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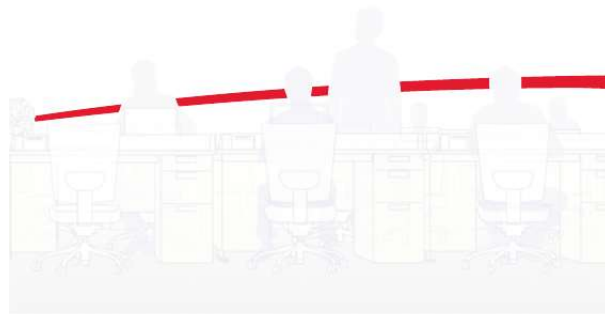
You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA KM-3650W. You'll find the answers to all your questions on the KYOCERA KM-3650W in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KYOCERA KM-3650W
User guide KYOCERA KM-3650W
Operating instructions KYOCERA KM-3650W
Instructions for use KYOCERA KM-3650W
Instruction manual KYOCERA KM-3650W



KMnet Viewer

User Guide



[You're reading an excerpt. Click here to read official KYOCERA KM-3650W user guide](http://yourpdfguides.com/dref/3970719)
<http://yourpdfguides.com/dref/3970719>

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.. 83 KMnet Viewer 5.2 v11 Quick Start Many features are available to help you organize and monitor network device information. These features are available for starting the application, discovering devices, and getting familiar with the user interface. Starting and Logging in 1. Open the application. 2. If you have administrator rights, your last saved workspace appears and you can proceed with your tasks. If you have administrator rights, and you are starting the application for the first time, proceed to step 4.

3. If you do not have administrator rights, the network administrator must set up a user login password for you. If no password has been set up, the application does not start, and an access error message appears. Type your password in the login text box, and click Submit. A password is a maximum of 32 characters. A blank password is allowed. If your submitted password is accepted, your last saved workspace appears, unless it is your first time starting the application. If it is the first time, proceed to step 4. If the password is not correct, the application displays the dialog box and asks you to enter the password again. If you incorrectly enter the password three times, an error message appears, and the application does not start. If this happens, see the network administrator about your password. 4. If you just installed the application, and it is the first time you are starting it, a dialog box appears after you have started and successfully logged in. You are asked to specify a workspace file. After you specify your workspace file, the application opens and displays the Add Device wizard to help you search for network devices and create the device list.

Editing Authentication Options If a user does not have administrator rights on the computer with the application installed, the network administrator can set up a KMnet Viewer 5.



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2 1 user login password. If no password has been set up for a user without administrator rights, the application does not start, and an access error message appears. 1. In the menu bar at the top left of the screen, click Edit > Options.

In the Options dialog box, click Authentication. 2. Select Enable local password. 3. In the New password text box, type a password for a local user. A password is a maximum of 32 characters. A blank password is allowed. 4. In Confirm password, type the password again. 5.

Click OK to save the password. Device Discovery Discovery is a process that checks networks for printing devices. If new devices are found, then the application updates its database with information about the device. This process can be performed manually for single or multiple devices, or it can be scheduled to run automatically according to a set schedule. It is also possible to exclude devices from being discovered. When the application is launched for the first time, or when a new workspace is opened, the Add Device wizard automatically launches. Adding Devices You can use the Add Device wizard to add devices to the view list. 1. Click Device > Discovery > Add Devices. 2.

In the Add Device wizard, select a method for adding devices: Express Uses predefined communication settings to find devices in the local network. Custom Lets you select settings to find devices on any network. 3. For the selected method, complete the wizard and click Finish to begin discovery. KMnet Viewer 5. 2 2 Custom Options for Adding Devices Custom options are available when Custom is selected in the Add Device wizard. You can select the discovery process to run on your local network, a specific IP address, or a range of IP addresses. Continue through the wizard to select the following options: On your local network Select discovery type, TCP/IP port, SNMP options, SSL options, and discovery start time. By IP address Type specific IPv4 or IPv6 addresses or host names and click Add to add them to the Selected targets list. You can also click Import to search for a valid IP address list (.CSV or .TXT). An entry can be removed from the Selected targets list by selecting it and clicking Remove. Click Next to continue through the wizard and select TCP/IP port, SNMP options, SSL options, and discovery start time. By IP address range Type valid starting and ending IPv4 addresses and click Add to add them to the Selected network segments list. An entry can be removed from the Selected network segments list by selecting it and clicking Remove. Click Next to continue through the wizard and select TCP/IP port, SNMP options, SSL options, and discovery start time. Automatic Device Discovery You can set up a regular schedule for performing the discovery process. If devices are frequently added to or removed from the network, performing discovery on a regular basis will keep the device database up to date. Scheduling Automatic Device Discovery You can set a schedule for device discovery.

1. Click Device > Discovery > Automatic Discovery. The Scheduled Discovery dialog box opens. 2. If there is an existing discovery mode you would like to edit, select it and click Properties, make your selections in each window to set up a recurring schedule and click Apply changes. 3. Click Add to create a new discovery mode. In the Add Device wizard, make your selections in each window to set up a recurring schedule. On the Confirm Discovery page, click Finish to KMnet Viewer 5.2 3 save your changes.

4. The new discovery mode is added to the list. Click Close to save your changes and close the Scheduled Discovery dialog box. Excluded Devices A printing device can be deleted, which excludes the device from the discovery process. This may be done if the device is not managed by the IT department, or if the device is to be made not visible for security reasons.

Devices can be restored to the device list from the Excluded Devices window. Excluding a Device from Discovery This option removes the device from the device list, and displays it in the Excluded Devices window. Information about the device is not deleted from the application. 1. In the device list, select the device to exclude.

2. Right-click on the selected device, and click Delete Device. Including a Device A printing device that was deleted can be included again. When a device is included, it is available to be found the next time Discovery is performed. 1. Click Device > Discovery > Excluded Devices. 2. In the list, select an excluded device to include. 3. Click Include device.

User Interface The user interface is designed to help you quickly get the information you need about your network devices. The screen is divided between left and right panes. On the left pane, you can select which view appears in the device list in the right pane. A view is a specified organization of columns and rows (list), or a layout (map) of the device data. The application offers two types of views: custom views that are listed under the My Views heading, and standard views defined by the application that are listed under Default Views. The device list in the right pane displays all devices found during network discovery. There is one row of information per device. KMnet Viewer 5.2 4 There is one row of information per Account when Accounts View is selected in the left pane. Main Menu The main menu is located in the upper left corner of the screen.

Basic operations that affect the application are in this menu. The main menu operates like a standard Microsoft Windows main menu. My Views Pane My Views are located in the left pane of the screen. My Views are lists or maps you can create from Default Views or other My Views. This lets you customize the type of information you want to see.

My Views are organized in a tree structure that displays folders and My Views nodes. When you select a My Views node, the application displays the view (list or map) in the right pane. You can create folders to organize and manage My Views. Add information to My Views by clicking View > Add Dynamic View, or View > Add Manual View Using Selection. Default Views Pane Default Views are located in the left pane of the screen.

Default Views are standard list or map views shipped with the application. Under Default Views, six standard Device views and two standard Account views are available that cannot be removed. When you select a particular default view, the application displays the view (list or map) in the right pane. Device List Pane The device list is located in the right pane of the screen. It provides device information in a customizable list or in a map format. Information can be organized and sorted to the user's preference. Each row represents a device and columns represent categories. Each device row can be expanded to display more information. Identifying Status Icons In the device list, status icons provide quick information about the condition of each device. Click the triangle icon to expand the row and see a description of the condition.



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For further information, refer to the Operation Guide. Ready Green icon with a white check mark. This icon indicates that the device is ready to print, or is in the process of printing. Error Red icon with white X. This icon means the device is unable to print and needs immediate attention. KMnet Viewer 5.2 5 Warning Yellow icon with a white exclamation mark. This icon indicates that the device can print, but is approaching error status. Disconnected Orange icon with a white broken circuit. This icon means the application is unable to communicate with the device.

Busy Gray clock icon. This icon indicates that the device is operational, but occupied with a task. Customizing the Device List The application provides the ability to arrange the information in the device list to suit your needs. Changes made to My Views are saved with the view. You can update changes to My Views by clicking Update View in the toolbar.

Changes made to Default Views are not saved after you leave the view. Showing or Hiding Columns Find the column to the right of where you want a new column to appear. Right-click on the column heading to open the selection list of columns. A column that appears in the view has a check mark next to it in the selection list. Select a new column for the view by clicking on the desired column name.

The column will now appear in the view. To hide a column from the view, click any column heading to open the selection list of columns. Click on a column name that has a check mark next to it that you want to hide. The column will no longer appear in the view. Changing the Width of a Column To adjust the width of a column, position the cursor over the column divider until you see the double-headed arrow. Left-click, and then drag the arrow left or right until you have the desired column size. Release the mouse button. Changing the Position of a Column To move a column to another position in the view, left-click on the desired column heading, and then drag the cursor to a column heading name that is to the left or right of where you want the moved column to appear. Release the mouse button. Sorting Rows in the Device List You can sort the information in the device list.

Click the column heading to change the sort order of the rows in the view, using the data in that column as the sort criteria. An upward triangle KMnet Viewer 5.2 6 indicates rows sorted in ascending order; a downward triangle indicates rows sorted in a descending order. Expanding a Row in the Device List You can expand a row in the device list to reveal more information about a device. Click the right-pointing triangle icon in the row of the device for which you want to see additional information. The row expands to display a 3D picture of the device with all installed options. Other information about the device is also displayed, such as model, status, IP address, and print speed. To collapse the row back to regular device list size, click the triangle icon again. Closing the Application Window You can close just the application window so that the device list is no longer visible on the screen, but the application continues to run in the system tray. This is useful if you want to reduce the number of open windows on your desktop, or if you are running a task that does not need visual monitoring.

In the menu bar at the top left of the screen, click File > Close Window. To reopen the window, double-click the icon in the system tray; or right-click the icon, and then click Restore. To exit the application, click File > Exit. The application saves the currently displayed workspace before exiting. This saved workspace appears the next time the same user opens the application.

KMnet Viewer 5.2 7 2 View Management The application offers two types of views: custom views that are listed under the My Views heading, and eight standard views defined by the application that are listed under Default Views. The default views are: Device: General View, Capability View, Counter View, Firmware View, Asset View, Map View Account: Accounting Devices View, Accounts View You can create, change, or delete views in My Views. In the Default Views, you can customize the appearance of the lists, but the changes are not saved after you leave the view. You cannot make permanent changes to the views in Default Views.

View As You can switch to a different view by using the View As feature in the View menu. Select the view you want to change, click View > View As, and click the new view from the list. If the original view is under Default Views, the view switches to the selected default view. If the original view is under My Views, the view itself changes to the selected view. To save the view, click Update View. This feature is not available for Accounting Devices View, Accounts View, or custom account views under My Views. Default Views The application provides eight standard views under Default Views that cannot be removed or edited.

Display Name, IP Address and Host Name are included in all views except Map View and Accounts View. In any view except Map View, you can add or remove columns from the table temporarily. Right-click on the column heading and select or clear the desired item or items.

The modified views are not saved when you switch to a different view. KMnet Viewer 5.2 8 The following default Device views are available: General View Displays general information, such as display name, IP address, host name, toner level, description, location, and model name. Capability View Displays support for various device capabilities, such as color or black & white, print speed, duplex, total memory, hard disk, scan, FAX, staple, punch, address book, document box, user list, and job log. Counter View Displays the device counters for total printed pages, copier printed pages, printer printed pages, FAX/i-FAX printed pages, black & white printed pages, single color printed pages, full color printed pages, total scanned pages, copier scanned pages, FAX scanned pages, and other scanned pages. Firmware View Displays firmware information, including system firmware, engine firmware, scanner firmware, FAX firmware (Ports 1 and 2), panel firmware, and NIC firmware version. Asset View Displays asset information, including MAC address, serial number, and asset number. Map View Displays printing devices on a background map of your office. The following default Account views are available: Accounting Devices View Displays general information and counters for devices that support accounting. Accounts View Displays account information for managed devices, such as counter totals for print, copy, FAX, and scan.

KMnet Viewer 5.2 9 Map View Use Map View to display printing devices on a background map of your office. Printing device properties can be viewed and managed from Map View. The use of an office map helps to visualize the location of devices throughout an office. Under Default Views, click Map View. The initial map view displays all devices as icons against a white background.



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You can import an image of your office layout to appear in the background, then click and drag each device icon to its office location. The map is shared by all map views in the current workspace. Information about a device can be viewed by moving the pointer over the icon. Importing a Map Background You can import an image of your office layout to appear in the map view background.

After an image is imported, you can replace it with another image by following the same procedure. 1. Under Default Views, select Map View. 2. Click Device > Import Map Background. 3. Click Browse to select an image file (.BMP or .JPG). 4.

Click OK in the Import Map Background dialog box. Adjusting the Map Size You can change the size of the map image within the view window. Use any of the following methods to change the image size: Click Zoom In to increase the size of the image one step. Click Zoom Out to decrease the size of the image one step. Click Zoom to Fit to place the entire image within the screen. If you change the screen size, click Zoom to Fit again. Type a percentage between 50% and 300% in the Zoom box and press Enter. Clearing a Map Background You can remove the background image from the map view. All device icons will retain their position after the map image is removed. In the Device menu, click Clear Map Background.

KMnet Viewer 5.2 10 My Views You can set up custom views in addition to the default views. Custom views appear on the left side of the screen under My Views. Dynamic or manual views can be created or deleted. If desired, views can be placed in folders.

My Views lets you customize the devices or accounts being displayed, as well as column order, number of columns, and other view settings. To save the view, click Update View. Adding a New Folder to My Views You can create folders under My Views so that custom views can be placed in folders. 1. In the menu bar at the top left of the screen, click File > New Folder.

A folder with the temporary name of New Folder is created in the My Views pane for the active workspace. 2. Click in the text box, and type a name for the folder. The name cannot be the same as that of an already existing folder. 3. To save the new folder name, click outside the text box, or press Enter. Renaming a Folder or View You can change the name of a folder or view in My Views. In the My Views pane at the left of the screen, click to highlight the view or folder you want to rename. 1. In the menu bar at the top left of the screen, click Edit > Rename.

2. Type the new name, replacing the old name in the text box. 3. To save the new name, click outside the text box, or press Enter. Removing a Device or Account from View You can remove a device or account so that it does not appear in a custom view under My Views. This does not delete the item from the database. Only devices or accounts in a manual view can be removed from view. 1. Select a custom view under My Views. 2.

Select a device or account to be removed from view. Multiple items can be selected by pressing Ctrl or Shift + click. KMnet Viewer 5.2 11 3. In the menu bar at the top of the screen, click Edit > Remove From View.

Note: There is no confirmation dialog box after you click Remove From View. Searches Two types of searches are available for finding devices and accounts with particular characteristics. Search searches data in the currently displayed view. Search entries are not saved when you move from view to view, or change to Advanced Search. Advanced Search searches all devices or accounts in the database for the values selected in the search dialog box.

Search The Search feature is located in the upper right of the screen. The Search Text box accepts input in all supporting languages. The search can find exact matches for full or partial terms in the following columns in the Map View. Device search: Display name, IP Address, Host name, Model name Account search: Account ID The data is searched even if columns have been removed from view. Note: Search does not search the text in the expanded information areas of the devices. Search results are not saved when you move from view to view, or perform an Advanced Search. 1. Type an alphanumeric search term (64 character maximum) in the text box. As you type, the search examines the data of all the devices or accounts in the original view. 2.

To clear the search term, click the icon next to the Search Text box. This removes any text in the text box, and restores the view to the original list of devices or accounts before the search. Advanced Searching The Advanced Search feature is available for Default Views. It finds all printing devices or accounts in the database that match the selected criteria. Up to six properties can be defined for the search. The search results are displayed until you change to another view, or perform another Advanced Search. KMnet Viewer 5.2 12 1. Select a default view. 2.

Click Edit > Advanced Search, or click the Advanced Search icon in the application toolbar above the device list. The Advanced Search dialog box opens. 3. Select a search logic: Match all criteria This option searches for devices or accounts that meet all the search terms specified under Criteria. Match any criteria This option searches for devices that meet at least one of the search terms specified under Criteria.

4. Under Criteria, select device features or properties to find in the search. Left column Select one device property per property list. There are six property lists available. Properties vary by device model.

Middle column Available conditions depend on the selected property. Right column Type a value in the box. 5. Click OK. The application searches through all devices or accounts, and displays those that match the selected Criteria. In Map View, the search result devices appear in their saved position in the office map. Dynamic View A dynamic view is a copy of a default or custom view that you create under My Views. A dynamic view will match the current display in the right pane: Device General View, Capability View, Counter View, Firmware View, Asset View, Map View KMnet Viewer 5.2 13 Account Accounting Devices View, Accounts View Once created, you can name and modify the dynamic view as desired. A dynamic view cannot be created when a manual view is selected under My Views.

Adding a Dynamic View You can modify an existing view and save it as a custom view under My Views. 1. Select a view under Default Views or My Views, except a manual view. 2. Modify the view as desired, then click View > Add Dynamic View. 3. Type the name of the new view, up to 64 characters. Manual View A manual view is a custom view that includes devices or accounts selected from an existing view. A manual view will match the current view in the right pane: Device: General View, Capability View, Counter View, Firmware View, Asset View, Map View Account: Accounting Devices View, Accounts View Once created, you can name and modify the manual view as desired.



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Advanced Search is unavailable for a manual view.

A device or account can be added to a manual view by selecting it in another view and dragging it to the manual view. Adding a Manual View Using Selection You can create a view of selected devices or accounts and save it under My Views. 1. With any view displayed, select one or more devices or accounts from the list or map. Press Ctrl or Shift + click to KMnet Viewer 5.

2 14 select multiple devices. 2. Click View > Add Manual View Using Selection. 3. Type the name of the new view, up to 64 characters.

4. If desired, modify the view, then click Update View. Folder Reports Folder reports provide detailed information about accounts or accounting devices for all views in a custom folder. The folder must contain custom views created from Accounting Devices View or Accounts View. Once a folder report is created, it can be exported and saved in .CSV or .XML format. An accounts report can be created if the folder contains at least one accounts view. Only the accounts selected in the Accounts Folder Report dialog box are included in the exported report. An accounting devices report can be created if the folder contains at least one accounting devices view.

Only the devices selected in the Accounting Devices Folder Report dialog box are included in the exported report. Creating and Exporting a Folder Report After creating a folder under My Views and adding custom views from Accounting Devices View or Accounts View, you can create and export an accounts or accounting devices report. 1. Right-click on the desired folder and select Folder Report, then select Accounts or Accounting Devices. 2. In the Accounts Folder Report or Accounting Devices Folder Report dialog box, select one or more accounts or devices to include in the report. 3. Click Export to open the Export View to CSV / XML dialog box. 4. Select the format type, name the report, and click Save to save the file.

KMnet Viewer 5.2 15 Updating a View When any view under My Views is changed, an asterisk appears after its name in the title bar until it is saved. You can save the updated view by clicking View > Update View. Use this feature after any of the following: Modifying the displayed devices or accounts with Search or Advanced Search. Changing the column width or column order, adding or removing columns.

Using View > View As to change the view type. Sorting the information in list columns. Duplicating a View You can create a copy of a view in My Views. This is useful if you want to create a new view that is only slightly different from an existing view. 1.

Under My Views, select the view to be copied. 2. Click the arrow button next to My Views, and click Duplicate. 3. Type the new name, up to 64 characters, replacing the old name in the text box. 4. To save the new name, click outside the text box, or press Enter. 5. Modify the new view as needed. Renaming a View You can change the name of a view in My Views.

Default views cannot be renamed. 1. Under My Views, select the view to be renamed. 2. Click Edit > Rename. KMnet Viewer 5.2 16 3. Type the new name, up to 64 characters, replacing the old name in the text box. 4. To save the new name, click outside the text box, or press Enter.

Deleting a View You can delete a custom view from My Views. A deleted view cannot be restored. Default views cannot be deleted. 1. Under My Views, select the view to be deleted.

2. Click Edit > Delete View. There is no confirmation dialog box after you click Delete View. Resizing the View Areas If many views have been saved under My Views, or if your views have long names, you can see the view list more easily by changing the size of the viewing area in the left pane. To change the width of the left pane, click the border between the left and right panes and drag it right or left.

To change the height of the My Views area, click the top of the Default Views border and drag it up or down. Refresh Printing device information, such as counters and toner levels, is automatically updated according to the polling schedule. At any time, you can manually update this information for one or more devices. The following Refresh options are available: Refresh Device Select one or more devices and click View > Refresh Device to update the selected devices. Refresh All Click View > Refresh All to update all displayed devices. KMnet Viewer 5.2 17 3 Device The Device menu is used for finding devices and managing device settings. Device Properties The Properties dialog box displays settings and status information about the selected device. To open device properties, select a device, and click the Properties icon. Alternatively, right-click on the device, and then in the context menu click Properties.

Settings may differ depending on your selected device. The settings can include: Basic device settings This area shows the Display name, Model, Status, IP address, Host name, Location, and Description of the printing device. The Panel message box shows the information currently displayed on the device operation panel. Display name, Location, and Description can be edited. Device alert This area describes alerts that are currently occurring, and any troubleshooting measures that can be taken. Media input This area shows the trays and cassettes that are currently installed, their capacity, and roughly how much paper they currently contain. Capabilities This area shows some of the key specifications of the currently selected device. Counters This area shows a variety of counters for different types of paper or media and output. Firmware versions This area lists the versions of firmware for various parts of the system.

KMnet Viewer 5.

2 18 Memory This area shows the space available on the hard disk, memory card, optional ROM, and in the RAM disk. Asset This area shows the MAC address of the network adapter in the device, the Serial number of the device itself, and the Asset number which may be assigned by your organization.

Displaying Device Properties 1. You can view the properties of a printing device. 2.

Select a device in the view pane. 3. Click the Properties icon to display information about the selected device. Alternatively, right-click on the device, and then in the context menus click Properties. 4.

Click Refresh to update any settings that might have been changed on the device while this dialog box was open. Displaying Device Home Page Printing devices that contain web servers can display a web page containing information about the device's current status and settings. The layout and information shown on this page differs by printing device model. Click Device > Device Home Page to display this web page. Alternatively, click the Device Home Page icon, or right-click on the device, and then in the context menu click Device Home Page. Administrator Login For some models, administrator authentication is required to access selected features in the Device and Account menus.



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Available features vary by model. When you select the feature from a menu or context menu, you are prompted to type one of the following in the Administrator Login dialog box: Command Center password Administrator Login and Administrator Password (with optional Use local authentication) Accounting administrator code KMnet Viewer 5.2 19 Operations on multiple devices do not prompt for the administrator login. Login options must be selected in the Login section of the Communication Settings dialog box.

Address Book The Address Book is a list of individuals and their contact information that is stored on the device. Each entry for an individual is called a Contact, and Contacts can be organized into Groups. This contact and Group information is stored on the device, and is used for faxing and scanning operations. To open the address book, select a device in the device list, and select Device > Address Book. Note: If authentication is set, accessing the address book requires the correct Login user name and Password in the Communication Settings for the device. If authentication on the device is not set, the login dialog box does not appear so a user name and password is not needed. The information that can be stored for each includes: Name (and furigana, if applicable) Cover page (recipient, company, department). This information is transmitted on a Network FAX. E-mail FTP (File Transfer Protocol) SMB (Server Message Block) FAX Number Internet FAX Address Adding Contacts You can add individuals to the address book stored on a device. 1. In the menu bar at the top left of the Address Book, click Add Contact. The Contact Settings dialog box appears. 2. Enter the name of the contact in the Name box. This information is required.

3. Enter other information that is needed. KMnet Viewer 5.2 20 4. Click OK to save the new address book entry.

Adding Groups Contacts in the address book can be organized into groups. This is useful when the device sends out notifications of certain types of events, for example. 1. In the menu bar at the top left of the Address Book, click Add Group. The Group Settings dialog box appears. 2. Enter the name of the new group. The name does not have to be unique. 3. Click OK to send the information to the device.

Adding a Contact to a Group You can search for contacts and add them to an existing group. Each step requires communication with the device, which may be slow depending on network conditions. 1. Double-click on an existing group to open the Group Settings dialog box. Alternatively, select the group, then click the Properties icon to open the dialog box. 2. In the menu bar at the top left of the dialog box, click Add members. The user list is downloaded from the device and appears in the dialog box. 3. Select one or more users to add, and click Add.

4. Click OK in the Add Group Members and Group Settings dialog boxes. **Deleting a Contact From a Group** Contacts can be deleted from a group when they are no longer needed. 1. Double-click on an existing group to open the Group Settings dialog box.

Alternatively, select the group, then click the Properties icon to open the dialog box. 2. Select one or more contacts to delete. 3. In the menu bar at the top left of the dialog box, click Remove members, then click Yes to confirm.

KMnet Viewer 5.2 21 Deleting Contacts and Groups Contacts and groups can be deleted from the address book when they are no longer needed. 1. Select one or more contacts or groups. 2. In the menu bar at the top left of the dialog box, click Delete, then click Yes to confirm. The updated information is sent to the device. **Editing Contacts and Groups** The information saved in the Address Book dialog box for each contact or group can be edited if necessary. Select a contact or group item. Right-click and select Properties.

The Contact Settings or Group Settings dialog box for the selected contact or group opens. Edit the information in the dialog box, and click OK to save the changes. **Copying Contacts and Groups** Contacts and groups can be copied. This can save time when creating address book entries that are very similar to existing entries. Note: When performing this copy and paste operation, you should be aware that the modifications will be applied after the Paste command. 1. Select the contact or group to copy, and click the Copy icon. 2. Click the Paste icon. 3.

Modify the new contact or group as needed. Each time a contact or group is copied, the name is changed as follows: First time: "Copy" is added to the name. Second time: "Copy 2" is added to the list. Third time: "Copy 3" is added to the list. The naming continues to follow this pattern.

KMnet Viewer 5.2 22 Searching the Address Book You can search the device address book in order to update contact or group information. Address book information can be searched by Number, Name, E-mail, FTP, SMB, FAX number or Internet FAX address. 1. @@ Enter the name or part of a name (or furigana, if applicable) to find in the adjacent Quick Search Text box.

3. To clear the search results and display the entire address book again, click the Clear Search icon. **One Touch Keys** This feature lets you access Address Book entries for contacts or groups by pressing one key on the printing system's operation panel. The number of One Touch Keys that can be created for each address book varies according to printing system model. **Adding One Touch Keys** You can create a list of One Touch Keys for an Address Book. 1. In any Device view, select a printing system with an address book. 2. Click Device > Address Book. 3.

In the Address Book dialog box, click Show One Touch Keys > Add One Touch Key. 4. In the Add One Touch Key dialog box, select settings. Name Type a name (maximum of 24 characters). Number Select a specific number or select Auto to assign the next available number. Destination Click Add destination, and select a user or group. KMnet Viewer 5.2 23 5. Click OK in all dialog boxes. To delete an entry from the One Touch Keys dialog box, select it in the list and click Delete in the toolbar.

Viewing and Editing One Touch Key Properties You can view and edit information about One Touch Keys for users and groups by double-clicking on an existing group. 1. In any Device view, select a printing system with an address book. 2. Click Device > Address Book.

3. In the Address Book dialog box, click Show One Touch Keys. 4. In the One Touch Key dialog box, select a list item and click One Touch Key Properties to view the One Touch Key details. 5.

In the One Touch Key Properties dialog box, you can edit the Name and and click Edit destination. 6. Click OK in all dialog boxes. **Searching One Touch Keys** In the One Touch Key dialog box, you can search by Number, Name, Address Number and Address Type. In the One Touch Key Destination dialog box, you can search by Number, Address Type, Name, and Destination. 1. In the Searchable fields list, select the field to search.



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2. Type a full or partial search string in the adjacent Quick Search Text box. 3.

To clear the search results and display the entire list again, click the Clear Search icon. KMnet Viewer 5.2 24 Device Users Device users who are authorized to use a device are on a user list with their login information and passwords. When user authentication is set, only users who are administrators on the device are able to use the various functions of the device. Note: To access the user list of a device, the correct Login user name and Password must be in Communication Settings for the device. Regardless of the authentication setting on the device, the user has to log in for authentication. If an administrator password is set for the device, then only an administrator can change the user list. Adding Device Users You can add users to the user list located on the device. The Device User List can be used to control which users are able to operate or access the device. 1.

Select a device. 2. Click Device > Users. 3. In the Users dialog box, click the Add User icon.

4. Type information about the user in the dialog box. 5. Click Select to choose from available Account IDs. 6.

Select Allow administrator access to give the user permission to change device settings. When cleared, the user only has user access. 7. Click Advanced to select additional options: Language Select the default operation panel language for the user. Default screen Select the default operation panel screen for the user. If Send or FAX is selected, choose the Default screen for Send/FAX. ID card information KMnet Viewer 5.2 25 Enter the alphanumeric information from the ID card. Authorization Select permissions for each available printing feature. 8.

Click OK to create the new device user. You can edit a device user by selecting it from the list and clicking Properties. You can delete a device user by selecting it from the list and clicking Delete User. Setting a Simple Login Key You can select simple login settings for your device. 1. Select a device. 2. Click Device > Users. 3. In the Users dialog box, click Show Simple Login keys.

4. In the Simple Login Keys dialog box, click Add Simple Login Key. 5. In the Add Simple Login Key dialog box, select a Specific number (from 1 to 20); or select Next available number to set the number automatically. 6.

Select an icon and type a name (maximum of 32 characters). 7. Select local or network authorization. If local authorization is selected, click Select from user list, and select a login user name. If network authorization is selected, type a login name and password.

8. Click Add to create the simple login key. You can edit a simple login key by selecting it and clicking Properties. You can remove a simple login key from the list by selecting it and clicking Delete Simple Login Key. KMnet Viewer 5.2 26 Searching the Device User List You can search the User list in order to update device user information. User list information can be searched by Login user name or User name. 1. In the Searchable fields drop-down menu, select Login user name or User name. 2.

Enter the name or part of a name to search in the adjacent Quick Search Text box. 3. To clear the resulting list, click the Clear Search icon. Jobs The Jobs command opens the Jobs dialog box, where you can view information about jobs currently in the queue for the device. Job logs show information about recent jobs that were processed. Three types of status are available: Print Jobs Status, Send Job Status, Store Job Status, and Scheduled Job Status. Three types of job logs are available: Print Job Log, Send Job Log, and Store Job Log. Showing Job Detail You can view detailed information about a particular job. The types of information displayed depend on the type of job. 1.

Select a device. 2. Select Device > Jobs. 3. In View As, select a job status or job log.

4. In the job list, select a job. 5. Select Properties. A Job Detail dialog box appears.

Exporting the Job Log Job logs can be exported to files for use in other applications. 1. In the menu bar at the top of the Jobs dialog box, click Export. KMnet Viewer 5.2 27 2. From the drop-down list, select a job log to export. 3. Click Browse to select the file name and location to save the file. 4. In Maximum entries, select or enter the number of lines to save in the log.

5. Click OK to save the log. Searching a Job List You can search a Jobs list by Job name or User name to find a specific job. 1. In the Searchable fields drop-down list, select Job name or User name. 2. Enter the name or part of a name in the adjacent Search Text box. 3. After viewing the job information, click the Clear Search icon. Stored Jobs The Stored Jobs command opens the Stored Jobs dialog box, where you can view Temporary and Permanent print jobs stored on the hard disk.

Stored print jobs can be printed or deleted from hard disk memory. You can also print a list of stored jobs. This feature is supported for some models with a hard disk installed. Viewing Stored Jobs You can view information about Temporary or Permanent print jobs stored on the hard disk. 1.

Select a device. 2. Select Device > Stored Jobs. The Stored Jobs dialog box opens. 3.

At any time, click Refresh to update the view. Printing Stored Jobs You can print selected Temporary or Permanent jobs stored on the hard disk. KMnet Viewer 5.2 28 1. Select a device. 2. Select Device > Stored Jobs. The Stored Jobs dialog box opens. 3. Select a job to print.

Press Ctrl or Shift + click to select multiple jobs. 4. Click Print and select Print Selected Jobs. 5. In the confirmation dialog box, click Yes to print. Printing a Stored Job List You can print a list of Temporary or Permanent jobs stored on the hard disk. 1. Select a device. 2. Select Device > Stored Jobs.

The Stored Jobs dialog box opens. 3. Click Print and select Print Temporary Job List or Print Permanent Job List. Deleting Stored Jobs You can delete one or more Temporary or Permanent print jobs from hard disk memory. 1.

Select a device. 2. Select Device > Stored Jobs. The Stored Jobs dialog box opens. 3.

Select a delete option: Select a print job from the list. Press Ctrl or Shift + click to select multiple print jobs. Click Delete > Delete Selected Jobs. To delete all Temporary jobs, select Delete > Delete Temporary Jobs. To delete all Permanent jobs, select Delete > Delete Permanent Jobs. KMnet Viewer 5.2 29 To delete all jobs stored in the device, select Delete All Jobs. 4. Click Yes in the confirmation dialog box to finish. Document Box A Document Box is a type of virtual mailbox on a device.

It is used by individuals and groups to manage files that are stored on the device. To check if a device supports the Document Box feature, switch to the Capability View and look in the Document Box column in the device list. Note: If authentication is set, accessing the document box requires the correct Login user name and Password in the Communication Settings for the device.



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If authentication on the device is not set, the login dialog box does not appear so a user name and password is not needed. Viewing and Editing a Document Box You can view and edit information about jobs stored in document boxes on the hard disk. 1. Select a device. 2. Select Device > Document Box to view the number, name, and owner for all document boxes. 3.

To search the list, select a Searchable fields option and type all or part of a value in the Quick Search Text box. 4. To clear the search results and display the entire list again, click the Clear Search icon. At any time, click Refresh to update the view. 5.

To view detailed information, select a box and click Box properties. In the Properties dialog box, you can edit selected information: Name Type the new box name. Number Select an available box number. Owner KMnet Viewer 5.2 30 If available, select a new owner from the list.

Owner setting Select the type of owner from the list. Restrict usage (MB) When available, set the value from 1 to 30000 MB. @@Shared Select to enable the box for multiple users. Password change Set a password for the box, if desired. @@Sub address Type the sub-address. @@1. Select a device. 2. Select Device > Document Box. 3.

Click on the Add box icon. 4. Specify the Name for the new box. This information is required. 5. The default box type is Custom. Some devices also support a FAX box for receiving faxes. The FAX option only appears when it is supported. 6. @@@@Click OK to add the new box.

@@1. In the Document Box dialog box, select the document box. 2. Click Delete box. @@Once saved, it can be imported into a printer driver.

1. Select a device. 2. Select Device > Document Box. The Document Box dialog box opens.

3. Select a box from the list. Press Ctrl or Shift + click to select multiple boxes. 4. Click Export. 5. @@@@1. Select a document to download. 2. @@@@1.

@@@@@A confirmation dialog box appears. @@This feature is supported for some models with a hard disk installed. @@1. Select a device. 2.

@@@@@To clear the search results and display the entire virtual mailbox list again, click the Clear Search icon. 5. At any time, click Refresh All to update the view. Deleting Virtual Mailboxes You can delete a virtual mailbox from hard disk memory. Only one virtual mailbox can be deleted at a time.

1. Click to select a device from the device list. 2. Select Device > Virtual Mailbox. The Virtual Mailbox dialog box opens.

3. Select a virtual mailbox from the list. 4. Click Delete Mailbox, then click Yes to confirm. If a password was set, type the password.

If the typed password is not correct, the virtual mailbox is not deleted. Exporting a Virtual Mailbox List You can save the virtual mailbox list to your computer or network. Once saved, it can be imported into the printer driver. 1. Select a device. 2. Select Device > Virtual Mailbox. The Virtual Mailbox dialog box opens. 3. Select a virtual mailbox from the list.

Press Ctrl or Shift + click to select multiple mailboxes. KMnet Viewer 5.2 34 4. Click Export List. 5. Name and save the file. Advanced Virtual Mailbox Options You can change the following virtual mailbox settings if you have administrator privileges: Maximum VMB size A numerical value, varying by model, can be set from 0 to 9999 MB. Select "0" to prevent use of the virtual mailbox. Change Master Password A numerical value can be set from 1 to 65535, or the password can be removed. An administrator can use the master password to override or change virtual mailbox passwords.

Delete all virtual mailboxes Erases all virtual mailbox data from the hard disk. Selecting Advanced Virtual Mailbox Options You can change selected virtual mailbox options. 1. Select a device. 2.

Select Device > Virtual Mailbox. The Virtual Mailbox dialog box opens. 3. Click Advanced. If a password has been set, enter the password and click OK.

4. Select the desired settings: Maximum VMB size Enter a value for virtual mailbox size; or click the up or down arrow buttons to select the value. Change Master Password Click Password, then enter the old and new passwords, and reenter the new password. To remove the password, leave the New password and Confirm new password boxes blank. Delete all virtual mailboxes KMnet Viewer 5.2 35 1. 2. 3. Click Delete all, then click Yes to confirm. Click OK in the Advanced dialog box.

Click Close in the Virtual Mailbox dialog box. Adding a New Virtual Mailbox You can create a new virtual mailbox on the hard disk. A maximum of 255 virtual mailboxes is supported. 1. Select a device. 2. Select Device > Virtual Mailbox. The Virtual Mailbox dialog box opens. 3. Click New Mailbox.

4. Enter a new ID, name, new password, confirm the password, and click OK. The same name cannot be used for two virtual mailboxes. Editing a Virtual Mailbox You can set the name and password of a virtual mailbox stored on the hard disk. If you click Refresh All with one virtual mailbox selected, all virtual mailboxes are refreshed.

1. Select a device. 2. Select Device > Virtual Mailbox. The Virtual Mailbox dialog box opens.

3. Select a virtual mailbox and click Properties. The Properties dialog box opens. 4. Type a new Name, and type a password (from 1 to 65535). In Confirm new password, type the password again. 5. Click OK. Device Notification Settings The Notification feature is used to inform users of changes in the status of the printing device. There are three types of notifications KMnet Viewer 5.

2 36 available: a pop-up window, opening of the Windows event log, or an e-mail to a specified list of e-mail addresses. To send e-mail notifications TCP port 25 must be available and not blocked by a firewall or virus scanner. Also, the e-mail sending feature must be configured. If it is not configured, then e-mail notifications are unavailable. Several types of events can trigger a device notification, depending on the model. For example, a paper jam can be set to trigger a notification. Setting a Device Notification You can select devices from the device list for displaying alerts about printing device activity. The Notification Settings dialog box provides the alert option for the selected devices. 1. Select a device.

To set the same notifications for more than one device, press Ctrl or Shift + click to select devices. 2. In the menu at the top of the screen, click Device > Notification Settings. The Notifications Settings dialog box opens. You can also open the dialog box by right-clicking on the selected devices in the device list, then selecting Notifications Settings from the list.

3. Under Actions, select how the notification will be communicated. 4. If you select Send e-mail, enter one or more e-mail addresses, to a maximum of three. 5.

Under Notifications, select the events that will trigger a notification. 6. To save your selections and close the dialog box, click OK. Advanced Menu In the Device menu, click Advanced. You can also right-click on a device and select Advanced.



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The following selections appear: **Set Multiple Devices** This sends configuration parameters to multiple devices at the same time. **KMnet Viewer 5.2 37 Upgrade Firmware** This wizard guides you in installing the most current firmware on devices. **Device Default Settings** This sets the default settings of the selected device, such as duplex, print quality, paper input and output; plus copy, scan, and FAX settings. Only one device may be selected at a time.

Settings vary by model. Device System Settings This sets the default settings of the selected device, such as operation panel language, timer settings, and panel lock. Only one device may be selected at a time. **Settings vary by model. Device Network Settings** This sets the network settings of the selected device, such as IP address, e-mail settings, SNMP settings, FTP and SMB client settings, and protocol settings. Only one device may be selected at a time. **Settings vary by model. Authentication Settings** This sets the authentication settings of the selected device, such as user login and LDAP settings, and permitting jobs with unknown IDs. Only one device may be selected at a time. **Settings vary by model.**

Network Groups This manages certain user access properties for an entire group of devices. **TCP Send Data** This sends data directly to the interface of one or more selected devices. **Authentication Settings** Authentication Settings provide a convenient way for administrators to manage user authentication and network user properties. Only one Authentication Settings dialog can be opened per device. A maximum of three dialogs can be open (for three different devices) at the same time.

Setting User Authentication With Authentication Settings, an administrator can configure some MFP devices to require a user login before it is accessed. If you select **Use local authentication**, the device uses the **Device User** KMnet Viewer 5.2 38 List to authenticate the login user. If you select **Use network authentication**, the device uses the domain server to authenticate the login user. If authentication settings are unavailable, the selected device does not support authentication.

Support varies by model. 1. Click to select a device in the device list. 2. In the menu bar at the top of the screen, click **Device > Advanced > Authentication Settings**. 3. If you want to set user authentication as a device setting, click **Enable user login**. 4. Select one of the options for authentication: **Use local authentication** or **Use network authentication**. 5.

If you selected **Enable user login**, you can proceed through the rest of the dialog box, or you can click **OK** to save your settings and close the dialog box. If you selected **Use network authentication**, the related text boxes below it become available. Only ASCII characters are allowed in the text boxes. 6. Type a domain name in the **Domain name** text box (maximum length is 254 characters). 7. Select a Server type from the list. 8. Type a server name or IP address in the **Host name** text box (maximum length is 62 characters). 9.

You can proceed through the rest of the dialog box, or you can click **OK** to save your settings and close the dialog box. **Setting Network User Properties** An administrator can set network user properties as a device setting. **Settings for user properties vary by model.** 1. Click to select a supported MFP in the device list.

KMnet Viewer 5.2 39 2. In the menu bar at the top of the screen, click **Device > Advanced > Authentication settings**. 3. Click **Network user properties**. 4. If you want to get the network user properties, select the **Obtain network user properties** check box. 5. Type the server name in the **Server name** text box. The maximum is 64 characters. 6. Select the **Port number** from the list. Available port numbers range from 1 to 65535. 7. Select the **Search timeout (seconds)** from the list.

Available numbers of seconds range from 5 to 255. 8. Select **Encryption** from the list. The LDAP encryption can be saved to **SSL/TLS**, **STARTTLS**, or it can be set to **Off**. 9. The device uses the **Acquisition of user information** settings for search and retrieval of login user information from the LDAP server. Type a valid username in the **Name 1** text box. The maximum length is 32 characters. Type another valid username in the **Name 2** text box. The maximum length is 32 characters.

Type a valid e-mail address in the **E-mail address** text box. The maximum length is 32 characters. 10. Click **OK**, and click **OK** again in the **Authentication Settings** dialog box to save your settings and close the dialog box. **Permitting Jobs with Unknown IDs** If you want a device to have no user restrictions and accept print jobs without a user login and password, you can select the **Permit jobs with unknown IDs** check box.

The check box is cleared by default. 1. Select a device in the device list. In the menu bar at the top of the screen, click **Device > Advanced > Authentication** KMnet Viewer 5.2 40 **Settings**.

The **Authentication Settings** dialog box opens. 2. At the bottom of the dialog box select the **Permit jobs with unknown IDs** check box. Click **OK** to save all your settings. If you want to restrict the device with a user login, clear the **Permit jobs with unknown IDs** check box. In the printer driver for the device, you must also click **Device Settings > Administrator**, and select **User login**. Type the user name and password for a specific user, or choose to have the device prompt for the user name. **Enabling Simple Login** You can enable simple login for a printing system. 1. In any **Device view**, select a printing system.

2. Click **Device > Advanced > Authentication Settings**. If authentication is required, enter a login and password. 3. Select the **Simple login** check box. 4. Click **OK**. **Setting ID Card Login** You can select ID card login settings for your device. ID card login varies by model and is available when an ID card authentication kit is activated. Support for this feature varies by model.

1. In any **Device view**, select a printing system. 2. Click **Device > Advanced > Authentication Settings**. If authentication is required, enter login and password information. 3. Under ID card login settings, select **Allow keyboard login** to enable login. Clear the check box to disable this feature. 4. Select **Password login** to require a password.

Clear the check box to disable this feature **Network Groups** You can add, delete, edit, authorize, and search for groups. The maximum number of groups that can be added to the list is 20. **KMnet Viewer 5.2 41 Network Groups List** The device display name and IP address appearing in the title at the top of the **Network Groups** dialog box represent the selected printing system. Below the title, a toolbar with icons lets you to add, delete, edit, authorize, and search for groups. The list of groups can be refreshed to show the latest additions and deletions. The number of groups currently selected and the total number of groups is shown at the bottom left of the dialog box. The dialog box can be resized horizontally and vertically, minimized, maximized, or restored.



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