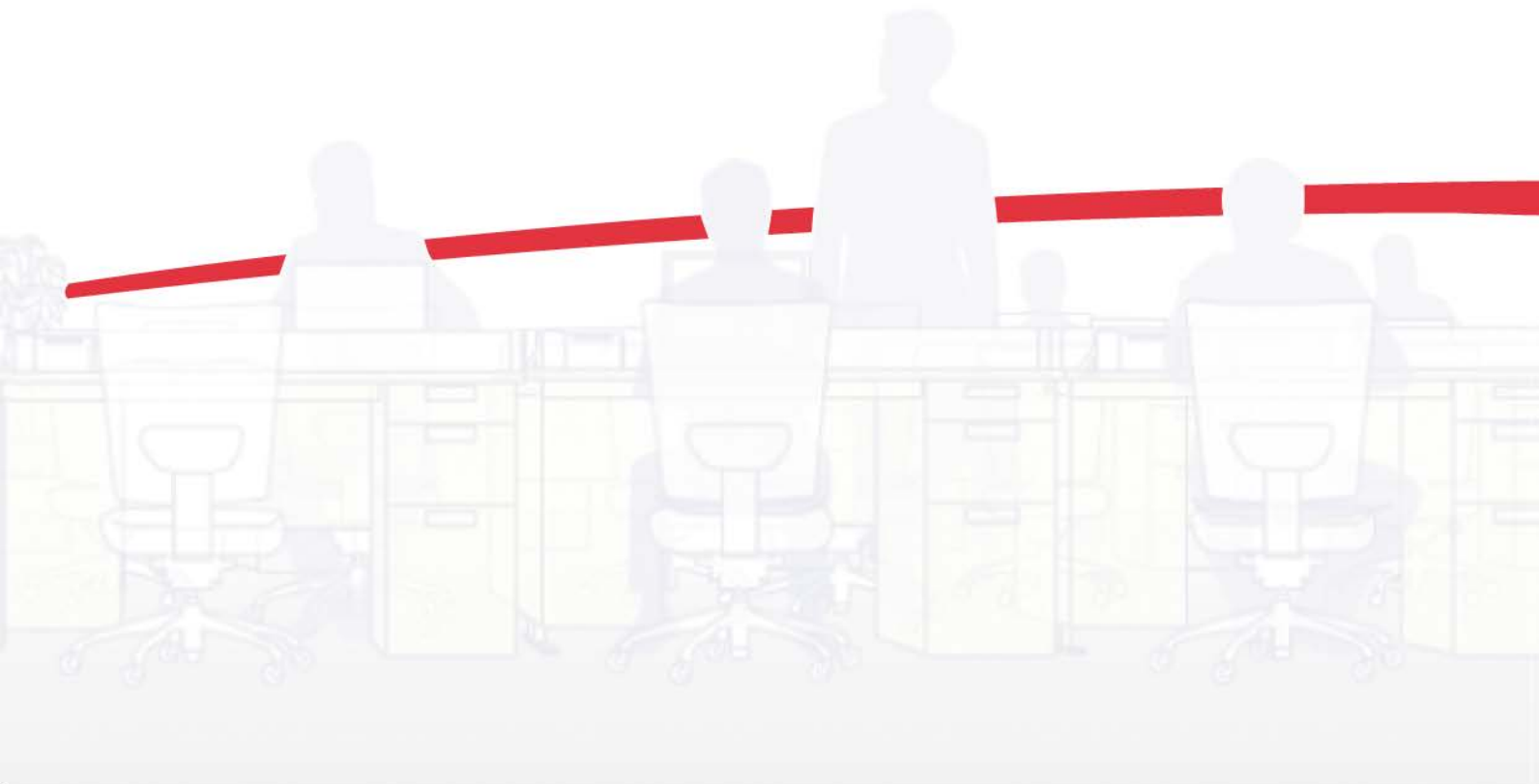




# KYOCERA Client Tool

User Guide



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Examples of the operations given in this guide support the Microsoft Windows 7 printing environment. Essentially the same operations are used for Windows 8, Windows Server 2012, Microsoft Windows Vista, Windows XP, Windows Server 2003, Windows Server 2003 R2, Windows Server 2008, and Windows Server 2008 R2 environments.

# Table of Contents

## Chapter 1 Installation

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|                              |     |
|------------------------------|-----|
| Installing Client Tool ..... | 1-1 |
|------------------------------|-----|

## Chapter 2 KYOCERA Client Tool

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|   |      |
|---|------|
| Device List .....                                       | 2-1  |
| Print .....   | 2-1  |
| Preferences .....                                       | 2-1  |
| Properties .....  | 2-1  |
| Device .....  | 2-2  |
| Configuration .....                                     | 2-2  |
| Scan Destination / Print Box Destination / Preset ..... | 2-10 |
| Documentation .....                                     | 2-14 |
| Device Restart .....                                    | 2-14 |
| Factory Default .....                                   | 2-14 |
| Scan .....  | 2-14 |
| Preferences .....                                       | 2-14 |
| Quick Scan Settings .....                               | 2-14 |
| Scan to PDF .....                                       | 2-15 |
| Scan to E-mail .....                                    | 2-15 |
| Scan to Folder .....                                    | 2-15 |
| FAX .....   | 2-15 |
| Preferences .....                                       | 2-15 |
| Properties .....  | 2-16 |
| Address Book .....                                      | 2-16 |
| Maintenance .....                                       | 2-18 |
| Maintenance Menu .....                                  | 2-18 |
| KYOCERA Net Viewer .....                                | 2-20 |
| Order Toner .....                                       | 2-20 |
| Kyocera Online .....                                    | 2-20 |
| Driver Download .....                                   | 2-20 |
| Device Status .....                                     | 2-20 |
| Supplies Tab .....                                      | 2-21 |
| Device Overview Tab .....                               | 2-21 |
| About .....   | 2-21 |

# 1 Installation

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

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

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

Client Tool is installed automatically during express installation. You can also install Client Tool separately.

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

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Selections vary according to printing system model.

## Installing Client Tool

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

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

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

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**Note:** You can also select and install devices, a printer driver, and device monitoring software. These can be used with Client Tool.

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

- 8 Review your selections. If your selections are correct, click **Install**.
- 9 You can expand or collapse the installation details by clicking the arrow icon. When the installation is completed successfully, click **Finish** to exit the installer application.

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

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

## 2 KYOCERA Client Tool

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

Selections vary according to printing system model.

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

In Windows 8, select **Search** in charms, **Apps**, and then **KYOCERA Client Tool**.

### Device List



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

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

### Print

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

### Preferences

Opens the **Printing Preferences** dialog box for the selected device. Default driver settings are applied to all print jobs, but are overwritten by any setting changes made within the application used to send the job.

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

### Properties

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

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

## Device

The **Device** tab lets you change **Configuration**, **Scan Destination**, **Print Box Destination**, and **Preset** settings, and view documentation for the device. You can also restart a device and restore its factory default settings.

Depending on your printing system model, some **Device** features are disabled when the **Configuration** dialog box or **Preset Tool** dialog box is open.

### Configuration

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

### Device Defaults

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

#### Power off timer

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

#### Power off when

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

#### Auto sleep

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

#### Quiet mode

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

#### Units

Select inches or millimeters as the unit of measurement for the device.

#### Print density

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

#### Panel options

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

#### Auto error clear

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

#### Form feed timeout

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

#### Paper size

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

**Original size**

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

**Original image**

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

**Media type**

Select the default media type.

**Custom name**

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

**Paper weight**

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

**Duplex**

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

**Save**

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

**Creating a Custom Page Size**

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

**Copy**

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

**Collate**

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

**Orientation**



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

**EcoPrint**

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

**Combine**

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

**Binding in finishing**

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

**Zoom**

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

**Density**

Select the darkness of the printout, from **Lighter(-3)** to **Darker(+3)**.

**FAX**

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

**Transmission (TX)**

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

**Name**

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

**Number**

Type the phone number of the FAX sender.

**TX start speed**

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

**ECM TX (Error Correction Mode)**

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

**Transmit Terminal ID (TTI)**

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

**Volume control**

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

**Dialing mode**

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

**Number of retries**

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

### **Scan preferences**

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

### **Receiving (RX)**

#### **RX date and time**

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

#### **Print preferences**

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

#### **RX settings**

For some locations, the Distinctive Ring Detection (DRD) feature is available. You can select a ring pattern for FAX reception:

**Auto (Normal)**, for a default ring pattern

**Auto (FAX/TEL)**, when the incoming FAX is received via the TEL port

**Manual**, to set the ring pattern manually

**Auto (DRD)**, and select a unique ring pattern

#### **Remote switching dial number**

Type or select the number to dial to change a phone line to a FAX device, from 00 to 99.

#### **RX start speed**

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

#### **ECM RX**

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

#### **Number of rings**

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

**Auto (Normal)**, before answering a call

**Auto (FAX/TEL)**, for devices set to receive FAX via **Auto (FAX/TEL)**

### **Forwarding**

#### **Forwarding**

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

#### **FAX number**

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

#### **TX start speed**

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

#### **ECM**

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

#### **Forwarding time setting**

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

#### **Print**

Select to print during FAX forwarding

#### **Notification**

##### **Notification**

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

### Selecting Scan and Print Preferences

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

### Selecting Volume

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

### Selecting FAX Notification

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

### Communication

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

#### Host name

Enter the host name of the device.

#### LAN interface

Select the type of LAN interface installed on the device.

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

#### TCP/IP

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

### SNMP

The SNMP protocol is used for providing and transferring management information within the network environment.

**SNMPv1/v2c** communicates with the managed device using **Read community** and **Write community**, which can each have up to 16 characters. The default community is **public**. If the computer is not connected, you can still type **Read community** and **Write community** settings.

For some network supported models, **SNMPv3** is enabled. These settings must match the network card settings. The network card has settings for both an authentication password and an encryption password, but they must both match the driver password.

### Authentication

This option provides an algorithm to check that a transferred file has arrived intact. Message Digest 5 (**MD5**) and Secure Hash Algorithm 1 (**SHA1**) are hash algorithms used to authenticate packet data.

### MD5

This option provides a cryptographic hash function with a 128-bit hash value.

### SHA1

This option produces a message digest that is 160 bits long. **SHA1** is the successor to **MD5**.

### Privacy

This option uses encryption for secure communication. It is available after you select the **Authentication** option. You may select one privacy option. (The network card does not support AES encrypted communication.)

### DES

This option uses the Data Encryption Standard for encryption. **DES** turns cleartext into ciphertext via an encryption algorithm. It encrypts and decrypts data using 8-byte blocks and a 56-bit key.

### AES

This option uses the Advanced Encryption Standard for encryption. **AES** is a symmetric block cipher that can process data blocks of 128 bits, using cipher keys with lengths of 128, 192, and 256 bits. It is more secure than **DES**.

Type **sysContact**, **sysName**, and **sysLocation** information up to 32 characters. Select **Enable authentication traps** to activate device authentication.

## SNMP Traps

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

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

## Status Monitor

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

### Set toner level alert

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

### Enable event notification

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

### Enable pop-up notification

When selected, a pop-up message appears in the lower right corner of the screen for each selected event as it occurs. Pop-up messages appear when the Client Tool is minimized.

### Events

Select one or more events for the notification.

### Sound file

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

### Use Text to Speech

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

## Status Monitor Icon

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

### Hide the Client Tool / Show the Client Tool

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

### Configure

For a network connection, opens a web browser to display the printing system's home page. This feature is available for some models.

### [www.kyoceradocumentsolutions.com](http://www.kyoceradocumentsolutions.com)

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

### Exit

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



The **Preset Tool** utility lets you manage pre-configured settings (preset settings) that are saved on the device. Configurations of preset settings can be saved for each of the copy, scan, FAX, or print box functions. Once saved, these presets can be used on the device by pressing arrow keys or **Program** buttons. This feature is available for MFP models.

For some models, **Preset** appears in the **Device** tab instead of **Scan Destination** and **Print Box Destination**. These buttons all open the **Preset Tool** utility.

### Programming a Copy, Scan, FAX, or Print Box Preset

- 1 In the **Client Tool** dialog box, select a device from the list.
- 2 Click **Device**, and then click **Scan Destination** or **Print Box Destination**. For some models, click **Preset**.
- 3 In the **Preset Tool** dialog box, click the tab for the type of preset you want to modify: **Copy**, **Scan**, **FAX**, or **Print Box**.
- 4 Click the **Destination**, **Box**, or **Program** button and select the number of the preset to configure. The settings currently associated with that preset number are listed in the **Summary** box.
- 5 Edit the settings on the tab as needed.
- 6 Click **Save** to save the settings to the preset number.
- 7 Click **Close**.
- 8 Press the **Reset** key on the device to activate the preset settings.

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**Note:** **FAX** and **Copy** are only available on certain models.

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### Copy Tab

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

#### Original size

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

#### Original image

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

#### Resolution

The resolution of the scanned image.

**Copies**

The number of copies.

**Collate**

Collation of multiple copies.

**Original orientation**

How the original document is placed on the platen.

**Zoom**

Magnification or reduction applied to the scanned image. Select **Fixed** or **Custom** for additional options.

**Density**

Darkness of the scanned image.

**EcoPrint**

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

**Duplex**

Printing on one side or both sides of the page. Select which edge to turn for second-side printing.

**Combine**

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

**Layout**

Page sequence when multiple pages are printed on one page.

**Scan Tab**

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

**Display name**

The preset name that is displayed on the operation panel.

**Original size**

The size of the document original on the platen.

**Original image**

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

**Duplex**

Printing on one side or both sides of the page. Select which edge to turn for second-side printing.

**Original orientation**

The orientation of the document original on the platen.

**Connection Settings**

Opens the **Connection Settings** dialog box. Select the connection type. If **Network** is selected, enter the IPv4 address of the computer. For some models, enter the IPv4 address, host name, or IPv6 address of the computer.

**Sharpen**



Sharpness of the scanned image.

**Scan color**

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

**Density**

Darkness of the scanned image.

**Auto**

Density level is set by the device. This option is available when **Monochrome** is selected as the **Scan color**.

**Resolution**

The resolution of the scanned image. Higher resolutions are available when **Monochrome** is selected as the **Scan color**.

**Reverse image**

Colors and tones of the image are reversed.

**File name**

File name to use when saving scanned images. An incremental number is appended to this file name for each image.

**File format**

File format of the scanned image files.

**Quality**

The quality of the scanned image file, when **JPEG**, **TIFF**, or **PDF** is selected as the file format. The selected quality setting applies to each file format.

**PDF/A-1**

Options for long-term preservation of a PDF file. These options are available when **PDF** is selected as the file format.

**High Compression PDF Quality**

Options for high compression of a PDF file. These options are available when a high compression PDF option is selected as the file format.

**File separation**

Select the check box to generate separate files for each scanned image. Clear the check box to generate one file for all scanned images. This option is available when **TIFF**, **PDF**, or a high compression PDF option is selected as the file format.

**Destination folder**

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

**FAX Tab**

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

**Original size**

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

**Original image**

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

**Density**

The darkness of the scanned image.

**Resolution**

The resolution of the scanned image.

**New**

Opens the **Add/Edit FAX List** dialog box, to add new FAX numbers to the list.

**Edit**

Opens the **Add/Edit FAX List** dialog box, to edit FAX number information.

**Delete**

Removes the selected FAX number from the list.

**Adding FAX Numbers**

- 1 In **Preset Tool > FAX** tab, click **New** to add FAX numbers to the list.
- 2 In the **Add/Edit FAX List** dialog box, select **Select from Address book** to add a FAX number from the address book. Select an entry from the list and click **OK**.  
You can enter the name and FAX number directly, and change the default settings.

**FAX number**

Telephone number of the destination FAX machine.

**TX start speed**

The transmission starting speed for each FAX number.

**ECM**

The ECM value for each FAX number.

- 3 Click **OK**.

**Print Box Tab**

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

**Name**

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

**PIN Code**

When selected, a PIN code is enabled for the print box. Enter a 4-digit number. When printing, enter the PIN code on the operation panel.

**Connection Settings**

Opens the **Connection Settings** dialog box. Select the connection type. If **Network** is selected, enter the IPv4 address of the computer. For some models, enter the IPv4 address, host name, or IPv6 address of the computer.

**Destination folder**

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

## Documentation



Click **Documentation** from the **Device** tab to open user manuals for the selected model. User manuals are also available on the Product Library menu.

## Device Restart



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

## Factory Default



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

## Scan

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

## Preferences



Changes the **TWAIN** scan settings. This setting is effective for **Quick Scan**. The TWAIN driver's **SSL** and **Authentication** settings also affect the **Scan Destination**.

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

## Quick Scan Settings



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

### Setting Quick Scan Options

- 1** In the **Client Tool** dialog box, select a device from the list.
- 2** Click **Scan > Quick Scan Settings**.
- 3** On the **Quick scan** tab, set values for the various settings as needed.
- 4** Click **Apply**, then **OK** to save the new settings.

### Performing a Quick Scan

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

#### Scan to PDF



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

#### Scan to E-mail



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

#### Scan to Folder



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

### FAX

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

#### Preferences



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

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

## Properties

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

## Address Book

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

To view help in the **FAX Address Book Utility** dialog box, press **F1** on your keyboard, or click the question mark icon in the upper right corner.

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**Note:** **FAX Address Book Utility** is only available on certain models.

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### Adding a Contact

- 1** In the **FAX Address Book Utility** dialog box, click **Load from device**. Alternatively, click **Open** to load an address book file (.FDT) from the computer. The contents of the address book on the selected device appear in the list.
- 2** Click **Add**. In the **Contact** section, enter the **Name**, **FAX number**, **Company**, and **Department**. Change the **FAX communication speed** and **ECM** selection if necessary.
- 3** Click **Save**. The information appears in the list, with the **Contact** icon in the **Type** column.
- 4** Click **Save to device**. The contents of the address book are written to the selected device.
- 5** You can click **Save** or **Save as** to store a copy of the address book file (.FDT) on the local computer. This file can be used with other devices.

### Editing or Deleting Contacts

- 1** In the **FAX Address Book Utility** dialog box, click **Load from device**. Alternatively, click **Open** to load an address book file (.FDT) from the computer. The contents of the address book on the selected device appear in the list.
- 2** Select a contact in the address book by clicking on a row in the list.
- 3** Click **Edit** to edit the selected contact.
- 4** Click **Delete** to delete the selected contact.

- 5 Click **Delete duplicates** to remove any duplicate entries.
- 6 After making the changes, click **Save** to apply the changes to the list.
- 7 Click **Save to device**. The contents of the address book are written to the selected device.
- 8 Click **Save** or **Save as** to store a copy of the address book file (.FDT) on the local computer. This file can be used with other devices.

#### Adding a Group

- 1 In the **FAX Address Book Utility** dialog box, click **Add group**.
- 2 Enter a **Group name**.
- 3 Select contacts to add to the group from the **All contacts** list.
- 4 Click the right arrow button to add the contact to the **Selected contacts** list. To remove a contact from a group, select it in **Selected contacts**, and click the left arrow button to remove it.
- 5 Click **OK** to save the list.

#### Editing Groups

- 1 In the **FAX Address Book Utility** dialog box, click **Edit group**.
- 2 In the **Edit Group Entry** dialog box, select a contact in **All contacts**, and click the right arrow button to add it to the **Selected contacts** list. To remove a contact from a group, select it in **Selected contacts**, and click the left arrow button.
- 3 You can edit the name in **Group name**.
- 4 Click **OK** to save the changes to the list.

#### Copying an Address Book to Another Device

- 1 In the **FAX Address Book Utility** dialog box, click **Load from device**. The contents of the address book on the selected device appear in the list.
- 2 Click **Save** or **Save as** to store a copy of the address book file (.FDT) on the local computer.
- 3 Copy the .FDT file from the local computer to a computer that is connected to the destination device.
- 4 Start the **FAX Address Book Utility** on the computer connected to the destination device.

- 5 Click **Open** to open the address book file (.FDT).
- 6 Click **Save to device** to load the address book file to the MFP device.

### Block Numbers

Specific FAX numbers can be added to the **Blocked numbers** list. This prevents FAX reception from devices that have the number set as the sending FAX number.

### Blocking FAX Numbers

- 1 In the **FAX Address Book Utility** dialog box, click **Block numbers**. If a dialog box to select the target device appears, select the device.
- 2 Click **Load from device** to load the blocked number list from the address book of the selected device.
- 3 Select **Enable number blocking**.
- 4 To prevent receiving faxes from FAX machines that do not have a FAX number set, select **Block all unknown numbers**.
- 5 To block specific numbers, type each FAX number into the **FAX number** box.
- 6 Click **Add** to add the FAX number to the **Blocked numbers** list.
- 7 Click **Save to device** to update the **Blocked numbers** list.
- 8 Click **Close**.

## Maintenance

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

### Maintenance Menu

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

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

### Maintenance Options

The following maintenance features are available in Client Tool:

#### Adjust print quality

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

#### **Drum charge setting**

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

#### **Altitude setting**

Select the altitude of your location:

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

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

**2:** 2500 meters (8202 feet) and higher

#### **Drum Refresh**

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

#### **Adjust print position**

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

##### **Single-sided printing**

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

##### **Duplex printing**

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

##### **Print margins**

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

#### **Adjust scan position**

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

##### **Scanning start position**

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

##### **Scan margins**

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

#### **Restore factory default**

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

##### **Reset device**

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

#### **Load Package**

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

### **Performing Maintenance Procedures**

- 1** In the **Client Tool** dialog box, select a device from the list.



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



## KYOCERA Net Viewer

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

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



## Order Toner

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

### Send e-mail

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

### Open Web page

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



## Kyocera Online

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



## Driver Download

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

## Device Status

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

## Supplies Tab

The **Supplies** tab displays the available color, current status, and remaining percentage of toner. Status options are:

### **OK**

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

### **Caution**

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

## Device Overview Tab

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

### **Device settings**

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

### **Device details**

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

## About

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

