KYOCERA

KMnet Viewer

User Guide

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Examples of the operations given in this guide support the Windows XP printing environment. Essentially the same operations are used for Microsoft Windows 7, Windows Vista, Windows Server 2008 and Windows 2000 environments.

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1 Quick Start

Many features are available to help you organize and monitor network device information.

These features are available for starting the application, discovering devices, and getting familiar with the user interface:

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Starting and Logging in

1 In Microsoft Windows Vista or Windows XP, click **Start > All Programs > Kyocera > KMnet Viewer**.

2 If you have administrator rights, your last saved workspace appears and you can proceed with your tasks. If you have administrator rights, and you are starting the application for the first time, proceed to step 4.

3 If you do not have administrator rights, the network administrator must set up a user login password for you. If no password has been set up, the application does not start, and an access error message appears.

Type your password in the login text box, and click **Submit**. A password is a maximum of 32 characters. A blank password is allowed.

If your submitted password is accepted, your last saved workspace appears, unless it is your first time starting the application. If it is the first time, proceed to step 4.

If the password is not correct, the application displays the dialog box and asks you to enter the password again. If you incorrectly enter the password three times, an error message appears, and the application does not start. If this happens see the network administrator about your password.

4 If you just installed the application, and it is the first time you are starting it, a dialog box appears after you have started and successfully logged in. You are asked to specify a workspace file. After you specify your workspace file, the application opens and displays the **Add Device** wizard to help you search for network devices and create the device list.

Editing Authentication Options

If a user does not have administrator rights on the computer with the application installed, the network administrator can set up a user login password. If no password has been set up for a user without administrator rights, the application does not start, and an access error message appears.

1 In the menu bar at the top left of the screen, click **Edit** > **Options** > **Authentication**. The **Options** dialog box opens.

2 Select **Enable local password**.

3 In the **New password** text box, type a password for a local user. A password is a maximum of 32 characters. A blank password is allowed.

4 In **Confirm password**, type the password again.

5 Click **OK** to save the password.

Device Discovery

Discovery is a process that checks networks for printing devices. If new devices are found, then the application updates its database with information about the device. This process can be performed manually for single or multiple devices, or it can be scheduled to run automatically according to a set schedule. It is also possible to exclude devices from being discovered.

When the application is launched for the first time, or when a new workspace is opened, the **Add Device** wizard automatically launches.

Adding Devices

You can use the **Add Devices** wizard to add devices to the view list.

1 Click **Device** > **Discovery** > **Add Devices**.

2 In the **Add Device** wizard, select a method for adding devices:

Express

Uses predefined communication settings to find devices in the local network.

Custom

Lets you select settings to find devices on any network.

3 For the selected method, complete the wizard and click **Finish** to begin discovery.

Custom Options for Adding Devices

Custom options are available when **Custom** is selected in the **Add Device Wizard**. You can select the discovery process to run on your local network, a specific IP address, or a range of IP addresses. Continue through the wizard to select the following options:

On your local network

Select discovery type, TCP/IP port, SNMP options, and discovery start time.

By IP address

Type specific IP addresses or host names and click **Add** to add them to the **Selected targets** list. You can also click **Import** to search for a valid IP address list (.CSV or .TXT). An entry can be removed from the **Selected targets** list by selecting it and clicking **Remove**. Click **Next** to continue

through the wizard and select TCP/IP port, SNMP options, and discovery start time.

By IP address range

Type valid starting and ending IP addresses and click **Add** to add them to the **Selected network segments** list. An entry can be removed from the **Selected network segments** list by selecting it and clicking **Remove**. Click **Next** to continue through the wizard and select TCP/IP port, SNMP options, and discovery start time.

Automatic Discovery

You can set up a regular schedule for performing the discovery process. If devices are frequently added to or removed from the network, performing discovery on a regular basis will keep the device database up to date.

Scheduling Automatic Discovery

1 Click **Device** > **Discovery** > **Automatic Discovery**. The **Scheduled Discovery** dialog box opens.

2 If there is an existing discovery mode you would like to edit, select it and click **Properties**, otherwise click **Add** to create a new discovery mode.

3 In the **Add Device Wizard** , make your selections in each window to set up a recurring schedule. In the **Confirm Discovery** window, click **Finish**.

4 The new discover mode is added to the list. Click **Close** to save your changes and exit the **Scheduled Discovery** dialog box.

Excluded Devices

A printing device can be deleted, which excludes the device from the discovery process. This may be done if the device is not managed by the central IT department, or if the device is to be made not visible for security reasons.

Devices can be restored to the device list by performing **Include Device**.

Excluding a Device from Discovery

This option removes the device from the device list, and displays it in the **Excluded Devices** window. Information about the device is not deleted from the application.

1 In the device list, select the device to exclude.

2 Right-click on the selected device, and click **Delete Device**.

Including a Device

A printing device that was placed in the **Excluded Devices** window can be included again. When a device is included, it is available to be found the next time **Discovery** is performed.

1 Click **Device** > **Discovery** > **Excluded Devices**.

2 In the list, select an excluded device to include.

3   Click **Include Device**.

User Interface

The user interface is designed to help you quickly get the information you need about your network devices.

The screen is divided between left and right panes. On the left pane, you can select which view appears in the device list in the right pane. A view is a specified organization of columns and rows (list), or a layout (map) of the device data.

The application offers two types of views: user defined views that are listed under the **My Views** heading, and six standard views defined by the application that are listed under **Default Views**.

The device list in the right pane displays all devices found during network discovery. There is one row of information per device.
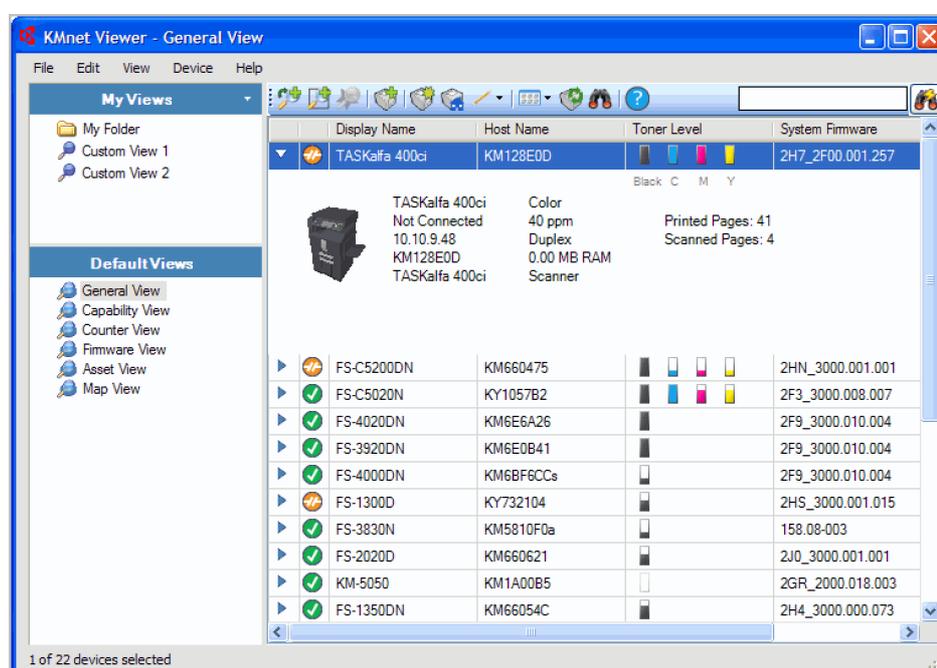
Application Menu

The application menu is located in the upper left corner of the screen. Basic operations that affect the application are in this menu. The application menu operates like a standard Microsoft Windows application menu. The main menu titles are:

File

Edit

View

Device

Help

Application Toolbar

The application toolbar appears above the device list and provides buttons for commonly used features. Move the cursor over the button to see a description

of the feature. Click to use the feature. If a feature is not available, the button is disabled. The toolbar contains buttons for the following features:

Add Dynamic View

Creates a copy of a default or custom view under **My Views**.

Add Manual View Using Selection

Creates a custom view that includes devices selected from an existing view.

Update View

Saves the current view.

Add Devices

Adds devices to the view list.

Properties

Displays the properties of a printing device.

Device Homepage

Displays a web page containing information about the device's current status and settings.

Edit

Opens a list of available options that you can view and edit.

View As

Lets you switch to a different view.

Refresh Device

Updates the selected devices.

Advanced Search

Finds all printing devices in the database that match the selected criteria.

Help

Opens the help file.

For **Map View**, the toolbar also contains buttons for the following features:

Import Map Background

Displays an image of your office layout to appear in the background.

Zoom In

Increases the size of the image one step.

Zoom Out

Decreases the size of the image one step.

Zoom to Fit

Places the entire image within the screen.

Zoom %

Changes the image size by percentage.

My Views Pane

My Views are located in the left pane of the screen. **My Views** are lists or maps you can create from **Default Views** or other **My Views**. This lets you customize the type of information you want to see. **My Views** are organized in a tree structure that displays folders and **My Views** nodes. When you select a **My Views** node, the application displays the view (list or map) in the right pane. You

can create folders to organize and manage **My Views**. Add information to **My Views** by clicking **View** > **Add Dynamic View**, or **View** > **Add Manual View Using Selection**.

Default Views Pane

Default Views are located in the left pane of the screen. **Default Views** are standard list or map views shipped with the application. Six standard views are available under **Default Views** that cannot be removed. When you select a particular default view, the application displays the view (list or map) in the right pane.

Device List Pane

The device list is located in the right pane of the screen. It provides device information in a customizable list or in a map format. Information can be organized and sorted to the user's preference. Each row represents a device and columns represent categories. Each device row can be expanded to display more information.

Identifying Status Icons

In the device list, status icons provide quick information about the condition of each device. Click the triangle icon to expand the row and see a description of the condition.

Ready

Green icon with a white check mark. This icon indicates the device is ready to print, or is in the process of printing.

Error

Red icon with white "X". This icon means the device is unable to print and needs immediate attention. It may be a paper jam, cover open, no toner, no paper, or the device has gone offline.

Warning

Yellow icon with a white exclamation mark. This icon indicates the device can print, but is approaching error status. It may mean low toner or low paper.

Disconnected

Orange icon with a white broken circuit. This icon means the application is unable to communicate with the device. The device may be powered off, or there may be a problem with the network connections.

Busy

Gray icon with a white arrow. This icon indicates the device is operational, but occupied with a task. It may be undergoing an upgrade or configuration.

Customizing the Device List

The application provides the ability to arrange the information in the device list to suit your needs. Changes made to **My Views** are saved with the view. You can update changes to My Views by clicking **Update View** in the toolbar. Changes made to **Default Views** are not saved after you leave the view.

Showing or Hiding Columns

Find the column to the right of where you want a new column to appear. Right-click on the column heading to open the selection list of columns. A column that appears in the view has a check mark next to it in the selection list. Select a new column for the view by clicking on the desired column name. The column will now appear in the view.

To hide a column from the view, click any column heading to open the selection list of columns. Click on a column name that has a check mark next to it that you want to hide. The column will no longer appear in the view.

Changing the Width of a Column

To adjust the width of a column, position the cursor over the column divider until you see the double-headed arrow. Left-click, and then drag the arrow left or right until you have the desired column size. Release the mouse button.

Changing the Position of a Column

To move a column to another position in the view, left-click on the desired column heading, and then drag the cursor to a column heading name that is to the left of where you want the moved column to appear. Release the mouse button.

Sorting Rows in the Device List

You can sort the information in the device list. Click the column heading to change the sort order of the rows in the view, using the data in that column as the sort criteria. An upward triangle indicates rows sorted in ascending order; a downward triangle indicates rows sorted in a descending order.

Expanding a Row in the Device List

You can expand a row in the device list to reveal more information about a device. Click the right-pointing triangle icon in the row of the device for which you want to see additional information. The row expands to display a 3–D picture of the device with all installed options. Other information about the device is also displayed, such as model, status, IP address, and print speed.

To collapse the row back to regular device list size, click the triangle icon again.

Closing the Application Window

You can close just the application window so that the device list is no longer visible on the screen, but the application continues to run in the system tray. This is useful if you want to reduce the number of open windows on your desktop, or if you are running a task that does not need visual monitoring. In the menu bar at the top left of the screen, click **File** > **Close Window**. To reopen the window, double-click the icon in the system tray; or right-click the icon, and then click **Restore**.

To exit the application, click **File** > **Exit**. The application saves the currently displayed workspace before exiting. This saved workspace appears the next time the same user opens the application.

2 View Management

The application offers two types of views: user defined views that are listed under the **My Views** heading, and six standard views defined by the application that are listed under **Default Views**. The default views are **General View**, **Capability View**, **Counter View**, **Firmware View**, **Asset View**, and **Map View**.

You can create, change, or delete views in **My Views**. In the **Default Views**, you can customize the appearance of the lists, but the changes are not saved after you leave the view. You cannot make permanent changes to the views in **Default Views**.

These view features are available:

View As

You can switch to a different view by using the **View As** feature in the **View** menu. Select the view you want to change, click **View** > **View As**, and click the new view from the list.

> If the original view is under **Default Views**, the view switches to the selected default view.

> If the original view is under **My Views**, the view itself changes to the selected view. To save the view, click **Update View**.

Default Views

The application provides six standard views under **Default Views** that cannot be removed or edited. **Display Name**, **IP Address** and **Host Name** are included in all views.

In any view except **Map View**, you can add or remove columns from the table temporarily. Right-click on the column heading and select or clear the desired item or items. The modified views are not saved when you switch to a different view.

The following default views are available:

General View

Displays general information, such as display name, IP address, host name, toner level, description, location, and model name.

Capability View

Displays support for various device capabilities, such as color or black & white, print speed, duplex, total memory, scan, fax, staple, punch, address book, document box, user list, and job log.

Counter View

Displays the device counters for total printed page, printed page copier, printed page printer, printed page FAX/i-FAX, printed page black & white, printed page single color, printed page full color, total scanned pages, scanned page copier, scanned page FAX, and scanned page other.

Firmware View

Displays firmware information, including system firmware, engine firmware, scanner firmware, FAX firmware, panel firmware, and NIC version.

Asset View

Displays asset information, including MAC address, serial number, and asset number.

Map View

Displays printing devices on a background map of your office.

Map View

Use **Map View** to display printing devices on a background map of your office. Printing device properties can be viewed and managed from Map View. The use of an office map helps to visualize the location of devices throughout an office.

Under **Default Views**, click **Map View**. The initial map view displays all devices as icons against a white background. You can import an image of your office layout to appear in the background, then click and drag each device icon to its office location. The map is shared by all map views in the current workspace.

Information about a device can be viewed by moving the pointer over the icon.

Importing a Map Background

You can import an image of your office layout to appear in the map view background. After an image is imported, you can replace it with another image by following the same procedure.

1 Under **Default Views**, select **Map View**.

2 Click **Device** > **Import Map Background**.

3 Click **Browse** to select an image file (.BMP or .JPG).

4 Click **OK** in the **Import Map Background** dialog box.

Adjusting the Map Size

You can change the size of the map image within the view window.

Use any of the following methods to change the image size:

Click **Zoom In** to increase the size of the image one step.

Click **Zoom Out** to decrease the size of the image one step.

Click **Zoom to Fit** to place the entire image within the screen. If you change the screen size, click **Zoom to Fit** again.

Type a percentage between 50% and 300% in the **Zoom** box and press **Enter**.

Clearing a Map Background

You can remove the background image from the map view. All device icons will retain their position after the map image is removed.

In the **Device** menu, click **Clear Map Background**.

My Views

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

My Views lets you customize the devices being displayed, as well as column order, number of columns, and other view settings. To save the view, click **Update View**.

Adding a New Folder to My Views

1 In the menu bar at the top left of the screen, click **File** > **New Folder**. A folder with the temporary name of **New Folder** is created in the **My Views** pane for the active Workspace.

2 Click in the text box, and type a name for the folder. The name cannot be the same as that of an already existing folder.

3 To save the new folder name, click outside the text box, or press **Enter**.

Renaming a Folder or View

1 In the **My Views** pane at the left of the screen, click to highlight the view or folder you want to rename.

2 In the menu bar at the top left of the screen, click **Edit** > **Rename**.

3 Type the new name, replacing the old name in the text box.

4 To save the new name, click outside the text box, or press **Enter**.

Deleting a Folder, View, or Device

The delete feature deletes items based on what is selected in the application screen.

1 In the **My Views** pane at the left of the screen, click to select the view or folder you want to delete; or in the device list, click to select the device you want to delete. Multiple devices can be selected by pressing Ctrl or Shift + click. Deleting a folder also deletes all folders and views contained in that folder.

2 In the menu bar at the top of the screen, click **Edit** > **Delete**.

> **Warning:** There is no confirmation dialog box after you click delete for a folder or view. A deleted folder or view cannot be restored. A deleted device can be restored to the device list by clicking, in the menu bar at the top left of the screen, **Device** > **Discovery** > **Excluded Devices**. Then select your device from the list and click **Include Device**.

Searches

Two types of searches are available for finding devices with particular characteristics. **Quick Search** searches text columns in the currently displayed device list. Quick Search entries are not saved when you move from view to view, or change to **Advanced Search**. Advanced Search searches all devices in the database for the values selected in the search dialog box.

Quick Searching

The **Quick Search** feature is located at the upper right of the screen. The **Quick Search** text box accepts input in all supported languages. The search can find exact matches for full or partial terms in the following columns: **Display Name**, **IP Address**, **Host Name**, and **Model Name**. These columns are searched even if they have been removed from view.

> **Note:** **Quick Search** does not search the text in the expanded information areas of the devices. **Quick Search** results are not saved when you move from view to view, or perform an **Advanced Search**.

1 Type an alphanumeric search term (64 character maximum) in the text box. As you type, the search examines the columns of all the devices in the original view. When you finish typing, the view shows only the devices containing text that matches the search term.

2 To clear the **Quick Search**, click the icon beside the text box. This removes any text in the text box, and restores the view to the original list of devices before the search.

Advanced Searching

The **Advanced Search** feature is available for Default Views. It finds all printing devices in the database that match the selected criteria. Up to six properties can be defined for the search. The search results are displayed until you change to another view, or perform another **Advanced Search**.
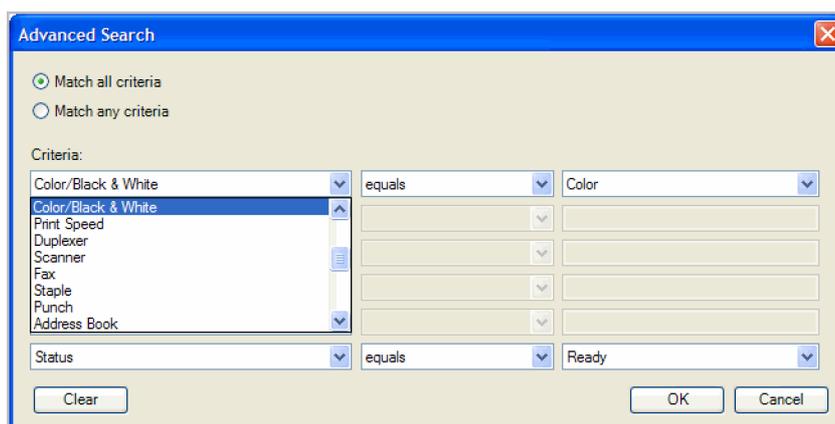
1 Select a Default View.

2 Click **Edit** > **Advanced Search**, or click the binoculars icon in the application toolbar above the device list. The **Advanced Search** dialog box opens.

3 Select a search logic:

Match all criteria

This option searches for devices that meet all the search terms specified under **Criteria**.

Match any criteria

This option searches for devices that meet at least one of the search terms specified under **Criteria**.

4 Under **Criteria**, select device features or properties to find in the search.

Property

Select one device property per property list. There are six property lists available. Properties vary by device model.

Condition

Available conditions depend on the selected property.

Value

Select a value from the list, or type a value in the box.

5 Click **OK**. The application searches through all devices, and displays those that match the selected **Criteria**. In **Map View**, the search result devices appear in their saved position in the office map.

Dynamic View

A dynamic view is a copy of a default or custom view that you create under **My Views**. A dynamic view will match the current display in the right pane: **General View**, **Capability View**, **Counter View**, **Firmware View**, **Asset View**, or **Map View**. Once created, you can name and modify the dynamic view as desired.

A dynamic view cannot be created when a manual view is selected under **My Views**.

Adding a Dynamic View

You can modify an existing view and save it as a custom view under **My Views**.

1 Select a view under **Default Views** or **My Views**, except a manual view.

2 Modify the view as desired, then click **View** > **Add Dynamic View**.

3 Type the name of the new view, up to 64 characters.

Manual View

A manual view is a custom view that includes devices selected from an existing view. A manual view will match the current view in the right pane: **General View**, **Capability View**, **Counter View**, **Firmware View**, **Asset View**, or **Map View**. Once created, you can name and modify the manual view as desired. **Advanced Search** is unavailable for a manual view. A device can be added to a manual view by selecting it in another view and dragging it to the manual view.

Adding a Manual View Using Selection

You can create a view of selected devices and save it under **My Views**.

1 With any view displayed, select one or more devices from the list or map. Press Ctrl or Shift + click to select multiple devices.

2 Click **View** > **Add Manual View Using Selection**.

3 Type the name of the new view, up to 64 characters.

4 If desired, modify the view, then click **Update View**.

Updating a View

When any view under **My Views** is changed, an asterisk appears after its name until it is saved. You can save the updated view by clicking **View** > **Update View**. Use this feature after any of the following:

• Modifying the displayed devices with **Search** or **Advanced Search**.

• Changing the column width or column order, adding or removing columns.

• Using **View** > **View As** to change the view type.

• Sorting the information in device list columns.

• Removing a device from view.

Duplicating a View

You can create a copy of a view in **My Views**. This is useful if you want to create a new view that is only slightly different from an existing view.

1 Under **My Views**, select the view to be copied.

2 Click the arrow button next to **My Views**, and click **Duplicate**.

3 Type the new name, up to 64 characters, replacing the old name in the text box.

4 To save the new name, click outside the text box, or press **Enter**.

5 Modify the new view as needed.

Renaming a View

You can change the name of a view in **My Views**. Default views cannot be renamed.

1 Under **My Views**, select the view to be renamed.

2 Click **Edit** > **Rename**.

3 Type the new name, up to 64 characters, replacing the old name in the text box.

4 To save the new name, click outside the text box, or press **Enter**.

Deleting a View

You can delete a custom view from **My Views**. A deleted view cannot be restored. Default views cannot be deleted.

1 Under **My Views**, select the view to be deleted.

2 Click **Edit** > **Delete View**. There is no confirmation dialog box after you click **Delete View**.

Resizing the View Areas

If many views have been saved under **My Views**, or if your views have long names, you can see the view list more easily by changing the size of the viewing area in the left pane.

To change the width of the left pane, click the border between the left and right panes and drag it right or left.

To change the height of the **My Views** area, click the top of the **Default Views** border and drag it up or down.

Refresh

Printing device information, such as counters and toner levels, is automatically updated according to the polling schedule. At any time, you can manually update this information for one or more devices. The following **Refresh** options are available:

Refresh Device

Select one or more devices and click **View** > **Refresh Device** to update the selected devices.

Refresh All

Click **View** > **Refresh All** to update all displayed devices.

3 Device

The **Device** menu is used for finding devices and managing device settings.

These device features are available:

Device Properties

The **Device Properties** dialog box displays settings and status information about the selected device. To open **Device Properties**, select a device, and select **Device** > **Properties**. Settings may differ depending on your selected device. The settings can include:

Basic Device Settings

This area shows the **Display name**, **Model**, **Status**, **IP Address**, **Host name**, **Location**, and **Description** of the printing device. The **Panel message** box shows the information currently displayed on the device operation panel. **Display name**, **Location**, and **Description** can be edited.

Device Alert

This area describes alerts that are currently occurring, and any troubleshooting measures that can be taken.

Media Input

This area shows the trays and cassettes that are currently installed, their capacity, and roughly how much they currently contain.

Capabilities

This area shows some of the key specifications of the currently selected device.

Counters

This area shows a variety of counters for different types of paper or media and output.

Firmware Versions

This area lists the versions of firmware for various parts of the system.

Memory

This area shows the space available on the hard disk, memory card, optional ROM, and in the RAM disk.

Asset

This area shows the **MAC address** of the network adapter in the device, the **Serial number** of the device itself, and the **Asset number** which may be assigned by your organization.

Displaying Device Properties

You can view the properties of a printing device.

1 Select a device in the view pane.

2 Select **Device** > **Properties** to display information about the selected device.

3 Click **Refresh** to update any settings that might have been changed on the device while this dialog box was open.

Displaying Device Home Page

Printing devices that contain web servers can display a web page containing information about the device's current status and settings. The layout and information shown on this page differs by printing device model. Click **Device** > **Device Homepage** to display this web page.

Address Book

The **Address Book** is a list of individuals and their contact information that is stored on the device. Each entry for an individual is called a Contact, and Contacts can be organized into Groups. This Contact and Group information is stored on the device, and is used for faxing and scanning operations.

To open the **Address Book**, select a device in the device list, and select **Device** > **Address Book**.

Note: If authentication is set, accessing the address book requires the correct **Login user name** and **Password** in the **Communications Settings** for the device. If authentication on the device is not set, the login dialog does not appear so a user name and password is not needed.

The information that can be stored for each contact includes:

Number

Name (and **furigana**, if applicable)

Cover page information (recipient, company, department.) This information is transmitted on a Network FAX.

E-mail

FTP (File Transfer Protocol)

SMB (Server Message Block)

FAX Number

Internet FAX Address

Adding Contacts

You can add individuals to the address book stored on a device.

1 In the menu bar at the top left of the **Address Book**, click **Add contact**. The **Contact Settings** dialog box appears.

2 Enter the name of the contact in the **Name** box. This information is required.

3 Enter other information that is needed.

4 Click **OK** to save the new address book entry.

Adding Groups

Contacts in the address book can be organized into groups. This is useful when the device sends out notifications of certain types of events, for example.

1 In the menu bar at the top left of the **Address Book**, click **Add Group**. The **Group Settings** dialog box appears.

2 Enter the name of the new group. The name does not have to be unique.

3 Click **OK** to send the information to the device.

Adding a Contact to a Group

You can search for Contacts and add them to an existing Group. Each step requires communication with the device, which may be slow depending on network conditions.

1 Double-click on an existing group to open the **Group Settings** dialog box. Alternatively, select the group, then click the **Properties** icon to open the dialog box.

2 In the menu bar at the top left of the dialog box, click **Add members**. The user list is downloaded from the device and appears in the dialog box.

3 Select one or more users to add, and click **Add**.

4 Click **OK** in the **Add Group Members** and **Group Settings** dialog boxes.

Deleting a Contact From a Group

Contacts can be deleted from a group when they are no longer needed.

1 Double-click on an existing group to open the **Group Settings** dialog box. Alternatively, select the group, then click the **Properties** icon to open the dialog box.

2 Select one or more contacts to delete.

3 In the menu bar at the top left of the dialog box, click **Remove members**, then click **Yes** to confirm.

Deleting Contacts and Groups

Contacts and groups can be deleted from the address book when they are no longer needed.

1 Select one or more contacts or groups.

2 In the menu bar at the top left of the dialog box, click **Delete**, then click **Yes** to confirm.

The updated information is sent to the device.

Editing Contacts and Groups

The information saved in the **Address Book** (**Add Contact** or **Add Group**) dialog box for each contact or group can be edited if necessary.

1 Select a contact or group item.

2 Right-click and select **Properties**. The **Contact Settings** or **Group Settings** dialog box for the selected contact or group opens.

3 Edit the information in the dialog box, and click **OK** to save the changes.

Copying Contacts and Groups

Contacts and groups can be copied. This can save time when creating address book entries that are very similar to existing entries.

Note: When performing this copy and paste operation, you should be aware that the modifications will be applied after the **Paste** command.

1 Select the contact or group to copy, and in the menu bar at the top left of the dialog box, click **Copy**.

2 Click **Paste**.

3 Modify the new contact or group as needed.

Each time a contact or group is copied, the name is changed as follows:

First time: "Copy" is added to the name.

Second time: "Copy 2" is added to the list.

Third time: "Copy 3" is added to the list.

The naming continues to follow this pattern.

Searching the Address Book

You can search the device address book in order to update contact or group information. Address book information can be searched by **Number**, **Name**, **E-mail**, **FTP**, **SMB**, **FAX number** or **Internet FAX address**.

1 In the **Searchable fields** drop-down list box, choose the field to search.

2 Enter the name or part of a name (or furigana, if applicable) to find in the adjacent **Search Text** box.

3 Click the **Quick Search** icon.

4 To clear the search results and display the entire address book again, clear the **Search Text** box and click the **Quick Search** icon.

Device Users

Device users who are authorized to use a device are on a user list with their login information and passwords. When user authentication is set, only users who are administrators on the device are able to use the various functions of the device.

Note: To access the user list of a device, the correct **Login User name** and **User list password** must be in **Communication Settings** for the device. Regardless of the authentication setting on the device, the user has to log in for authentication. If an administrator password is set for the device, then only an administrator can change the user list.

Adding Device Users

You can add users to the user list located on the device. The **Device User List** can be used to control which users are able to operate or access the device.

1 Select a device.

2 Select **Device** > **Users**. The **Users** dialog box opens.

3 Click on the **Add User** icon. The **Users-Add User** dialog box opens.

4 Type the information about the user into the dialog box.

5 Click **OK** to save the information and create the new user.

Deleting Device Users

To delete a device user from a device:

1 In the **Users** dialog box, select the user to remove.

2 Click the **Delete User** icon, or right-click on the user and select **Delete User**.

3 In the confirmation dialog box, click **Yes** to delete the user.

Searching the Device User List

You can search the **User** list in order to update device user information. User list information can be searched by **Login user name** or **User name**.

1 In the **Searchable fields** drop-down menu, select **Login user name** or **User name**.

2 Enter the name or part of a name to search in the adjacent **Search Text** box.

3 Click the **Apply Filter** icon.

4 To clear the resulting list, clear the **Search Text** box and click the **Apply Filter** icon.

Jobs

The **Jobs** command opens the **Jobs** dialog box, where you can view information about jobs currently in the queue for the device. Job logs show information about recent jobs that were processed. Three types of logs are available: **Print Job Log**, **Send Job Log**, and **Store Job Log**.

Showing Job Detail

You can view detailed information about a particular job. The types of information displayed depend on the type of job.

1 Select a device.

2 Select **Device** > **Jobs**.

3 In the **Job** list, select a job.

4 Select **Properties**. A **Job Detail** dialog box appears.

Exporting the Job Log

Job logs can be exported to files for use in other applications.

1 In the menu bar at the top left of the **Jobs** dialog box, click **Export Job Logs**.

2 From the drop-down list, select a job log to export.

3 Click **Browse** to select the file name and location to save the file.

4 Select or enter the number of lines to save in the log.

5 Click **OK** to save the log.

Searching a Job List

You can search a **Job** list by **Job name** or **User name** to find a specific job.

1 In the **Searchable fields** drop-down list, select **Job name** or **User name**.

2 Enter the name or part of a name in the **Search Text** box.

3 Click the **Apply Filter** icon. Standard wildcards are supported.

4 After viewing the job information, clear the **Search Text** box and click **Apply Filter**.

Stored Jobs

The **Stored Jobs** command opens the **Stored Jobs** dialog box, where you can view **Temporary** and **Permanent** print jobs stored on the hard disk. Stored print jobs can be printed or deleted from hard disk memory. You can also print a list of stored jobs. This feature is supported for some models with a hard disk installed.

Viewing Stored Jobs

You can view information about **Temporary** or **Permanent** print jobs stored on the hard disk.

1 Select a device.

2 Select **Device** > **Stored Jobs**. The **Stored Jobs** dialog box opens.

3 At any time, click **Refresh** to update the view.

Printing Stored Jobs

You can print selected **Temporary** or **Permanent** jobs stored on the hard disk.

1 Select a device.

2 Select **Device** > **Stored Jobs**. The **Stored Jobs** dialog box opens.

3 Select a job to print. Press Ctrl or Shift + click to select multiple jobs.

4 Click **Print** and select **Print Selected Jobs**.

5 In the confirmation dialog box, click **Yes** to print.

Printing a Stored Job List

You can print a list of **Temporary** or **Permanent** jobs stored on the hard disk.

1 Select a device.

2 Select **Device** > **Stored Jobs**. The **Stored Jobs** dialog box opens.

3 Click **Print** and select **Print Temporary Job List** or **Print Permanent Job List**.

Deleting Stored Jobs

You can delete one or more **Temporary** or **Permanent** print jobs from hard disk memory.

1 Select a device.

2 Select **Device** > **Stored Jobs**. The **Stored Jobs** dialog box opens.

3 Select a delete option:

Select a print job from the list. Press Ctrl or Shift + click to select multiple print jobs. Click **Delete** > **Delete Selected Jobs**.

To delete all **Temporary** jobs, select **Delete** > **Delete All Temporary Jobs**.

To delete all **Permanent** jobs, select **Delete** > **Delete All Permanent Jobs**.

To delete all jobs stored in the device, select **Delete All Jobs**.

4 Click **Yes** in the confirmation dialog box to finish.

Document Box

A **Document Box** is a type of virtual mailbox on a device. It is used by individuals and groups to manage files that are stored on the device.

To check if a device supports the **Document Box** feature, switch to the **Capability View** and look in the **Document Box** column in the device list.

Note: If authentication is set, accessing the document box requires the correct **Login user name** and **Password** in the **Communications Settings** for the device. If authentication on the device is not set, the login dialog box does not appear so a user name and password is not needed.

Viewing a Document Box

You can view information about print jobs stored in document boxes on the hard disk.

1 Select a device.

2 Select **Device** > **Document Box** to view the number, name, and owner for all document boxes.

3 To search the list, select a **Searchable fields** option, type a value in the search text box, and click **Apply Filter**. After viewing the information, clear the search text box and click **Apply Filter**.

4 At any time, click **Refresh** to update the view.

5 To view detailed information, click **Box properties**. In the **Properties** dialog box, you can edit selected information:

Name

Type the new box name.

Number

Select a box number from 1 to 1000.

Owner

If available, select a new owner from the list.

Owner setting

Select the type of owner from the list.

Restrict usage (MB)

When selected, set the value from 1 to 30000 MB.

Automatic file deletion delay (days)

Select the time the file is saved in device memory, from 1 to 31 days.

Shared

Select to enable the box for multiple users. If desired, set a password.

Overwrite setting

Select to permit a new document to replace an existing document with the same name.

Delete document after printed

Select to delete the document from device memory after it is printed.

Adding a Document Box

If supported by the device, a new document box can be created.

1 Select a device.

2 Select **Device** > **Document Box**. The **Document Box** dialog box opens.

3 Click on the **Add Box** icon.

The **Add Box** dialog box opens.

4 Specify the **Name** for the new box. This information is required.

5 The default box type is **Custom**. Some devices also support a **FAX** box for receiving faxes. The **FAX** option only appears when it is supported.

6 Specify the password if you want to create a password protected document box.

7 Specify values or use the default values for the other settings.

8 Click **OK** to add the new box.

Deleting a Document Box

If a document box is no longer needed, it can be deleted.

1 Ensure that the document box is empty.

2 Select the document box in the list, and click **Delete**.

You can also right-click on the box in the list, and select **Delete**.

Exporting a Document Box List

You can save the document box list in your computer or network. Once saved, it can be imported into a KX printer driver.

1 Select a device.

2 Select **Device** > **Document Box**. The **Document Box** dialog box opens.

3 Select a box from the list. Press Ctrl or Shift + click to select multiple boxes.

4 Click **Export**.

5 Name and save the file.

Document Properties

Select a document in the document box and click **Document properties** to display information about the document, such as the name, number of pages, and document size.

You can change the name in the **Document properties** dialog box.

Document Views

An image of a document in the document box can be displayed as a thumbnail, or in a preview pane by selecting a document and clicking on the **View** icon. When a document is displayed in the preview pane, you can zoom and rotate the image of each page, one page at time. You can use the arrows or the menu to move to the next or the previous page.

Downloading a Document

You can download a document from a document box to your local computer.

1 Select a document to download.

2 Click the **Download** icon, or right-click on the file and click **Download** in the context menu.

3 In the **Save As** dialog box, select a location to save the file to, type a file name, select PDF, TIF, or JPG file type, and click **OK**.

Searching a Document Box

In a document box, you can search by name to find a specific file.

1 Select a Searchable fields option, enter the name or partial name in the search text box, and click **Apply Filter**.

2 After viewing the information, clear the search text box, and click **Apply Filter**.

Moving Documents Between Document Boxes

You can drag and drop documents between document boxes on the same device.

1 In the left-side tree view, select the document box containing the file to move.

2 Select one or more files, and move them by dragging from the right-side view to the destination document box. A confirmation dialog box appears.

3 Click **OK** in the confirmation dialog box to finish.

Virtual Mailbox

The **Virtual Mailbox** command opens the **Virtual Mailbox** dialog box, where you can view print jobs stored in virtual mailboxes on the hard disk. Stored print jobs can be deleted from hard disk memory, and a job list can be exported. The exported list can be imported into the KX driver.

This feature is supported for some models with a hard disk installed. A maximum of 255 virtual mailboxes can be created.

Viewing Virtual Mailbox Jobs

You can view information about print jobs stored in virtual mailboxes on the hard disk.

1 Select a device.

2 Select **Device** > **Virtual Mailbox** to view the name, number, size, and password information for all virtual mailboxes.

3 To search the list, select a **Searchable fields** option, type a value in the search text box, and click **Start/Clear Quick Search**. After viewing the information, clear the search text box and click **Start/Clear Quick Search**.

4 At any time, click **Refresh** to update the view.

Deleting Virtual Mailboxes

You can delete a virtual mailbox from hard disk memory. Only one virtual mailbox can be deleted at a time.

1 Click to select a device from the device list.

2 Select **Device** > **Virtual Mailbox**. The **Virtual Mailbox** dialog box opens.

3 Select a virtual mailbox from the list.

4 Click **Delete mailbox**, then click **Yes** to confirm. If a password was set, type the password. If the typed password is not correct, the virtual mailbox is not deleted.

Exporting a Virtual Mailbox List

You can save the virtual mailbox list to your computer or network. Once saved, it can be imported into a KX printer driver.

1 Select a device.

2 Select **Device** > **Virtual Mailbox**. The **Virtual Mailbox** dialog box opens.

3 Select a virtual mailbox from the list. Press Ctrl or Shift + click to select multiple mailboxes.

4 Click **Export**.

5 Name and save the file.

Advanced Virtual Mailbox Options

You can change the following virtual mailbox settings if you have administrator privileges:

Maximum VMB size

A numerical value, varying by model, can be set from 0 to 9999 MB. Select "0" to prevent use of the virtual mailbox.

Change Master Password

A numerical value can be set from 1 to 65535, or the password can be removed. An administrator can use the master password to override or change virtual mailbox passwords.

Delete all Virtual Mailboxes

Erases all virtual mailbox data from the hard disk.

Selecting Advanced Virtual Mailbox Options

You can change selected virtual mailbox options.

1 Select a device.

2 Select **Device** > **Virtual Mailbox**. The **Virtual Mailbox** dialog box opens.

3 Click **Advanced**. If a password has been set, enter the password and click **OK**.

4 Select the desired settings:

Maximum VMB size

Enter a value for virtual mailbox size, or click the up or down arrow buttons to select the value.

Change Master Password

Click **Password**, then enter the old and new passwords, and reenter the new password. To remove the password, leave the **New password** and **Confirm new password** boxes blank.

Delete all Virtual Mailboxes

Click **Delete all**, then click **Yes** to confirm.

5 Click **OK** in the **Advanced** and **Virtual Mailbox** dialog boxes.

Adding a New Virtual Mailbox

You can create a new virtual mailbox on the hard disk. A maximum of 255 virtual mailboxes is supported.

1 Select a device.

2 Select **Device** > **Virtual Mailbox**. The **Virtual Mailbox** dialog box opens.

3 Click **New Mailbox**.

4 Enter a new ID, name, new password, confirm the password, and click **OK**. The same name cannot be used for two virtual mailboxes.

Editing a Virtual Mailbox

You can set the name and password of a virtual mailbox stored on the hard disk. If you click **Refresh All** with one virtual mailbox selected, all virtual mailboxes are refreshed.

1 Select a device.

2 Select **Device** > **Virtual Mailbox**. The **Virtual Mailbox** dialog box opens.

3 Select a virtual mailbox and click **Properties**. The **VMB Properties** dialog box opens.

4 Type a new **Name**, and type a password from 1 to 65535. In **Confirm new password**, type the password again.

5 Click **OK**.

Notification Settings

The **Notification** function is used to inform users of changes in the status of the printing device. There are three types of notifications available: a pop-up window, opening of the Windows event log, or an e-mail to a specified list of e-mail addresses.

To send e-mail notifications TCP port 25 must be available and not blocked by a firewall or virus scanner. Also, the e-mail sending feature must be configured. If it is not configured, then e-mail notifications are unavailable. For more information, see *Editing E-mail Options*.

Several types of events can trigger a notification, depending on the model. For example, a paper jam can be set to trigger a notification.

Setting a Notification

You can select devices from the device list for displaying alerts about printing device activity. The **Notification Settings** dialog box provides the alert option for the selected devices.
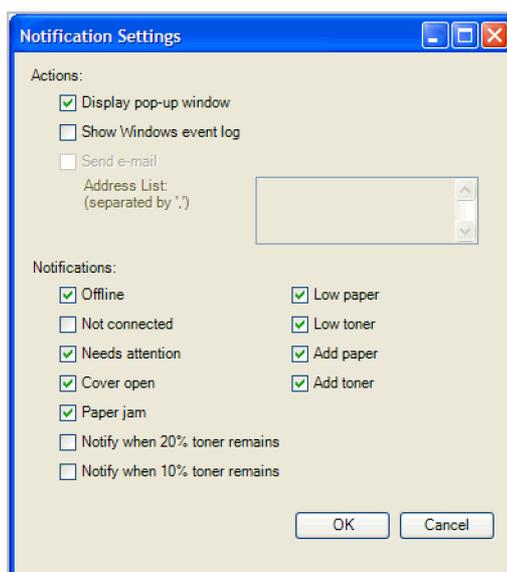
1 Select a device. To set the same notifications for more than one device, press Ctrl or Shift + click to select devices.

2 In the menu at the top of the screen, click **Device** > **Notification Settings**. The **Notifications Settings** dialog box opens. You can also open the dialog box by right-clicking on the selected devices in the device list, then selecting **Notifications Settings** from the list.

3 Under **Action**, select how the notification will be communicated.

4 If you select **Send e-mail**, enter one or more e-mail addresses. E-mail addresses must first be set up in the **Address Book**.

5 Under **Notifications**, select the events that will trigger a notification.

6 To save your selections and close the dialog box, click **OK**.

Communication Settings

Communication Settings control the network communications with each device. Available settings vary depending on the model and can include **Device Settings**, **Secure protocol settings**, **Login**, and **Polling**.

If authentication is enabled, the **User name** and **Password** must be set correctly in order to access several functions of the device, such as **Address Book**, **User List**, or **Document Box**.

Setting Device Communications

You can change the various communications-related settings in the **Device Communication Settings** dialog box for the selected device.

1 Click to select a device in the device list.

2 In the menu bar at the top of the screen, click **Device** > **Communication Settings**. Alternatively, right-click on your chosen device, and then in the context menus click **Communication Settings**.

3 In the field next to the communication setting to be changed, enter the new value. You may be able to use a selector or drop-down menu if available.

4 Click **OK** to save the updated value. There is no confirmation message; the changes are saved immediately.

TCP/IP Port

Some operations send a command or command file via a logical printer port. The default logical printer port numbers begin with 9100. The valid range for port numbers is 1024 to 65534. The number must match the port number of one of the Logical Printers defined for a device. To determine the port number, see the Logical Printers web page in the **Command Center** or the device homepage.

Setting the Port Number in Command Center

1 To access the **Command Center**, select a device.

2 Click **Device** > **Device Homepage** in the menu bar.

3 Click the **Advanced** tab at the top of the **Command Center** page.

4 To the left of the page, select **Advanced**, then select **TCP/IP**, and then select **Logical Printers**. The **TCP/IP Port Number** is displayed for each logical printer. One of these logical printer ports must match the port number entered in **Device Communication Settings**.

A reset may be required for logical printer changes to take effect. Use the reset page in the **Command Center Basic** tab.

Note: In older models, set the port number from the device homepage. Select **Networking** > **Logical Printers**. To reset, select **General** > **Reset**.

Communication Timeout

Enter the number of seconds the server should wait for the printing device to respond to an SNMP or SOAP request. The available range is from 5 to 60 seconds.

SNMP Communication Retries

Enter the number of times, after an initial failure, the application should attempt to establish SNMP communication with the printing device. The available range is from 1 to 5 retries. A higher number will increase network traffic, while a lower number can improve performance.

Secure Protocol Settings

Secure Sockets Layer (**SSL**) is a cryptographic protocol that provides security for network communications. SSL support varies by model that use an IB-23 network interface.

Select **SSL** to use **HTTPS** for device communication.

Clear **SSL** to use **HTTP** for device communication.

Login Settings

The **Login** section lets you set user login information. The feature can be set if at least one selected device supports the **User Login** feature.

Enter the **Login User name** and **Password** for the device.

Select whether to use local or device authentication.

Polling

Printing devices are interrogated at specific intervals to check for error conditions, operational status, and low toner levels. The following polling modes are provided.

Status Polling

Information is gathered about the current operational state of the device, such as error conditions, panel messages, and operating mode. The available range is between 5 and 300 seconds.

Counter Polling

Information is gathered about the values held by various counters in the device, such as number of color pages printed, number of black and white pages, number of faxes received, and so on. The available range is between 1 and 10000 minutes.

Toner Level Polling

Information is gathered about the current level of toner in the device. The available range is between 1 and 10000 minutes.

Advanced Menu

In the **Device** menu, click **Advanced**. You can also right-click on a device and select **Advanced**. The following selections appear:

Set Multiple Devices

This sends configuration parameters to multiple devices at the same time.

Upgrade Firmware

This wizard guides you in installing the most current firmware on devices.

Device Default Settings

This sets the default settings of the selected device. Only one device may be selected at a time.

Authentication Settings

This sets the authentication settings of the selected device. Only one device may be selected at a time.

System Settings

This sets the system settings of the selected device. Only one device may be selected at a time.

Network Settings

This sets the network settings of the selected device. Only one device may be selected at a time.

TCP Send Data

TCP Send Data lets you send data (files, text, or device commands) directly to the interface of one or more selected devices.

Warning: This is an advanced feature. Incorrect use can cause the device to be inoperable.

Sending TCP Data

To send data to the device interface:

1 In the device list, select a device. To set the same notifications for more than one device, press Ctrl or Shift + click to select devices.

2 In the menu at the top of the screen, click **Device** > **Advanced** > **TCP Send Data**.

3 In the **TCP Send Data** dialog box, select the TCP port or IPPS path. You can select the default or a specific TCP port on the device. The port number must match that of one of the Logical Printers defined in the **Command Center** for the device. The range is 1-65535.

4 To send data from a file, click the **Browse** button and select the file. Use this option to send macros or printable files, such as PDF or PRN.

5 To send data as text, type the text in the box. Use this option to send **PRESCRIBE** commands. Click **History** to retrieve a previously sent text string. The **History** retains up to 10 previously sent text strings.

6 Click **Send** to send the data.

Authentication Settings

Authentication Settings provide a convenient way for administrators to manage user authentication and network user properties. Only one **Authentication Settings** dialog can be opened per device. A maximum of three dialogs can be open (for three different devices) at the same time.

Setting User Authentication

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

1 Click to select a device in the device list.

2 In the menu bar at the top of the screen, click **Device > Advanced> Authentication Settings**. Alternatively, right-click on your chosen device, and then in the context menus click **Advanced> Authentication**.

3 If you want to set user authentication as a device setting, click **Enable user login**.

4 Select one of the options for authentication: **Use local authentication** or **Use network authentication**.

5 If you selected **Use local authentication**, you can proceed through the rest of the dialog box, or you can click **OK** to save your settings and close the dialog box. If you selected **Use network authentication**, the related text boxes below it become available. Only ASCII characters.

6 Type a domain name in the **Domain name** text box. The maximum length is 254 characters.

7 Select a **Server type** from the list.

8 Type a server name or IP address in the **Server name** text box. The maximum length is 62 characters.

9 You can proceed through the rest of the dialog box, or you can click **OK** to save your settings and close the dialog box.

Setting Network User Property

An administrator can set **Network user property** as a device setting. **Network user property** settings support varies by model.

1 Click to select a supported MFP in the device list.

2 In the menu bar at the top of the screen, click **Device > Advanced > Authentication Settings**.

3 If you want to get the network user property, click **Obtain network user property**. The related text boxes below it become available. Only ASCII characters are allowed in the text boxes.

4 Type the server name **LDAP Server Name** text box. The maximum is 64 characters.

5 Select the **LDAP Port Number** from the list. Available port numbers range from 1 to 65535.

6 Select the **Search Timeout (seconds)** from the list. Available numbers of seconds range from 5 to 255.

7 Select the **LDAP Encryption** from the list. The LDAP encryption can be saved to **LDAPv3/TLS**, **LDAP over SSL**, or it can be set to **Off**.

8 The device uses the **Acquisition of user information** settings for search and retrieval of login user information from the LDAP server. Type a valid user name in the **Name 1** text box. The maximum length is 32 characters. Type another

valid user name in the **Name 2** text box. The maximum length is 32 characters. Type a valid e-mail address in the **E-mail Address** text box. The maximum length is 32 characters.

9 You can proceed to the **Permit jobs with unknown IDs** check box, or you can click **OK** to save your settings and close the dialog box.

Permitting Jobs with Unknown IDs

If you want a device to have no user restrictions and accept print jobs without a user login and password, or with an invalid user login and password, you can select the **Permit jobs with unknown IDs** check box. The default is for the check box to be cleared.

1 Select a device in the device list. In the menu bar at the top of the screen, click **Device > Advanced > Authentication Settings**. The **Authentication Settings** dialog box opens.

2 At the bottom of the dialog box select the **Permit jobs with unknown IDs** check box. Click **OK** to save all your settings.

If you want to restrict the device with a user login, clear the **Permit jobs with unknown IDs** check box. In the KX Driver for the device, you must also click **Device Settings > Administrator**, and select **Use specific login user name**. Type the user name and password for a specific user, or choose to have the device prompt for the user name.

Network Groups

A network group is a distinct set of network devices specified by the administrator. With the **Network Groups** feature, the administrator can select a device and manage certain user access properties for an entire group of devices that contains that device. You can add, delete, edit, authorize, and search for groups. Only one **Network Groups** dialog can be opened per device. A maximum of three dialogs can be open (for three different devices) at the same time. The maximum number of groups that can be added to the list is 20.

Network Groups List

The device display name and IP address appearing in the title at the top of the **Network Groups** dialog box represent the selected printing system. Below the title, a toolbar with icons lets you to add, delete, edit, authorize, and search for groups. Right-click on a group to display a context menu offering the same functionality. The list of groups can be refreshed to show the latest additions and deletions. The number of groups currently selected and the total number of groups is shown at the bottom left of the dialog box. The dialog box can be resized horizontally and vertically, minimized, maximized, or restored.

The **Network Groups** list occupies most of the dialog box. It contains up to 20 groups, plus the **Other** group which is needed by the application. The information for this group is displayed in bold font, and represents standard authorization. The columns in the list contain the **ID** and **Name** assigned to each of your groups when added or last edited. The list can be sorted by either column in ascending or descending order by clicking one of the column headers.

Adding or Editing a Network Group

You can add a new network group, or edit the information of an existing group. You can also edit the **Job authorization settings** of the group named **Other** that is used by the application.

1 In the menu bar at the top of the screen, click **Device > Advanced > Network Groups**. Alternatively, right-click on the device, and then in the context menus click **Advanced > Network Groups**.

2 To add a group, in the **Network Groups** toolbar, click **Add Group**. The **Add Group** dialog box opens. To edit a group, in the **Network Groups** list, click to select one group. In the **Network Groups** toolbar, click **Properties**. The **Edit Group** dialog box opens.

3 The **Add Group** dialog box and the **Edit Group** dialog box contain the same settings. For the group named **Other**, the **Group information** cannot be edited, but the **Job authorization settings** can.

4 In the **Group information** section, in the **Group ID** text box, type an identifying number of up to 10 numeric characters

5 In the **Group ID** text box, type a name for the group. The maximum number of alpha numeric characters is 32.

6 For **Access Level** select either **User** or **Administrator**. The default is **User**.

7 In the **Job authorization settings**, there is a list of printing system properties. You can select to either **Permit** or **Prohibit** each of the properties. If you want to permit all the properties, click **Permit all** at the top of the list. If you want to prohibit all the properties, click **Prohibit all** at the top of the list.

8 After making all your changes, at the bottom of the dialog box, click **OK** to save all your changes. The new group will be added to the group list for the selected device, or your edits will be saved to the existing group. If you want to discard the added or edited information, click **Cancel**.

Deleting Network Groups

You can delete one or more groups at a time from the **Network Groups** list. However, the group named **Other** is used by the application and cannot be deleted.

1 Click to select one device in the device list.

2 In the menu bar at the top of the screen, click **Device > Advanced > Network Groups**. Alternatively, right-click on the device, and then in the context menus click **Advanced > Network Groups**.

3 In the **Network Groups** list, click to select a group, or press Ctrl or Shift + click to select multiple devices. The **Confirm delete** dialog box appears.

4 In the dialog box, click **Yes** to delete. The selected groups are removed from the **Network Groups** list. The devices in the deleted groups remain in the device list.

Authorizing a Network Group

You can activate or deactivate **Group Authorization** for one or more groups at a time in the list. You can also activate or deactivate the feature for the group named **Other** that is used by the application. Selecting **ON** for **Group Authorization** means all users of the device can operate only within permissions granted in assigned groups.

1 Click to select one device in the device list.

2 In the menu bar at the top of the screen, click **Device > Advanced> Network Groups**. Alternatively, right-click on the device, and then in the context menus click **Advanced> Network Groups**.

3 In the **Network Groups** list, click to select a group. Alternatively you can press Ctrl or Shift + click to select multiple devices. The **Group Authorization** dialog box appears.

4 In the dialog box, Click **On** to activate group authorization. Click **Off** to deactivate group authorization. Click **OK** to save your choice. Click **Cancel** if you want no change to the original setting.

Searching the Group List

You can search for groups in the **Network Groups** list.

1 Click to select one device in the device list.

2 In the menu bar at the top of the screen, click **Device > Advanced> Network Groups**. Alternatively, right-click on the device, and then in the context menu, click **Advanced> Network Groups**.

3 In the **Network Groups** toolbar, click the **Searchable fields** text box. In the list, select the column or columns you want to search. The **Searchable fields** selection searches all columns that contain searchable text.

4 In the **Quick Search Text** bar, type the text for the search.

5 Click **Quick Search** (the magnifying glass icon). The **Network Groups** list now displays only the groups that satisfy the text in the **Quick Search** text box.

4 Multi-Set

Multi-Set lets you send configuration parameters to multiple devices simultaneously.

These **Multi-Set** features are available:

Setting Multiple Devices

To start the **Multi-Set Wizard** follow these steps:

1 In the device list, select the devices that will receive settings by pressing the Ctrl key, and clicking on the devices. You can also select groups of devices by pressing the shift key and clicking the first and last of adjacent devices in the list.

2 On the menu bar at the top of the screen, click **Device > Advanced > Set Multiple Devices**. Alternatively you can open the wizard by right-clicking on one of the selected devices in the device list. In the context menu, click **Advanced > Set Multiple Devices**.

The **Multi-Set Wizard** opens.

3 In the **Device Group** page, the application has filtered the selected devices by those **Multi-Set** supports. The devices are organized by product group.

Select one group to apply settings to, and click **Next**.

Selecting Settings in Multi-Set

> **Note:** If local authentication is on, an administrator must type a login user name and password in **Device > Communication Settings > Login**. All settings and passwords for the source and destination devices must be correct in **Communications Settings** for a successful **Multi-Set** completion.

The following options may vary on the **Settings** page, depending upon the destination device:

Device System Settings

Basic device settings including operation panel language, asset number, timers, and security options including panel and interface locks.

Device Network Settings

Basic settings for TCP/IP, security and network configurations.

Device Default Settings

Settings that define default behavior for print, copy, scan and FAX jobs including paper size, print and scan quality, and default media types.

Device Authentication Settings

Settings that define local or network authorization for accessing a device. These settings vary for MFPs.

Device User List

Login users and groups, including Login user name, user name, password, E-mail address, Account name, Account ID on the device.

Device Address Book

Name, Furigana, E-mail, FTP addresses, SMB addresses, FAX, Internet FAX addresses and address groups stored on the device.

Device Document Box

Users' Custom and FAX boxes.

Device Network Groups

Authentication-Authorization settings on the device, including settings for users, network user property and group authorization. The availability of these settings depends upon the device.

Device Virtual Mailbox

Virtual Mail Boxes, including ID, Name, and VMB maximum size are included.

To select source device settings to copy, follow these steps:

On the **Settings** page, select the category of settings to copy to the destination devices. Only one group of settings can be selected for each Multi-Set process.

Click **Next**.

Selecting Source Settings

You can select different ways to create settings for your destination device.

Warning: At the bottom of the Source Settings page, if a check box labeled **Overwrite settings on target device** is selected, the source device settings will be copied over the destination device settings. Clear this check box to preserve the destination device settings.

Creating Settings From a Device

To copy settings from the source device, follow these steps:

1 On the **Source** page, click **Create from Device**. Click **Next**.

2 Click on one source device from the list. Click **Next**. The application attempts to connect to the device. If the connection is successful, the next wizard page appears. Otherwise an error message appears directing you to see the log file for the possible cause of the error.

3 The **Confirmation** page shows a list of the settings you have made. You can click **Edit settings** to open a dialog box to make changes to the settings. If you want to save your settings to a file, click **Save to file**. The settings are saved to a file with the extension .XML. Click **Finish**.

If the process completes successfully, the properties or settings are copied from the source device to the destination device. Click **Close**.

If the process does not complete successfully, you can click **Details** to see a list of the errors. If you want to save the error list, click **Export** to open a dialog box for saving to a log file. Browse or type a file name with an extension of .CSV. Click **Save**, and then click **Close**.

Creating Settings From a File

To create a settings template from an existing file, follow these steps:

1 On the **Source** page, click **Create from File**. Click **Next**.

2 Type a file path, or click **Browse** to locate and select a file you want to use. Click **Open**, and then click **Next**.

3 The **Confirmation** page shows a list of the settings you have made. You can click **Edit settings** to open a dialog box to make changes to the settings. If you want to save your settings to a file, click **Save to file**. The settings are saved to a file with the extension .XML. Click **Finish**.

If the process completes successfully, the properties or settings are copied from the file to the destination device. Click **Close**.

If the process does not complete successfully, you can click **Details** to see a list of the errors. If you want to save the error list, click **Export** to open a dialog box for saving to a log file. Browse or type a file name with an extension of .CSV. Click **Save**, and then click **Close**.

Creating New Settings

To create a new settings template, follow these steps:

1 On the **Source** page, click **Create New**. Click **Next**. A dialog box opens containing settings for the option you selected on the **Settings** page. Make your changes to the settings.

2 When you are done making settings, click **OK** to save your changes.

3 The **Confirmation** page shows a list of the settings you have made. You can click **Edit settings** to open a dialog box to make changes to the settings. If you want to save your settings to a file, click **Save to file**. The settings are saved to a file with the extension .XML. Click **Finish**.

If the process completes successfully, the new properties or settings are copied to the destination device. Click **Close**.

If the process does not complete successfully, you can click **Details** to see a list of the errors. If you want to save the error list, click **Export** to open a dialog box for saving to a log file. Browse or type a file name with an extension of .CSV. Click **Save**, and then click **Close**.

Overwriting Settings

To overwrite settings on the destination device, follow these steps:

On the **Source** page, you can select the **Overwrite settings on target device** check box, which appears when you have selected any of these options on the **Settings** page:

Device User List

Device Address Book

Device Document Box

Authentication/Authorization Settings

Device VMB Settings

Warning: If this check box is selected, the source device settings will be copied over the destination device settings. Clear this check box to preserve the destination device settings.

5 Firmware Upgrade

The **Firmware Upgrade Wizard** provides a quick and easy means of installing the most current firmware on devices. The upgrade will be performed only on models that match the selected firmware file.

Firmware Upgrade is not available for all models. For a list of supported models, see the **Readme** file.

Before performing a firmware upgrade, TCP ports 800-810 must be available and not blocked by a firewall.

These **Firmware Upgrade** features are available:

Firmware Upgrade Risks

There are potential risks associated with using the **Firmware Upgrade Wizard**. Before you select any options for the upgrade, the beginning page in the upgrade wizard requires that you acknowledge, understand, and accept the potential risk. When preparing a firmware upgrade, review the process with your dealer or service organization and establish contingency plans.

Warning: If a device is turned off or loses power at a critical point during the upgrade, the device could become inoperable and require a servicing to replace damaged components.

Risks and recovery options can differ depending on the type of upgrade. The **Firmware Upgrade Risks and Recovery Options** section describes some of the issues involved.

Firmware Upgrade Risks and Recovery Options

The following sections describe different states of the system when errors can occur and their recovery options for the device and the warning or an action to be taken.

Danger period during an upgrade

Any Device

Do not turn off the device when the Status in **Firmware View** displays the device as *Upgrading*. Check for the new firmware version in the Firmware View to ensure the device has completed the upgrade.

System/FAX

Do not turn off the device when the device operation panel displays **Erasing**, **Writing**, or **Downloading**. For the System, processing time is about 3 to 5 minutes; for FAX, processing time is 1 to 2 minutes.

IB-2x

No indication of the upgrade is displayed on the device operation panel. Check for the new firmware version in **Firmware View** to ensure whether the upgrade has completed for each device. Processing time is about 30 seconds.

Upgrade completion indicators

Any device

Use any of the following methods:

Check the log file.

Look for the appropriate firmware in **Firmware View**. If the new firmware version appears, the upgrade is complete.

To open the device homepage, right-click on the device in the list. Select **Device Homepage** from the context menu. If the new firmware version appears on the homepage, the upgrade is complete.

System/FAX

The device operation panel displays the new version number, or the word **Completed**.

Upgrade error indicators

Any device

The result of the device upgrade is recorded in the log file as **Failed**.

System

The device does not pass the power-on self-test.

FAX

Faxing does not operate.

IB-2x

No link light appears, and **Option** (or on some models **Network**) does not appear on the **Interface** menu on the operation panel.

Upgrade error recovery

System

The DIMM in the device must be replaced. The old DIMM, however, is not physically damaged, and can be erased and reloaded using a DIMM writer.

FAX

The FAX board must be replaced.

IB-2x

There is a special recovery mode for the IB-2x called **Boot Loader** mode. The IB-2x is set to Boot Loader mode with a jumper setting: SW1 on IB-20/21 and IB-21E, or J2-1 on IB-22. Once in **Boot Loader** mode, a special Windows utility named **IBVERUP** can be used to load a new firmware file.

Performing Firmware Upgrade

The **Firmware Upgrade Wizard** initiates the firmware upgrade. The upgrade wizard guides you with step-by-step instructions.

There are several ways you can start the upgrade wizard:

Right-click on a device. On the menu that appears, click **Advanced** > **Upgrade Firmware**.

In the **Device** toolbar, select **Advanced** > **Upgrade Firmware**.

To continue the wizard process, in each page, click **Next**. To go back to a previous page, click **Back**. To cancel the wizard and return to the **Device**, click **Cancel**.

Acknowledgement of Risks

The first page of the wizard contains cautionary statements and requires an acknowledgement of the risks. To continue to the selection pages, select the **Acknowledgement** check box, then click **Next**. If you do not select the Acknowledgement check box, the **Next** button remains unavailable, and the wizard will not continue. To exit the wizard at this point and return to **Device**, click **Cancel**.

Selecting a Firmware Upgrade File

The **Firmware Upgrade Wizard** lets you access a firmware file that matches the model being upgraded. In the case of a group, there must be at least one matching model in the group. When multiple devices are selected for a firmware upgrade, any devices in that set that do not match the selected firmware files will not be upgraded.

Type the path for the firmware file, or browse to find the file on your local system. Click **Next**.

Confirming Selected Firmware

When upgrading multiple devices, the process bypasses any devices that do not match the model(s) for the selected firmware. If there are no matching devices that require a version upgrade, the wizard informs you with the message, *No device to upgrade!*

Note: Firmware files are not provided with this application. Consult your dealer.

The application does not allow upgrading to the identical version as the selected firmware. When upgrading multiple devices, the process bypasses any devices with the same firmware version.

If the selected firmware file version is lower than the currently installed version in a single device, or lower than any of the currently installed versions in a set of devices, version control is provided. On the **Firmware Information** page, select the **Proceed with firmware downgrade** check box to confirm that you wish to downgrade devices to a previous firmware version.

Warning: Only select the **Proceed with firmware downgrade** check box if you are sure you want to downgrade any newer firmware files in devices to the older version you have selected. If you do not want to downgrade any device to a previous version, leave the check box cleared.

After confirming the selected firmware, click **Next**, or if the **Next** button is unavailable, do one of the following:

Click **Cancel** to exit the wizard. If the devices already have the selected version, no upgrade is needed. Otherwise, select a different firmware, or select a different set of multiple devices on which to perform the upgrade.

If the selected firmware is a lower version, and you select the **Proceed with firmware downgrade** check box, the wizard will make the **Next** button available and allow a downgrade to a lower version. Only select the **Proceed with firmware downgrade** if you are sure you want to downgrade any newer firmware files in devices to the older version you have selected.

Verifying Upgrade Settings

When upgrading multiple devices, the process bypasses any devices that do not match the models for the selected firmware. If the firmware cannot be validated for any of the devices you have selected, you will receive a message informing you.

Note: Firmware files are not provided with this application. Consult your dealer.

The **Firmware Information** page displays a summary of the settings you have chosen for the firmware upgrade before the upgrade begins. The summary can include:

Type

Displays the firmware type for the upgrade. For IB-2x, Type should be, for example, *IB-21E Network Interface*.

Version

Displays the version of the new software. The application does not allow upgrading to the identical version as the selected firmware. When upgrading multiple devices, the process bypasses any devices with the same firmware version.

Model List

Displays the device model being upgraded. For IB-2x, Model should be, for example, *Any with an IB-21E*.

Review the summary of settings for accuracy and completeness.

Click **Back** and return to the page of your choice if there is anything in the settings you want to change.

Click **Cancel** if you want to start the wizard over from the beginning and reenter settings.

Click **Upgrade** if the summary of settings is correct.

Setting Communication Options

Set Communication Options lets you define a logical port through which communication occurs between the firmware upgrade software and the device.

Authorizing Firmware Upgrade

The firmware upgrade cannot be performed without proper authorization from each device. Authorization occurs just before the upgrade on each device.

IB-2x Network Firmware

Authorization for IB-2x firmware is provided by the **Admin** password set on each device. Type the **Admin** password in the text box in **Communication**

Settings. For group upgrades, the **Admin** password must be the same on each device.

System and Fax Firmware

Authorization for System and FAX firmware is provided by the SNMP **Write Community**.

Use the **Write Community** entered for each device from **Device** > **Communication Settings**.

During the upgrade, the **Write Community** will be compared with the **Write Community** value stored on each device.

Beginning Firmware Upgrade

If there is anything in the settings you want to change, click **Back** and return to the page of your choice. If you want to start the wizard over from the beginning and reenter settings, click **Cancel**. If you are sure you want to start the upgrade process, click **Upgrade**.

Once you click the **Upgrade** button, the Wizard closes, and the upgrade process is controlled from the application's server.

Note: The Banner Page must be **Off**, and **Start of Job String** must be blank for the logical printer used for the firmware upgrade.

Warning: If a device is turned off or loses power at a critical point during the upgrade, the device could become inoperable and require a service visit to replace damaged components.

Canceling Firmware Upgrade

You have the option to abort the upgrade process between actual device upgrades. If there are no devices remaining to be upgraded after the one currently processing, a warning message directs you to try again later.

Note: Aborting an active upgrade session does *not* stop upgrades that are currently processing, for example, downloading firmware to a device. Therefore, aborting an upgrade may take several minutes until downloading to the current device or devices is completed.

Saving the Firmware Upgrade Export File

All firmware upgrade information is displayed. The export file contains the results for each device. If the upgrade for that device failed, the reason for the failure is noted. The firmware versions before and after the upgrade are also recorded. In the case of failures, the **Firmware Version** box will be blank.

Note: Firmware for certain newer models always processes all the firmware versions in the master file. There will be multiple lines in the export file, one for each firmware type.

When the Upgrade Wizard completes the upgrade, click **Save Log** to a location of your choice. The file format is a Comma Separated Value (.CSV) file, that can be opened with a spreadsheet application for easy viewing and sorting. When opening the export file with a spreadsheet application, choose comma as the delimiter, or make a copy of the file and give it a .CSV extension. Click **Close**.

6 Workspaces

A workspace is a collection of files including device information and view settings. The workspace data appears in the device list or map, and the left pane of the screen.

A workspace is identified with a user name and password. When a user opens the application, the last workspace from that user's history is automatically opened. When the user closes the application, the workspace is automatically saved. Normally a user needs only one workspace, but if there is more than one location, with a list of different devices, additional workspaces can be defined.

You can import a file into a workspace, or export a workspace to a file. A workspace can also be exported to another filename for backup purposes. A list (current view) can be exported to a file, and current workspace devices can be exported to a file.

These workspace management features are available:

Adding a New Workspace

1   In the menu bar at the top left of the screen, click **File** > **New Workspace**.

2   Browse to the desired location for the new workspace folder.

3   Click **Make New Folder**.

4   Type a name for the new folder, and click **OK**. If another workspace was already open, the application automatically saves and closes it before opening the new workspace.

Opening an Existing Workspace

1   In the menu bar at the top left of the screen, click **File** > **Open Workspace**.

2   Browse to the location of an existing workspace and click that workspace folder.

3   Click **OK**. If another workspace was already open, the application automatically saves and closes it before opening the selected workspace.

Importing and Exporting a Workspace

A workspace is a collection of files including device and UI information. You can bring in a workspace from a different version of the application or from another user. The file extension of a workspace exported from version 4.x is .KV3. The file extension of a workspace exported from version 5 or later is .KVX. To make it possible to reuse the device data and UI information created in the older version, you can import and convert the older workspace to the new workspace.

You can also share a workspace with another user. For integrity of the data, a user—even an administrator—cannot access another user's workspace. To copy a workspace to another user, you must export the workspace, then the other user imports it. A workspace is identified with a user name and password, but personal information is not exported with the file.

Importing a File to a New Workspace

You can bring in a workspace exported from another user or from the 4.x version of the application.

1 In the menu bar at the top left of the screen, click **File** > **Import to New Workspace**. The **Import to New Workspace** dialog box opens.

2 Under **File**, type a file path or click **Browse** to select a workspace file. The file must have an extension of .KVX or .KV3.

3 Under **Workspace folder**, type a file path or click **Browse** to select a folder to save the workspace file in.

4 Click **OK**. The application automatically saves the previous workspace, and opens the imported one.

Exporting a Workspace to a File

You can copy a workspace from a user or from the application version 3.x to a file that can be imported to another user or a newer version.

1 In the menu bar at the top left of the screen, click **File** > **Export** > **Workspace**. The **Export Workspace** dialog box opens.

2 Specify a destination for the export.

3 Click **Save**. A message appears: "Workspace export finished." Click **OK**.

Exporting a List or Devices to a File

You can specify a file and export current device information (all available view columns) to it.

1 In the menu bar at the top of the screen, click **File > Export**.

2 Click one of the following information export types:

List to CSV

This option exports current view device information (all available view columns) to a .CSV file. The export, uses UTF-8 encoding.

List to XML

This option exports current view device information (all available view columns) to an .XML file.

Devices to CSV

This option exports current information for all workspace devices (all available view columns) to a .CSV file. The export uses UTF-8 encoding.

Devices to XML

This option exports current information for all workspace devices (all available view columns) to an XML file.

3 The **Export** dialog box opens. Type or select a file path. The file must have an extension of .CSV or .XML.

4 Click **Save**.

Viewing Recent Workspaces

You can view and use recently opened workspaces. The last five workspaces are displayed in the list.

1 In the menu bar at the top left of the screen, click **File** > **Recent Workspaces**.

2 Select the desired workspace from the list. If another workspace was already open, the application automatically saves and closes it before opening the selected workspace.

7 Options

You can choose settings for certain system authentication and communications options. You can set or change a local password for users who do not have administrator rights on a computer. You can configure the application to send e-mail notifications to users about certain device conditions. The application also lets you set default device polling settings for new devices. You can also choose settings for the trap server, the SNMP trap packet receiver which runs in the application.

These editing features are available:

Editing E-mail Options on page 7-1

Editing Authentication Options on page 7-2

Editing Device Polling Options on page 7-2

Editing SNMP Trap Options on page 7-3

Editing E-mail Options

You can configure the application to send e-mail notifications to users about certain device conditions, such as cover open, paper jam, or low paper. In the **E-mail Options** dialog box, you can set the mail server, authentication, and sender for the notifications.

1 In the menu bar at the top left of the screen, click **Edit** > **Options**. The **Options** dialog box opens.

2 In the **Options** list, click **E-mail**.

3 In the **Host** text box, type the SMTP (e-mail) server name, and in **Port**, type the port number.

4 In the **User ID** text box, type the user name needed to log in to the SMTP server, and in **Password**, type the user password needed to log in to the SMTP server.

5 In the **Sender Name** text box, type the name to show who the e-mail is from, and in **Sender Address**, type the e-mail address to show what address the e-mail is from.

6 To test the connection to the SMTP server, click **Test Connection**. A message appears to indicate whether the application was able to successfully connect to the SMTP server. If necessary, correct the **host name** and **port number** and test the connection again.

> **Note:**   **Test Connection** does not check the validity of the **user name** and **password**.

7 To save your settings and close the **Options** dialog box, click **OK**.

Editing Authentication Options

If a user does not have administrator rights on the computer with the application installed, the network administrator can set up a user login password. If no password has been set up for a user without administrator rights, the application does not start, and an access error message appears.

1 In the menu bar at the top left of the screen, click **Edit** > **Options** > **Authentication**. The **Options** dialog box opens.

2 Select **Enable local password**.

3 In the **New password** text box, type a password for a local user. A password is a maximum of 32 characters. A blank password is allowed.

4 In **Confirm password**, type the password again.

5 Click **OK** to save the password.

Editing Device Polling Options

The application lets you set default device polling settings for new devices. The settings do not affect devices that already have been added.
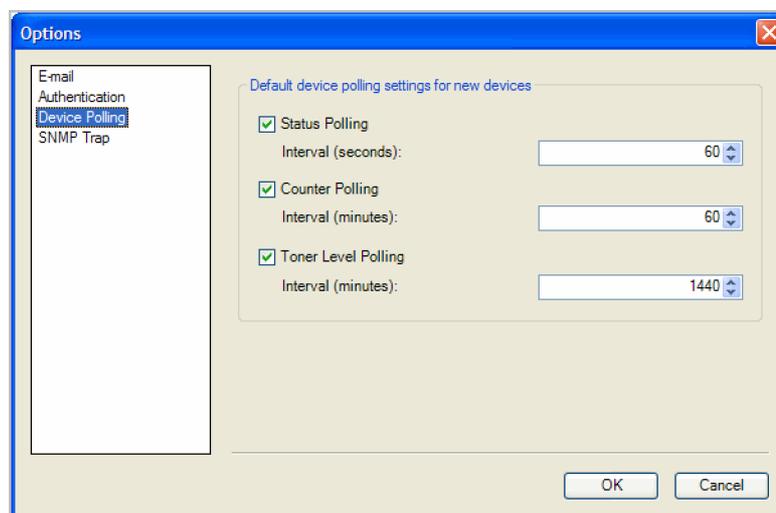
1 In the menu bar at the top left of the screen, click **Edit** > **Options**. The **Options** dialog box opens.

2 In the **Options** list, click **Device Polling**.

3 Select **Status Polling** if you want to track the condition of devices, such as whether a device is offline, or has a cover open. Type the number of seconds or click the up and down arrows to select a polling **Interval (seconds)**. The available range is between 5 and 300 seconds. The default value is 60 seconds.

4 Select **Counter Polling** if you want to count pages, such as total printed pages, or printed color pages. Type the number of minutes or click the up and down arrows to select a polling **Interval (minutes)**. The available range is between 1 and 10000 minutes. The default value is 60 minutes.

5 Select **Toner Level Polling** if you want to track the amount of toner available in the devices. The toner level column in the device lists shows the relative amount of toner in a rectangular icon. If the toner is empty, an exclamation mark shows in the icon. **Toner Level Polling** shows the amount of black toner for black and white devices. For color devices the polling shows the amounts of black, cyan, magenta, and yellow toners.

Type the number of minutes or click the up and down arrows to select a polling **Interval (minutes)**. The available range is between 1 and 10000 minutes. The default value is 1440 minutes.

6 To save your settings and close the **Options** dialog box, click **OK**.

Editing SNMP Trap Options

The SNMP protocol is used for providing and transferring management information within the network environment. 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. To receive trap packets, the user has to start the trap server and then configure the SNMP trap on the device as described in the **Advanced > Management > SNMP** section of the device's Command Center manual. TCP port 162 must be available and not blocked by a firewall.

1 In the menu bar at the top left of the screen, click **Edit** > **Options**. The **Options** dialog box opens.

2 In the **Options** list, click **SNMP Trap**.

3 **Server status** shows whether the trap server is running or not. If the trap server is not running, you can click **Start**. The server status will change to indicate it is running.

If the start of the trap server is not successful, a message appears: "Unable to start SNMP trap server." See the log file under the log folder for an error message as to why the trap server failed to start. Correct the error, and try again to start the trap server.

If the trap server is running, you can click **Stop** to halt it. The server status will change to indicate it is not running.

4 If you want to allow the receipt of SNMP trap packets that have the same community name as the trap community (which is stored in the application), type the trap community name in the **Trap Community** text box. The default is **public**.

5 If you want to start the trap server whenever the application is started, select **Automatically run the trap server when the program starts**. The default is for the option to be cleared: to not allow the trap server to start automatically.

6 To save your settings and close the **Options** dialog box, click **OK**.

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