



How to Print, Copy & Scan your documents



1 Connect to KUARIO



Step 1

Download the App
(via QR code or App
stores) & register



As an approved Office User, you will receive an email with details of how to access Print, Copy & Scan

2 Accept your membership

Step 1

Register yourself with the same email address that you received your KUARIO Membership email

Step 2

After registration & opening the App, please accept your membership via the pop up inside the App. If you did not get the membership pop up when you open the App for the first time, then please go to the settings menu on top right of screen and select "Membership"

Step 3

If you wish to disable the PIN you setup in the app initially, please go to the Settings menu and disable PIN (you will be prompted to input your PIN to do this as a security measure).

Step 4

Go to settings menu, press "Printing". Turn on "KUARIO Print" to Upload print jobs from your phone to your Cloud account and see print jobs in your queue.

Step 5

You can use your current work ID badge/fob or a Bank card that has a contactless chip, to release print on the MFD. Simply present your card/fob and you will be prompted to scan a QR code on your KUARIO App. You can name your Linked ID e.g. work badge.

Step 6

To release prints on the MFD, use your phone via QR code or ID badge, (username and password if you forget both)

Step 7

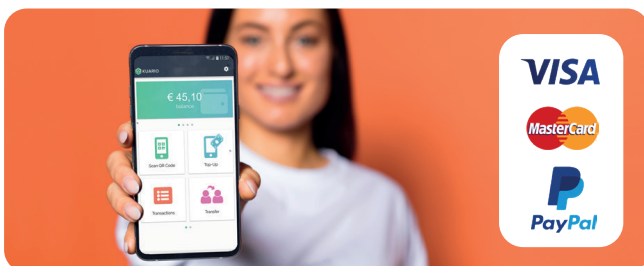
Go to settings menu, press "Cloud Storage" to enable you to link the App to your One Drive, Google Drive etc.

Step 8

To print, click on the job, add it to the cart, then click Checkout

Step 9

To scan, after logging in, select Scan to Email, Scan to Me, or Scan to Cloud



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Managed Print Services

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