



# Kyocera User Guide

# Printer Name

When printing a file, you will need to find the new printer. All machines follow this naming convention:

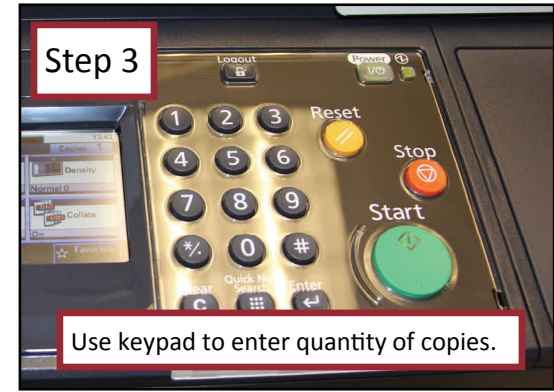
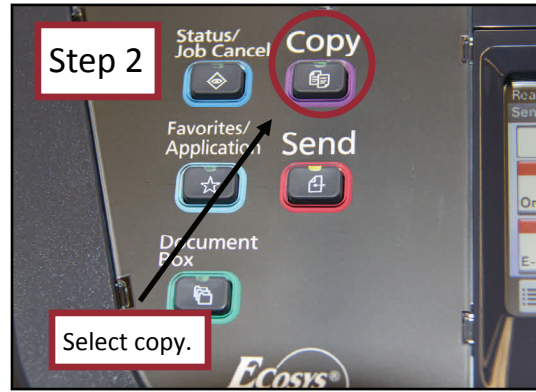
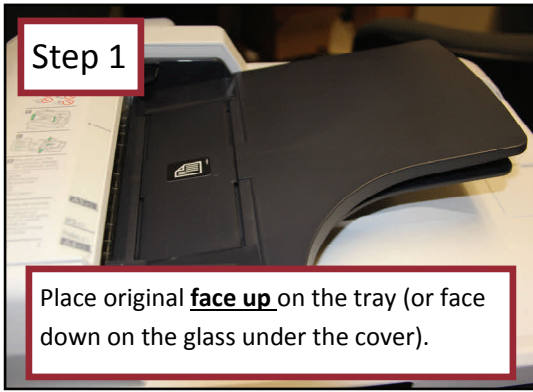
PR - room number - model number



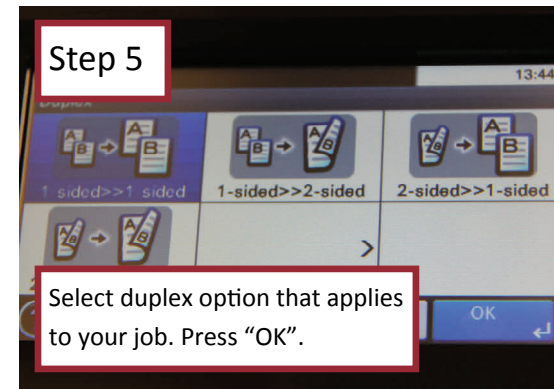
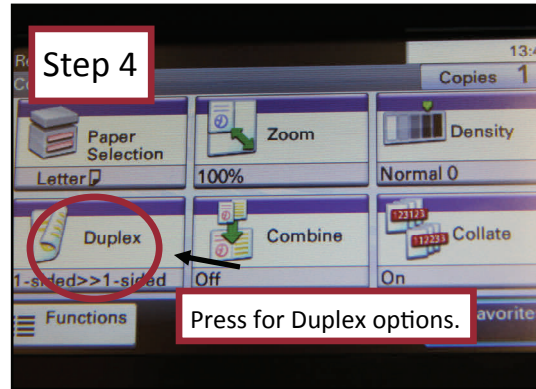
The printer above is found in Building A, room 135.

The model number (found on the front of the machine) is: 3540 MFP

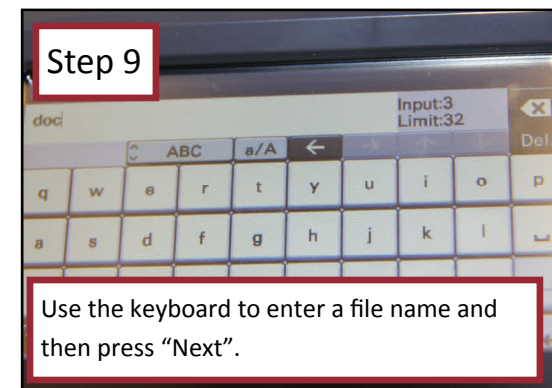
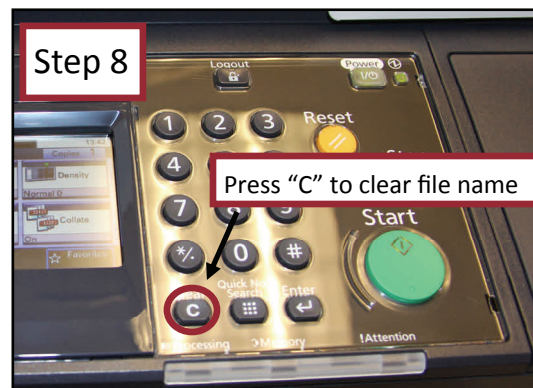
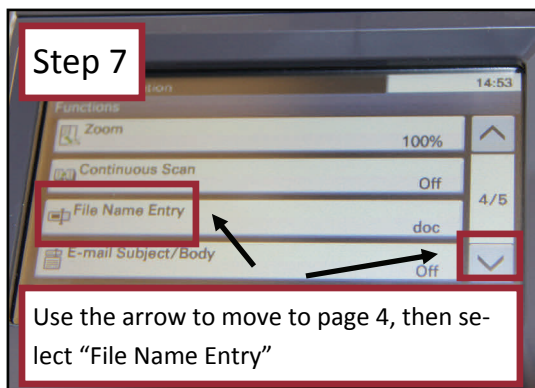
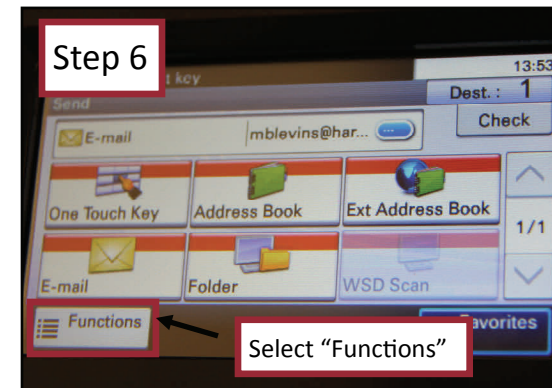
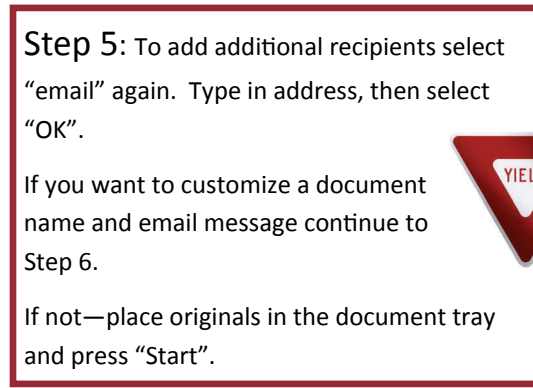
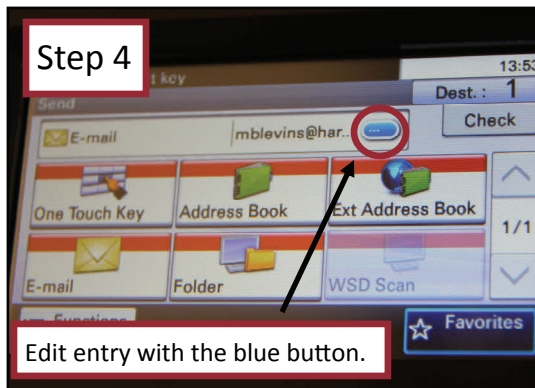
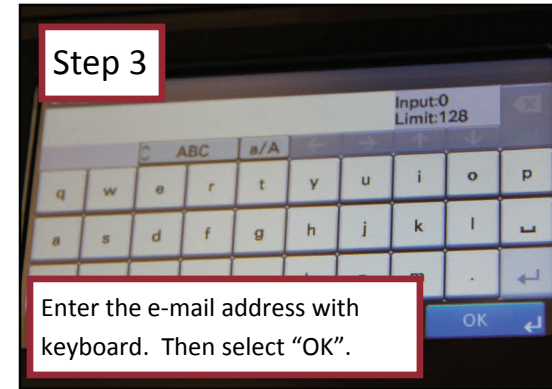
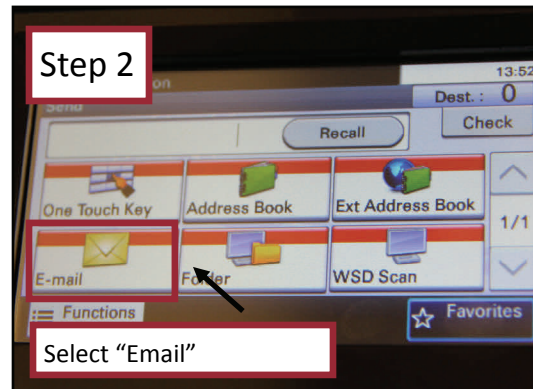
# Copy



Press start to begin copying.  
For duplex, continue through steps.

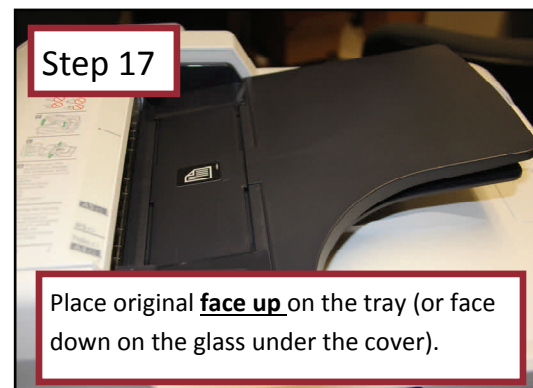
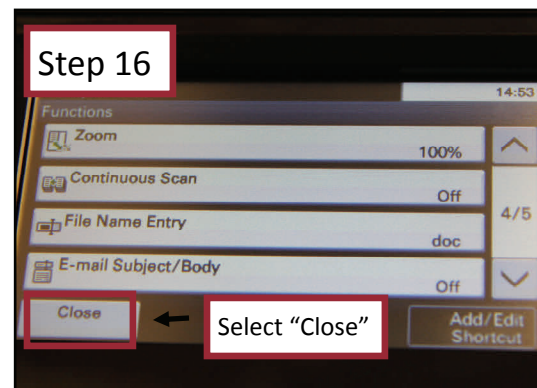
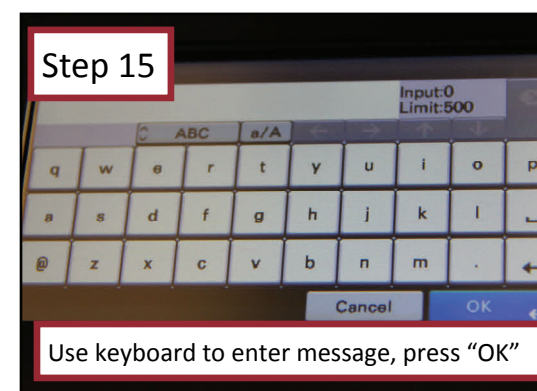
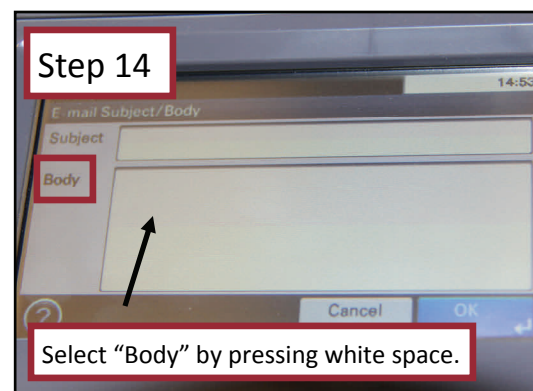
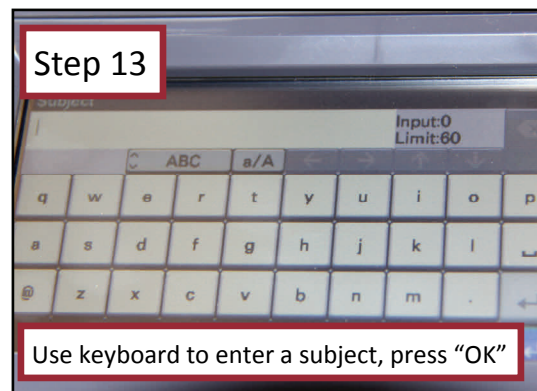
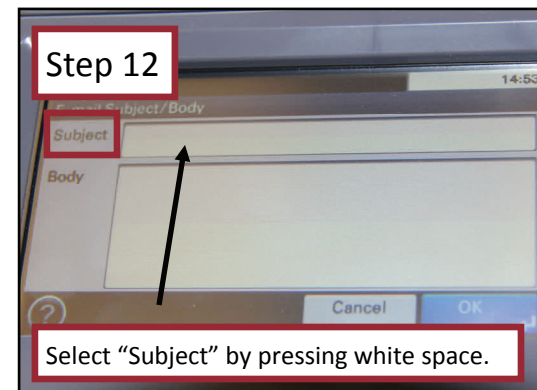
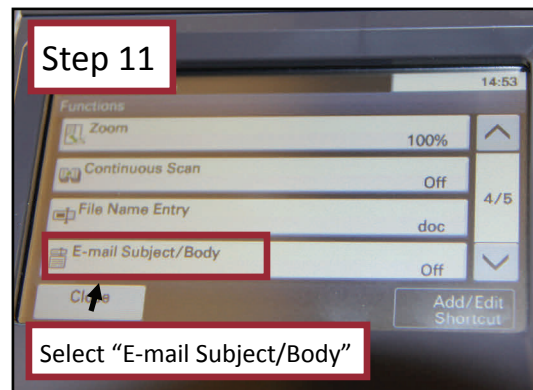
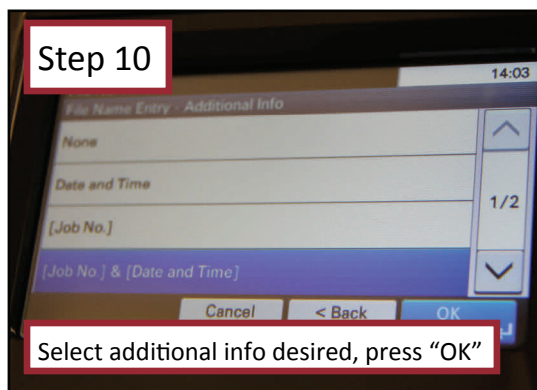


# Scan to Email (1 of 2)

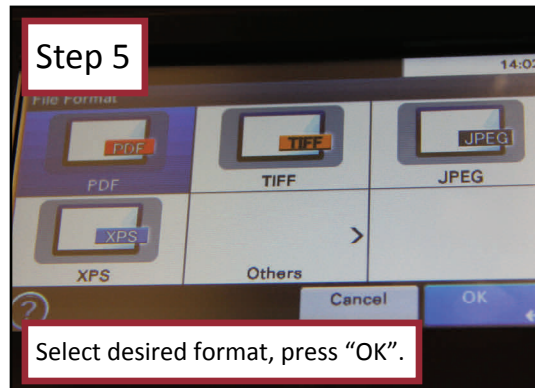
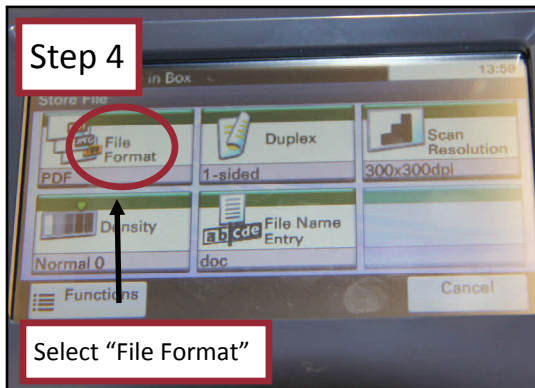
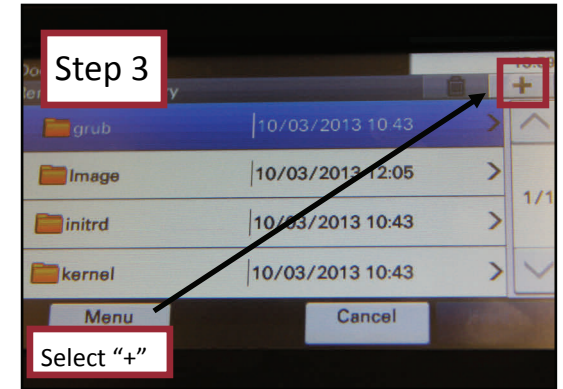
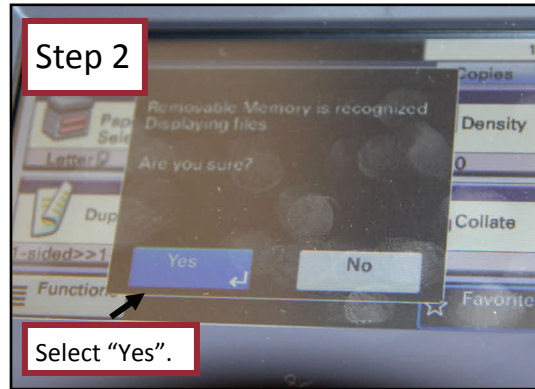
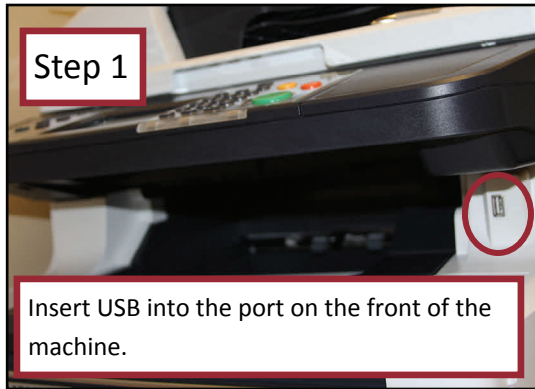


Continued

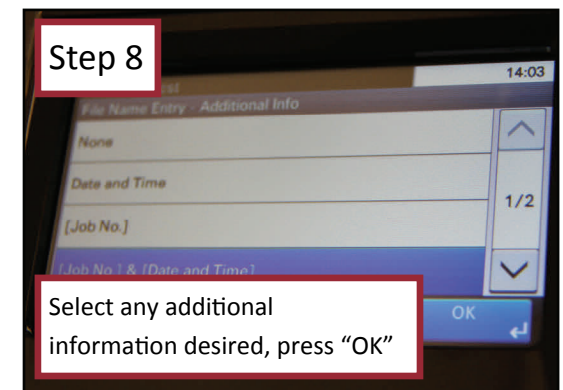
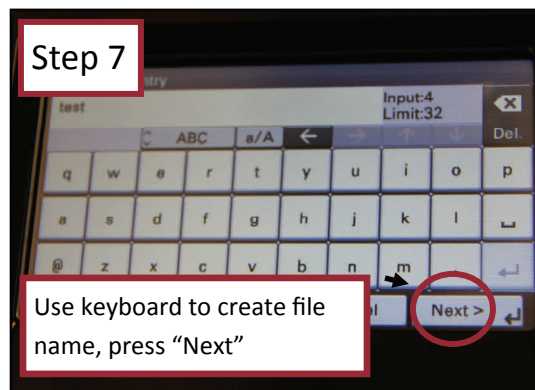
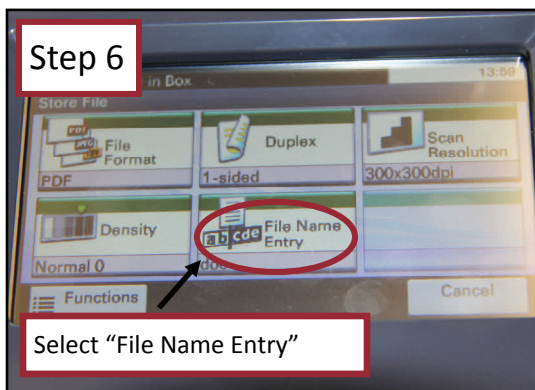
# Scan to Email (2 of 2)



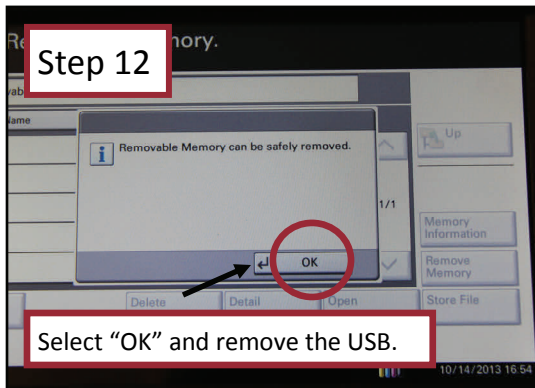
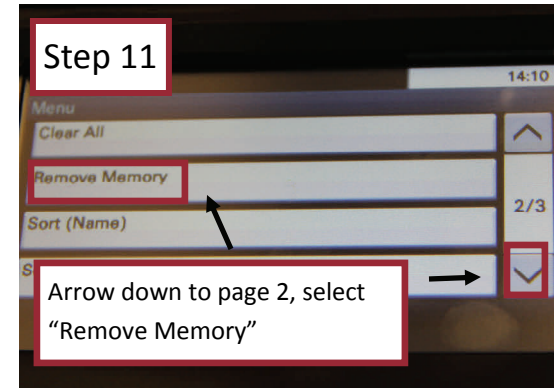
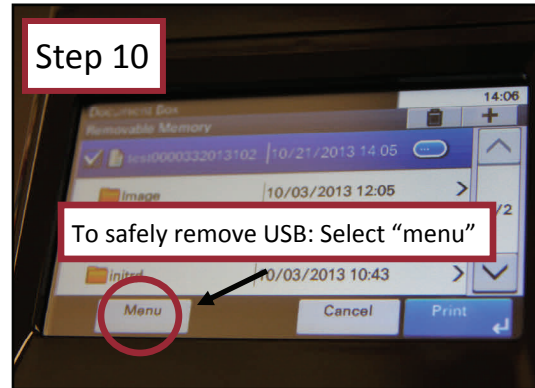
# Scan to USB (1 of 2)



If you would like to name the file continue to Step 6. If you just want to scan, place originals in the document tray and press "Start". See next page (Steps 10-12) for safely removing USB.



# Scan to USB (2 of 2)



# Print from USB

