



KYOCERA Client Tool

User Guide



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Examples of the operations given in this guide support the Microsoft Windows 7 printing environment. Essentially the same operations are used for Microsoft Windows Vista, Windows XP, Windows Server 2003, Windows Server 2003 R2, Windows Server 2008, and Windows Server 2008 R2 environments.

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1 Installation

KYOCERA Client Tool gives you quick access to common device features and settings, plus the current status of all supported devices.

In the installer window, you can install, upgrade, or uninstall printer drivers. At least one printer driver (GX or XPS) must be installed together with the KYOCERA Client Tool.

Note: In Windows operating systems, you must be logged in with administrator rights to install KYOCERA Client Tool.

Installing KYOCERA Client Tool

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

KYOCERA Client Tool is installed automatically during express installation. To install KYOCERA Client Tool separately, follow these steps:

- 1** Insert the **Product Library** disc into the disc drive. The installer application should start automatically.

Note: If the installer fails to start after inserting it into the disc drive, use Windows Explorer to locate **Setup.exe** on the local drive and double-click to open.

- 2** View the license agreement and then click **Accept** to proceed.
- 3** Click **Custom Install**.
- 4** Under **Utilities**, select **KYOCERA Client Tool**.
- 5** Click the arrow button to move **KYOCERA Client Tool** to the **Products to Install** list.
- 6** You can click **Edit** to open the **KYOCERA Client Tool Properties** dialog box. Type an e-mail address and web address for ordering toner. These addresses appear in the **Order Toner** dialog box, accessed from the **Maintenance** tab.

Note: You can also select and install devices, a printer driver, and KYOCERA Net Viewer. These can be used with KYOCERA Client Tool.

- 7** If you want to remove an item from the **Products to Install** list, select it and click **Remove**. To remove all the items, click **Remove all**.
- 8** Review your selections. If your selections are correct, click **Install**.

- 9 You can expand or collapse the installation details by clicking the arrow icon. When the installation is completed successfully, click **Finish** to exit the installer application.

A message may appear if there is a software installation failure. Click **Finish**, and retry the installation. If the same message appears again, contact your system administrator.

The installation of the utility is now complete. If prompted, restart your computer.

2 KYOCERA Client Tool

KYOCERA Client Tool gives you quick access to common device features and settings, plus the current status of all supported devices. You can also use KYOCERA Client Tool to order toner, download printer drivers, perform basic maintenance tasks, and view printer documentation. For MFP models, scan and FAX settings are available. KYOCERA Client Tool can be installed from the Product Library CD.

Selections vary according to printing system model.

To open the KYOCERA Client Tool, click **Start > All Programs > Kyocera > Client Tool > KYOCERA Client Tool**.

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.

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

Print

The **Print** tab gives you access to printing preferences and device driver properties. Click **Preferences** or **Properties** to open the settings.

To view help in the **Preferences** or **Properties** dialog boxes, press **F1** on your keyboard. You can also click the question mark in the upper right corner, and then click on any feature in the dialog box to open its related help topic.

Preferences

Opens the **Printing Preferences** dialog box for the selected device. 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 click the question mark icon in the upper right corner and click again in the dialog box.

Properties

Opens the **Properties** dialog box for the selected device. In the **Device Settings** tab, you can select **Administrator**, **User**, and **Compatibility** settings.

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

Device

The **Device** tab lets you change configuration settings and view documentation for the device. You can also restart a device and restore its factory default settings.

Configuration

Opens the **Configuration** dialog box for the selected device. You can view and change **Device Defaults**, **Copy**, **FAX**, **Communication**, **SNMP Traps**, and **Status Monitor** options for all supported devices that are connected to your network. Selections vary according to printing system model.

Device Defaults

In **Configuration > Device Defaults**, you can select power options, units of measure (in/cm), auto error clear, and paper size and type.

Power off timer

Select the length of time before the device shuts off automatically when not in use (1 to 12 hours, or 1 day to 1 week).

Power off when

Select one or more connection types for the device to be shut down automatically.

Auto sleep

Set the sleep timer for the device to go into sleep mode when not in use (1 to 240 minutes).

Quiet mode

Select this check box to decrease printer noise by reducing the print speed.

Units

Select inches or millimeters as the unit of measurement for page sizes, watermark, poster, and gutter settings in the printer driver.

Print density

Select the level of darkness of the toner output for print jobs, from **Light** to **Dark**.

Panel options

Opens the **Panel Options** dialog box, to select default settings for the operation panel. You can set the default screen and the language. You can also select **Reset panel** to set the panel refresh interval. Type or select a time between 5 and 495 seconds.

Auto error clear

Select the check box to enable this feature. Specify the amount of time before device errors are cleared when the device is not in use (5 to 495 seconds).

Form feed timeout

Specify the amount of time before the last page automatically prints when print data ends without end of page information (5 to 495 seconds).

Paper size

Select the default paper size. You can select **Custom size** to create a custom paper size. For some models, you can also select **Original size** and **Original image** settings.

Original size

The size of the document original that is placed on the platen.

Original image

The image is text, photo, or a combination of text and photo.

Media type

Select the default media type.

Custom name

Type a name for Custom 1-8 media types when a custom media type is selected.

Paper weight

Select the paper weight for the selected media type, from **Light** to **Heavy 3**.

Duplex

Select to enable duplex printing for Custom 1-8 media types when a custom media type is selected. This feature is unavailable for some models.

Save

Clicking **Save** will save the changes for **Custom name**, **Paper weight**, and **Duplex** of the current selected **Media Type**. Clicking **Save** commits the settings to the selected **Media Type** internally within the KYOCERA Client Tool. If you select a different **Media Type** without first clicking **Save**, the changes made to the previous **Media Type** are discarded. Using **Save**, more media types can be configured before clicking **Apply** or **OK**. All the settings are sent to the printer only after clicking **Apply**, which leaves the dialog box open, or **OK**, which closes the dialog box.

Creating a Custom Page Size

To use custom page sizes, they must be created and added to the **Paper size** list in **Configuration > Device Defaults**.

- 1** In the **KYOCERA Client Tool** dialog box, select a device from the list.
- 2** Click **Device > Configuration**, and then select the **Device Defaults** tab.
- 3** In the **Paper size** list, select **Custom size**.
- 4** In the **Custom paper size** dialog box, type or select values for the width and height coordinates. If the height or width value exceeds the allowable limit, it automatically adjusts to the limit after **OK** is clicked.
- 5** Click **OK** to close the **Custom paper size** dialog box.

Copy

In **Configuration > Copy**, you can make quality, layout, and binding settings for photocopies.

Collate

Specifies the order in which the pages of a multiple copy job are printed. With **Collate** selected, the complete job is printed set by set. With **Collate** cleared, each page is printed by set.

Orientation

Select from available edge options for a portrait or landscape orientation.

EcoPrint

Select **EcoPrint** to change toner saturation in the print job, making the entire print image, including text and graphics, appear lighter.

Combine

Under **Layout**, select the direction the pages should flow for either 2 pages per sheet or 4 pages per sheet.

Zoom

Select the ratio between the scanned image and the printout. 100% prints the image at its original size. Auto resizes the image to fit the printed page.

Binding in finishing

Sets the binding direction for duplex copying. Select **Left/Right** to bind on the long edge, or **Top** to bind on the short edge.

Density

Select the darkness of the printout, from **-3** (lighter) to **+3** (darker).

FAX

In **Configuration > FAX**, you can set transmission, receiving, and forwarding settings for facsimiles.

Transmission (TX)

Name and **Number** are part of the TTI (Transmit Terminal Identification) about the sending device that is printed on the received fax by the receiving device.

Name

Type the name of the FAX, to a maximum of 32 characters.

Number

Type the phone number of the FAX sender.

TX start speed

Select the TX speed, from 33.6 Kbps to 9.6 Kbps. Normally you should leave this at the default setting. If there are poor communication conditions, set a lower speed.

ECM TX (Error Correction Mode)

Detects errors when sending to another device that supports ECM. This prevents distortion of the image due to poor communication conditions. If an error occurs, the sending machine retransmits the data. If transmission is slow, clear the check box.

Scan preferences

Opens the **Scan and Print preferences** dialog box for scanning and printing options.

Transmit Terminal ID (TTI)

Select to include transmission information on a received FAX that can include date, time, number of pages sent, company name, and sending FAX number.

Volume control

Opens the **Volume control** dialog box, to select speaker and monitor volumes.

Dialing mode

Select the telephone line type of your connection. Options vary by country.

Number of retries

Type or select the number of times to try sending the FAX, to a maximum of 14. The maximum number varies by country.

Receiving (RX)

RX date and time

Select the check box to add reception information to each page of the received FAX. The information consists of date and time, sender's name, and page number.

Print preferences

Opens the **Scan and Print preferences** dialog box for scanning and printing options.

RX setting

For some locations, the Distinctive Ring Detection (DRD) feature is available. You can select a ring pattern for FAX reception. Select **Auto (Normal)** for a default ring pattern, or select **DRD** for a unique ring pattern.

RX start speed

Select the RX speed, from 33.6 Kbps to 9.6 Kbps. Normally you should leave this at the default setting. If there are poor communication conditions, set a lower speed.

ECM RX

Detects errors when receiving a FAX from another device that supports ECM. This prevents distortion of the image due to poor communication conditions. If an error occurs, the sending machine retransmits the data. If transmission is slow, clear the check box.

Number of rings

Type or select the number of times to let the phone ring before answering a call, to a maximum of 15. Options vary by country.

Forwarding

Forwarding

Select to enable forwarding a FAX, and then select forwarding settings.

FAX number

Type a telephone number for forwarding a received image to another recipient.

TX start speed

For forwarding a FAX, select the TX (transmit) speed, from 33.6 Kbps to 9.6 Kbps. In poor communication conditions, select a lower speed.

ECM

Detects errors when sending to another device that supports ECM. This prevents distortion of the image due to poor communication conditions. If an error occurs, the sending machine retransmits the data. If transmission is slow, clear the check box.

Forwarding time setting

Select a time for forwarding. Select **Always on** to forward at any time, or select **Schedule** and set a starting and ending time.

Print

Select to print during FAX forwarding

Notification

Notification

Opens the **FAX notification** dialog box, to select notification options.

Selecting Scan and Print Preferences

You can select resolution, density, and duplex options for scanning and printing.

- 1** In the **KYOCERA Client Tool** dialog box, select a device from the list.
- 2** Click **Device > Configuration**, and then select the **FAX** tab.
- 3** Click **Scan preferences** or **Print preferences**.
- 4** In the **Scan and Print preferences** dialog box, select the desired resolution of the FAX from **200 x 100 dpi Normal** to **200 x 400 dpi Super fine**.
- 5** Select the darkness of the FAX scan, from **-3** (lighter) to **+3** (darker).
- 6** Select whether to print on both sides of the paper.
- 7** Click **OK**.

Selecting Volume

You can select speaker and monitor volumes.

- 1** In the **KYOCERA Client Tool** dialog box, select a device from the list.
- 2** Click **Device > Configuration**, and then select the **FAX** tab.
- 3** Click **Volume control**.
- 4** In the **Volume control** dialog box, select the desired volumes:
 - Speaker**
Type or select the volume of the built-in speaker when the line is connected by pressing **On Hook**.
 - Monitor**
Type or select the volume of the built-in speaker when the line is connected without pressing **On Hook**, such as in memory transmission.
- 5** Click **OK**.

Selecting FAX Notification

You can select notification options for sending and receiving faxes, and for FAX reports.

- 1** In the **KYOCERA Client Tool** dialog box, select a device from the list.
- 2** Click **Device > Configuration**, and then select the **FAX** tab.
- 3** Click **Notification**.
- 4** In the **FAX notification** dialog box, under **Transmission (TX)** select **Notification** options to print a notification if a FAX was sent successfully:
 - On**
Prints a notification for all FAX activity.
 - Error only**
Prints a notification only for an error.
 - Off**
Prints no notification.
 - Attach copy of TX**
Select to include an image of the FAX in the notification.
 - TX report**
Select to print details of the 50 most recent FAX transmissions.
- 5** Under **Receiving (RX)**, select **Notification** options to print a notification if a FAX was received successfully:
 - On**
Prints a notification for all FAX activity.
 - Error only**
Prints a notification only for an error.
 - Off**
Prints no notification.
 - RX report**
Select to print details of the 50 most recent FAX receptions.
- 6** Click **OK**.

Communication

In **Configuration > Communication**, you can view or edit the host name, TCP/IP settings, and SNMP settings used for device communication.

Host name

Enter the host name of the device.

LAN interface

Select the type of LAN interface installed on the device.

You can also select check boxes for available port types that the device uses for communication: LPD setting, Raw port, WSD print.

TCP/IP

Clear the check box for the DHCP protocol. Enter the IP address, subnet mask, and default gateway values.

SNMP

The SNMP protocol is used for providing and transferring management information within the network environment. **Read community** and **Write community** can have up to 16 characters. The default community is **public**. If the computer is not connected, you can still type **Read community** and **Write community** settings. Type **sysContact**, **sysName**, and **sysLocation** information up to 32 characters. Select **Enable authentication** to activate device authentication.

SNMP Traps

In **Configuration > SNMP Traps**, you can select SNMP trap settings for 1 or 2 IP addresses. Should an error occur, such as **Add paper**, the device automatically generates a trap. The trap sends an error message to one or two predetermined trap recipients. The trap server is the SNMP trap packet receiver which runs in the application. The default community is **public**.

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

Status Monitor

In **Configuration > Status Monitor**, you can select toner level alert and event notification settings. The status monitor displays device status messages on the lower right corner of your screen.

Set toner level alert

Select to create an alert when the toner starts running low, and then select a percentage between 0 and 100. If the toner level reaches this percentage, an alert icon is displayed on the **Supplies** tab at the bottom of the **KYOCERA Client Tool** dialog box.

Enable event notification

Select to activate the notification feature for selected device events. When selected, notification options are available.

Enable pop-up notification

When selected, a pop-up message appears in the lower right corner of the screen for each selected event as it occurs.

Events

Select one or more events for the notification.

Sound file

With one or more events selected, select to enable sound notification. Type the location of a sound file (.WAV), or click **Browse** to find a sound file located on your computer. You can press the arrow button to hear the selected sound.

Use Text to Speech

With one or more events selected, select and type your preferred text. The Microsoft **Text to Speech** utility reads the text and plays it in a spoken voice. You can press the arrow button to hear the selected text.

Status Monitor Icon

When the status monitor is enabled, you can right-click on the **Status Monitor** icon in the system tray for these options:

Hide the KYOCERA Client Tool / Show the KYOCERA Client Tool

Hides or shows the **KYOCERA Client Tool** dialog box.

www.kyoceradocumentsolutions.com

Opens a web browser to the KYOCERA Document Solutions home page.

Exit

Closes the **KYOCERA Client Tool** and removes the **Status Monitor** icon from the system tray.



Preset

The **Preset** utility lets you easily manage pre-configured settings (Preset settings) that are saved on the device. Up to three configurations of Preset settings can be saved for each of the copy, scan, fax or print box functions. Once saved, these Presets can be used on the device by pressing the appropriate **Program** buttons. This feature is available for MFP models.

Programming a Copy, Scan, Fax, or Print Box Preset

- 1** In the **KYOCERA Client Tool** dialog, select **Device > Preset**.
- 2** Select the tab for the type of preset you want to modify: **Copy, Scan, FAX, or Print Box**.
- 3** Click the **Program** button on the left and select the number of the preset to configure. The settings currently associated with that preset number are listed in the **Summary** box.
- 4** Edit the settings on the tab as needed.
- 5** Click **Save** to save the settings to the preset number.
- 6** Click **Close** to exit the dialog.

Note: **FAX** is only available on certain models.

Copy Tab

You can make settings on this tab that apply to the copy function of the device, and save them as a preset. Click **Reset** to change the settings back to the defaults, or click **Save** to save any changed settings to the preset. Click **Close** when done.

Original size

The size of the original document that is placed on the platen.

Original image

The image is text, photo, or a combination of text and photo.

Resolution

The resolution of the scanned image.

Copies

The number of copies.

Collate

Collation of multiple copies.

Original orientation

How the original document is placed on the platen.

Zoom

Magnification applied to the scanned image.

Density

Darkness of the scanned image.

EcoPrint

Imaging feature that changes toner saturation, making the entire image, text and graphics, appear lighter in the printed job.

Duplex

One of both sides of the page are used for printing, and on which edge the page is turned.

Combine

One or more pages are printed on one page. Four-page and Two-page options are available.

Layout

Page sequence when multiple pages are printed on one page.

Scan Tab

You can make settings on this tab that apply to the scan function of the device, and save them as a preset. Click **Reset** to change the settings back to the defaults, or click **Save** to save any changed settings to the preset. Click **Close** when done.

Name

The preset name that is displayed on the operation panel.

Original size

The size of the document original on the platen.

Original image

The image is text, photo, or a combination of text and photo.

Reverse image

Colors and tones of the image are reversed.

Sharpen

Sharpness of the scanned image.

Scan color

Scanned image is in Full color, Grayscale, or Monochrome.

Density

Darkness of the scanned image.

Resolution

The resolution of the scanned image.

Output name

Filename to use when saving scanned images. An incremental number is appended to this filename for each image.

File format

File format of the scanned image files.

Quality

The quality of the scanned image file, when JPEG is selected as the file format.

Destination folder

Location on the local PC where scanned image files are saved. Click **Browse** to select.

FAX Tab

You can make settings that apply to the FAX function of the device, and save them as a preset. Click **Reset** to change the settings back to the defaults, or click **Save** to save any changed settings to the preset. Click **Close** when done.

Original size

The size of the document original that is placed on the platen.

Original image

The type of document to be scanned: text, photo, or a combination of text and photo.

Density

The darkness of the scanned image.

Resolution

The resolution of the scanned image.

Adding FAX Numbers

- 1 Click **New** to add FAX numbers to the list on the **FAX** tab.
- 2 Click **Select from Address book** to add a FAX number from the address book. Select an entry from the list and click **OK**.

You can enter the name and FAX number directly, and change the default settings.

FAX number

Telephone number of the destination FAX machine.

TX start speed

The transmission starting speed for each FAX number.

ECM

The ECM value for each FAX number.

- 3 Click **OK** when done, or **Cancel** to leave the dialog box without applying any changes.

Print Box Tab

You can make settings on this tab that apply to the Print Box function of the device, and save them as a preset. Click **Reset** to change the settings back to the defaults, or click **Save** to save any changed settings to the preset. Click **Close** when done.

Name

This name displays on the operation panel when the preset is selected.

Connection

The connection can be Network or Local.

IP address

The IP address of the computer.

Destination folder

The Print Box folder on the local PC. Click **Browse** to select.

Documentation



Click **Documentation** from the **Device** tab to open user manuals for the selected model.

Device Restart



Click the **Device restart** icon to restart the device. Click **OK** to confirm.

Factory Default



Click the **Factory default** icon to return all of the device properties of the selected model to its default settings. Click **OK** to confirm. This is the same as **Restore Factory Default** in the **Maintenance Menu** accessed from the **Maintenance** tab.

Scan

The **Scan** tab lets you select options for Quick Scan and the TWAIN scanner driver. You can also save scanned images to a PDF file, an e-mail, or a folder. This feature is available for MFP models.

Preferences



Changes the **TWAIN** scan settings. This setting is effective for **Quick Scan** only.

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

Quick Scan Settings



This utility makes simple scanning tasks easy and convenient. You can scan a document and save it to a folder, send it as an e-mail attachment, or convert it to a PDF document.

Setting Quick Scan Options

- 1 In the main dialog, select **Scan > Quick Scan Settings**. The **Quick Scan Settings** dialog displays.
- 2 On the **Quick scan** tab, set values for the various settings as needed.
- 3 Click **Apply**, then **OK** to save the new settings.

Performing a Quick Scan

- 1 In the client, select **Scan**, then select the type of scan.
- 2 Click **Scan to PDF**, **Scan to E-mail**, or **Scan to Folder**. The document on the device is scanned.
- 3 For **Scan to PDF**, a dialog to save the file to the PC displays. Navigate to the location to save the file, enter the file name, and click **Save**. The scanned document is saved as a PDF file.
- 4 For **Scan to E-mail**, an e-mail window opens, with the scanned document attached. Type in the subject, message body, and select the recipients, and click **Send**.
- 5 For **Scan to Folder**, a dialog to select a folder displays. Select the destination folder and click **OK**.

Scan to PDF



Click the **Scan to PDF** icon to scan images and save them in a PDF file, using settings chosen in the **Quick Scan** utility. Browse to find the desired location, and then name and save the PDF file.

Scan to E-mail



Click the **Scan to E-mail** icon to scan images, using settings chosen in the **Quick Scan** utility, and attach them to an e-mail in your e-mail application.

Scan to Folder

Click the **Scan to Folder** icon to scan images and save them in a folder, using settings chosen in the **Quick Scan** utility. Select an image format, browse to find the desired folder location, and then name and save the image files.

FAX

The **FAX** tab lets you select options for the FAX driver and address book. This feature is available for MFP models.

Preferences

Opens the **FAX** driver preferences for the selected device, to select FAX page and transmission options.

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

Properties

Opens the **FAX Properties** page for the selected device to view Windows device information.

To view help within the FAX properties, press **F1** on your keyboard, or click the question mark icon in the upper right corner and click again in the dialog box.

Address Book

Opens the **FAX Address Book Utility**, to maintain local and device address books for use with the FAX driver. You can create an address book and save address book entries.

Adding a Contact

- 1 In the main dialog, click **Load from device**. Alternatively, click **Open** to load an address book file from the PC. The contents of the address book on the selected device appear in the list.
- 2 Click **Add**. In the **Contact** section, enter the **Name**, **FAX number**, **Company**, and **Department**. Change the **FAX communication speed** and **ECM** selection if necessary.
- 3 Click **Save**. The information appears in the list, with the **Contact** icon in the **Type** column.
- 4 In the toolbar, click **Save to device**. The contents of the address book are written to the selected device.

- 5 In the toolbar, you can click **Save** or **Save as** to store a copy of the address book file on the local PC. This file can be used with other devices.

Editing or Deleting Contacts

- 1 In the main dialog, click **Load from device**. Alternatively, click **Open** to load an address book file from the PC. The contents of the address book on the selected device appear in the list.
- 2 Select a contact in the address book by clicking on a row in the list.
- 3 Click **Edit** to edit the selected contact.
- 4 Click **Delete** to delete the selected contact.
- 5 Click **Delete duplicates** to remove any duplicate entries.
- 6 After making the changes, click **Save** to apply the changes to the list.
- 7 In the toolbar, click **Save to device**. The contents of the address book are written to the selected device.
- 8 In the toolbar, you can click **Save** or **Save as** to store a copy of the address book file on the local PC. This file can be used with other devices.

Adding a Group

You can organize contacts into groups. An address book must be open or have been previously loaded from a device.

- 1 In the main dialog, click **Add group**.
- 2 Enter a **Group name**.
- 3 Select contacts to add to the group from the **All contacts** list.
- 4 Click **>>** to add the contact to the **Selected contacts** list. To remove a contact from a group, select it in **Selected contacts**, and click **<<** to remove it.
- 5 Click **OK** to save the list.

Editing Groups

You can add or delete contacts from an existing group, or change the group name.

- 1 In the main dialog, click **Edit group**.
- 2 In the **Edit Group Entry** dialog, to add a contact to a group, select the contact in **All contacts**, and click **>>** to add it to the **Selected contacts** list. To remove a contact from a group, select it in **Selected contacts**, and click **<<** to remove it.

3 You can edit the name in the **Group name** field.

4 Click **OK** to save the changes to the list.

Copying an Address Book to Another Device

1 In the main dialog, click **Load from device**. The contents of the address book on the selected device appear in the list.

2 Click **Save** or **Save as** to store a copy of the address book file on the local PC.

3 Copy the .FDT file from the local PC to a PC that is connected to the destination device.

4 Start the **FAX Address Book Utility** on the PC connected to the destination device.

5 Click **Open** to open the address book file (.FDT).

6 Click **Save to device** to load the address book file to the MFP device.

Block Numbers

Specific FAX numbers can be added to the **Blocked numbers** list, to prevent FAX reception from devices that have the number set as the sending FAX number. To prevent receiving faxes from FAX machines that do not have a FAX number set, select **Block all unknown numbers**.

Blocking FAX Numbers

1 In the main dialog, click **Block numbers**. If a dialog to select the target device displays, select the device.

2 Click **Load from device** to load the blocked number list from the address book of the selected device.

3 Select **Enable number blocking**.

4 Type the FAX number into the **FAX number** box.

5 Click **Add** to add the FAX number to the **Blocked numbers** list.

6 Click **Save to device** to update the **Blocked numbers** list.

7 Click **Close** to close the dialog.

Maintenance

The **Maintenance** tab lets you open KYOCERA Net Viewer, order replacement toner, view the KYOCERA Document Solutions website, and download printer drivers. Selections vary according to printing system model.



Maintenance Menu

The **Maintenance Menu** lets you reduce the need for service calls. You can adjust features such as print quality, printing position, scan position, and restoring factory default settings. Please refer to the descriptions that appear in the **Maintenance Menu** dialog box.

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

Maintenance Options

The following maintenance features are available in KYOCERA Client Tool:

Adjust print quality

This feature includes procedures to improve the quality of print output.

Drum charge setting

Type or select the main charge voltage of the drum unit, from 1 to 7. A higher setting makes the print output denser. A lower setting makes it less dense.

Altitude setting

Select the altitude of your location:

0: 0 to 1500 meters (0 to 4921 feet)

1: 1500 to 2500 meters (4921 to 8202 feet)

2: 2500 meters (8202 feet) and higher

Drum Refresh

Click **Refresh** to clean the drum unit if print output appear blurry or has spots where information is missing. After the drum refresh is finished, you should manually brush clean the transfer roller.

Adjust print position

This feature adjusts the starting position (top and left) for print output.

Single-sided printing

Type or select the top and left margin starting position for single-sided printing, from -10 to +10 mm.

Duplex printing

Type or select the top and left margin starting position for duplex printing, from -10 to +10 mm.

Print margins

Type or select desired margins of all edges, from 0 to 10 mm. This setting applies to the FAX and copy functions only, not to the printing function, where margins are usually set from within an application.

Adjust scan position

This feature adjusts scanning start position and scan margins of scanning input.

Scanning start position

Type or select the start position for the platen, from -10 to +1 mm. Type or select the start position for the document processor, from -3 to +10 mm.

Scan margins

Type or select the scan margins of all edges for the platen and document processor, from 0 to 10 mm.

Restore factory default

This feature restores the device to the factory default settings. This is the same as **Factory Default** in the **Device** tab.

Reset device

Press the button to restore default settings, and then click **OK**.

Load Package

The **Load package** button lets you browse for a maintenance package (.MTP). The package provides maintenance functions that you can adjust.

Performing Maintenance Procedures

You can perform routine maintenance on your printing device.

- 1** In the **KYOCERA Client Tool** dialog box, select a device from the list.
- 2** Click **Maintenance > Maintenance Menu**.
- 3** In the **Maintenance Menu** dialog box, click **Load package**, and then browse to find a user package file (.MTP). If a password is required, enter the password.
- 4** Select items in the list one at a time, and select the desired settings for each feature.
- 5** You can click **Cancel** to return to the previous view or to select another maintenance procedure.
- 6** When all settings are selected, click **Apply** to finish.

KYOCERA Net Viewer

Opens KYOCERA Net Viewer if it is installed on your system. The KYOCERA Net Viewer software lets you organize and monitor network device information.

To view help in KYOCERA Net Viewer, click **Help > KYOCERA Net Viewer Help**, or press **F1** on your keyboard.

Order Toner

You can order replacement toner by e-mail or on the web. Click the **Order Toner** icon for these options:

Send e-mail

Type an e-mail address, and then click **OK** to open your default e-mail program.

Open Web page

Type a web address, and then click **OK** to open the web page in your default web browser.

Kyocera Online



Opens a web browser to the KYOCERA Document Solutions home page.

Driver Download



Click to open the download page of the KYOCERA Document Solutions website. You can download printer drivers and find an authorized dealer.

Device Status

Displays a 3D image of the device and its current status. You can click the Refresh icon to refresh the image and status information.

Supplies Tab

The **Supplies** tab displays the current level of toner. Status options are:

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 Tab

The **Device Overview** tab displays current details and settings for the printing device.

Device settings

Displays device feature settings such as operation panel language and form feed timeout.

Device details

Displays device information such as model name, serial number, and firmware versions.

About

Click the Kyocera logo at the bottom of the KYOCERA Client Tool dialog box to open the **About** dialog box, which displays the software version.

