

# 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



### Customize Settings



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

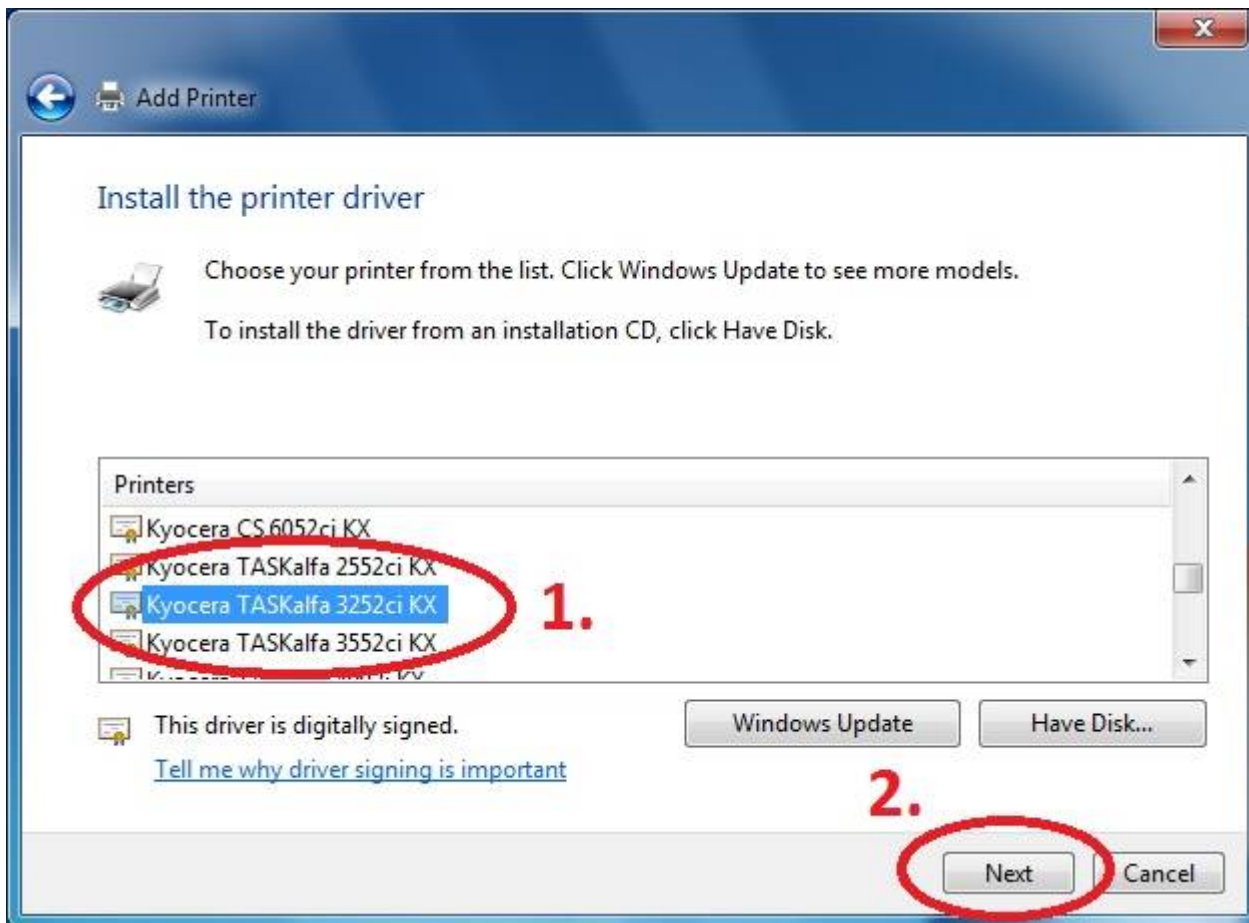
**- 32-bit driver**

**- 64-bit driver**

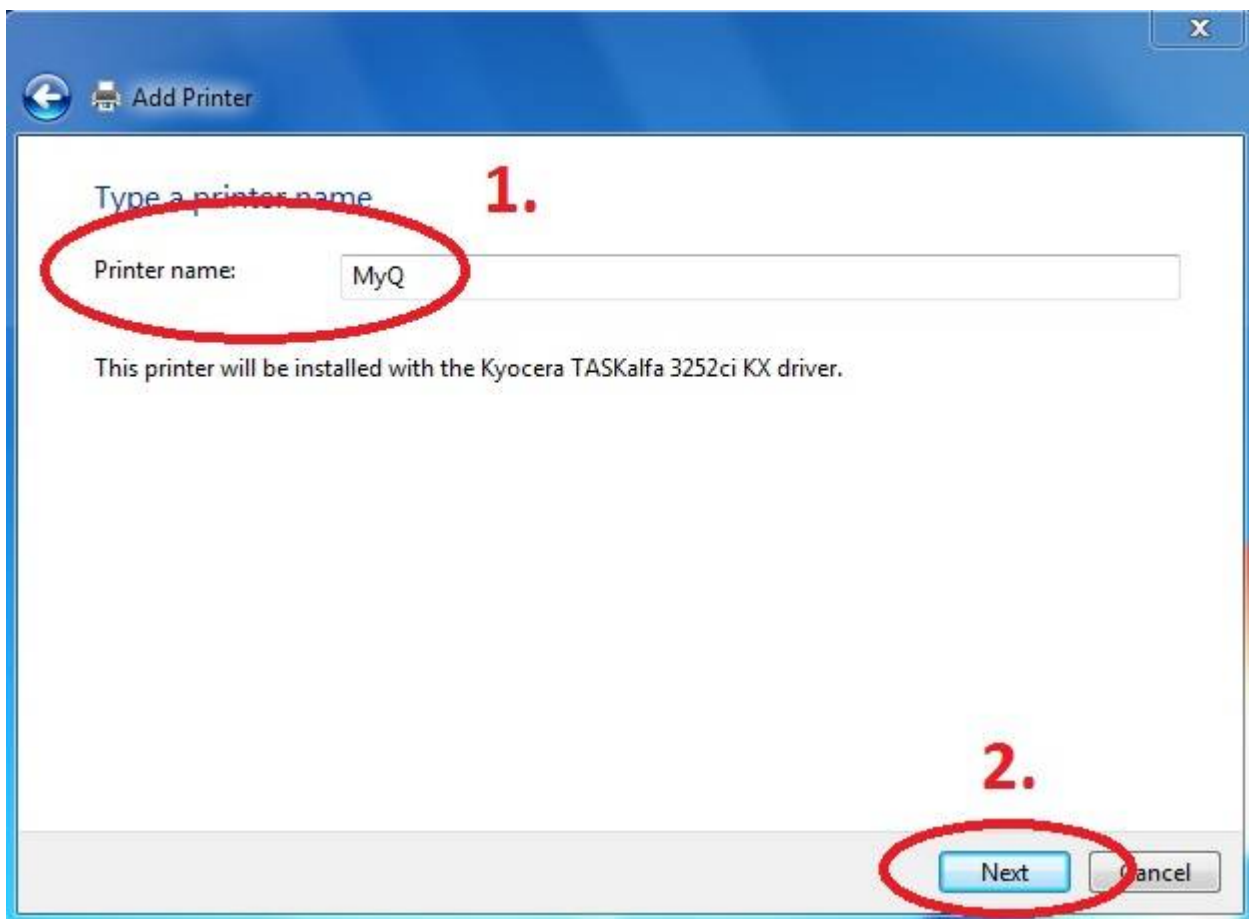
**Press Have Disk... Navigate to the driver folder (for example c:\driver\64-bit\)** and select **“OEMSETUP”**.



**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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<https://itinfo.cerge-ei.cz/> - **CERGE-EI Infrastructure Services**

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