

# KYOCERA Client Tool User Guide



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# 1 Product overview

The KYOCERA Client Tool application gives you quick access to common device features and settings, plus the current status of all supported devices. You can also use the application to order toner, download printer drivers, perform basic maintenance tasks, and view printer documentation.

You can install the application from the web installer, standalone package, or the Product Library disc.

## Documentation

This guide helps you install and use the KYOCERA Client Tool application in a supported Windows operating system.

This guide is intended for system administrators and all other users.

## Conventions

The following conventions may be used in this guide:

- **Bold text** is used for menu items and buttons
- Screen, text box, and drop-down menu titles are spelled and punctuated exactly as they are displayed on the screen
- *Italics* are used for document titles
- Icons are used to draw your attention to certain pieces of information. Examples:



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This is a NOTE icon. This indicates information that is useful to know.

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This is a CAUTION icon. This indicates important information that you should know, including such things as data loss if the procedure is not done properly.

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## System requirements

Refer to the *Release Notes* or *ReadMe* that accompany this product.



## 2 Installation

This section describes the installation procedure of the KYOCERA Client Tool application for a USB or network connection in Windows operating systems.

After installing the application, the following shortcuts are available on your computer:

- Scan to Folder
- Scan to Email
- Scan to PDF

You can use the shortcuts to start scanning when the application is not running.

### Web installer

Available from the KYOCERA Document Solutions web site, you can download this executable file to install the application.



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In Windows operating systems, you must have administrator rights to install the application.

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### Preparing to install the application

- 1 Turn on the computer and the printer.



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For some printers with wireless functionality, during first-time setup, make sure that your computer and printer are connected with a USB cable to configure network settings using the Wireless Network Setup Tool.

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- 2 From a web browser, go to the KYOCERA Document Solutions web site, and download the web installer.
- 3 Run the installer. You may need to allow the installer to make changes to your computer.



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To properly download and install the application, make sure that you have internet connectivity during installation.

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- 4 Read and accept the license agreement.

### Changing installer settings

- 1 In KYOCERA Web Installer, select **Settings**.
- 2 Review or modify any of the following:

### Language

Depending on your system configuration, you may select from a list of available languages.

### Packages location

Specify the location on your computer where installation packages are saved.

### SNMP settings

Specify the SNMP v1/v2 Read community name that is used during printer discovery. This name serves as a password for SNMP communication. The default name is public. You can also specify support for SNMPv3 encryption and authentication.

- 3 Select **OK**.

## Installing the application

- 1 In KYOCERA Web Installer, select **Install**.



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If proxy authentication is enabled, you may be prompted to enter your proxy credentials. To manually configure your proxy settings, contact your system administrator.

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- 2 Do either of the following:
  - In Available Devices, select your printer.
  - Select **Add custom device**, then do the following:
    - a. Select your printer.
    - b. Select a port name or select **Add port** to manually configure a port connected to your system.
    - c. Select **Add**.
    - d. In Available Devices, select your printer.
- 3 Select **Next > KYOCERA Client Tool**.
- 4 Select **Install**.
- 5 After the installation finishes, select **Finish**.

If the installation fails, then resolve any issues before repeating the process. If necessary, contact your system administrator.

## Uninstalling the application

- 1 In KYOCERA Web Installer, select **Uninstall**.
- 2 Select **KYOCERA Client Tool**.



- 3 Select **Uninstall > Finish**. If prompted, restart your computer.

## Standalone installer package

From the KYOCERA Document Solutions web site, you can download the installer package for the application.



In Windows operating systems, you must have administrator rights to install the application.

## Preparing to install the application

- 1 Turn on the computer and the printer.



For some printers with wireless functionality, during first-time setup, make sure that your computer and printer are connected with a USB cable to configure network settings using the Wireless Network Setup Tool.

- 2 From a web browser, go to the KYOCERA Document Solutions web site, and navigate to the Download Center.
- 3 Select your printer, operating system, and language.
- 4 Select the package for KYOCERA Client Tool.
- 5 Review your selection, and proceed to download.



Take note of the download location.

- 6 Run the installer. You may need to allow the installer to make changes to your computer.



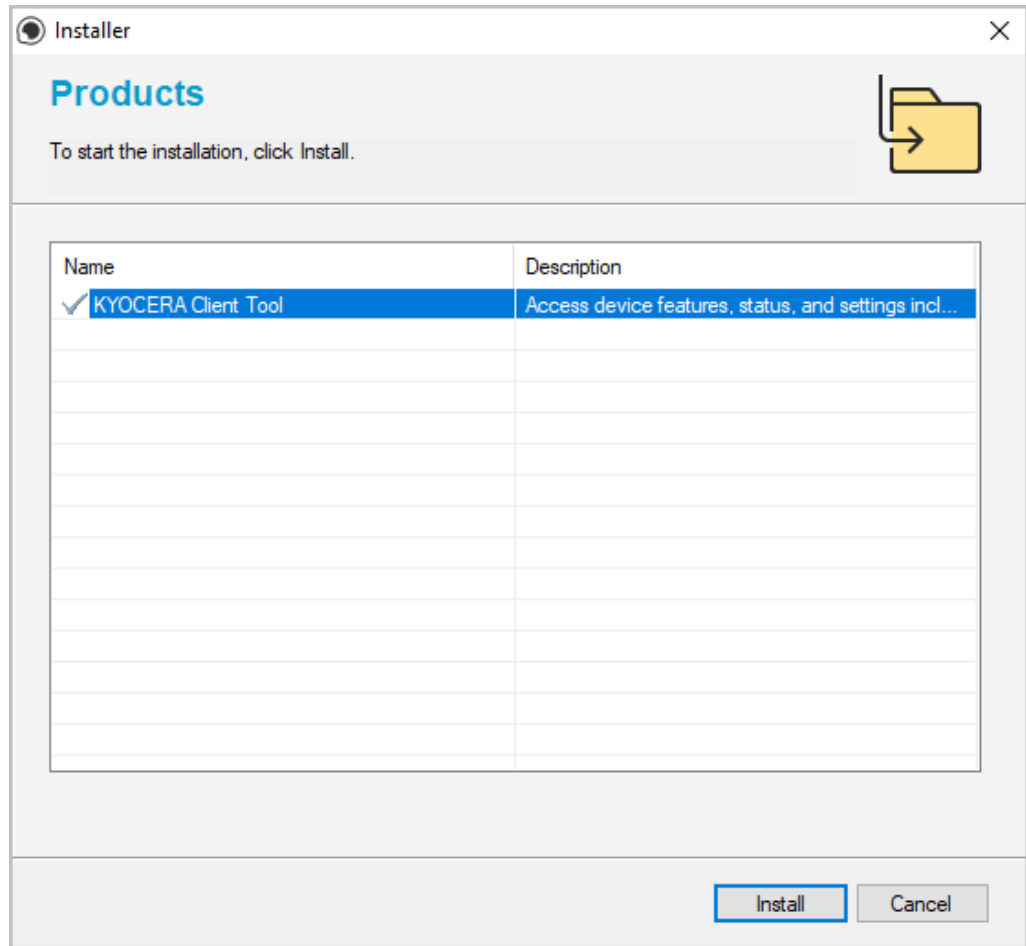
To properly download and install drivers and utilities, make sure that you have internet connectivity during installation.

- 7 Read and accept the license agreement.

## Installing the application



Make sure that your computer and printer are turned on and connected by USB, network, or parallel cable. Parallel connection is available only in some printers.



- 1 From the installer, extract the files.
- 2 Select **Install**.
- 3 After the installation finishes, select **Close**.  
If the installation fails, then resolve any issues before repeating the process. If necessary, contact your system administrator.

## Product Library disc

From the Product Library disc, the application is installed automatically during express installation or you can install the application separately.



- In Windows operating systems, you must be logged in with administrator rights to install application.
- Upgrade is available only if you have an older version of the application.

## Preparing to install the application

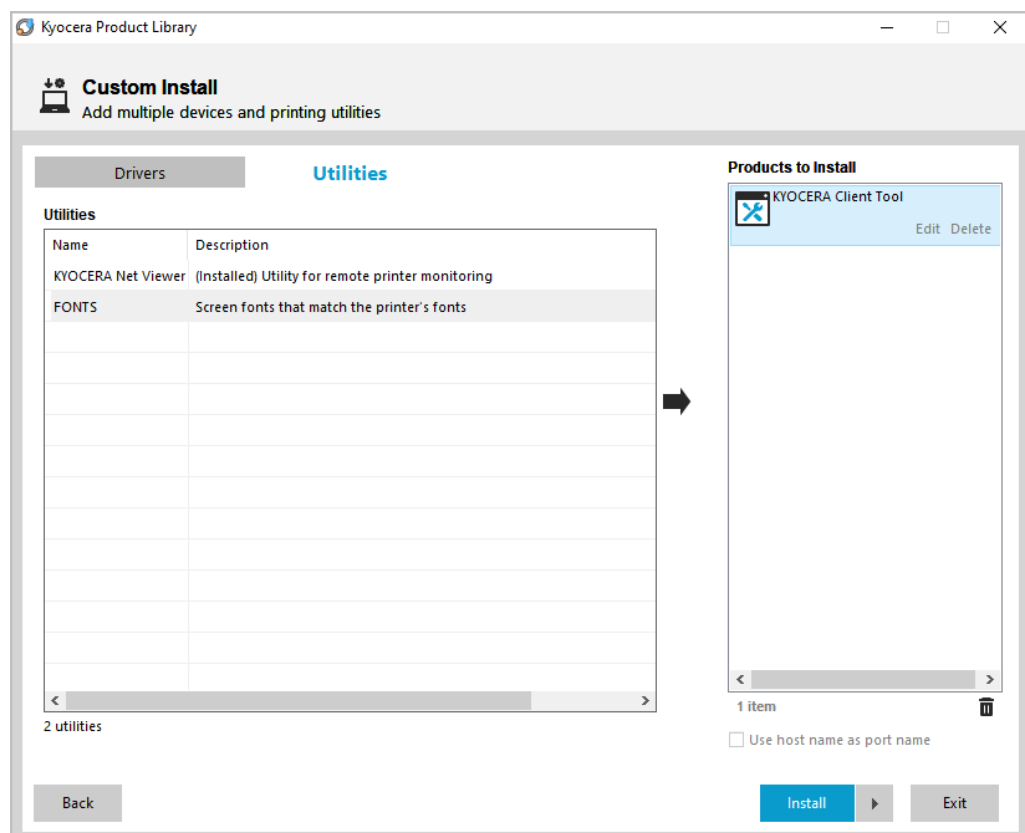
- 1 Turn on the computer and the printer.
- 2 Insert the Product Library disc into the disc drive.
- 3 Run the installer. You may need to allow the installer to make changes to your computer.




If the installer fails to start, then navigate to the disc drive in File Explorer and run `Setup.exe`.

- 4 Read and accept the license agreement.
- 5 Depending on your system configuration, you may select from a list of available languages.

## Installing the application



- 1 In the installer, select **Custom Installer**.
- 2 In Product Library, select **Custom Install**.  
If necessary, read and accept the license agreement.

- 3 In Utilities, select **KYOCERA Client Tool**.
  - 4 Review your selections in Products to Install.
    - To use a host name for the standard TCP/IP port, select **Use host name as port name**.
- 
-  This option is not available with a USB connection or for printers configured using Add custom device.
- 
- Select **Edit** beside an item to modify the available installation options.
  - Select **Delete** beside an item to remove it.
  - Select **Remove all** to delete all items.
- 5 Select **Install**.
  - 6 After the installation finishes, select **Finish**.  
If the installation fails, then resolve any issues before repeating the process. If necessary, contact your system administrator.

## Upgrading the application

The installer can detect an outdated application version on your computer. Select the application and upgrade it to the latest version.

- 1 In the installer, select **Custom Installer**.
- 2 In Product Library, select **Upgrade**.
- 3 Select **KYOCERA Client Tool**.
- 4 Select **Upgrade > Finish**.

## Uninstalling the application

- 1 In the installer, select **Custom Installer**.
- 2 In Product Library, select **Uninstall**.
- 3 Select **KYOCERA Client Tool**.
- 4 Select **Uninstall > Finish**. If prompted, restart your computer.

## Accessing the application

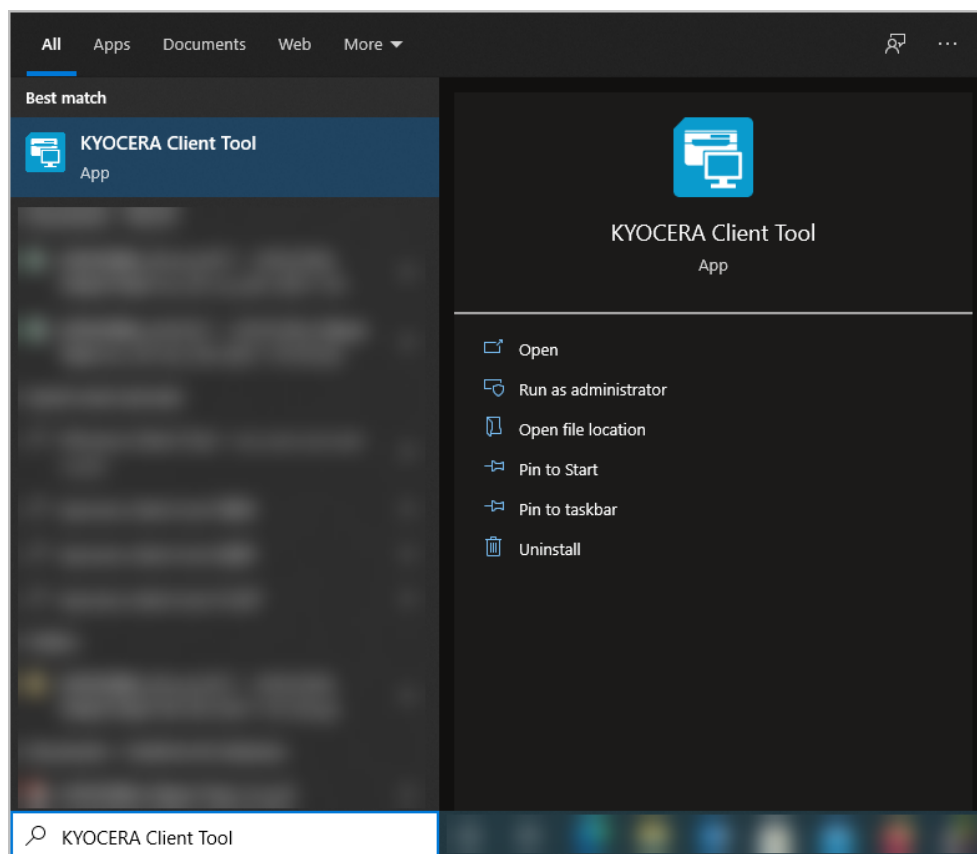


Make sure that the appropriate printer driver is installed to access the application.

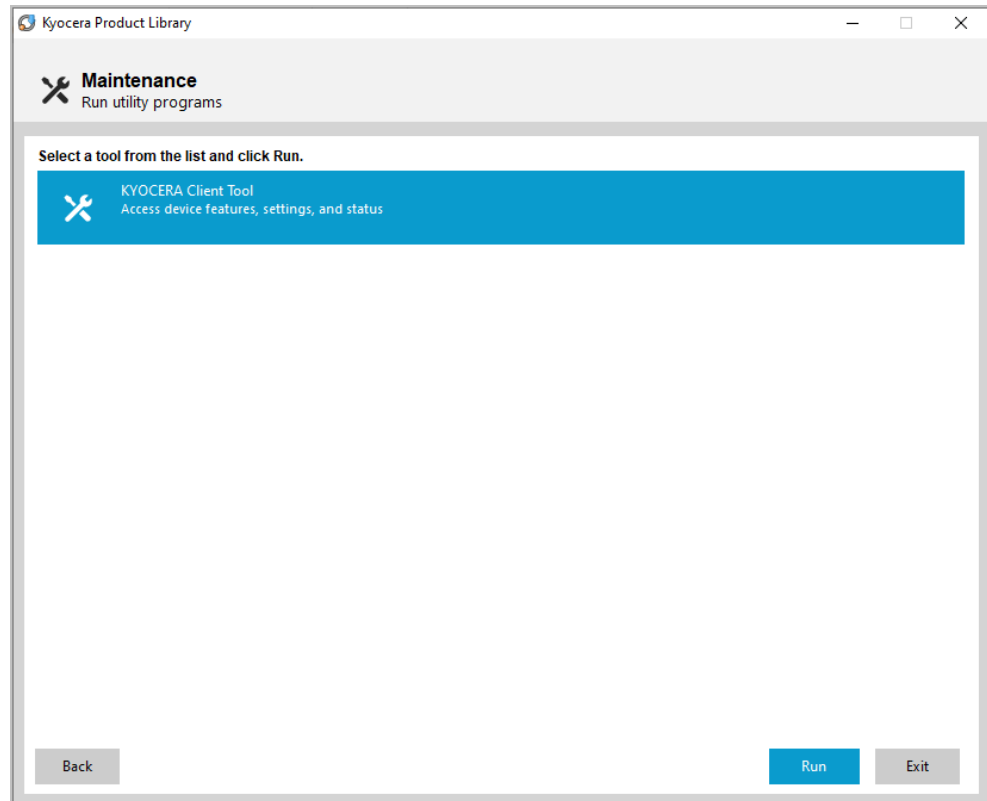
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Do either of the following:

- From the Start menu, select **KYOCERA Client Tool**.



- From the Product Library disc, do the following:



1. In the installer, select **Custom Installer**.
2. In Product Library, select **Maintenance**.
3. Select **KYOCERA Client Tool > Run**.

## 3 Device List

The list at the top of the KYOCERA Client Tool dialog box includes all of the supported devices installed on your computer. You can select a device from this list to view its properties and select available options, such as configuration, maintenance, and driver download.



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Only devices connected to a USB port, Standard TCP/IP Port, or IPP/IPPSS Port appear in the list.

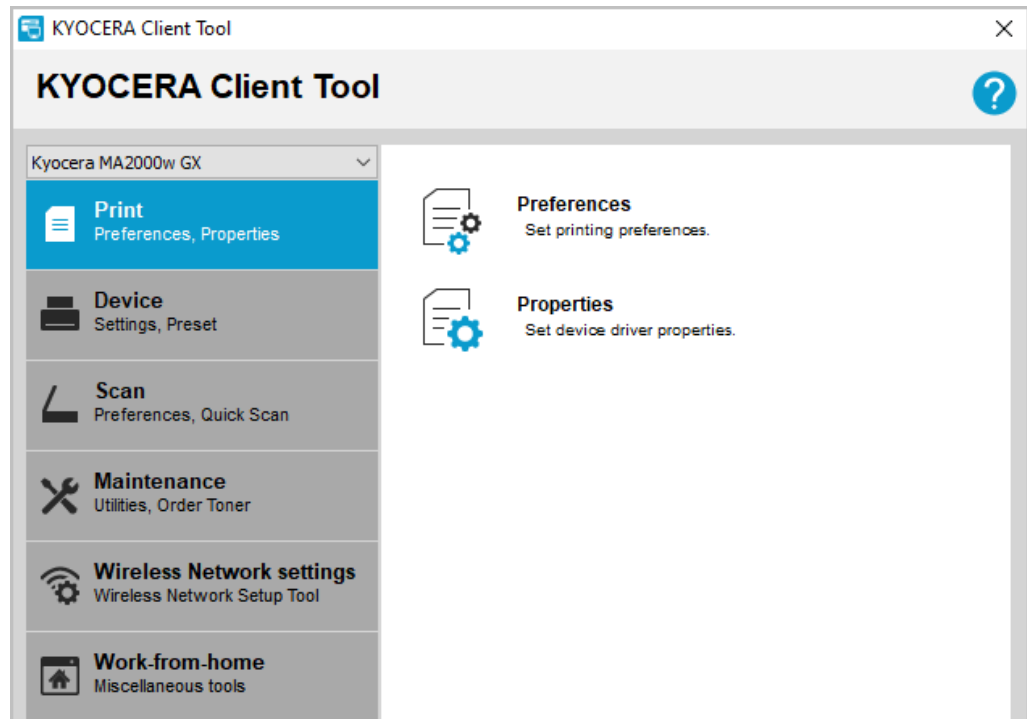
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## 4 Print

Access printing preferences and printer properties. Select **Preferences** or **Properties** to open the settings.



### Preferences

With this feature, you can open the Printing preferences dialog box for the selected printer. Default driver settings are applied to all print jobs, but are overwritten by any setting changes made within the application used to send the job.

To view help in **Printing Preferences**, press **F1** on your keyboard, or select the question mark icon in the upper right corner and select again in the dialog box.

### Properties

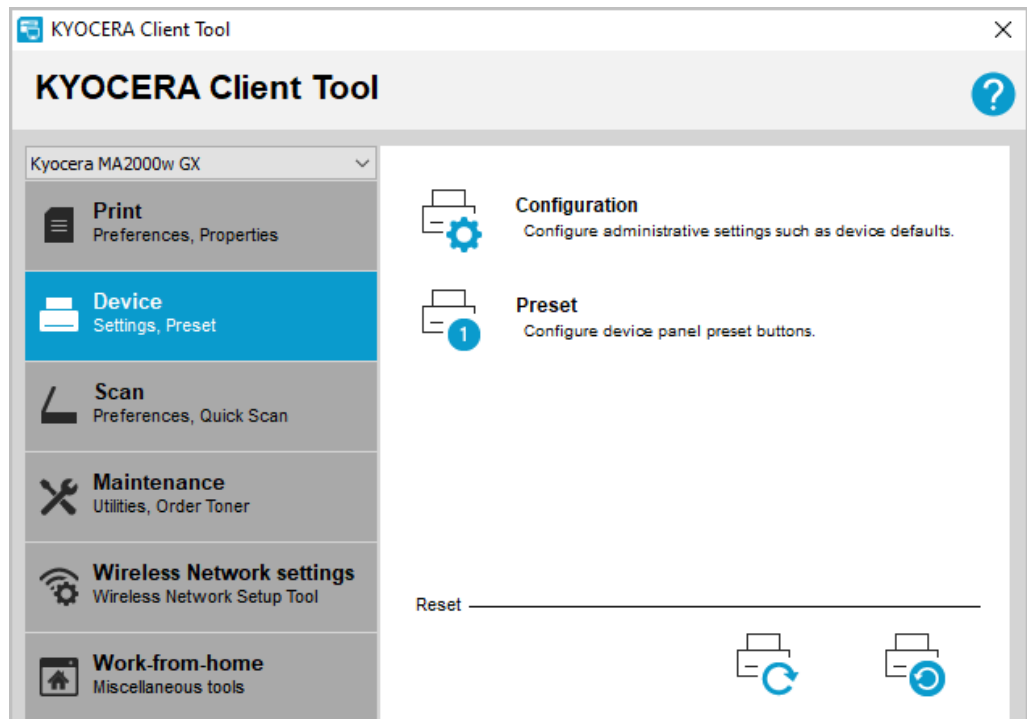
With this feature, you can open the Printer properties dialog box for the selected printer. In the Device Settings tab, you can modify administrator, user, and compatibility settings.

To view help in **Device Settings**, press **F1** on your keyboard, or select the question mark icon in the upper right corner and select again in the dialog box.



## 5 Device

Change printer configuration, scan destination, print box destination, preset settings, and view documentation for the printer. You can also restart the printer and restore factory default settings.

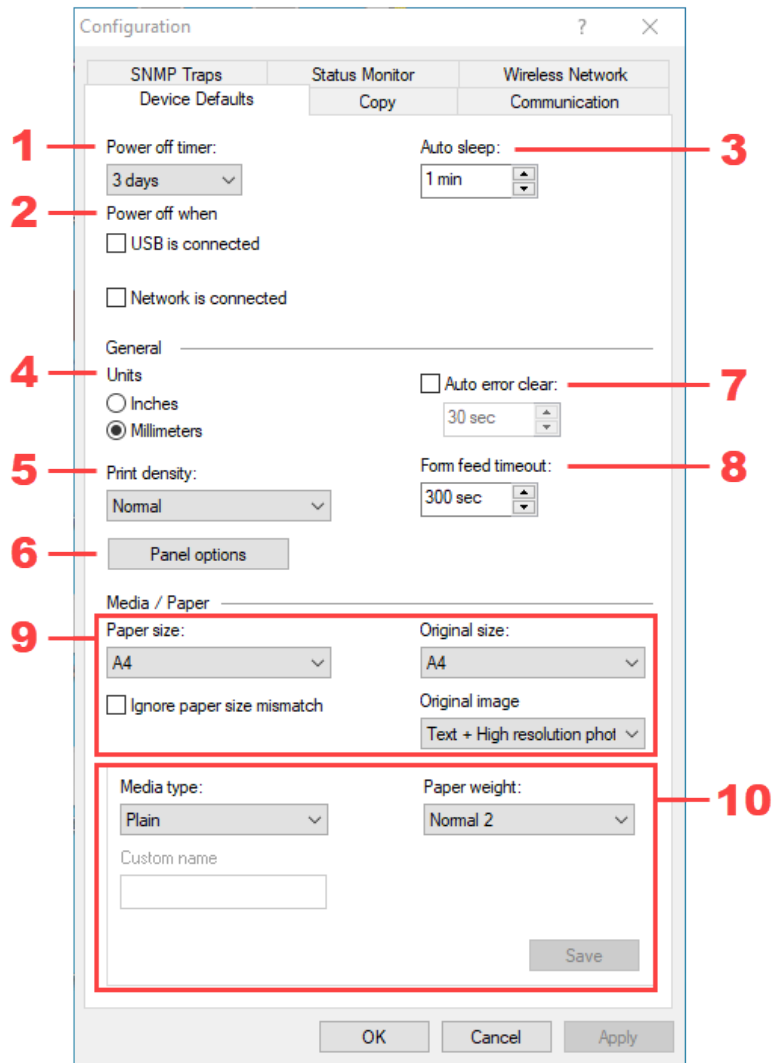


### Configuration



With this feature, you can change device defaults, copy, communication, SNMP traps, status monitor, and wireless network settings for all supported printers on a USB or network connection.

### Device Defaults

In Device Defaults, you can configure one or more of the following printer default settings:



Item	Setting	Description
1	<b>Power off timer</b>	Select the length of time before the printer turns off automatically when not in use.
2	<b>Power off when</b>	Select one or more connection types for the printer to turn off automatically.
3	<b>Auto sleep</b>	Set the timer for the printer to go into sleep mode when not in use.
4	<b>Units</b>	Select inches or millimeters as the unit of measurement for the printer.

Item	Setting	Description
5	<b>Print density</b>	Select the level of darkness of the toner output from light to dark.
6	<b>Panel options</b>	 <p><u>This setting is available only in multifunction printers.</u></p> <p>Select default settings for the operation panel. You can set the default screen or select <b>Reset panel</b> to set the panel refresh interval.</p>
7	<b>Auto error clear</b>	Enable clearing printer errors automatically. You can specify the amount of time before printer errors are cleared when the printer is not in use.
8	<b>Form feed timeout</b>	Specify the amount of time before the last page prints automatically when print data ends without end of page information.
9	<b>Paper size</b>	 <p><u>This setting is available only in multifunction printers.</u></p> <p>Select the default paper size. You can select <b>Custom size</b> to create a custom paper size. Configure the following:</p> <p><b>Original size</b> Specify the size of the original document placed on the scanner glass.</p> <p><b>Original image</b> Select the type of image. The image can be text, photo, or a combination of both.</p>

Item	Setting	Description
10	<b>Media type</b>	<p>Select the default media type. When a custom media type is selected you can configure the following settings:</p> <p><b>Custom name</b> Enter a name for a custom media type. You can create a maximum of 8 custom media types.</p> <p><b>Paper weight</b> Select the weight of the selected custom media type.</p> <p>Select <b>Save</b> to apply changes to the selected media type. Saving the changes commits the settings of the selected media type within Client Tool only. When you select another custom media type without saving the changes to the previous custom media type, all changes are not applied.</p> <p>Select <b>Apply</b> or <b>OK</b>, to apply the configured custom media types to the printer. For more information, see <i>Creating a custom page size</i>.</p>

## Creating a custom page size



This feature is available only in multifunction printers.

- 1 In the upper-left menu, select your printer.
- 2 Select **Device > Configuration > Device Defaults**.
- 3 In the Paper size list, select **Custom size**.
- 4 In the Custom Paper size dialog box, specify the width and length coordinates.
- 5 Select **OK**.

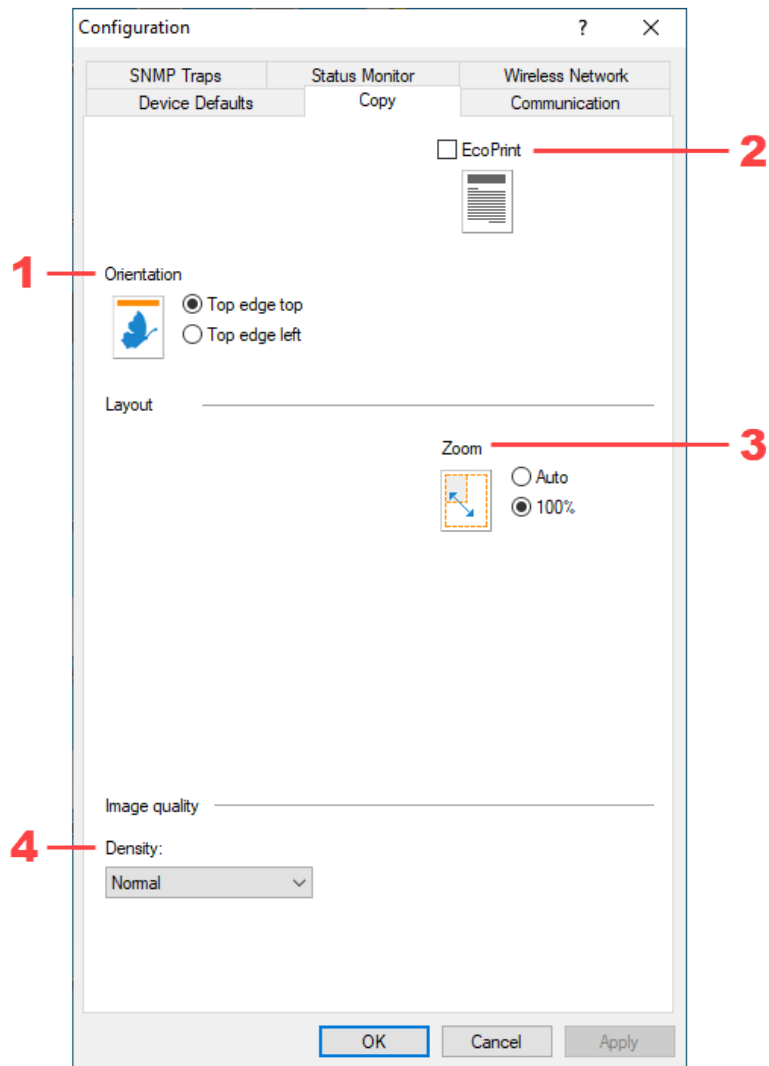


If the width or length values exceed the allowable limit, then the values adjust to the limit automatically.

## Copy



This feature is available only in multifunction printers.



Item	Setting	Description
1	<b>Orientation</b>	Select either portrait or landscape orientation.
2	<b>EcoPrint</b>	Change the toner saturation to make the entire image, including text and graphics, appear lighter.
3	<b>Zoom</b>	Select the ratio between the scanned image and the printout. Select <b>100%</b> to print the image at its original size, or <b>Auto</b> to resize the image to fit the printed page.

Item	Setting	Description
4	Density	Select the darkness of the print output, from lighter to darker.

## Communication



- This feature is available only in printers that support wireless network.
- If the selected printer is disconnected, then some settings are disabled or not available.

Configuration

SNMP Traps    Status Monitor    Wireless Network

Device Defaults    Copy    Communication




**1** Host name  
     LPD setting  
 Raw port  
 WSD print

**2** TCP/IP  
 DHCP  
 IP address  
  
 Subnet mask  
  
 Default gateway

**3** SNMP  
 Read community    sysContact  
      
 Write community    sysName  
      
 Enable authentication traps    sysLocation

OK    Cancel    Apply



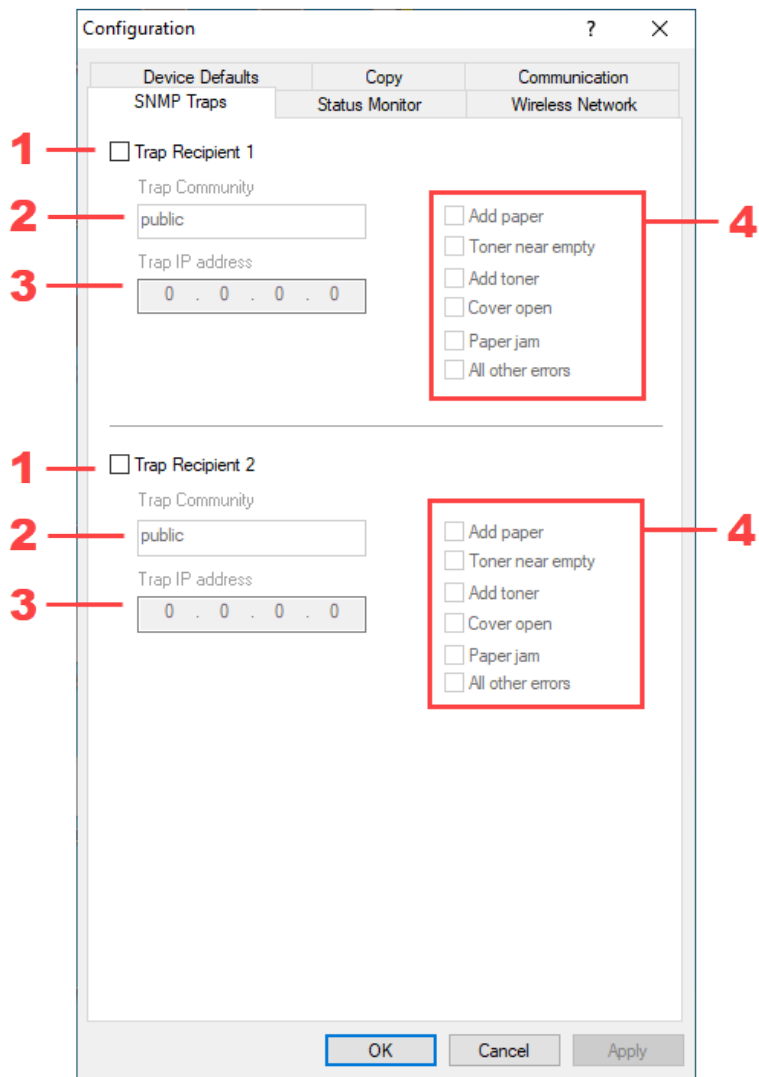
Item	Setting	Description
1	<b>Host name</b>	Specify the host name of the printer.
2	<b>TCP/IP</b>	Specify network connection settings for the printer manually.   <a href="#">To set network connection settings automatically, select <b>DHCP</b>.</a>
3	<b>SNMP</b>	Specify how information is being managed within the network environment. If the printer supports SNMPv3, then the following SNMP settings are available:   <a href="#">You can set Read community and Write community settings even if the printer is disconnected.</a>  <b>SNMPv1/v2c</b> Set SNMP version to SNMPv1/v2c  <b>SNMPv3</b> Set SNMP version to SNMPv3   <a href="#">Make sure that specified SNMPv3 options are the same with the printer driver settings.</a>  <b>Enable authentication traps</b> Enable device authentication.

## SNMP Traps



[This feature is available only in printers that support wireless network.](#)

In SNMP Traps, you can configure SNMP trap settings for 1 or 2 IP addresses. When an error occurs, the device generates a trap automatically. The trap sends an error message to 1 or 2 predetermined trap recipients. The trap server is the SNMP trap packet receiver which runs in the application. The default community is public.

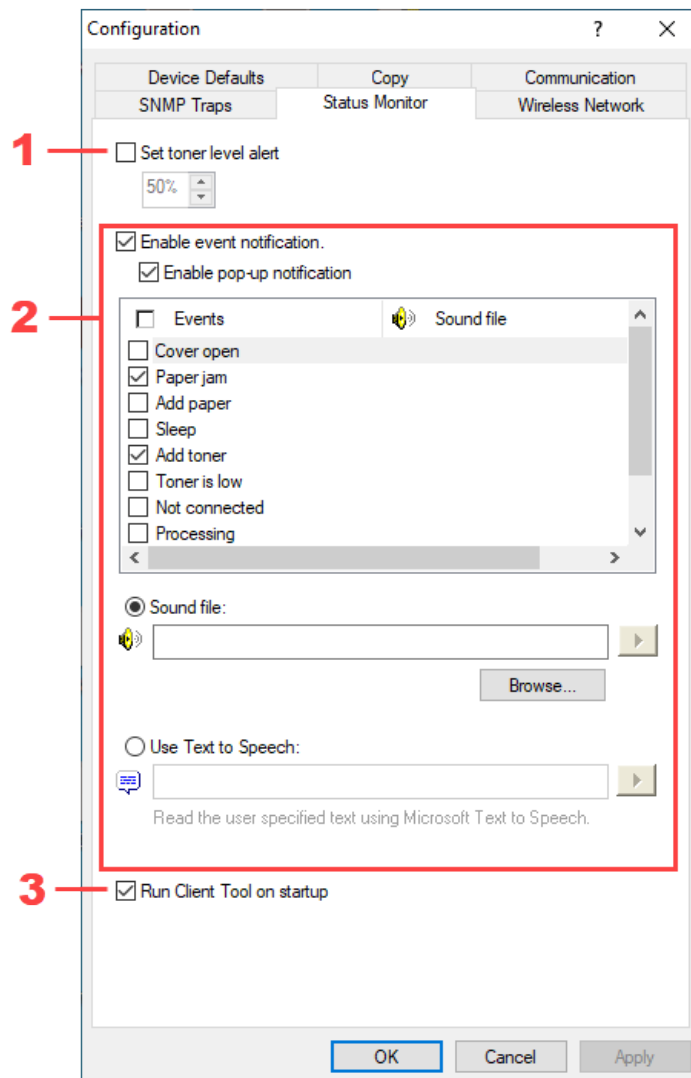


Item	Setting	Description
1	<b>Trap Recipient 1 or Trap Recipient 2</b>	Enable or disable one or two trap recipients.
2	<b>Trap Community</b>	Trap community for the selected trap recipient. Default value is <b>public</b> .
3	<b>Trap IP address</b>	IP address of the selected trap recipient.
4	Events	Select one or more events that trigger the SNMP trap.

For each IP address, select **Trap Recipient 1** or **Trap Recipient 2**, specify the name of the trap community and IP address, and select from available events.

## Status Monitor

In Status Monitor, you can configure toner level alert and event notifications.

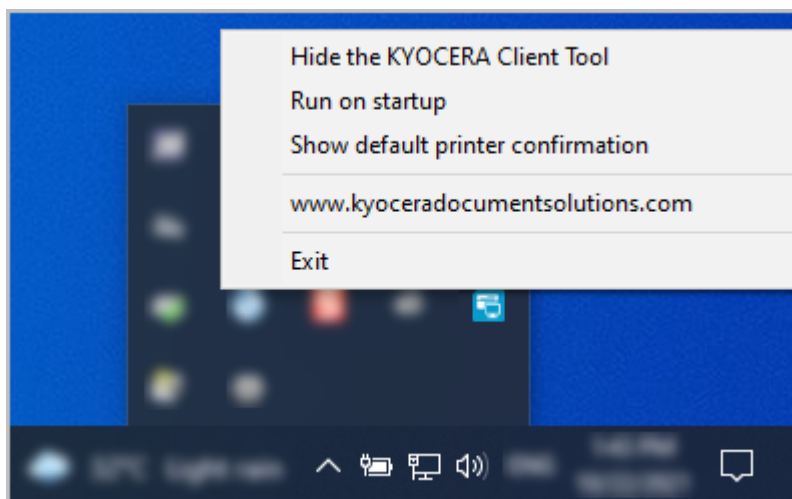


Item	Setting	Description
1	<b>Set toner level alert</b>	Enable alert when toner starts running low depending on the selected percentage. An alert icon is displayed on the Supplies tab.

Item	Setting	Description
2	<b>Enable event notification</b>	<p>Enable notification feature for selected printer events.</p> <p><b>Enable pop-up notification</b></p> <p>Enable pop-up message to appear in the lower right corner of your computer screen for each selected event as it occurs. The messages appear when Client Tool is minimized.</p> <p><b>Events</b></p> <p>Select one or more events for the notification.</p> <p><b>Sound file</b></p> <p>Specify a sound file to use when the notification occurs.</p> <p><b>Use Text to Speech</b></p> <p>Specify a preferred text to use when the notification occurs. The Microsoft Text to Speech utility reads the text and plays it in a spoken voice. Select the arrow button to hear the specified text.</p>
3	<b>Run Client Tool on startup</b>	<p>Open Client Tool automatically when you turn on your computer. This option can also be selected from the Status Monitor icon in the system tray.</p>

## Status Monitor icon

The Status Monitor icon is available in the system tray when Status Monitor is enabled.



From the icon, you can configure the following settings:

#### **Hide the Client Tool or Show the Client Tool**

Hide or show the Client Tool dialog box.

#### **Run on startup**

Open Client Tool when you turn on your computer. This feature can also be selected in **Device > Configuration > Status Monitor**.



[This setting is enabled by default.](#)

#### **Show default printer confirmation**

Show a message to confirm that you have selected the correct default printer before sending a print job.

#### **www.kyoceradocumentsolutions.com**

Open the KYOCERA Document Solutions home page.

#### **Exit**

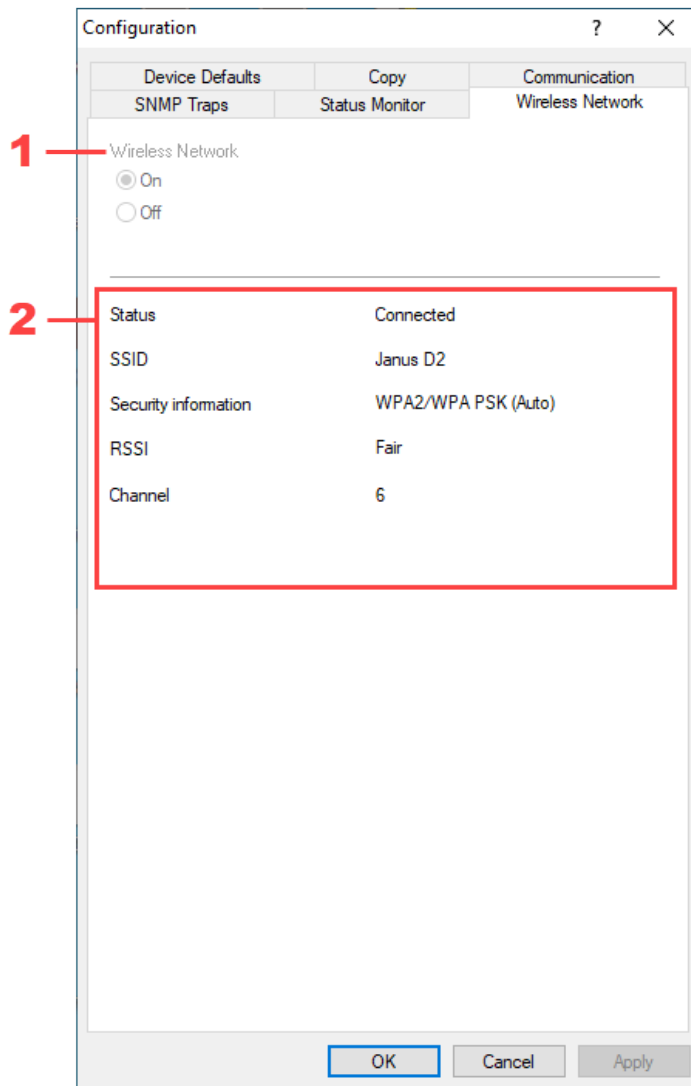
Close the Client Tool and removes the Status Monitor icon from the system tray.

## **Wireless Network**



- This feature is available only in printers that support wireless network.
- This feature is available only if the supported printer is connected through a USB cable.

In Wireless Network, you can enable or disable the wireless network feature of the selected printer. Information of the wireless network connection is displayed in the lower pane.



Item	Setting	Description
1	Wireless Network	Enable or disable wireless network. Select <b>On</b> or <b>Off</b> , then select <b>Apply</b> > <b>OK</b> .
2	Status	Show the status of the wireless network that your printer is connected to.

## Preset

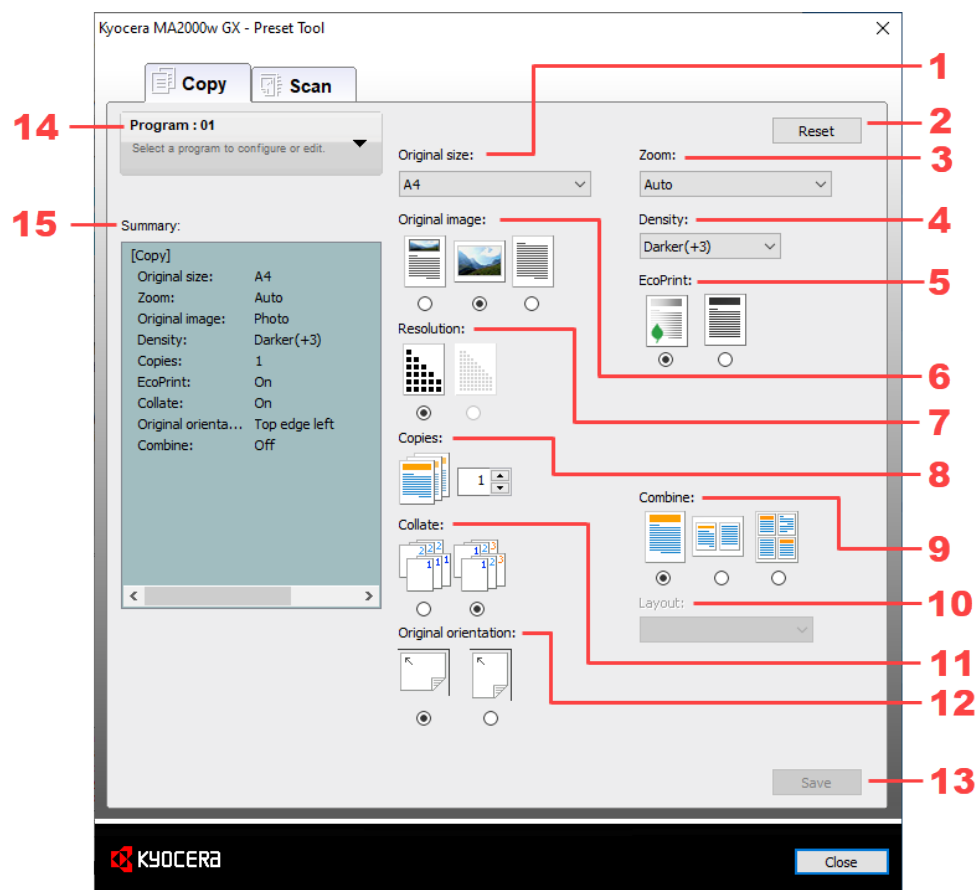


This feature is available only in multifunction printers.

With this feature, you can manage pre-configured settings that are saved on the printer. Configurations of preset settings can be saved for each of the copy or scan functions. Once saved, these presets can be used on the printer by pressing arrow keys or **Program** buttons.

## Copy

In Copy, you can create copy settings that apply to the copy function of the printer, and save these settings as a copy preset.



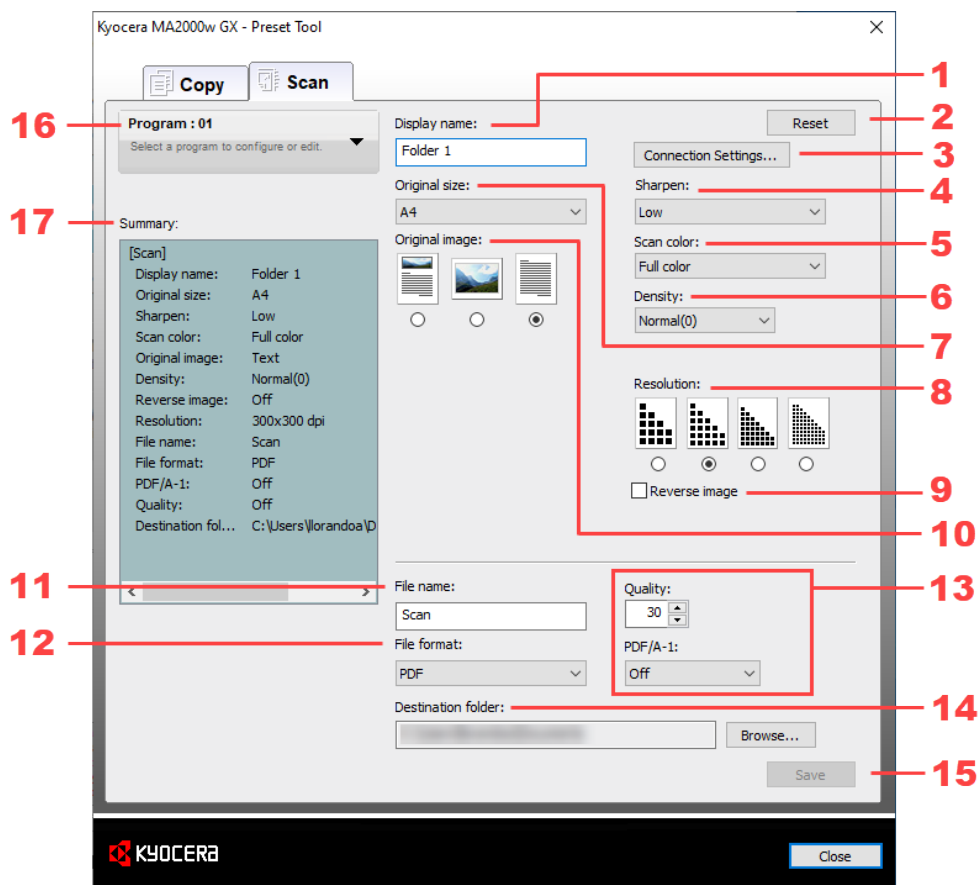
Item	Setting	Description
1	<b>Original size</b>	Specify the size of the original document placed on the scanner glass.
2	<b>Reset</b>	Change to the default settings.
3	<b>Zoom</b>	Specify magnification and reduction applied to the scanned image. Select <b>Fixed</b> or <b>Custom</b> for additional options.
4	<b>Density</b>	Select the darkness of the scanned image, from lighter to darker.


Item	Setting	Description
5	<b>EcoPrint</b>	Change the toner saturation to make the entire image, including text and graphics, appear lighter.
6	<b>Original image</b>	Select the type of image. The image can be text, photo, or a combination of both.
7	<b>Resolution</b>	Specify the resolution of the scanned image.
8	<b>Copies</b>	Specify the number of copies.
9	<b>Combine</b>	Enable two or four pages to be printed on one page.
10	<b>Layout</b>	Select the page sequence when multiple pages are printed on one page.
11	<b>Collate</b>	Specify the order in which the pages of a multiple copy job are printed.  If Collate is enabled, the driver prints the complete job set by set (123, 123). With Collate disabled, it prints each page by set (111, 222). For example, with Collate enabled, three copies of a five-page document outputs as pages one through five in succession, three times.
12	<b>Original orientation</b>	Select the orientation of the original document placed on the scanner glass.
13	<b>Save</b>	Save the changes.
14	<b>Program</b>	Select the program you want to configure. For more information, see <i>Programming a copy or scan preset</i> .
15	<b>Summary</b>	Show the settings configured for the selected program.



## Scan




In Scan, you can create scan settings that apply to the scan function of the printer, and save these settings as a scan preset.





Item	Setting	Description
1	<b>Display name</b>	Specify the preset name that is displayed on the operation panel.
2	<b>Reset</b>	Change to the default settings.
3	<b>Connection Settings</b>	<p> <a href="#">This feature is available only in printers that support wireless network.</a></p> <p>Configure connection settings of the computer where the scanned image is sent. In the Connection Settings dialog box, select the connection type. To enter an IPv4 address, select <b>Network</b>.</p>
4	<b>Sharpen</b>	Specify the sharpness of the scanned image.
5	<b>Scan color</b>	Specify the color of the scanned image. Select <b>Full color</b> , <b>Grayscale</b> , or <b>Monochrome</b> .

Item	Setting	Description
6	<b>Density</b>	Select the darkness of the scanned image, from lighter to darker.  <a href="#">If Monochrome is selected as the Scan color, then you can select <b>Auto</b> to let the printer set the density level automatically.</a>
7	<b>Original size</b>	Specify the size of the original document placed on the scanner glass.
8	<b>Resolution</b>	Specify the resolution of the scanned image.  <a href="#">Higher resolution options are available when Monochrome is selected as the Scan color.</a>
9	<b>Reverse image</b>	Reverse the color and tones of the scanned image.
10	<b>Original image</b>	Select the type of image. The image can be text, photo, or a combination of both.
11	<b>File name</b>	Specify the file name used when saving the scanned image. When scanning multiple pages an incremental number is appended to the file names of scanned images.
12	<b>File format</b>	Select the file type of the scanned image.

Item	Setting	Description
13	File format settings	<p><b>Quality</b></p> <p>Select the quality of the scanned image. The selected quality settings are applied to all supported file types.</p> <p> <a href="#">This setting is available only when JPEG, TIFF, or PDF is selected as the file type.</a></p> <p><b>PDF/A-1</b></p> <p>Select this setting for long-term preservation of a PDF file.</p> <p> <a href="#">This setting is available only when PDF is selected as the file type.</a></p> <p><b>High Compression PDF Quality</b></p> <p>Select high compression quality settings of a PDF file.</p> <p> <a href="#">This setting is available only when High Compression PDF is selected as the file type.</a></p>
14	<b>Destination folder</b>	Specify the folder location on the computer where the scanned images are saved.
15	<b>Save</b>	Save the changes.
16	<b>Program</b>	Select the program you want to configure. For more information, see <i>Programming a copy or scan preset</i> .
17	<b>Summary</b>	Show the settings configured for the selected program.

## Programming a copy or scan preset

- 1 In the upper-left menu, select your printer.
- 2 Select **Device > Preset**.
- 3 In Preset Tool, select the tab for the type of preset you want to modify.
- 4 Select **Program**, then select the number of the preset to configure. The settings currently associated with the preset number are listed in Summary.

- 5 Modify the settings accordingly.
- 6 Select **Save** to save the settings to the preset number.
- 7 Select **Close**.
- 8 Press the **Reset** key on the printer to activate the preset settings.

## Device Restart

With this feature, you can restart the selected printer. Select **Device restart > OK**.

## Factory Default

With this feature, you can restore the factory default settings of the selected printer. Select **Factory default > OK**.



You can also select **Restore factory default in Maintenance > Maintenance Menu**.

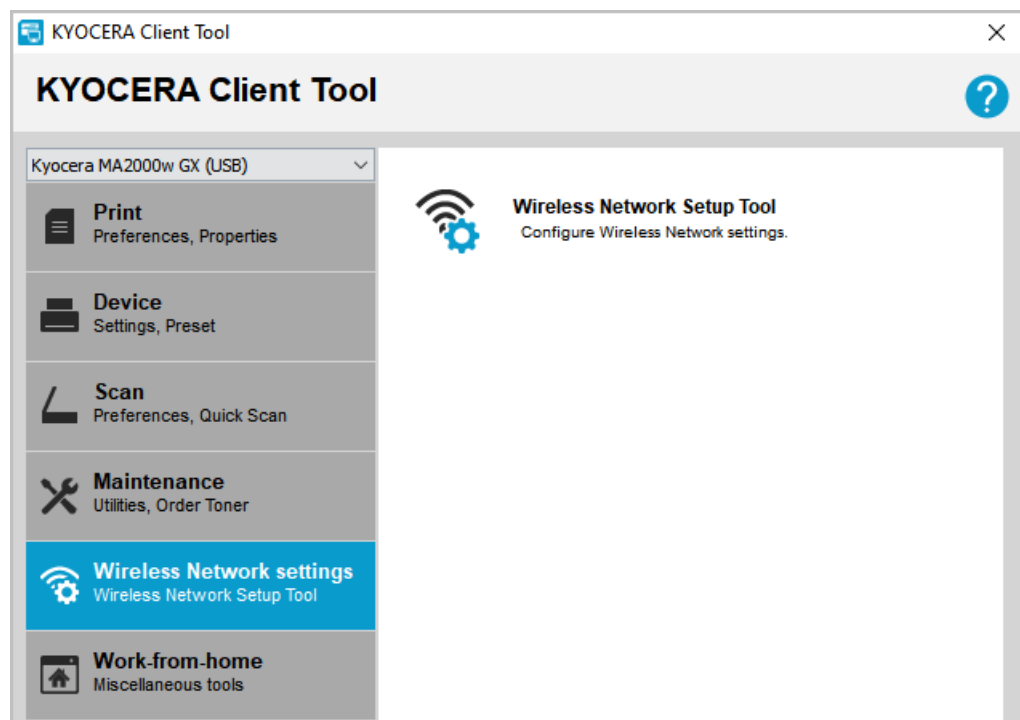
---

## 6 Wireless Network Setup Tool



- This feature is available only in printers that support wireless network.
- The Wireless Network settings tab is available only when the supported printer is connected through a USB cable.

Configure the wireless network settings of the selected printer.



### Connecting to a wireless network



Make sure that your printer is turned on, connected to your computer with a USB cable, and the corresponding printer driver is installed.

- 1 In the upper-left menu, select your printer.
- 2 Select **Wireless Network settings** > **Wireless Network Setup Tool**.
- 3 Select one of the following:

#### The access point supports WPS

Connect your printer to your wireless network using Wi-Fi Protected Setup (WPS).

**Do not use WPS**

Connect your printer to your wireless network manually. For more information, see *Configuring Network Connection Using the Wireless Network Setup Tool* in the *Operation Guide*.

**Generate PIN**

Connect your printer to your wireless network using a PIN. For more information, see *Configuring Network Connection by Entering a PIN* in the *Operation Guide*.

- 4 Follow the instructions on your computer screen.

After wireless configuration finishes, print a test page to check if the printer is connected to the wireless network. If wireless configuration is unsuccessful, check that the access point information you set is correct.

To reconfigure the settings, uninstall the drivers and utilities, and reinstall again.

## Configuring wireless network settings

After connecting your printer to a wireless network, the Wireless Network Setup Tool feature is disabled. To configure your wireless network settings, do the following:

- 1 Connect your printer to your computer with a USB cable.



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Make sure that your printer is turned on.

---

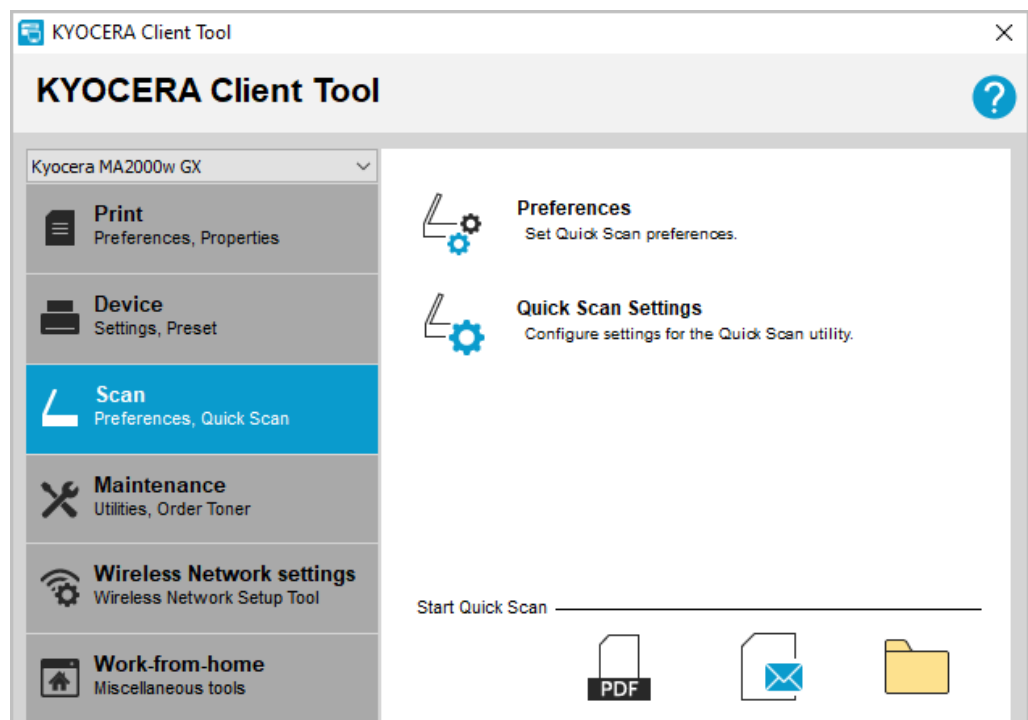
- 2 Install the corresponding printer driver for your printer.
- 3 In KYOCERA Client Tool, in the upper-left menu, select your printer.
- 4 Configure wireless network settings using Wireless Network Setup Tool. For more information, see *Connecting to a wireless network*.

# 7 Scan



- This feature is available only in multifunction printers.
- To use Quick Scan features, make sure to install the TWAIN Scanner driver.

Configure options for Quick Scan and the TWAIN scanner driver, and save scanned images to a PDF file, an email, or a folder.

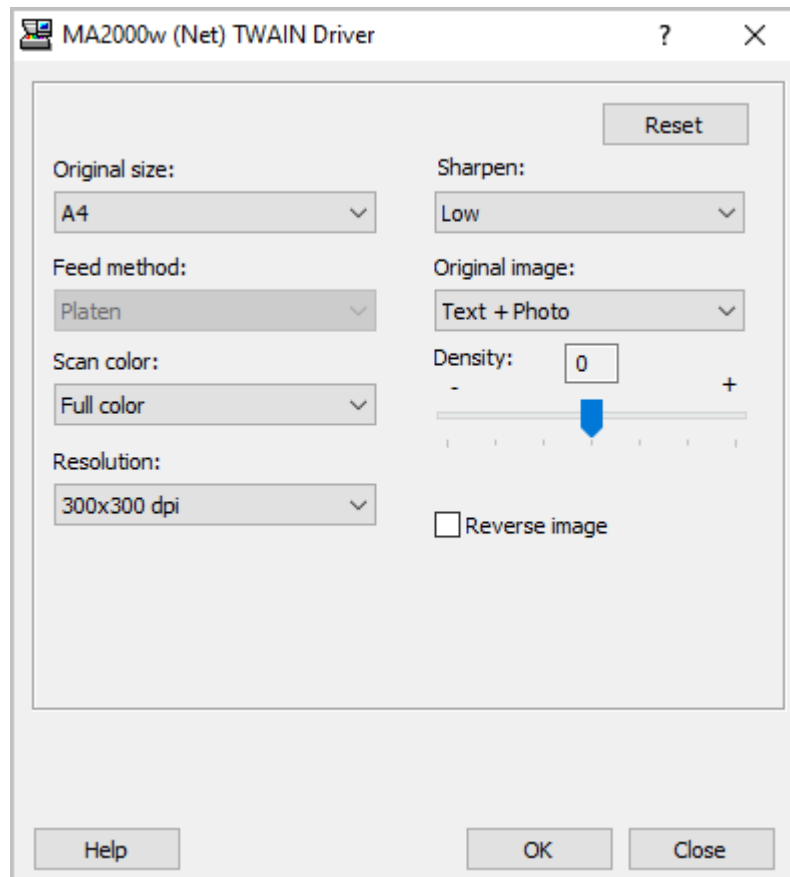


## Preferences

With this feature, you can change the TWAIN scan settings. These settings are also applicable to Quick Scan.



- The TWAIN driver SSL and Authentication settings affect the Scan Destination setting.



To view the TWAIN driver help, press **F1** on your keyboard, or select the question mark icon in the upper-right corner and select again in the dialog box.

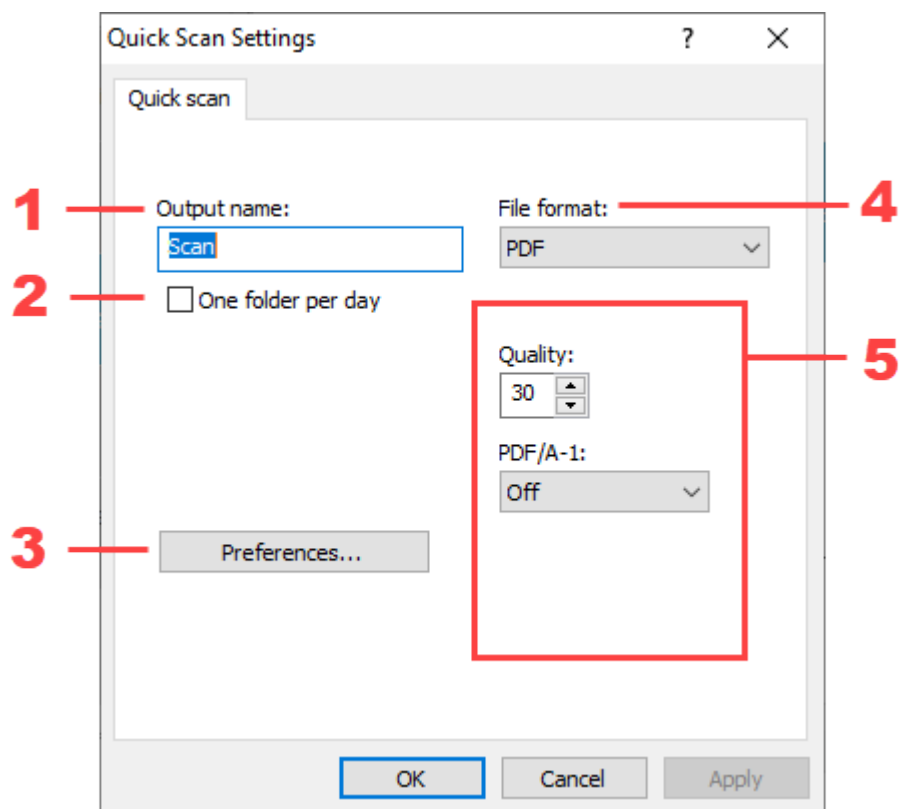
## Quick Scan Settings


With this feature, you can configure settings for the Quick Scan utility. Select options that apply to all Quick scan operations.





You can scan a document and save it to a folder, send it as an email attachment, or convert it to a PDF document. After installing the Client Tool, shortcuts to the scan options are displayed on your desktop and in the Windows Start menu. You can use these shortcuts to start scanning when Client Tool is not running.



## Quick Scan options



Item	Setting	Description
1	<b>Output name</b>	Specify a file name for scanned images.
2	<b>One folder per day</b>	Create one folder per day for each capture date. The folder is identified by month, day, and year.   <a href="#">This setting applies to Scan to folder.</a>
3	<b>Preferences</b>	Open the TWAIN scanner driver.
4	<b>File format</b>	Select the file type of the scanned image.

Item	Setting	Description
5	File format settings	<p>Additional settings depending on the selected file type.</p> <p><b>Separate files</b></p> <p>Select this option to create a separate file for each scanned image. Clear this option to create one file for all scanned images.</p> <hr/> <p> • This setting is available only when TIFF or High Compression PDF is selected as the file type.</p> <p>• This setting applies to Scan to E-mail and Scan to folder.</p> <hr/> <p><b>Quality</b></p> <p>Select the quality of the scanned image. The selected quality settings are applied to all supported file types.</p> <hr/> <p> This setting is available only when JPEG, TIFF, or PDF is selected as the file type.</p> <hr/> <p><b>PDF/A-1</b></p> <p>Select this setting for long-term preservation of a PDF file.</p> <hr/> <p> This setting is available only when PDF is selected as the file type.</p> <hr/> <p><b>Quality Stage</b></p> <p>Select an option for high compression of a PDF file.</p> <hr/> <p> This setting is available only when High Compression PDF is selected as the file type.</p> <hr/>

## Setting Quick Scan options

- 1 In the upper-left menu, select your printer.




- 2 Select **Scan** > **Quick Scan Settings**.
- 3 In Quick scan, configure the settings.
- 4 Select **Apply** > **OK**.

## Performing a quick scan

- 1 Place the original document on the scanner glass.
- 2 In KYOCERA Client Tool, in the upper-left menu, select your printer.
- 3 Select **Scan**.
- 4 In Start Quick Scan, do one or more of the following:



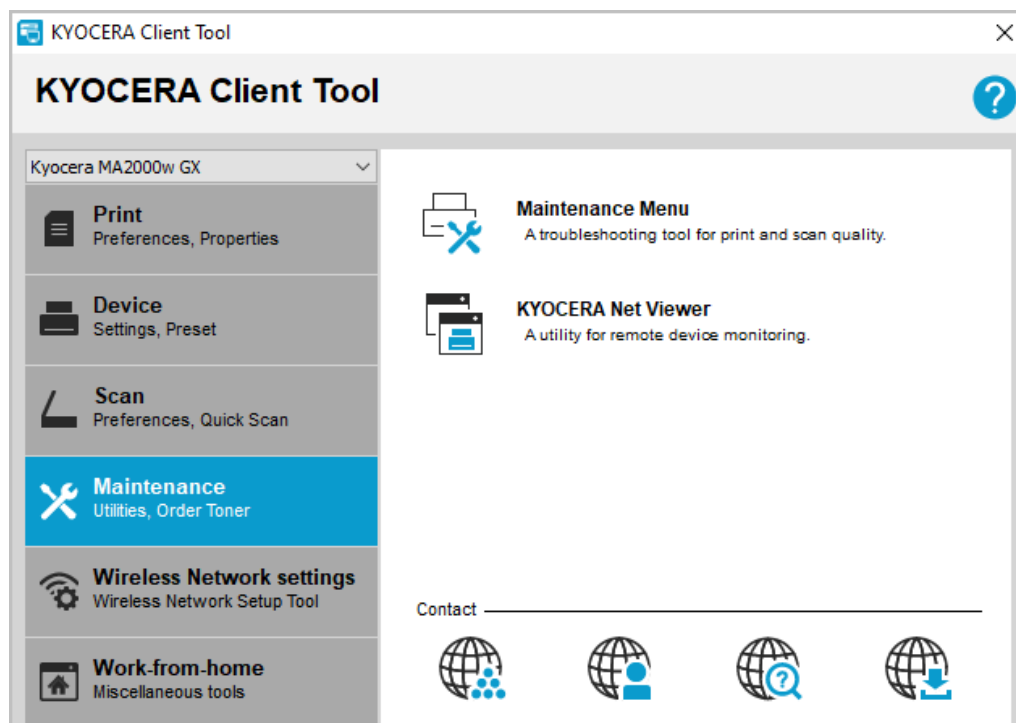
- When scanning, settings configured from the Quick Scan utility are applied.
- You can also use the shortcuts created on your desktop and in the Start menu to perform a quick scan.



Item	Function	Action
	Scan to PDF	Select the icon, navigate to the location where you want to save the scanned image, specify the file name, and select <b>Save</b> .
	Scan to E-mail	Select the icon, specify the subject, message body, add recipients, and select <b>Send</b> .
	Scan to Folder	Select the icon, select the destination folder, and select <b>OK</b> .







## 8 Maintenance

Open the printer monitoring software, order replacement toner, view the KYOCERA Document Solutions website, and download printer drivers.



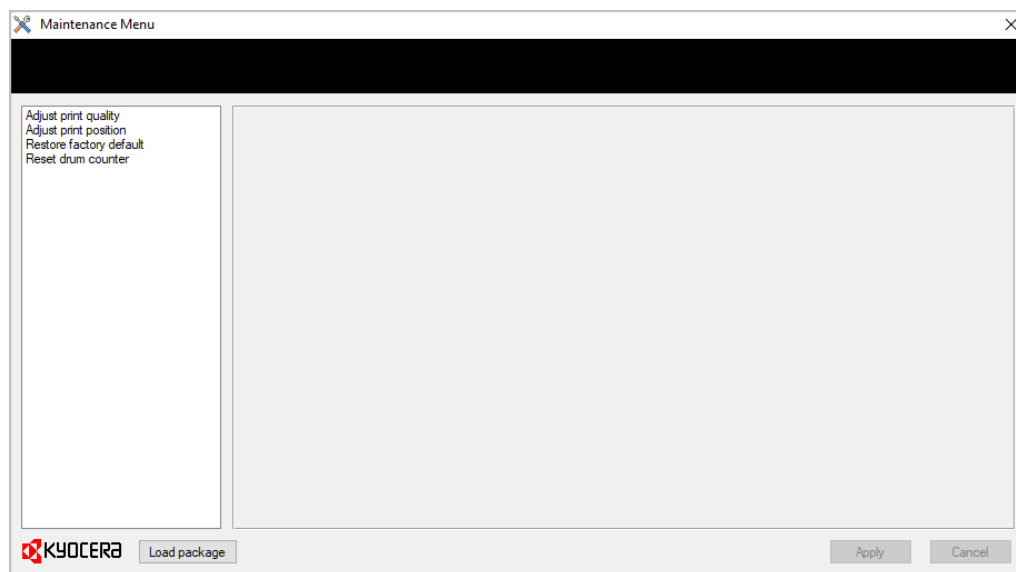
Item	Function	Description
	<b>Maintenance Menu</b>	With this feature, you can lessen your service calls. You can adjust the print quality, print position, scan position, and restore factory default settings of the printer. For more information, see <i>Maintenance Menu</i> .
	<b>KYOCERA Net Viewer</b>	With this feature, you can open KYOCERA Net Viewer if it is installed on your system. With this application, you can organize and monitor network device information.  For more information, from the KYOCERA Net Viewer application, open the help file.

Item	Function	Description
	<b>Order Toner</b>	<p>With this feature, you can order replacement toner by email or on the web. Select <b>Order Toner</b>, and do either of the following:</p> <ul style="list-style-type: none"> <li>• Select <b>Send e-mail</b>, specify the email address of the toner provider, and select <b>OK</b>.</li> <li>• Select <b>Open Web page</b>, specify the website address of the toner provider, and select <b>OK</b>.</li> </ul>
	<b>Kyocera Online</b>	<p>With this feature, you can open the KYOCERA Document Solutions home page.</p>
	<b>Troubleshooting</b>	<p>With this feature, you can open the KYOCERA troubleshooting web page when a printer warning occurs.</p> <p>You can also select the printer image to open the troubleshooting web page.</p>
	<b>Driver Download</b>	<p>With this feature, you can open the KYOCERA Document Solutions website to download the printer driver, and find an authorized dealer.</p>

## Maintenance Menu

Maintenance packages are provided by the printer manufacturer. A maintenance package with limited printer settings is included when you install Client Tool.

## Maintenance Options



The following maintenance features are available:

### Adjust print quality

Improve the quality of print output.

### Altitude setting

Select the altitude of your location.

- Select **0** for altitude between 0 to 1500 meters (0 to 4921 feet).
- Select **1** for altitude between 1500 to 2500 meters (4921 to 8202 feet).
- Select **2** for altitude 2500 meters (8202 feet) and higher.

### Adjust print position

Adjust the top and left starting position for print output.

### Single-side printing

Specify the top and left margin starting position for single-side printing.

### Print margins

Specify the preferred margins of all edges.



This setting is applicable only to copy functions, not to printing functions, where margins are set within an application.

### Adjust scan position

Adjust scanning start position and scan margins of scanning input.

### Scanning start position

Specify the start position for the scanner glass and the document processor.

### Scan margins

Specify the scan margins of all edges for the scanner glass and document processor.

### Restore factory default

Restore the printer to the factory default settings. Select **Reset device > OK**.



This feature is the same as Factory Default in the Device tab.



### Reset drum counter

Change drum counter to the default settings after replacing the drum unit. Select **Reset > OK**.

### Load Package

Browse for a maintenance package file (MTP) that provides maintenance functions that you can adjust.

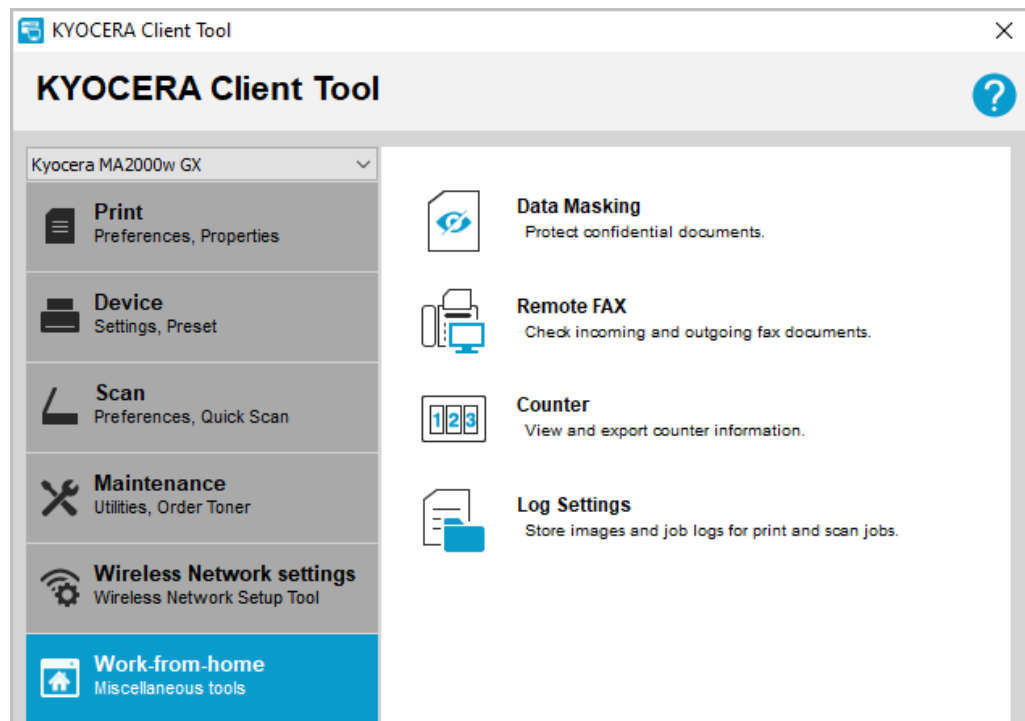
## Performing maintenance procedures

- 1 In the upper-left menu, select your printer.
- 2 Select **Maintenance > Maintenance Menu**.
- 3 In Maintenance Menu, select **Load package**, and browse to the .mtp file.  
 If a password is required, then enter the correct password.
- 4 Select one or more items in the list, and select the preferred settings for each feature.  
 To return to the previous page or select another maintenance procedure, select **Cancel**.
- 5 Select **Apply**.



## 9 Work-from-home

Additional tools when working remotely from your home.



### Data Masking

Print over the original document to protect confidential data.

### Counter

View and export print, scan, and copy counter information.

### Remote FAX

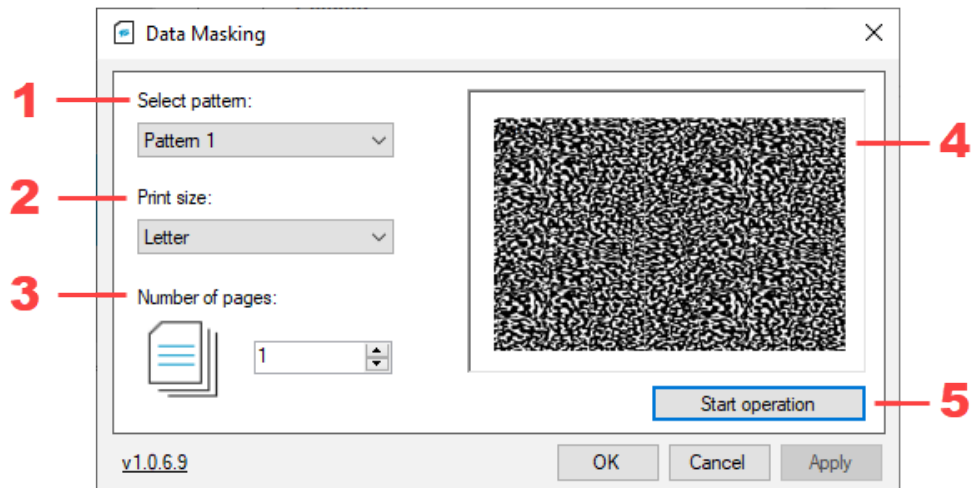
Send and view fax documents remotely through fax-enabled printers in your workplace.

### Log Settings

Store images and job logs for print and scan jobs.

## Data Masking

Print over the original document to protect confidential data.



Item	Setting	Description
1	<b>Select pattern</b>	Select a pattern to print over the original document.
2	<b>Print size</b>	Select the print size of the original document.
3	<b>Number of pages</b>	Enter the number of pages to print over.
4	Preview	Preview image of the selected pattern.
5	<b>Start operation</b>	Start printing over the original document.

## Protecting confidential data

Before you begin, make sure to place the original document in the printer tray or cassette.

- 1 In upper-left menu, select your printer.
- 2 Select **Work-from-home > Data Masking**.
- 3 Select a pattern to print over the original document.



You can check the preview pane to see how the printed output looks like.

- 4 Select the print size of the original document.
- 5 Select the number of pages to print over.
- 6 Select **OK**.

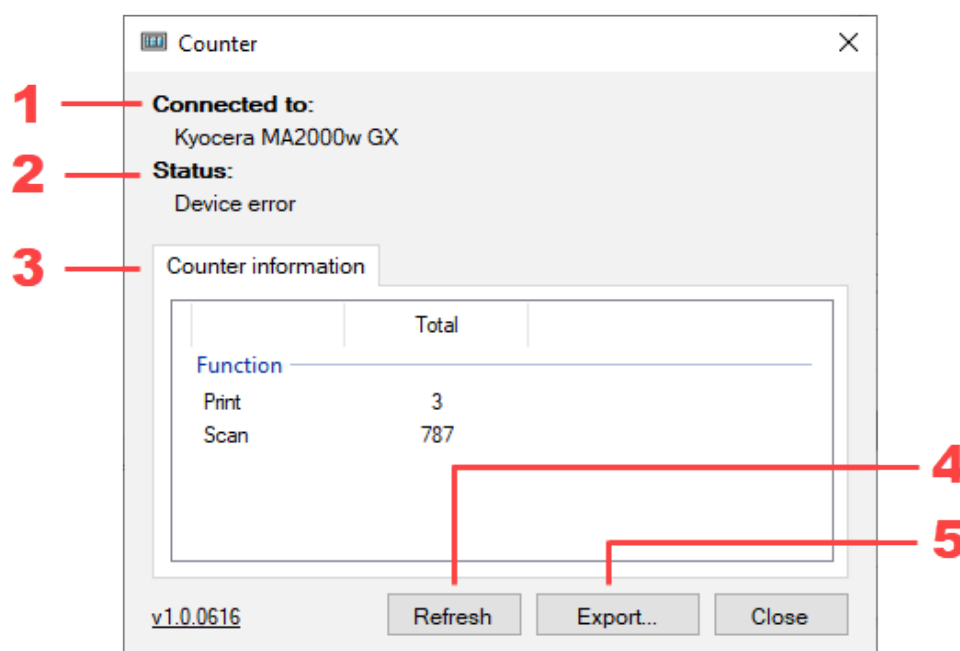
## Counter

View and export print, scan, and copy counter information. Scan and copy counter information are available only in multifunction printers.



The device status for this feature is not available when:

- Scanning is ongoing.
- Configuration is open.
- Preset is open.
- Maintenance Menu is open.



Item	Setting	Description
1	<b>Connected to</b>	The printer you are currently using.
2	<b>Status</b>	Status of the printer.
3	<b>Counter information</b>	Counter information of the available printer function.
4	<b>Refresh</b>	Refresh the counter information.
5	<b>Export</b>	Export the counter information. For more information, see <i>Exporting counter information</i> .

## Exporting counter information

- 1 In the upper-left menu, select your printer.
- 2 Select **Work-from-home** > **Counter**.
- 3 If necessary, select **Refresh** to get the latest counter information.
- 4 Select **Export**, and then type the file name.










The counter information is exported to a .csv file.

- 5 Select **Save** > **OK**.

## Remote FAX

Send and view fax documents remotely through fax-enabled printers in your workplace.

The following functions are available:

Item	Function	Description
	<b>Add device</b>	Add fax-enabled printers. For more information, see <i>Adding fax-enabled printers</i> .
	<b>Send FAX</b>	Send fax documents. For more information, see <i>Sending fax documents</i> .
	<b>FAX receive notification settings</b>	Configure fax receive notification settings. For more information, see <i>Configuring fax receive notification settings</i> .
	<b>View box</b>	View fax boxes. For more information, see <i>Viewing fax boxes</i> .
	<b>View logs</b>	View fax logs. For more information, see <i>Viewing fax logs</i> .
	<b>Install driver</b>	Install fax drivers. For more information, see <i>Installing fax drivers</i> .
	<b>Refresh</b>	Refresh the list of added fax-enabled printers.

## Adding fax-enabled printers



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You can only add a maximum of five printers.

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- 1 In the upper-left menu, select your printer.
- 2 Select **Work-from-home > Remote FAX**.
- 3 Select **Add device**.
- 4 For each printer that you want to add, do either of the following, then select **Add**.
  - Select **IP address**, then enter the printer IP address.
  - Select **Host name**, then type the printer host name.



- To view and receive information in fax box, in the fax-enabled printer, enable FAX box or Subaddress box. For more information, see the *FAX Operation Guide* that came with the fax-enabled printer.
  - To remove the printer from the list, select the printer, then select **Remove**.
- 

- 5 Select **Next**.
- 6 If necessary, modify the communication settings, then select **Next**.
- 7 Review the settings, then select **Finish**.
- 8 Install the fax driver.



---

For more information, see *Installing fax drivers*.

---

## Installing fax drivers

- 1 In the upper-left menu, select your printer.
- 2 Select **Work-from-home > Remote FAX**.
- 3 From the list of connected printers, select a fax-enabled printer, then do either of the following:
  - Right-click on the selected printer, then select **Install driver**.
  - From the menu bar, select **Install driver**.
- 4 Select the computer where you want to install the fax driver, then select **Next**.

- 5 Select the printer, then select **Next**.



If the fax driver is not supported, then install the fax driver manually. For more information, see the *FAX Operation Guide* that came with the fax-enabled printer.

- 6 If necessary, modify the printer settings, then select **Next**.
- 7 If the fax driver for the selected printer is already installed, do either of the following, then select **OK**.
  - Select **Update the existing device** to update the fax driver.
  - Select **Add a new device** to create a new copy of the fax driver. The printer name is appended with an incremented number to make it unique.
- 8 Review and confirm the install settings, then select **Finish**.
- 9 Wait for the installation to finish, then select **OK**.

## Configuring communication settings

Modify communication settings to access FAX receive notification settings, View Box, and FAX logs features.

- 1 In the upper-left menu, select your printer.
- 2 Select **Work-from-home > Remote FAX**.
- 3 From the list of connected printers, right-click a fax-enabled printer, then select **Communication settings**.
- 4 Modify login authentication, do either of the following:



Make sure to select the appropriate login authentication according to the authentication setting enabled on the selected fax-enabled printer. To check the authentication setting for the fax-enabled printer, contact your network administrator.

For	Actions
Admin and local users	<ol style="list-style-type: none"> <li>a. In Login, enter the admin or user login credentials.</li> <li>b. Select <b>Use local authentication</b>.</li> </ol>
Network users	<ol style="list-style-type: none"> <li>a. In Login, enter the user network login credentials.</li> <li>b. Select <b>Use settings on the device</b>.</li> </ol>



- If no login authentication is specified, then the user is prompted to enter the login credentials. For network users, disable **Use local authentication**.
  - In the fax driver of the fax-enabled printer, make sure to enable **User Login** in the Authentication tab.
- 

**5** Modify other settings accordingly.

**6** Select **OK**.

## Configuring fax receive notification settings

**1** In the upper-left menu, select your printer.

**2** Select **Work-from-home > Remote FAX**.

**3** From the list of connected printers, select a fax-enabled printer, then do either of the following:

- Right-click on the selected printer, then select **FAX receive notification settings**.
- From the menu bar, select **FAX receive notification settings**.

**4** Select **On**, then select the notifications you want to enable.

### Print out

A notification is sent when fax documents are printed out.

### FAX box or Subaddress box

A notification is sent when documents are sent to a fax box or subaddress box.

### FAX memory RX box

A notification is sent when documents are sent to fax memory receive box.

**5** Select **OK**.



If the selected fax-enabled printer cannot receive notifications, then enable fax forwarding. For more information, see the *FAX Operation Guide* that came with the fax-enabled printer.

---

## Sending fax documents


**1** In the upper-left menu, select your printer.

**2** Select **Work-from-home > Remote FAX**.

**3** From the list of connected printers, select a fax-enabled printer, then do either of the following:

- Right-click on the selected printer, then select **Send FAX**.
- From the menu bar, select **Send FAX**.

**4** Select either of the following:

Option	Actions
<b>Scan document</b>	Fax scanned documents to the destination. Select <b>Start scan</b> , and wait for scan to finish.   <a href="#">To view the scanned document, select <b>Preview</b>.</a>
<b>Select file from PC</b>	Fax saved files in your computer to the destination. Select <b>Next</b> , then select the file.

**5** Select **Send**.



- If prompted to install the fax driver, then select **Yes**.
- If the fax driver of the selected fax-enabled printer is not supported, then install the fax driver manually. For more information, see the *FAX Operation Guide* that came with the fax-enabled printer.

**6** In FAX Transmit Settings, enter the necessary information, then select **Send**.



[For more information, see the \*FAX Operation Guide\* that came with the fax-enabled printer.](#)

After sending fax, the scanned document is saved on the computer Documents folder.

## Viewing fax boxes

View received fax documents sent to printer fax boxes.



[You can only view FAX boxes and FAX memory RX box.](#)

**1** In the upper-left menu, select your printer.

**2** Select **Work-from-home > Remote FAX**.

**3** From the list of connected printers, select a fax-enabled printer, then do either of the following:

- Right-click on the selected printer, then select **View box**.
- From the menu bar, select **View box**.



- 4 Select any of the available fax boxes.

## Viewing fax logs

View fax received and transmit logs.

- 1 In the upper-left menu, select your printer.
- 2 Select **Work-from-home > Remote FAX**.
- 3 From the list of connected printers, select a fax-enabled printer, then do either of the following:
  - Right-click on the selected printer, then select **FAX log**.
  - From the menu bar, select **FAX log**.



- To switch between fax received and fax transmit logs, select **Logs**, then select **FAX RX** or **FAX TX**.
  - To filter the list of logs, enter a specific log detail in the Search box. For example, enter the user name to view logs from that user.
  - In the fax-enabled printer, if Display Jobs Log is set to **Hide All**, then users cannot see the fax logs. For more information, contact your administrator.
- 

## Deleting fax-enabled printers

- 1 In the upper-left menu, select your printer.
- 2 Select **Work-from-home > Remote FAX**.
- 3 Select one or more fax-enabled printers.
- 4 Right-click on the selected printers, then select **Delete device > Yes**.

## Log Settings

Store images and job logs for print and scan jobs. Stored logs are used for tracking printed and scanned documents.



- To configure this function or to successfully export the log files to your server, you must be connected to your company network using an LDAP account.
- The print image logs stored in your computer and log files exported to your server contain only original print data without the driver settings.
- The print image logs may include print jobs that have been canceled or restarted.

- If Log Settings is enabled, restarted print jobs may not be automatically removed from the print queue. Review all jobs in the print queue, and manually cancel any completed items, as applicable.

---

When Log Settings is enabled, the following logs are stored:

**Image log**

An image copy of the print and scan job initiated by printer or TWAIN driver.

**Job log**

An .xml or .csv file that contains printer information and image log information, such as filename, job type, number of pages, and time stored.

**Event log**

Information records of the events in Log Settings.

## Administrator functions

Functions available for administrator.

### Configuring Log Settings for administrators

- 1 In the upper-left menu, select your printer.
- 2 Select **Work-from-home > Log Settings**.
- 3 Select **Configure as admin**.



You can select **Import configuration file** to use a generated configuration file with predefined settings. For more information in generating a configuration file, see *Generating a configuration file*.

---

- 4 Enter the administrator LDAP account credentials.



## 5 Configure the settings.


The screenshot shows the 'Log Settings' dialog box with the following settings and callouts:

- 1** Image log function: On
- 2** Server settings: Change
- 3** Storage size limit: 100 mb
- 4** Job log file format: XML
- 5** Automatic Send (highlighted in a red box):
  - Sending interval: Daily
  - Time: 10 00
  - Day: [dropdown]
  - Date: [dropdown]
- 6** Generate configuration file
- 7** View event log

At the bottom of the dialog, the version 'v1.0.10.08' is displayed, along with 'OK' and 'Cancel' buttons.

Item	Setting	Description
1	<b>Image log function</b>	Enable or disable the Log Settings feature. Select <b>ON</b> to enable the feature.

Item	Setting	Description
2	<b>Server settings</b>	<p>Modify the destination server where image, job, and event logs are sent. Do the following:</p> <ol style="list-style-type: none"> <li>a. Select <b>Change</b>.</li> <li>b. Enter the IP address or host name.</li> <li>c. Enter the path of the folder where you want to store and send logs.</li> <li>d. Enter the login user name and password use to connect the server.</li> <li>e. If necessary, select <b>Test Connection</b> to check if you can connect to the destination server successfully.</li> <li>f. Select <b>OK</b>.</li> </ol> <p> <u>When connecting to server fails, the settings are not saved.</u></p>
3	<b>Storage size limit</b>	<p>Modify the total size limit of the stored image and job logs in the user computer. In the input box, enter the total size limit in megabytes (MB).</p> <p> <u>A notification is displayed to the user depending on the limit status. From the storage limit notification dialog, users can send the logs manually to the server folder by selecting <b>Send now</b>.</u></p>
4	<b>Job log file format</b>	<p>Modify the file type of the job log. In the menu, select one of the available file types.</p>

Item	Setting	Description
5	<b>Automatic Send</b>	<p>Modify how often and when the image and job logs are sent to the destination server. Do the following:</p> <ol style="list-style-type: none"> <li>In Sending interval, select how often the image and job logs are sent.</li> <li>Enter the time when to send the image and job logs. Use 24-hour time format.</li> <li>If Sending interval is set to <b>Weekly</b>, then specify the day when to send the image and job logs.</li> <li>If Sending interval is set to <b>Monthly</b>, then specify the date when to send the image and job logs.</li> </ol> <p> <u>If the date selected is not available for a specific month, then log files are sent on the last day of that month. For example, if selected date is 31, then for the month of April with only 30 days, the log files are sent on April 30.</u></p>
6	<b>Generate configuration file</b>	<p>Generate configuration file that can be used when configuring the settings for users. For more information, see <i>Generating a configuration file</i>.</p>
7	<b>View event log</b>	<p>View events log stored in your computer. For more information, see <i>Viewing event logs</i>.</p>

**6** If Image log function is set to **On**, then select **OK** to start Log Settings.



Select **Cancel** to close the tool and not implement the changes.

## Logging in as an administrator

Logging in as an administrator, you can modify administrator-only settings.

- In the upper-left menu, select your printer.
- Select **Work-from-home > Log Settings**.
- Select **Admin login**.

- 4 Enter the administrator LDAP account credentials.
- 5 Select **OK**.

## Generating a configuration file



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This feature is available only for administrators.

---

Users can use the generated configuration file to modify the current settings. For more information, see *Configuring Log Settings for users*.

- 1 In the upper-left menu, select your printer.
- 2 Select **Work-from-home > Log Settings**.
- 3 Select **Admin login**.
- 4 Enter the administrator LDAP account credentials, then select **OK**.
- 5 Select **Generate configuration file**.
- 6 Browse to the location where you want to save the file, then select **Save**.

## Viewing event logs



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This feature is available only for administrators.

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- 1 In the upper-left menu, select your printer.
- 2 Select **Work-from-home > Log Settings**.
- 3 Select **Admin login**.
- 4 Enter the administrator LDAP account credentials, then select **OK**.
- 5 Select **View event log**.

## User functions

Functions available for users.

The screenshot shows the 'Log Settings' dialog box with the following elements:

- 1** points to the 'Update using configuration file:' label and the 'Import' button.
- 2** points to the 'Export job logs to file:' label and the 'Export' button.
- 3** points to the 'Send logs to server folder:' section, which includes a 'Send now' button, a 'Schedule' section with 'Sending interval' (set to 'Daily'), 'Time' (10:00), 'Day', and 'Date' dropdown menus.
- 4** points to the 'Admin login' button at the bottom of the dialog.

At the bottom left of the dialog, the version 'v1.0.10.08' is displayed. At the bottom right, there are 'Admin login', 'OK', and 'Cancel' buttons.

Item	Setting	Description
1	<b>Update using configuration file</b>	Use the configuration file provided by your administrator to modify the settings. For more information, see <i>Configuring Log Settings for users</i> .
2	<b>Export job logs to file</b>	Export job logs to a .pdf file. For more information, see <i>Exporting job logs</i> .
3	<b>Send logs to server folder</b>	<p><b>Send now</b></p> <p>Send image and job logs to server folder. For more information, see <i>Sending image and job logs to server folder manually</i>.</p> <p><b>Schedule</b></p> <p>Modify how often and when the image and job logs are sent to the destination server. For more information, see <i>Configuring Log Settings for users</i>.</p>

Item	Setting	Description
4	<b>Admin login</b>	Login as an administrator. For more information, see <i>Logging in as an administrator</i> .

## Configuring Log Settings for users

- 1 In the upper-left menu, select your printer.
- 2 Select **Work-from-home > Log Settings**.
- 3 If you are configuring this feature for the first time, then do the following:
  - a) Select **Import configuration file**.
  - b) Browse to and select the appropriate configuration file.



For more information about configuration file, contact your administrator.

- c) Select **OK**.
- 4 In Schedule, modify how often and when the image and job logs are sent to the destination server. Do the following:
  - a) In Sending interval, select how often the image and job logs are sent.
  - b) Enter the time when to send the image and job logs. Use 24-hour time format.
  - c) If Sending interval is set to **Weekly**, then specify the day when to send the image and job logs.
  - d) If Sending interval is set to **Monthly**, then specify the date when to send the image and job logs.



If the date selected is not available for a specific month, then log files are sent on the last day of that month. For example, if selected date is 31, then for the month of April with only 30 days, the log files are sent on April 30.

- c) Select **OK**.
- 5 If necessary, you can use a configuration file to configure the settings. Do the following:
  - a) In Update using configuration file, select **Import**.
  - b) Browse to and select the appropriate configuration file.



For more information about configuration file, contact your administrator.

- c) Select **OK**.
- 6 Select **OK** to save the changes.



Select **Cancel** to close the tool and not implement the changes.



## Exporting job logs

Save and export job logs to a single .pdf file.

- 1 In the upper-left menu, select your printer.
- 2 Select **Work-from-home > Log Settings**.
- 3 In Export job logs to file, select **Export**.
- 4 Browse and select the location where you want to save the file, then select **Save**.

## Sending image and job logs to server folder manually



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Make sure that you can connect to the destination server configured in [Server settings](#). For more information, contact your administrator.

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- 1 In the upper-left menu, select your printer.
- 2 Select **Work-from-home > Log Settings**.
- 3 In Send logs to server folder, select **Send now**.

You can also send the logs manually to the server folder when prompted by the storage limit notification. From the storage limit notification dialog, select **send logs to your server**.



# 10 Printer summary

In the lower pane, you can view the selected printer information and version of the KYOCERA Client Tool application.

## Device Status

With this feature, you can view the 3D image of the printer and its current status. Select the **Refresh** icon to refresh the image and status information.



## Supplies

In the Supplies tab, you can check the available color, current status, and remaining percentage of toner with the following status:

Supplies		Device Overview
<b>Toner</b>		
Color	Black	
Status	✓	
Remaining	90%	
<b>Drum</b>		
Remaining	100%	

**OK**

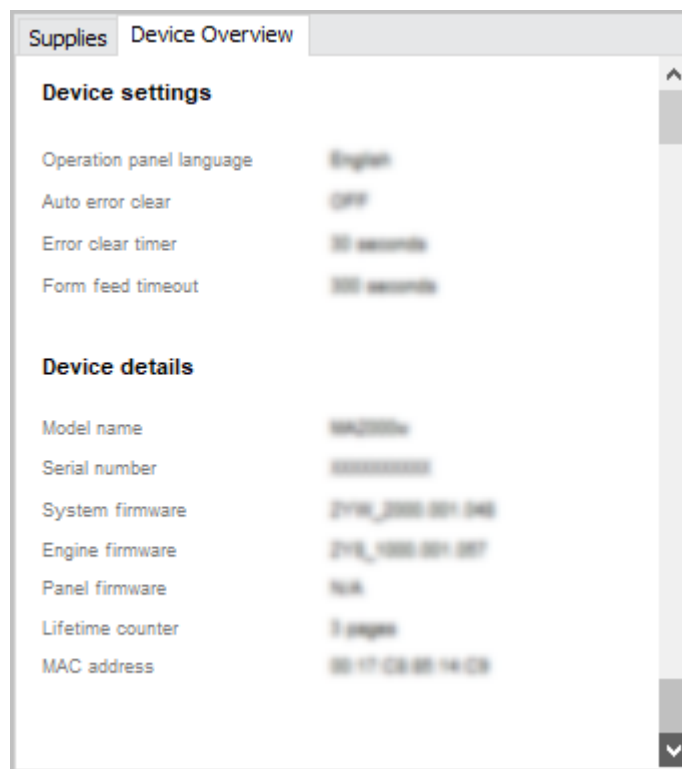
Current toner level is above the toner percentage level set in **Configuration > Status Monitor**.

**Caution**

Current toner level is below the toner percentage level set in **Configuration > Status Monitor**.

## Device Overview

In the Device Overview tab, you can view the current details and settings for the selected printer.



**Device settings**

Display printer feature settings such as operation panel language and form feed timeout.

**Device details**

Display printer information such as model name, serial number, and firmware versions.

## The About dialog

Select the logo or **About** to view the software version of the application.



For the KYOCERA contact in your region, see Sales Sites sections here:

ご利用の地域でのお問い合わせ先については、下記リンクから京セラ本支店・営業所の一覧をご覧ください。

<https://www.kyoceradocumentsolutions.com/company/directory.html>