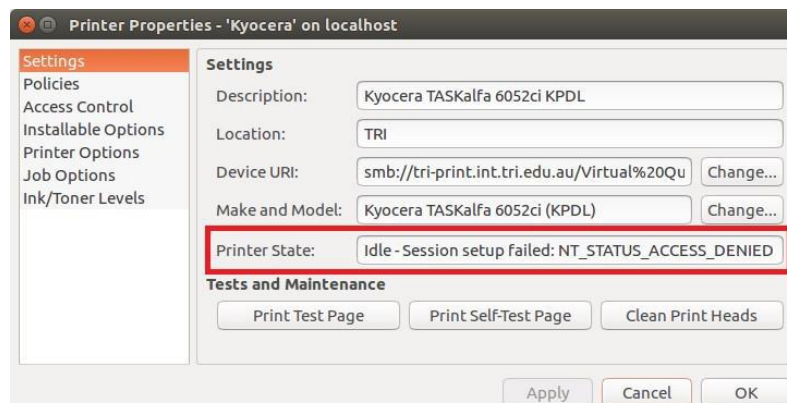
12. Click **Print Test Page** to check the connection, and a Printer Properties will be show on screen



13. The printer is connected successfully if the Printer State shows it is idle



14. If the Printer State shows idle – Session Setup failed message as below. Delete the printer and reinstall again



Printout Collection

Before you can collect your printouts from the printer for the first time, you need to link your TRI ID card to the printer.

1. Send a print job to the TRI printer
2. Go to the nearest Multifunction printer
3. Swipe your card at the printer (left hand side of the touch screen)



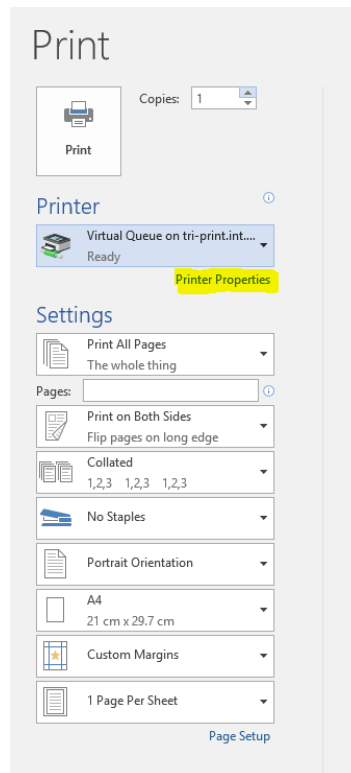
4. Click the username button and enter your TRI username, then click the OK button
5. Click the password button and enter your TRI password, then click the OK button
6. Click the Login button

This procedure only needs to be done once. You can simply swipe your TRI ID card on any TRI printer for printout collection.

Driver User Guide (Windows and MAC)

Choosing Options

1. From the printer interface, you have the options of customising your document and using the finishing features. This can be simply found in the properties of the printer driver before you press print.





Default Settings:

- Black and White
- Duplex (Double Sided) (Flip on Long edge)
- Portrait Page Orientation
- Auto Tray Selection
- 1 Copy

Quick Print

- Provides icons that can be used to easily configure frequently used functions. Each time you click an icon, it changes to an image resembling the print results and applies the settings.

Basic

- This tab groups basic functions that are frequently used. You can use it to configure the paper size, destination, and duplex printing.

Layout

This tab lets you configure settings for printing various layouts, including booklet printing, combine mode, poster printing, and scaling.

Finishing

This tab lets you configure settings related to finishing of printed media, including binding and stapling.

Imaging

This tab lets you configure settings related to the quality of the print results.

Publishing

This tab lets you create covers and inserts for print jobs and put inserts between sheets of OHP film.

Job

This tab lets you configure settings for saving print data from the computer to the machine. Regularly used documents and other data can be saved to the machine for easy printing later. Since saved documents can be printed directly from the machine, this function is also convenient when you wish to print a document that you don't want others to see.

Advanced

This tab lets you configure settings for adding text pages or watermarks to print data.

Setting your swipe card up on TRI's printers

TRI's printers have been replaced in 2017/2018 with new Kyocera devices. The process of associating your TRI card with the printer is outlined in this document.

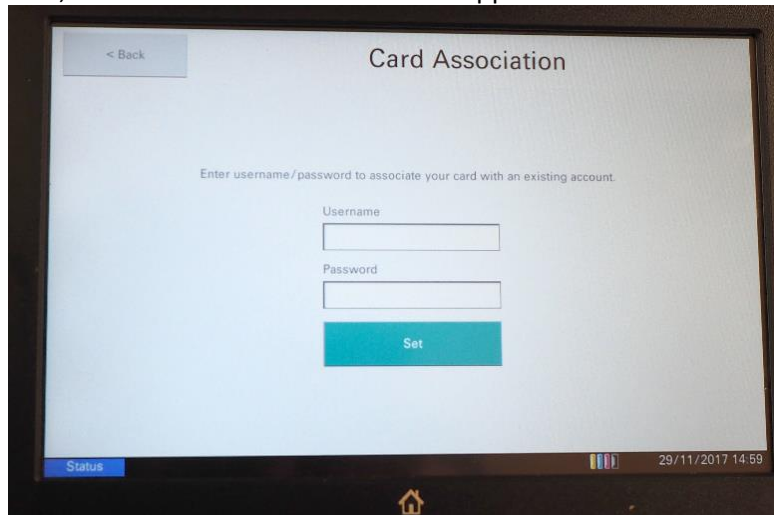
Note: Password changes do not affect this setup. The card associated with your account, will continue to identifying you to the system, even as your password is updated over time.

What to do

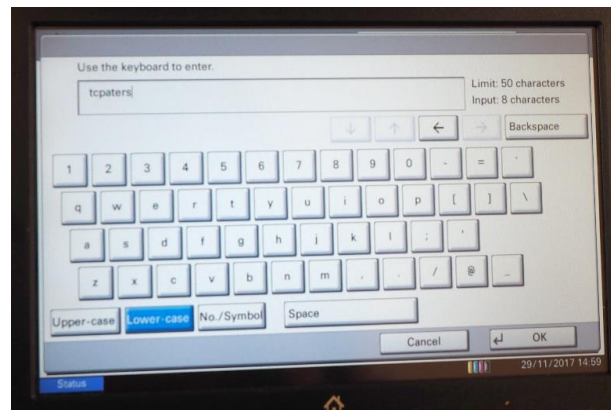
1. Swipe your card on the printer at the panel to the left of the monitor:



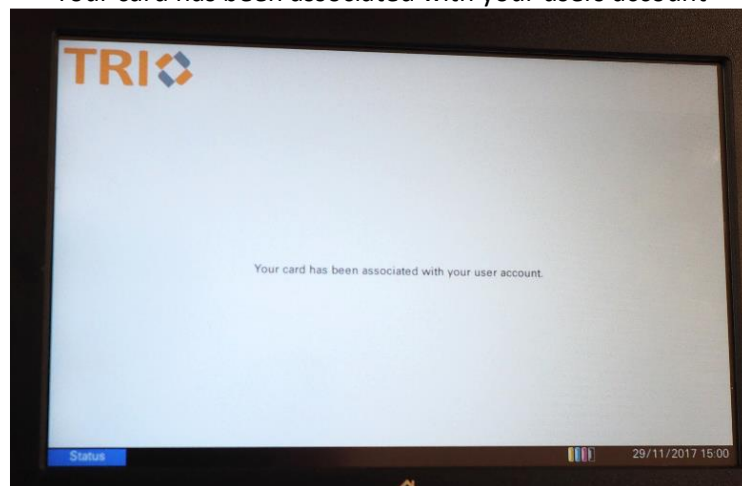
2. After a few seconds, the **Card Association** screen will appear:



3. Tap the text fields and enter your TRI username and password using the onscreen keyboard that appears:

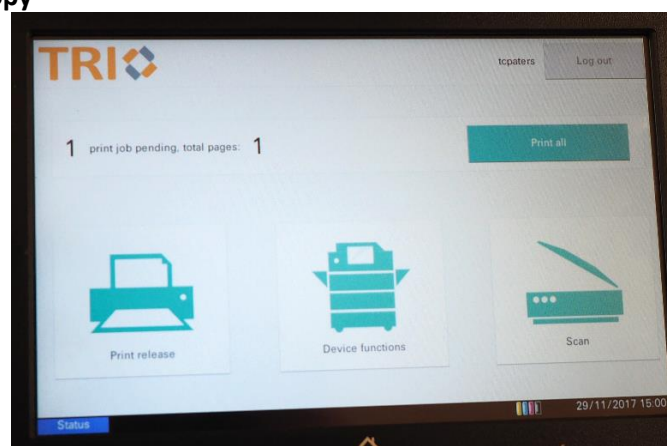


4. On successful entry of your details you should see a message to indicate:
"Your card has been associated with your users account"



Testing Association

- After submitting a print job (or even without), touch your associated card to the scanner on the device. You should see a menu allowing you to **print**, **scan** or access **device functions**, which includes **copy**



Printer Features

Printing, Scanning and Device Features are listed in here.

Printing

1. Swipe your card and
2. Select "Print All"
3. You have to option of Printing all documents or selecting documents you may or may not want to print. Simply press
4. When Printing Labels it is advised to select your print job and load the labels into the manual print tray before pressing
5. **"Print Release"** Button.
6. You can print in the bypass tray located to the right hand side of the printer, the drop down door. Placing the label sheet (label side face down) When selecting your print job using the **"Print Release"** Button the device will print your labels taking the sheet from the bypass tray.

Scanning

1. Swipe your card
2. Select "Scan"
3. Select **"SCAN to WORD"**
4. This will scan your document to a editable Microsoft Word file.
5. Please note you will receive two emails the first prompts you that you that the server has received the document.
6. The Second email will be the actual word document usually arrives within 5/10 minutes depending on quantity of pages.
7. Selecting **"SCAN to PDF"**
8. This scans your document into a "Searchable PDF Document" for the purpose of finding a word or text in a large document. This document is emailed to you in a PDF format
9. Selecting **"SCAN to EXCEL"**
10. This scans your document into a editable "Microsoft Excel Document" in table for the document is email to you in xls

Device Features

1. Swipe your card and
2. Select "Device Functions"
3. allows you to use the device as a Copier and Fax Facilities. In addition they are options for scanning to USB and Printing from USB from this option in the printer MENU
4. To Navigate back to the printer menu press the **"PaperCut"** Green Icon on the Home Screen

Scan to USB and Print from USB

The purpose of this section is to advise users to SCAN and Print to a USB Device. The ability to SCAN to USB can be performed by following these simple steps

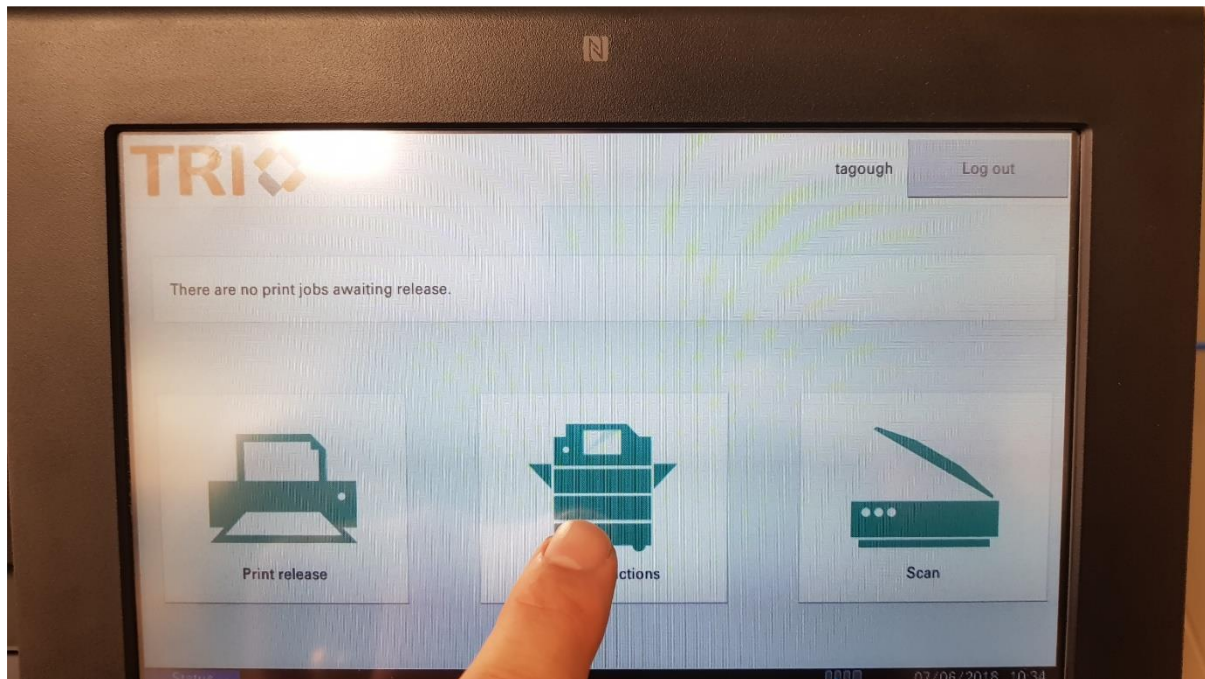
1. Log into the Kyocera Printer



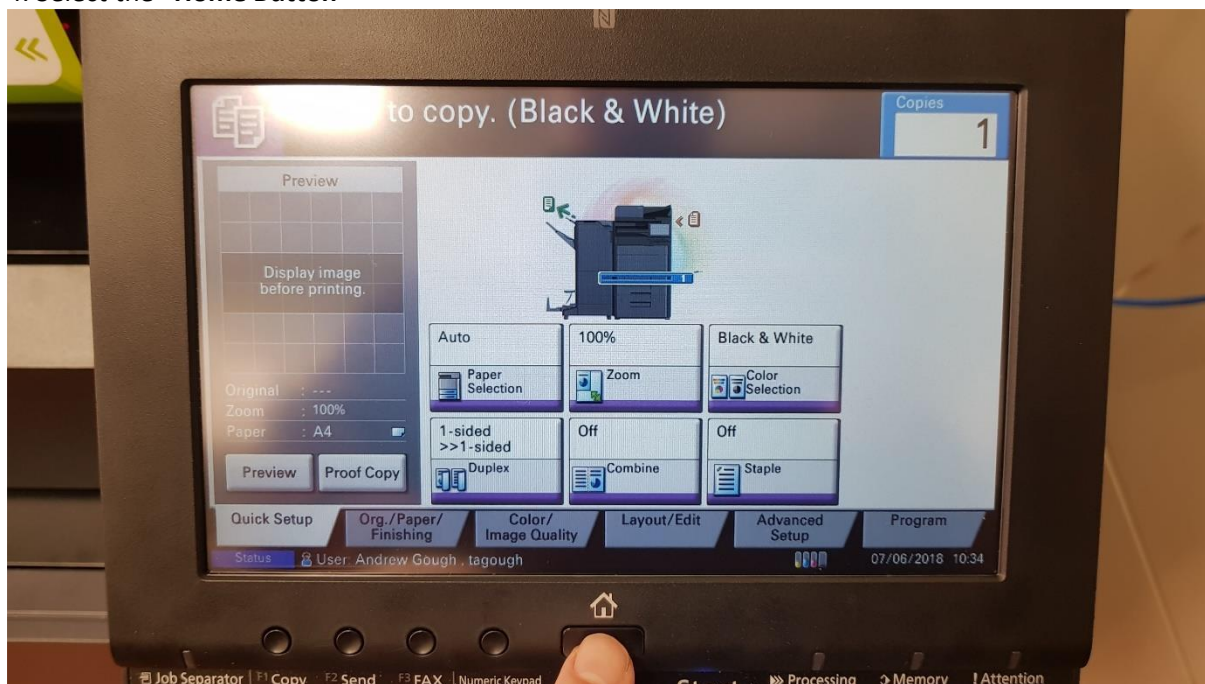
2. Insert the USB as displayed in image below



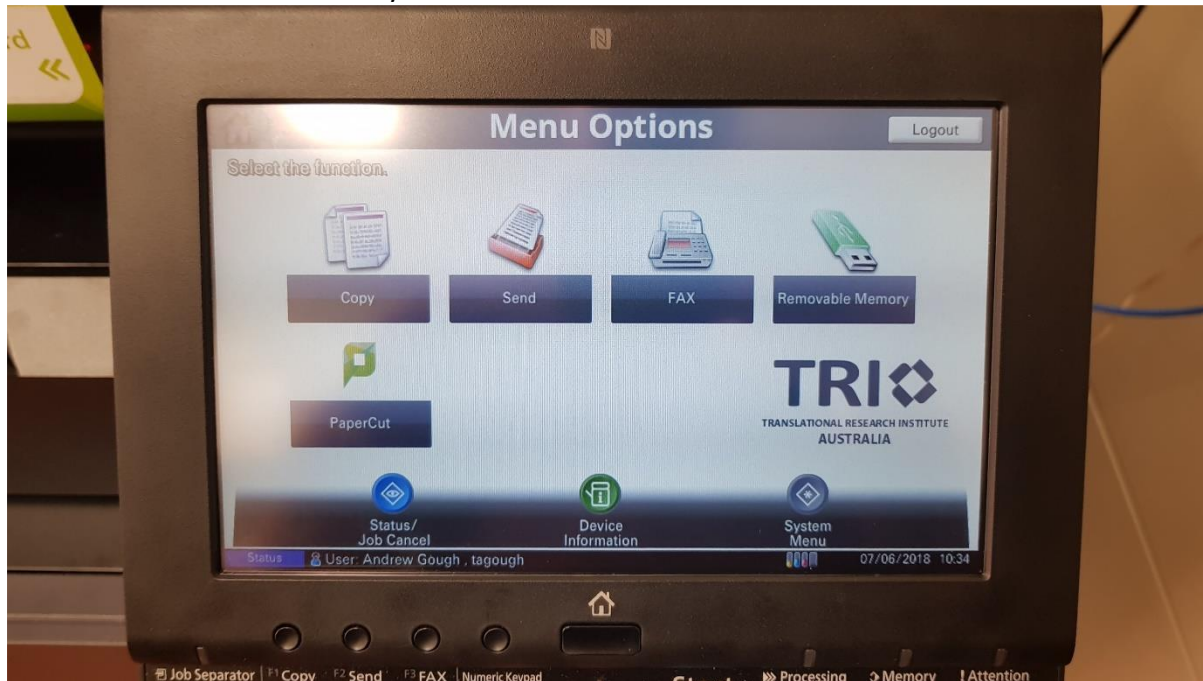
3. Select “Device Functions”



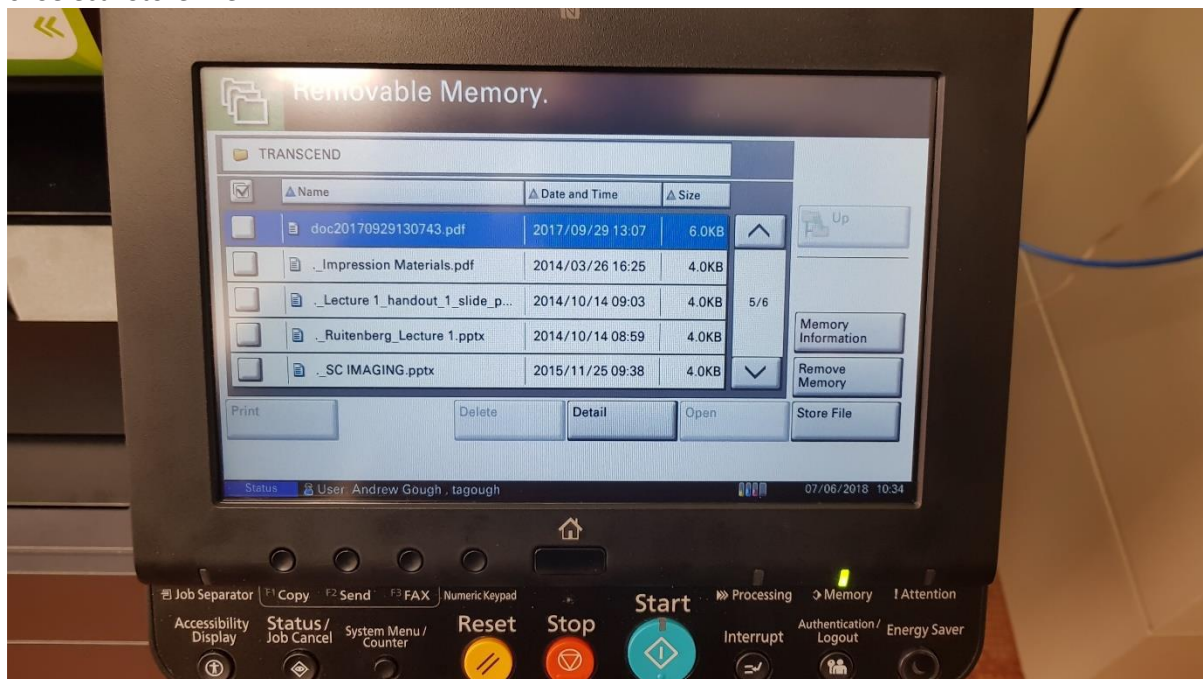
4. Select the “Home Button”

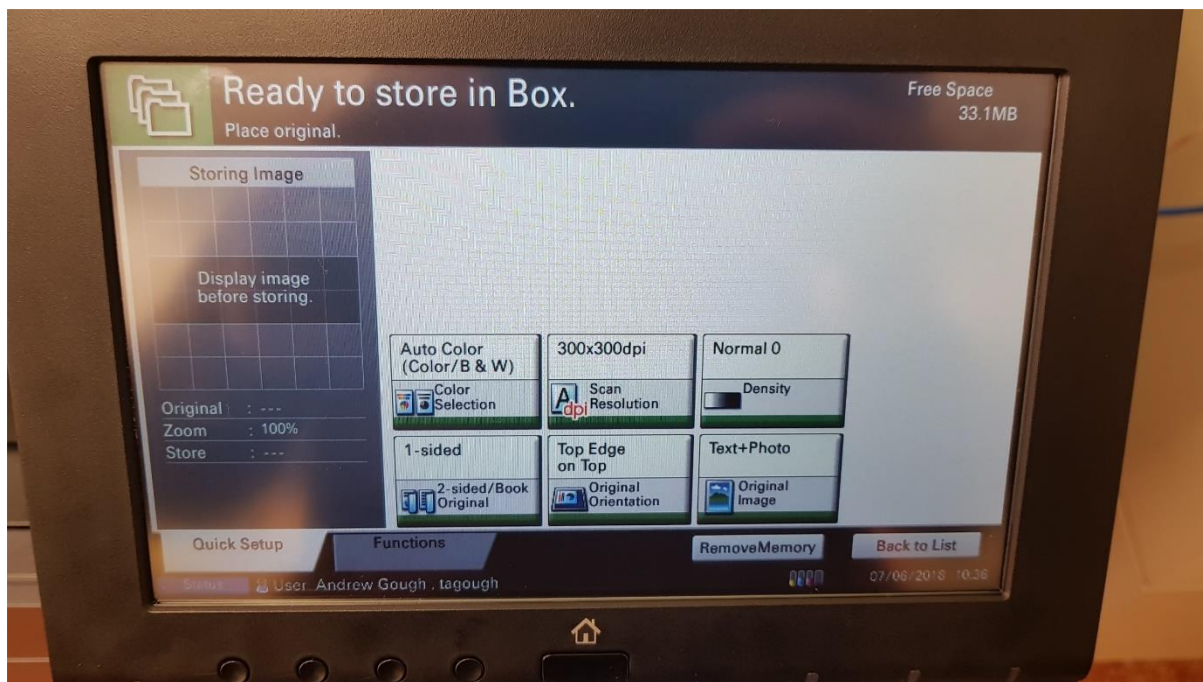


5. Select “Removable Memory”

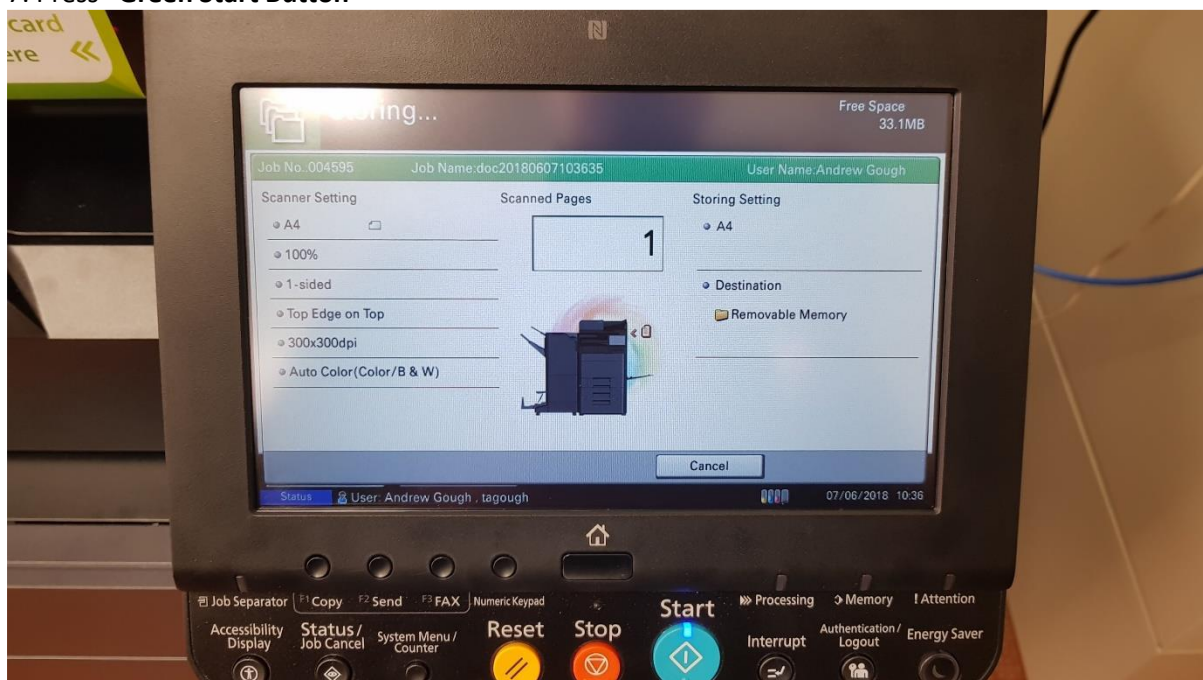


6. Select “Store File”





7. Press “Green Start Button”



The ability to SCAN to USB can be performed by following these simple steps

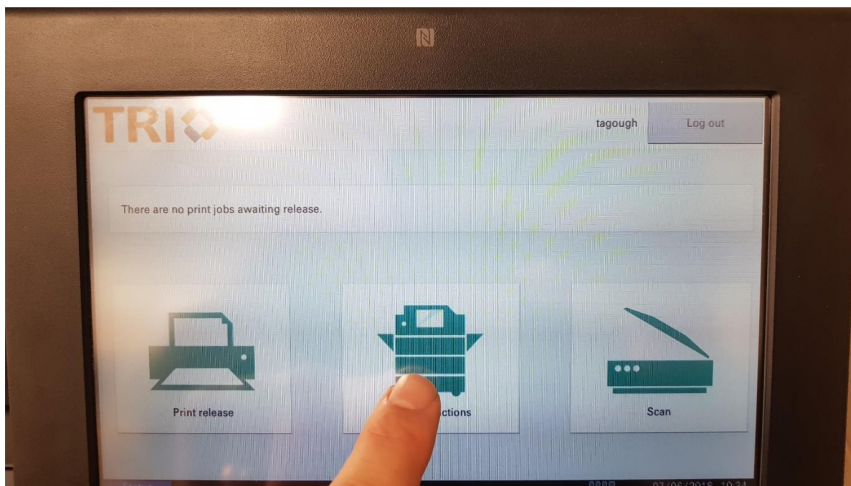
1. Log into the Kyocera Printer



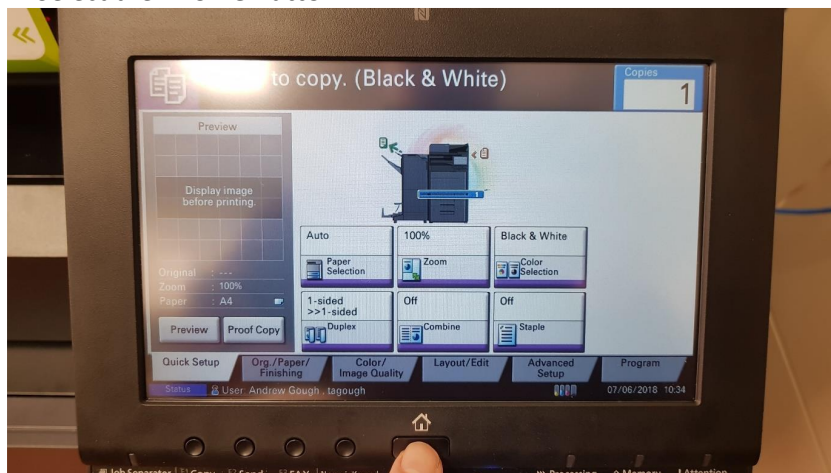
2. Insert the USB as displayed in image below



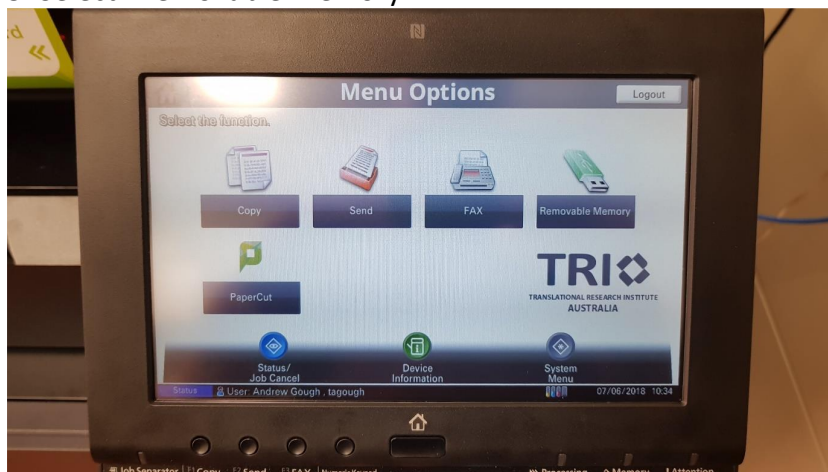
3. Select "Device Functions"



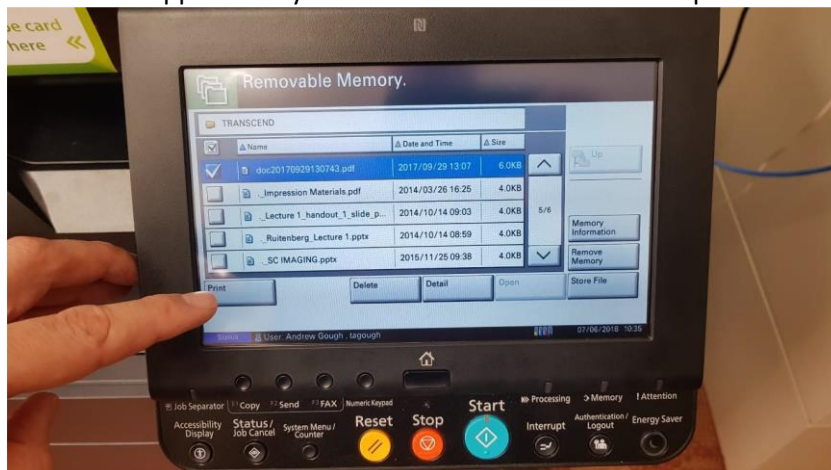
4. Select the “Home Button”



5. Select “Removable Memory”



6. A list will appear and you can select the document and press “Print”



Printer Tray Defaults

The printer fleet have a set of default tray sizes and should remain in this orientation.

Tray One

A4
Plain
Portrait



Tray Two

A3
Plain
Landscape



Tray Three and Four

A4

Plan

Portrait



Bypass Tray or Manual Feed Tray

Labels, Envelopes, Card Etc

Face Down

Any Formation or Size

Recommend Using Larger Printer for Thicker Card



Print Room Additional Trays on Kyocera 80 Page/min

Bypass Tray



Additional Printer Bins



