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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA FS-3540MFP. You'll find the answers to all your questions on the KYOCERA FS-3540MFP in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KYOCERA FS-3540MFP
User guide KYOCERA FS-3540MFP
Operating instructions KYOCERA FS-3540MFP
Instructions for use KYOCERA FS-3540MFP
Instruction manual KYOCERA FS-3540MFP



File Management Utility

User Guide



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Manual abstract:

@@and/or other countries. @@@Essentially the same operations are used for Windows XP, Windows Server 2003, and Windows Server 2008 environments. © 2011 KYOCERA MITA Corporation Table of Contents Chapter 1 File Management Utility Starting the Application

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5-1 File Management Utility i 1 File Management Utility The File Management Utility (FMU) distributes documents scanned on a multifunction print system (MFP) to specified network folders or computers. The user can set the criteria for distributing the scanned files. Advanced distribution criteria are available for certain MFPs. Starting the Application If the application is not set to start automatically, you can start it manually. Note: In Preferences in the main screen, you can set the application to start automatically. 1 2 3 Add Devices Open the application. In the Windows system task bar, right-click the File Management Utility icon. In the context menu, click Open FMU. If Open FMU is grayed out, restart File Management Utility with administrator privileges.

Specific MFPs on a network can be selected for use with the application. Use the Add Device Wizard to select devices by IP address or host name. Adding Devices You can add devices for the application with the Add Device Wizard. 1 2 3 4 5 In the main screen, click Add. In the Add Device Wizard, enter the IP address or the Host name of the MFP you wish to add, and then click Add. Enter another IP address or Host name if necessary. The devices you enter appear in the list on the right. Click Next. In the Communication Settings page, specify the SNMP type (SNMPv1/v2 or SNMPv3). If you specify SNMPv1/v2, enter the Read community and Write community for the MFP.

The read community name for the device will be used in requesting information, while the write community name is sent with 1-1 User Guide File Management Utility all SNMP receive and send requests, and must match the community values on the device. If you specify SNMPv3, enter the login User name and Password for the MFP. 6 7 8 If the device is enabled with authentication, for Change authentication mode, select Use local authentication or Use settings on the device as required. Continue entering the remaining communication setting information as appropriate. Click Search.

The application adds the printing systems you have specified to the list in the main screen. Communication Settings Communication settings specify the Login user name and Password used with the device. Either local authentication or settings specified on the device can be used. Specifying Communication Settings 1 2 3 4 5 6 Delete a Device In the main screen, select a printing system in the device list. Click Communication.

Enter the Login user name and Password, if authentication is set on the device. For Authentication mode switch, select Use local authentication or Use settings on the device. Select SSL to provide security for network communication. Click OK. Removes the selected device from the device list in the main FMU screen. To delete a device from the list, highlight the device and click Delete. A message appears confirming the device will be deleted. Click OK. Preferences You set several parameters that control how File Management Utility operates, including starting that application automatically. To select FMU preferences, follow these steps: Start automatically Select this option, so that FMU is configured to start automatically and run as a resident application when the computer is started.

If the receiving folder or File Management Utility 1-2 File Management Utility error folder have not been specified or cannot be found, then the application will not monitor or distribute files. Folder for deleted files Select Keep deleted files to save deleted files in this folder. Set the path by clicking Browse, or entering the folder name. Select Maximum folder size (MB) and specify the size in megabytes if needed. Click Empty deleted files folder to erase all deleted files. Folder for error files FMU requires a local error folder for any files that it fails to distribute. A network folder cannot be used as the error folder. Set the path by clicking Browse, or entering the folder name. Note: If the error folder has been removed while FMU is running, or not found for any reason, the application will not distribute files. Then, the error folder must be created and the path to the folder must be established.

Restart FMU. 1-3 User Guide 2 Receiving Folder The receiving folder is a shared folder on a computer that holds scanned data files. When a document is scanned on an MFP, the data file is transferred to a specified receiving folder. The application checks this folder, and applies distribution criteria to the files in the folder. @@ In the File receiving folders dialog box, click New.

The Folder settings tab becomes active. An ID is automatically assigned to the folder. Enter a name for the receiving folder. Or, click Browse to select the path to a folder, and then click OK. The name of the folder is automatically entered as the Share name.

Change the Share name, if desired. @@ Click Add. @@@@ Click the Receiving settings tab. @@@@ @@@@ To make the receiving folder a hidden folder, select Hidden folder. @@@@ Click Apply to add the folder to the list of receiving folders. @@ Click Close to return to the main screen. @@@@ In the File receiving folders list, select a folder to edit. @@ The User name and Domain information appear above. Edit this information as needed, and click Save. @@ Edit Advanced Options as needed.

Click Apply to update the folder information. @@@@ Click Delete. @@ Click OK. @@@@ @@@@ File name Specify the file name when using it as a condition for distributing files. Up to five file names can be specified. Click Add to add the scan file to the list below File name. You can delete a file name from the list by clicking Delete. Wildcards may also be used ('*' for multiple characters, '?' for single characters.) User name Specify the user name when using it as a condition for distributing files. The user name is the name used when the workflow is executed on the MFP.

Host name Specify the host name when using it as a condition for distributing files. Click Add to include the host name in the list box below this button.



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To delete a host name from the list, select the name and click Delete. User defined Enter a description for the user-defined information input on the MFP panel. You can create up to five settunication settings.

The maximum number of workflows that can be added depend on the device model. Note: Login user name and login password may not be entered in the Windows XP Workgroup environment. 1 2 3 4 Select the MFP in the main list, and click Workflow. In the Workflows dialog box, click New. You can delete a workflow in the list by selecting it and clicking Delete.

Enter the registered Name for the workflow, to a maximum of 32 characters. Enter the Owner name for the workflow, to a maximum of 64 characters. This is a mandatory entry when user authentication is set to ON for the MFP, and not available when authentication is OFF. On some models, when user authentication is ON, the login user name is registered automatically and so it is not available. Click the Access settings menu and select the publicity setting for the workflow: None for only the owner can have access, or Published for shared access. When user authentication is set to OFF, this item appears as None and is not available. Enter the Password to access the workflow, to a maximum of 64 characters (to a maximum of 16 characters for some models). This option is available only when the Access setting is set to Published. On the right section of the Workflow settings tab, enter the File name for the scan file. If the same file name exists on the destination folder, the file name is changed using date information.

5 6 7 4-1 User Guide Workflow 8 9 10 11 12 If on a network, in Send folder (Share name), enter the share name for sending scan data, or click Browse and select the path to the share name folder. In Personal Computer (IP address or Host name), enter the IP address or host name of the PC that sends scan data. You can enter a maximum of 39 ASCII characters. In Login user name, enter the user name for SMB transfer, to a maximum of 64 characters. Then in Login password, enter the login password for the SMB transfer, to a maximum of 64 characters. Click Apply to save the workflow settings. Click Close to return to the main screen. Note: You need to set the front panel controls for some models. Front Panel Controls You can create a custom workflow and assign it to a button that appears on the operation panel. This feature allows a user to conveniently use a predefined set of conditions and distribution paths for handling scanned documents.

The workflow guides the user to enter information that the application uses to distribute the scanned document to the correct folder. Adding a Front Panel Control 1 2 3 4 In Select type of control, select the type of control to display on the operation panel. In Select type of instruction, choose the prompt message. In Enter title of control, enter the name of the control. Click Add to add the control to List of controls.

Adding Selections to a Selection List If Select item is chosen for the type of control, you can set up a list of selections that can be chosen at the operation panel. The items appear as buttons or check boxes, depending on the model. These selections are matched to the User defined criteria in Distribution settings. 1 2 3 File Management Utility In Create a selection, type a selection item. Click Add.

The item appears in the List of selections below. You can change the order of items in the list by clicking on an item, then using the up and down buttons to move it. 4-2 Workflow 4 Click Apply to save all the settings. Specifying Scanning Preferences You can set preferences on a device for scanning an image, depending on the device model. @@@@ Then click the Scanning Preferences tab. @@ If you select Auto color, the default image mode on the device will be set to Auto color (gray). Then select the dpi for the Resolution of the scan image. In the Black&White mode section, select the File type for the scan image, and then select the Original image. These options are only available when Black &White is selected for Color mode. In the Color/Grayscale mode section, select the following for the scan image: File type, Original image, or Quality.

If the File type is set to High Compression PDF, this article has three levels. In the File separation section, select Output by page to specify that the scan file will be output one page per file. You can select Continuous scan to specify allowing multiple scanning. When finished selecting scan preferences, click Apply to save the settings for the selected workflow. Click Close to return to the main screen. 3 4 5 6 7 Specifying Import and Export Settings You can copy workflow settings from a device or file, or replace workflow settings on a target device. 1 2 3 4 In the Workflow dialog box, click Import/Export. The Workflow Import/Export wizard is displayed. Click Create from device to copy settings from a device to the target device. On the Select source device page, select the device from the list.

Click Next. Click Create from file to copy settings from a file to the target device. On the Select source device page, enter the path for the settings folder. To specify replacing the registered workflow on the target device, select Overwrite settings on target device. Click Next.

4-3 User Guide Workflow 5 On the Check your settings page, click Save to file to save the content of the source device as a XML file. Click End to copy the settings from the source device or file to the target device selected in list on the Workflow dialog box. The settings are copied or replaced and you are returned to the Workflow dialog box. File Management Utility 4-4 5 Job Log/History The Job Log maintains a list of actions performed by the application. You can backup the history to a file, or clear the history.

The history contains information files distributed by the application. View the Job Log/History 1 2 3 4 In the main screen, click Dist. History. To export the entire history to a file, click the Backup icon in the toolbar. Select Save as from the menu displayed. The files will be saved in XML format. To delete the entire distribution history, click the Clear History icon. A message is displayed confirming that all distribution files will be deleted. Click OK. Click Close to return to the main screen.

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