Kyocera Instructions printed March 21, 2019

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| General background | This multi-function machine is called a **Kyocera**. (That is the manufacturer’s name)  It is provided and serviced by a company in Birmingham called Ameritek. |
| Login is much easier | It will recognize you via your UAB ID badge (aka BlazerID card, aka One Card) ☺   |  | | --- | | **The first time** you use any of the Kyoceras:   * swipe your badge at the front of the Kyocera (near the red light) * then type in your DOPM username and password. * Then your badge again. | | After that, each time all you have to do to login, is “Swipe in” – which is great !! |   ~or~  Alternatively, **if you don’t have your badge** with you, you can just type in your DOPM username and password. |
| Trouble or Training | If anyone has any trouble, or wants individual training:   * Contact dopmHelp ([dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)) – usually Lisa but others can help too * Or Valerie Winston * Also other folks can probably help you too. |
| First Screen you see after swiping in. | You have 3 choices   1. Print Release – this is where you release print jobs you sent to actually print. 2. Device Functions – which is where you fax, copy and scan to other places. 3. Scan—to your email address or your H:Drive.     Read on for more details about each of these 3. |
| Fax # | The fax number here (room \_\_\_\_\_\_ ) =  (Also see next page for other fax numbers  and how to get to incoming faxes.) |
| To Logout | or  or use your badge to “swipe out” |
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| The following is about Print Release (1) | |
| If you want to print | At your computer, choose to print to “AnyKyocera”.  That means you can retrieve your print job from any Kyocera in Medical Towers. |
| How long do I have to print? | If you don’t Print Release within 4 hours, it will automatically delete, and there’s no charge. |
| Can I force it to go ahead and just print now? | If you’re thinking:  “But I don’t want to actually be standing by the Kyocera for it to print” … or ….  “I want someone other than myself to be able to pick up a job I printed”…  Sorry, but that is not allowed. |
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| The following is about Device Functions (2) | |
| Then... you will have to choose an account. | |
| Basic copies | If all you want is basic black and white copy(s) simply press the big green [Start] button. |
| Black vs color  (Defaults) | The default for copies is black.  The default for scanning is color.  But you have other options as needed. |
| Scan… fax | There's multiple ways to do things, but the easiest is:  If you want something other than basic black and white copy(s)…. use these 6 plastic buttons to say what you want: |
| Scanning | Options:   * If you regularly scan someplace, a “one touch” button can be set up for that.   + Just send that request to us (dopmHelp@uabmc.edu) * Otherwise, you can type in the email address * Or use “Scan(3)” (as described below) to scan to yourself; and then forward (via your computer) to whomever needs it. |
| Faxing | If you regularly fax someplace, a “one touch” button can be set up for that   * + Just send that request to us (dopmHelp@uabmc.edu)   For example, an Optidoc button is already set up to allow easy faxing.  If on campus (just like with phones), you just need a 5-digit fax number.  If off-campus, dial 9 first, and then the number, just like if dialing a phone number. |
| Fax Numbers | |  |  |  | | --- | --- | --- | | MT-111 = 975-9395  MT-502H = 934-0777  MT-505 (Biz Office Lobby) = 996-1549 | MT-516 = 934-0455  MT-753 = 934-8028 | MT-601 = 934-7959  MT 621 = 975-5153 | |
| Fax Receiving | Faxes don’t automatically print out…. HIPAA compliant  To get to FAX box:   1. [Device Function] 2. Choose an account 3. Home (plastic button) 4. [FAX Box]….. [Open] 5. [Preview] or [Detail] or [Print]  * “FAX box” shows all faxes received. * You can see a thumb nail of any fax that’s come in. * We have to rely on each other to notify people, especially people who might not check regularly. |
| Stuck in the Device Functions screen. | If you find yourself stuck here 🡪  ….but want to do something other than these options (such as easily scan to yourself), then you simply need to [logoff] and swipe in again.  There is no way around it; neither of the “Home” buttons helps ☹ |
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| The following is about Scan (3) …this scans to **YOU** | |
| Then... you will have to choose an account. (But there’s no actual cost for it.)  If you don’t see an account listed for what you’re scanning, select “Copier Fund” | |
| Scanning | You have two choices:   * **Scan Home**, which puts it in a folder called “Scans” on your H:Drive.  (If this folder doesn’t already exists, it’ll automatically be created.) * Or **Email** – which scans to the email address we have for you.     Notes:   * The numbers beside the options indicate the quality of scan: higher numbers create crisper images but larger file size. * Generally **large documents should not be scanned to Email**. Instead, they should go to Scan Home instead, to avoid errors and to avoid clogging up the email system. |
| Scanning to someone other than yourself. | If you want to scan to someone other than you:   * Simply use this to scan to yourself and; then forward using email at your computer. * Or see the “Device Functions(2)” section above. |
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| Other helpful info | |
| Adding Accounts | If you need a new accounting “charge to” account added to the account list that is not there now (for copies, printing), please contact Valerie Winston in the business office. |
| “Program Keys” for stuff you do regularly | We (dopmHelp) can set up “Program Keys” for stuff you do regularly. Examples:   * call it “Bobs jobs” to customize what Bob normally uses – Tiff, color, stapled and hole punched * Set up 1 touch button to scan to 5 specific people at the same time |
| Account order in list | ~At the Kyocera: The Kyocera remembers the last 15 accounts used by you and puts them on top, so you mostly shouldn’t have to scroll through all the accounts.  ~At your computer when printing: It just remembers the last one you used. |
| Hole punch | The punch goes on the leading edge, so if want it at top for medical records for example, feed it through Kyocera landscape, not portrait. |
| Lots of options | Kyoceras will do many things. Feel free to explore all the options and experiment.  If you find something amazing that should be shared, let us (dopmHelp) know. |
| These instructions | If we’ve missed anything in this or you see any errors contact Lisa at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu).  These instructions are also available on the DOPM HelpPages: <http://help.dopm.uab.edu> |
| Problems, not working, jamming, etc | If any problems, please contact us (dopmHelp) at   * [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu) or * call 934-7662. |