Add Fax Printer

Open Print Management from Administrative Tools

Add Port

Under Print Servers - Papercut Right-Click Ports and select *Add Port...*

Select *Standard TCP/IP Port* and click on New Port

Complete the Add Port wizard - Use the copier IP Address for Printer Name and Port Name

Add Printer

Under Print Servers - Papercut Right-Click Printers and select *Add Printer...*

Select *Add a new printer using an existing port:* and select the previously created port from the dropdown and click on Next

Select *Use an existing printer driver on the computer* and select the appropriate Kyocera Fax driver and click on Next

Set both the *Printer and Share Name* the same. Use [BLDG]-[PRINTER]-[LOCATION]-FAX (e.g. CES-K6535-OFFICE-FAX)

Add a more detailed location. Select Next and Finish

Right-Click on the newly created Fax Printer and select *List in Directory*

> After a few minutes the new Fax Printer should be available to add to computers