

User Guide for adding UCA306 printer to Mac

A. Introduction

This guide outlines the steps for adding the following printer to a Mac via the on-campus Wi-Fi network.

Campus	Printer Location	Hostname / IP address	Brand	Model	B&W / Colour
CUHK	UCA306	UCA306-BW / 137.189.68.244	Kyocera	ECOSYS M3645idn	B&W

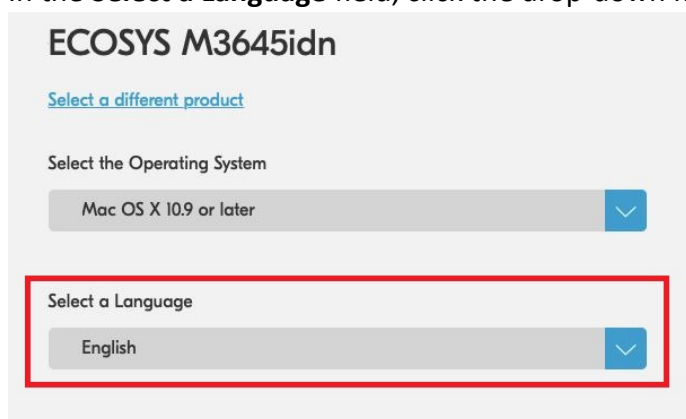
B. Connect to CUHK campus Wi-Fi network


Before connecting to the printer, you are required to connect your Mac to the on-campus Wi-Fi network (SSID: [CUHK1x](#)).

C. Download and install the printer driver

1. Download the printer driver

- Download the driver from the following website.
https://www.kyoceradocumentsolutions.com/download/model_en.html?r=47&s=28&m=164&p=29.
- In the **Select a Language** field, click the drop-down menu and select **English**.



- Click on the icon .

Download

Driver

Utility

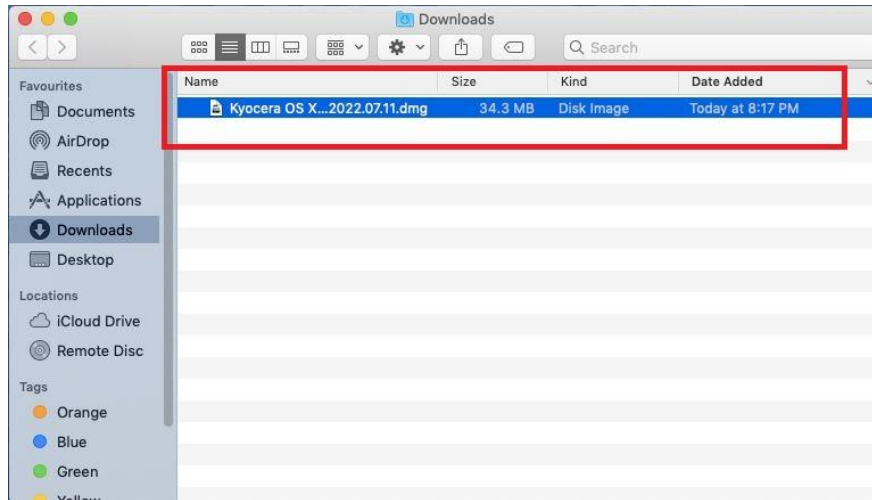
Manual

File name	Version	Release date	File size	
Mac Printer Driver(10.9 and up)	Ver5.4.0711	2022/08/09	32.6MB	

- Click **Agree to contract and download** to proceed.

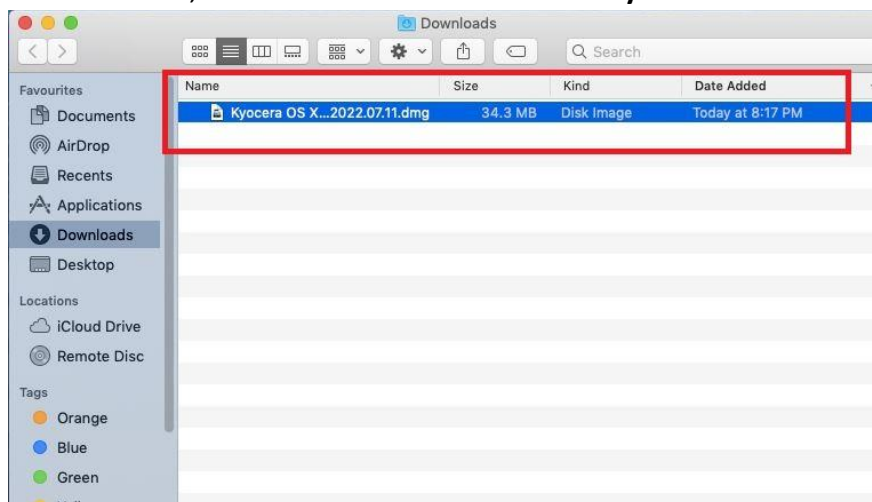


- Once completed, you can find the file named **Kyocera OS X 10.9+ Web build 2022.07.11.dmg** in **Downloads**.



2. Install printer driver

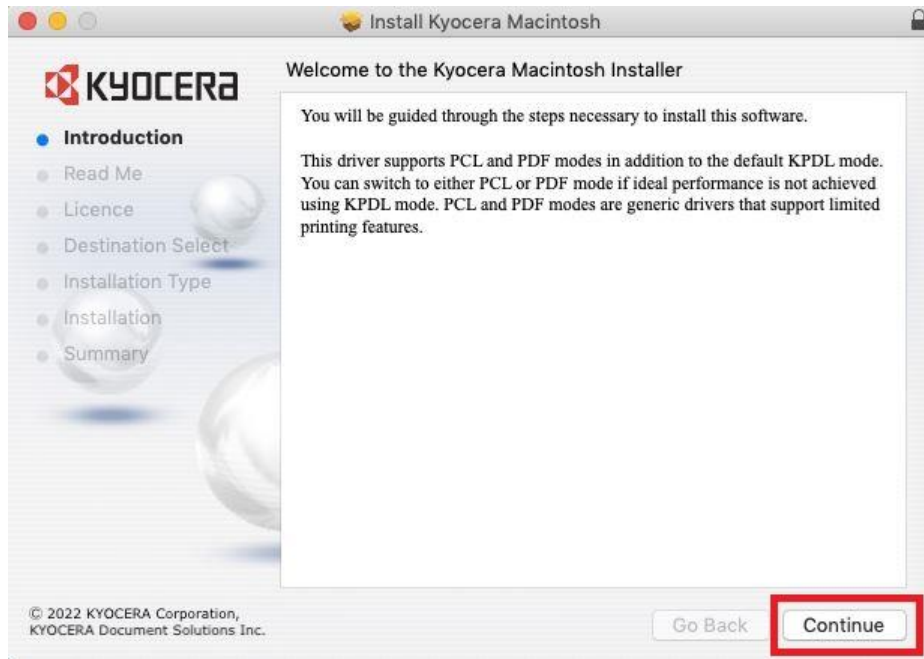
- Before starting, please make sure your login account on your Mac has an administrator privilege for the printer driver installation.
- In **Downloads**, double-click on the file named **Kyocera OS X 10.9+ Web build 2022.07.11.dmg**.



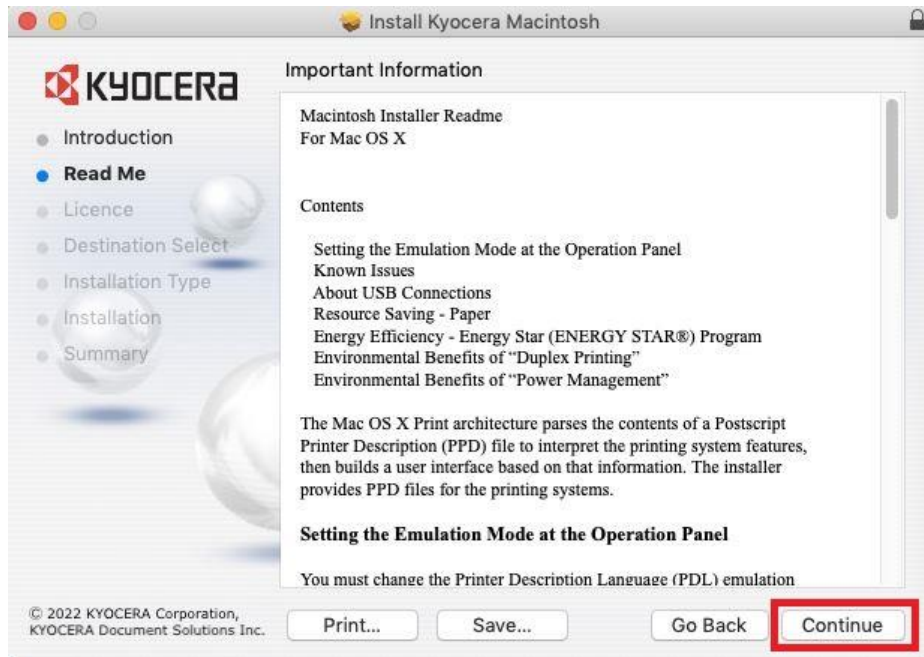
- Double-click on the file named **Kyocera OS X 10.9+ Web build 2022.06.01.pkg** file.



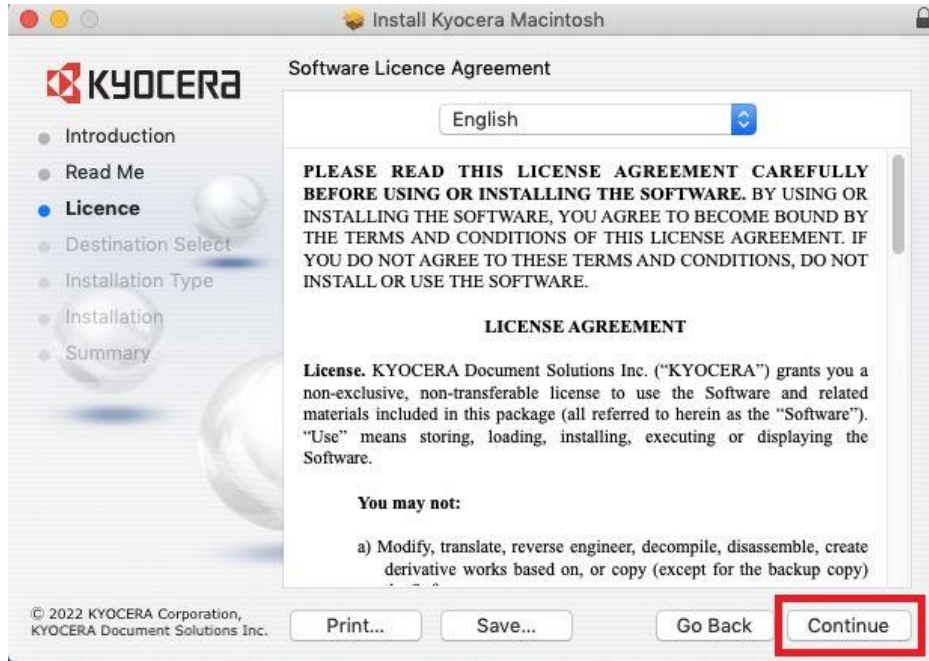
- Click **Continue**.



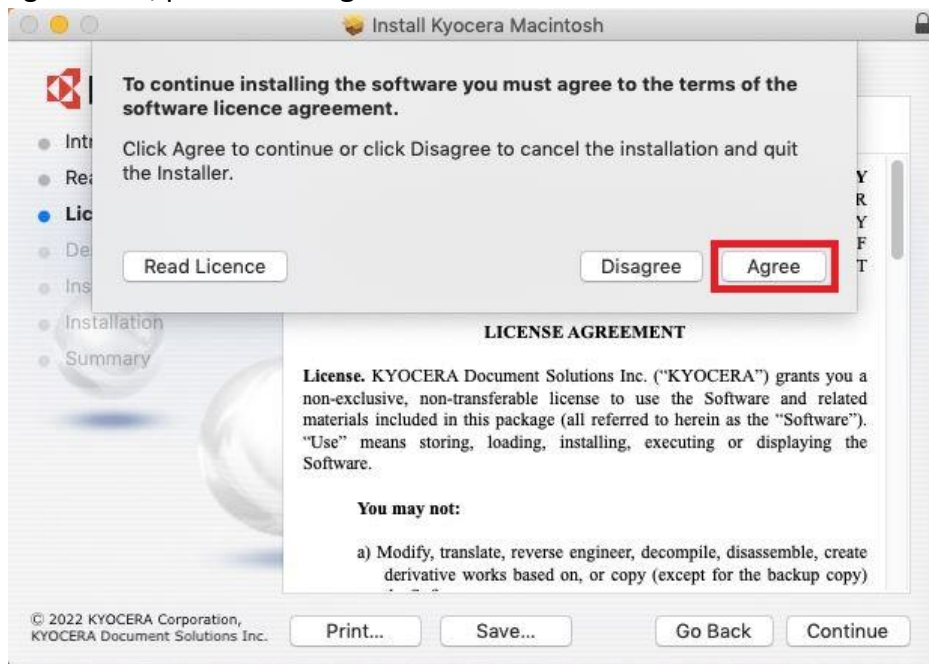
- Click **Continue**.



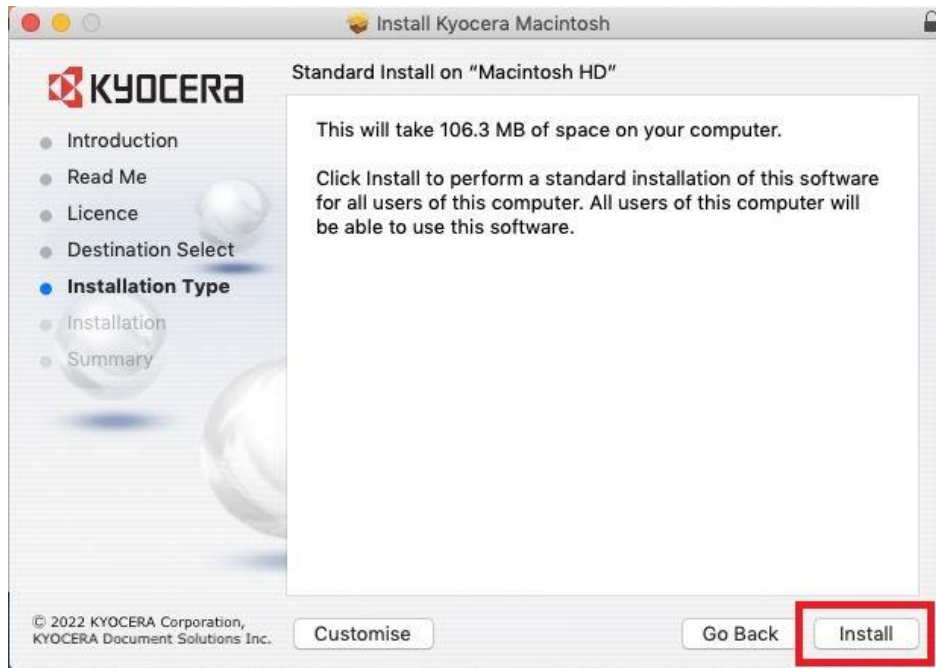
- Read the Software License Agreement and then click **Continue** to proceed.



- If you want to continue installing the software and agree to the terms of the software license agreement, please click **Agree**.



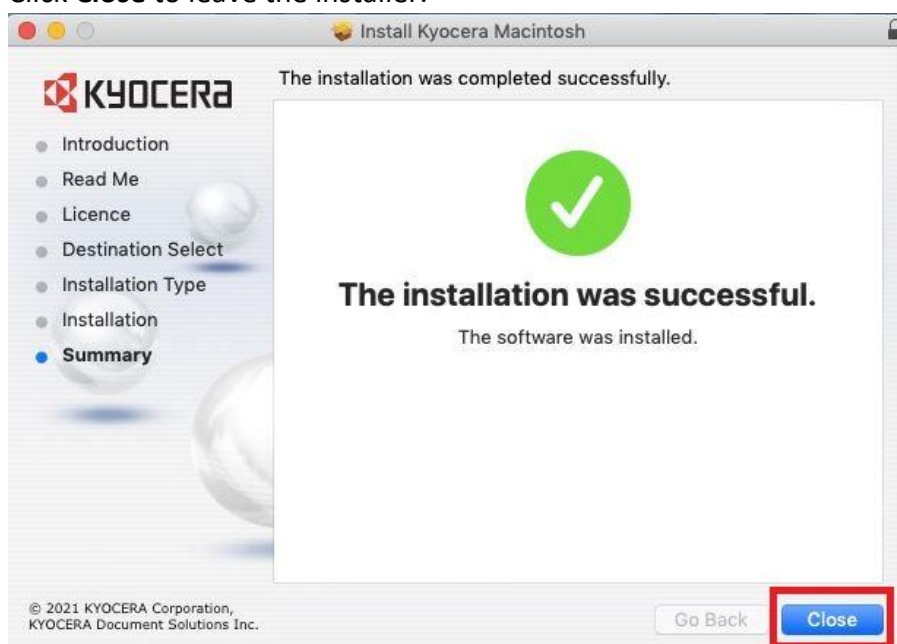
- Click **Install** to proceed the installation.



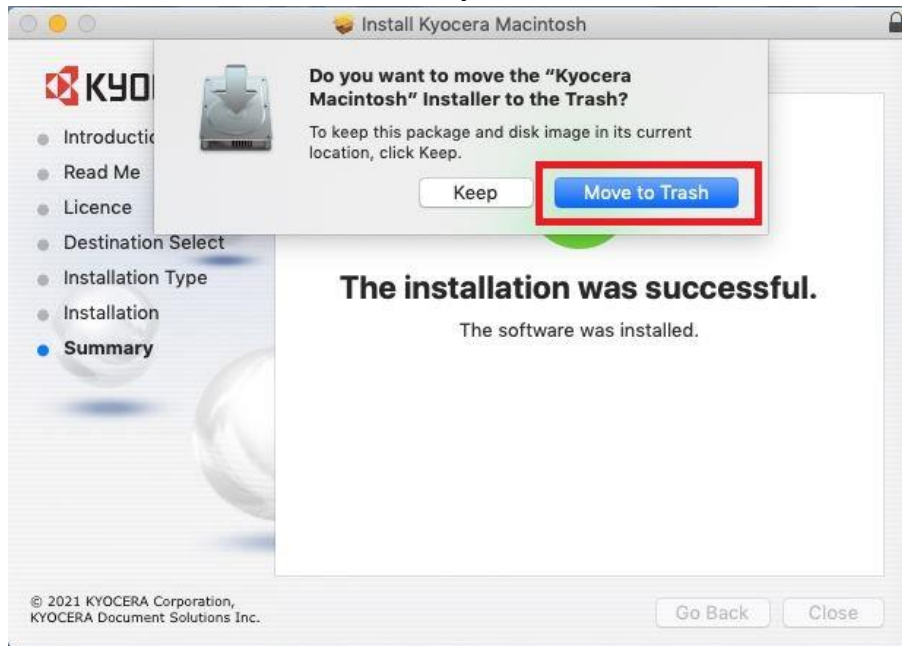
- In the **Password** filed, enter your computer password and then click **Install Software**.



- Click **Close** to leave the installer.

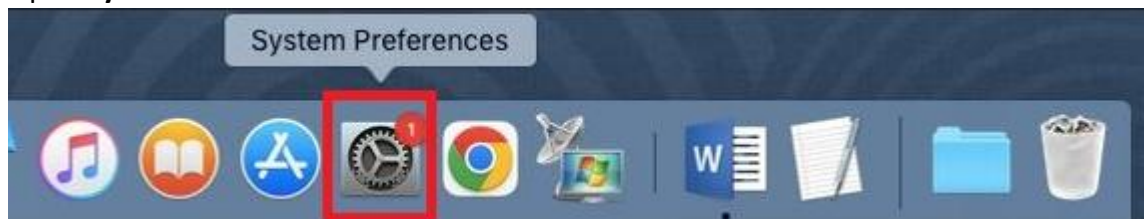


- Click **Move to Trash** to move the **Kyocera Macintosh Installer** to the Trash.



3. Add a printer to your printer list so you can use it on Mac

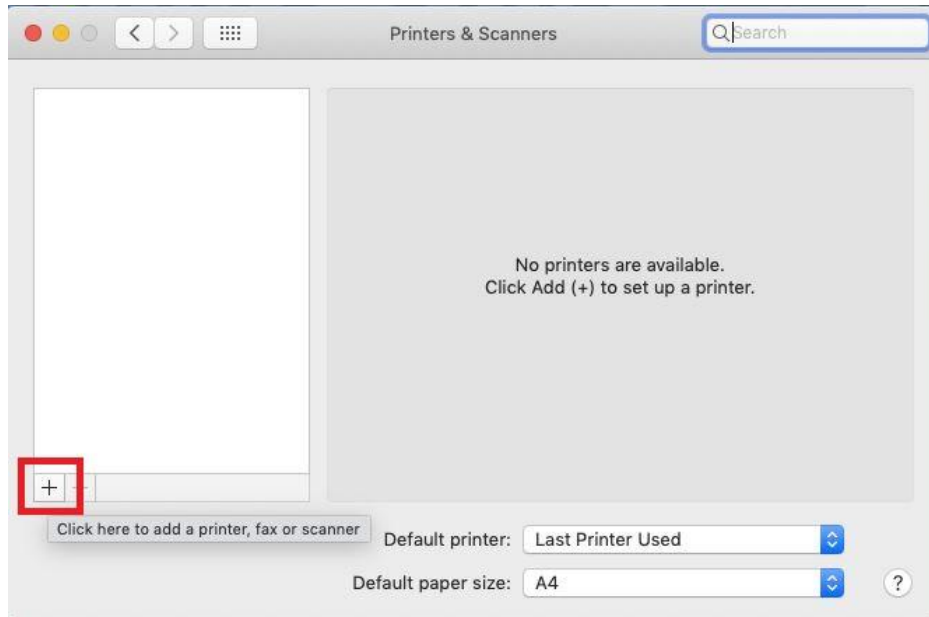
- Open **System Preferences**.



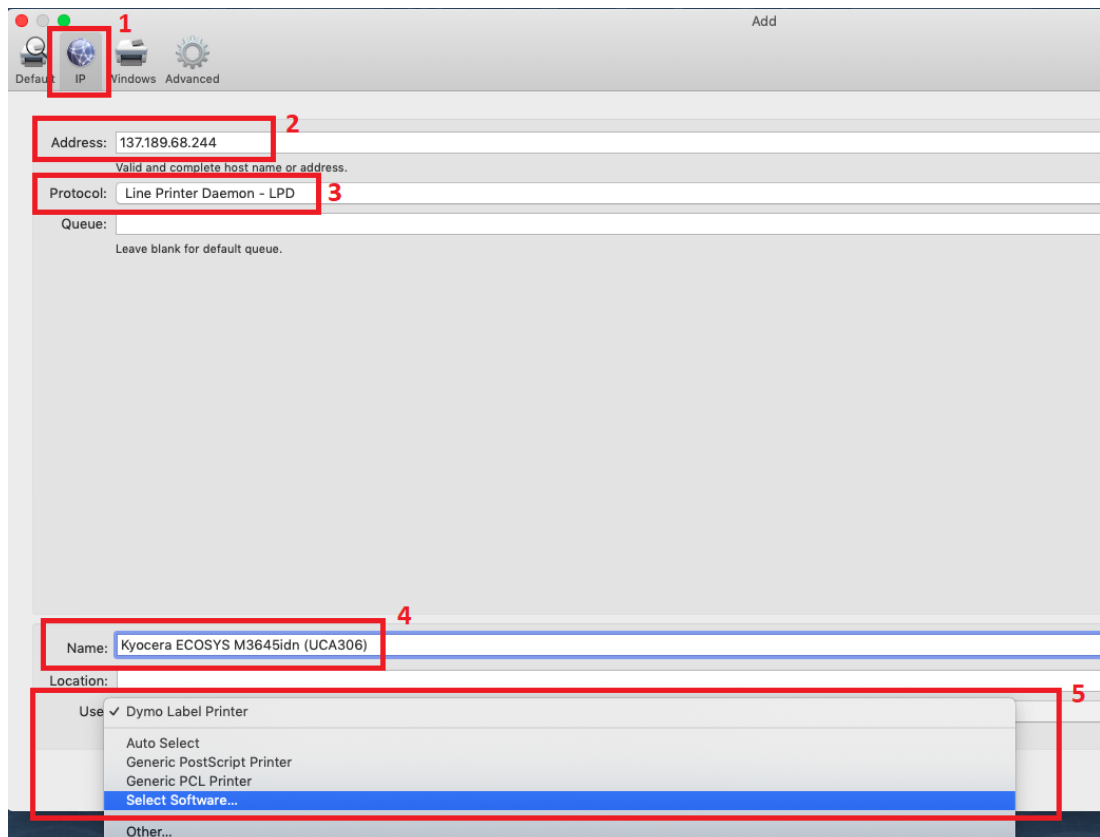
- Click **Printers & Scanners**.



- In the bottom left corner, click plus sign (+) to add a printer.

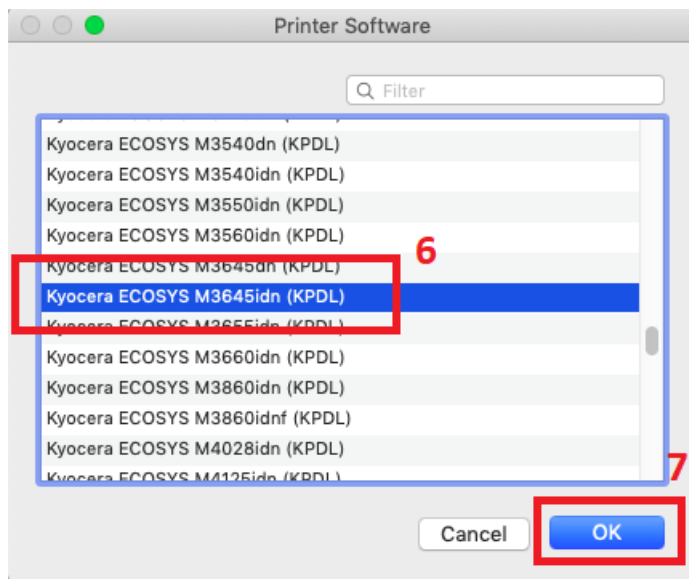


- Fill in the information and locate the printer driver from the list of available printers.
 1. Click **IP** tab.
 2. In the **Address** field, enter IP **137.189.68.244**.
 3. In the **Protocol** field, click the drop-down menu and then select **Line Printer Daemon - LPD**.
 4. In the Name field, enter **Kyocera ECOSYS M3645idn (UCA306)**.
 5. In the **Use** field, click the drop-down menu and then select **Select Software**.

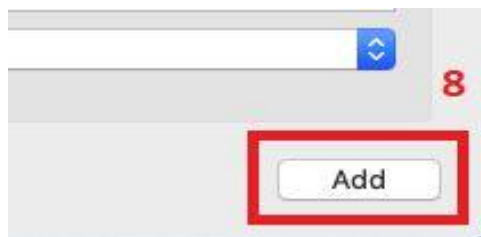


6. Select the printer model named **Kyocera ECOSYS M3645idn (KPDL)**.

7. Click **OK**.



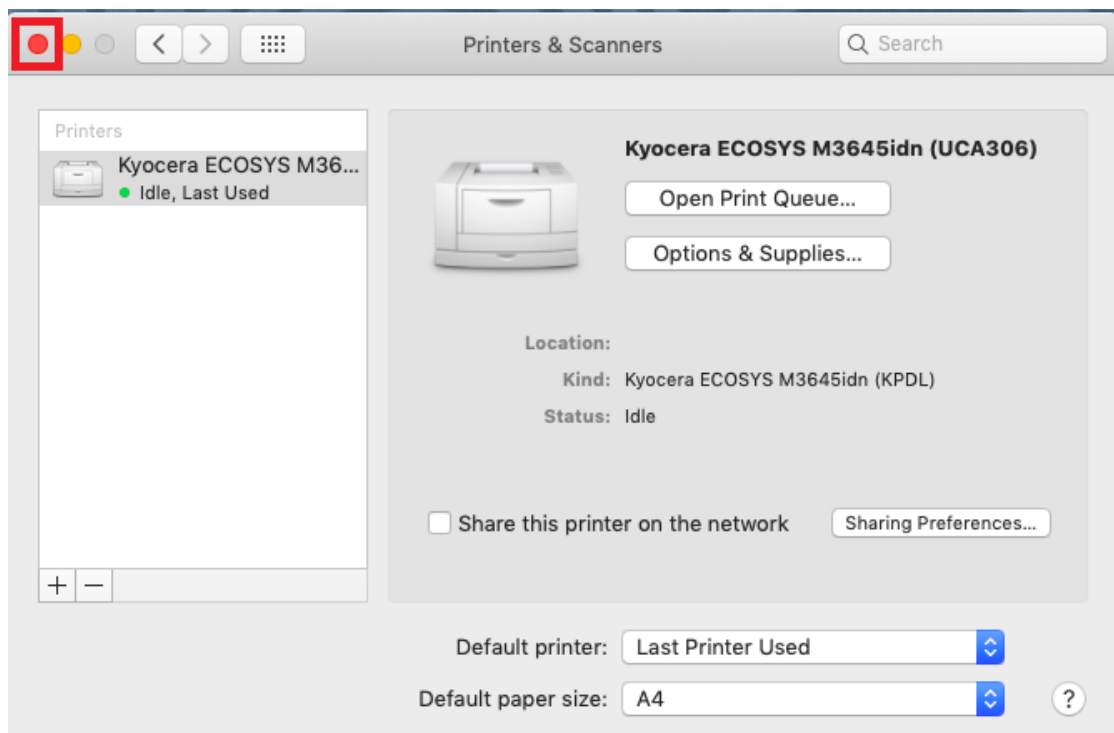
8. Click **Add** button to add the printer.



- Click **OK**.



- Click  to leave **Printers & Scanners**.

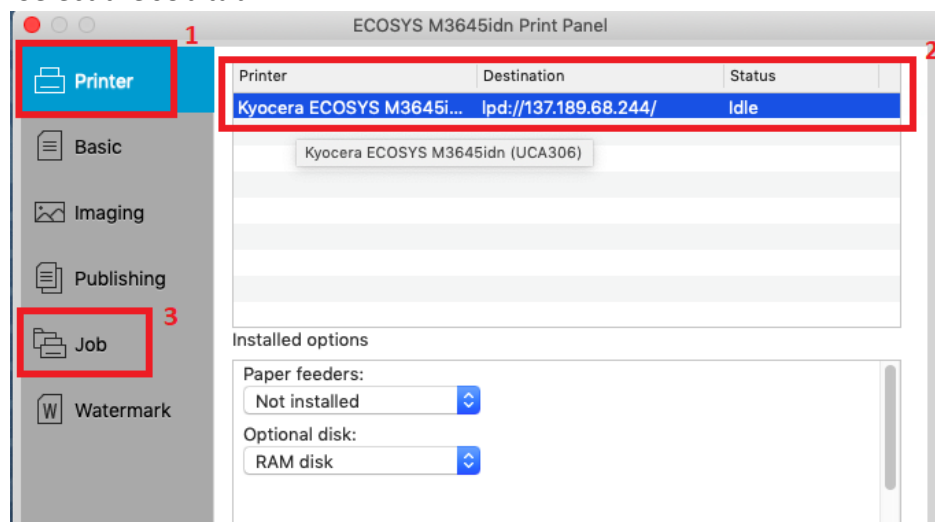


C. Configure the printer driver to enable printing with user login

- Open **Kyocera Print Panel**.



- Configure the following setting in the printer driver.
 1. Select the **Printer** tab.
 2. Select the printer named **Kyocera ECOSYS M3645idn (UCA306)** from the list.
 3. Select the **Job** tab.



4. Check the box of **User Login**.
5. Select **Prompt for name**.
6. Click **OK**.

ECOSYS M3645idn Print Panel

Printer settings:

Job accounting: Account ID:

User Login: ☒ Use specific name ☒ Prompt for name

Job name: ☒ Application defined ☒ Do not use application name ☐ Custom Overwrite job name:

Job e-mail notification:

Item Detail

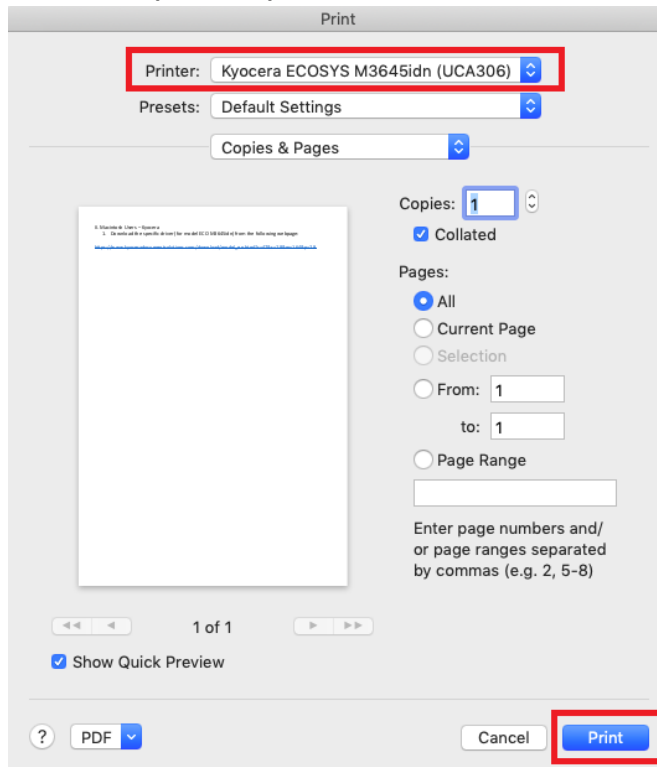
- Basic
- Imaging
- Adjustment
- Publishing
- Job
- Watermark

KPDL

KYOCERA ? Apply Cancel **OK**

D. Print your document

- i. To access the print menu in your applications, you can simply click **Print** on the file menu.
- ii. For Microsoft Office applications, select the printer and then click **Print**.
 - In the below example at Microsoft Word, the printer named **Kyocera ECOSYS M3645idn (UCA306)** is selected.



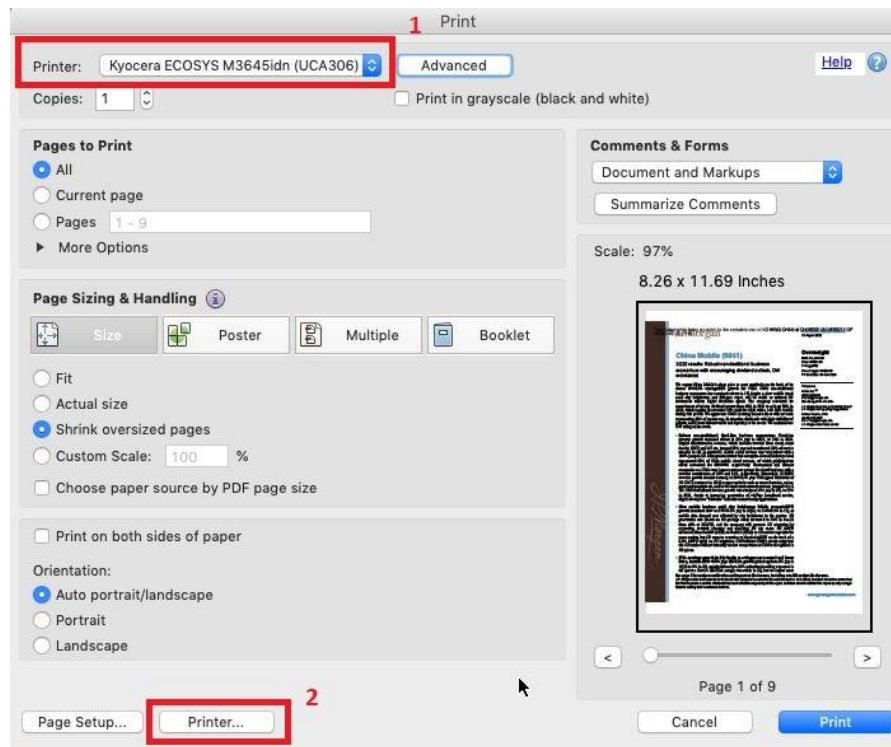
- When prompted, enter your **Name** and **Password** and then click **OK** to send your document to print.

Note:

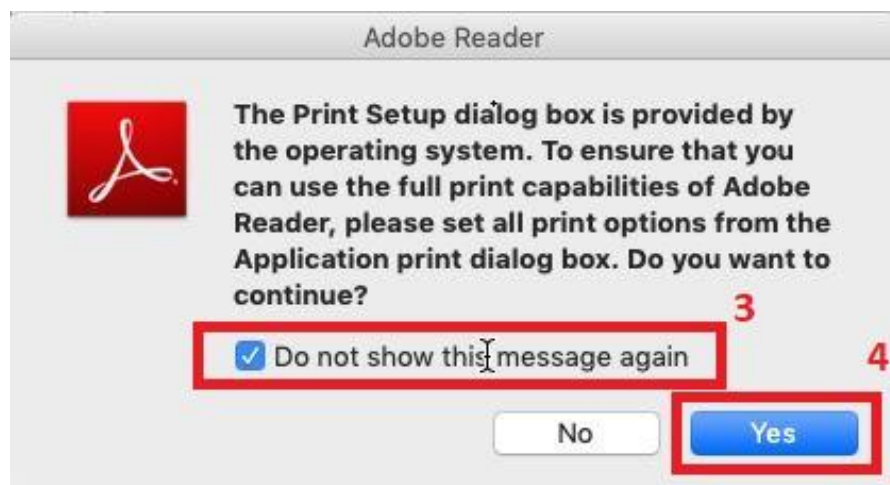
- In the **Name** field, please enter your student ID.
- In the **Password** field, please enter the password we assigned to you for printing.

A screenshot of the 'User Login' dialog box. It has a 'Name:' label above a text input field, and a 'Password:' label above another text input field. At the bottom, there are 'Cancel' and 'OK' buttons.

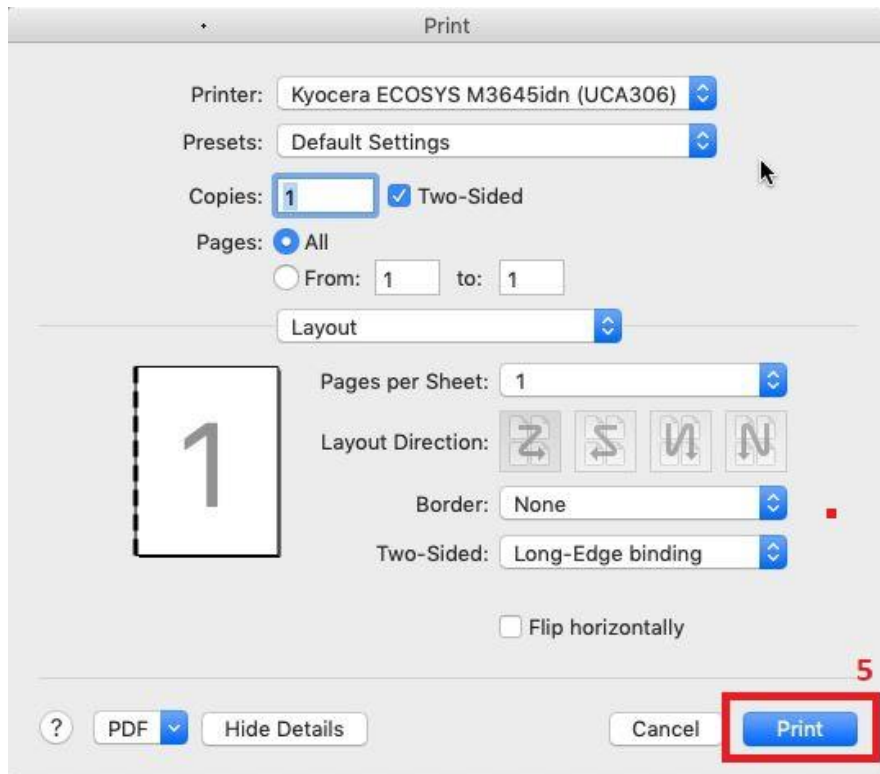
- iii. For Adobe Acrobat applications, please follow the below steps to print your document.
1. In the **Printer** field, click the drop-down menu and then select a printer named **Kyocera ECOSYS M3645idn (UCA306)**.
 2. Click **Printer**.



3. Check the box **Do not show this message again**.
4. Click **Yes**.



5. Click **Print**.

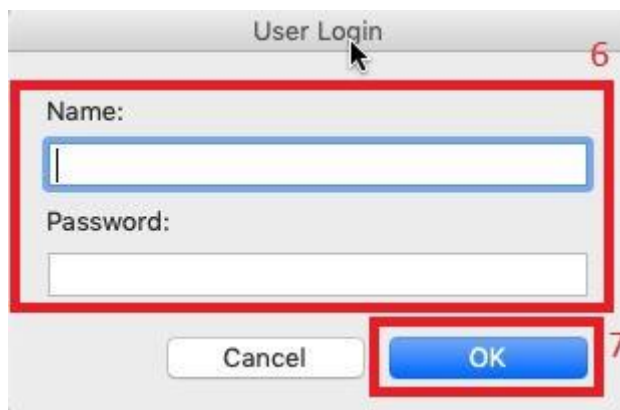


6. Enter your **Name** and **Password**.

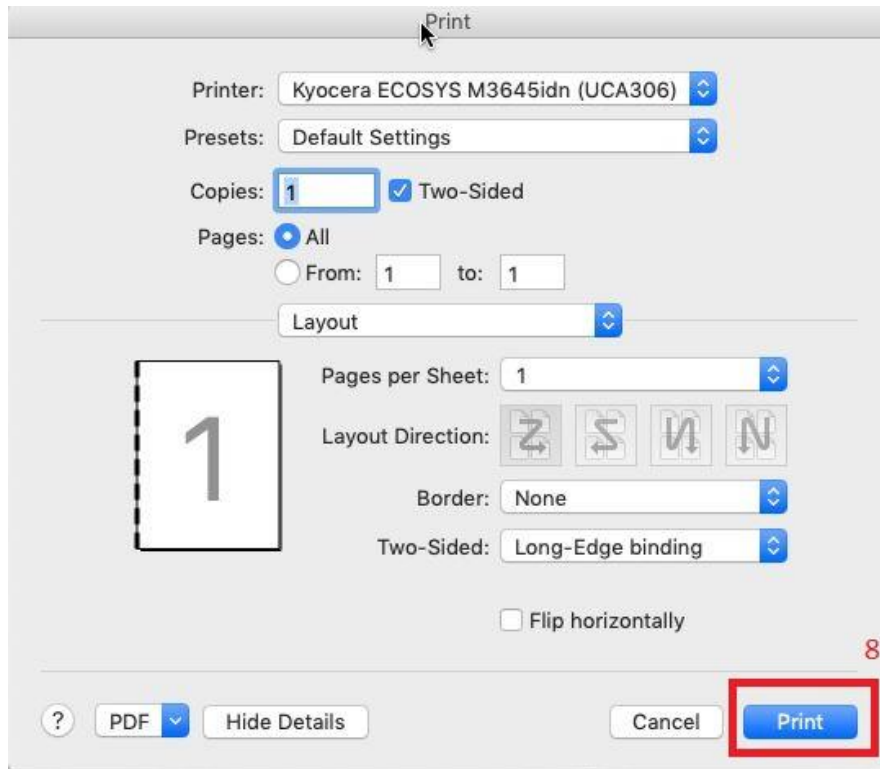
Note:

- In the **Name** field, please enter your student ID.
- In the **Password** field, please enter the password we assigned to you for printing.

7. Click **OK**.



8. Click **Print** to send your document to print.



E. Tips for printing

- To avoid an unexpected printing out, please don't print PDF files directly from the browser. Please consider downloading the PDF file & save it on your Mac first and then print it by using the PDF software (i.e., Adobe Acrobat Reader DC).
- To avoid the print job taking a long time to print, please don't print the whole file at a time if your file is huge in size or rich in graphics or has a hundred pages. Please arrange to print it over several sessions.