

## Kyocera instructions if you do not see the Kyocera Virtual Printer on JPSMAIL

1. Follow the directions in the Kyocera Add a Copier Instructions found on the Website Technology page.
2. After you choose Add a Network Printer and you get an empty box or if you do not get the Kyocera Virtual Printer on JPSMAIL the do the following step.
3. Choose The printer that I want isn't listed.
4. Click the circle for Find a printer in the directory, based on location or feature and the Next
5. It will then bring up a pop-up box which will show two printers---choose the Kyocera Virtual Printer by double clicking and it will add it into the printer name box. Chose Next; choose Set As Default Printer and finally click Finish.