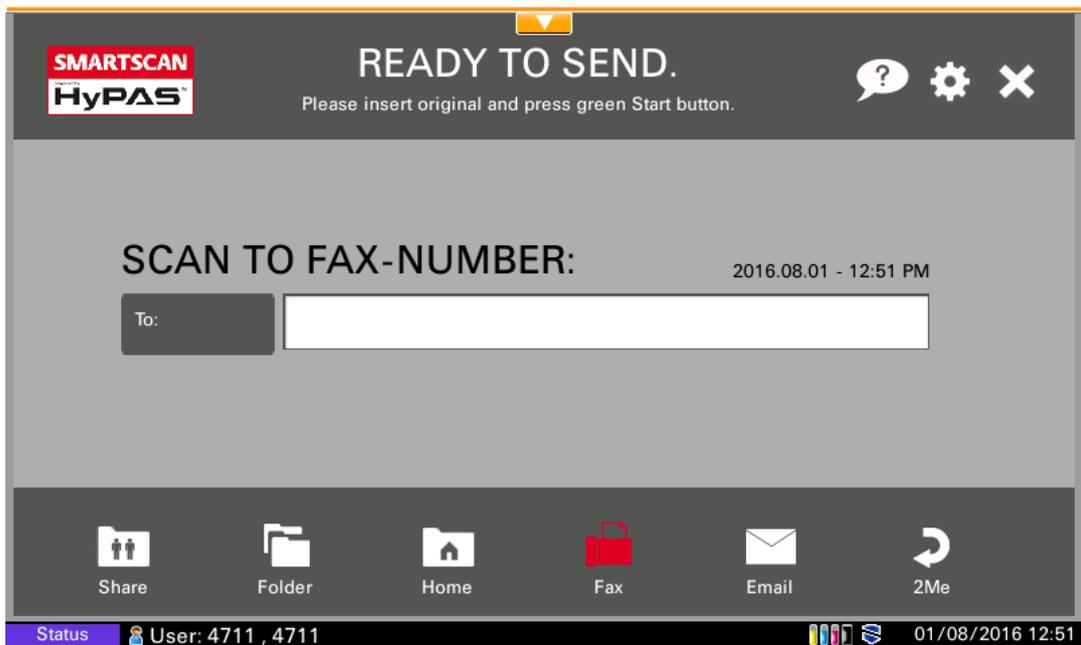


SET UP AND OPERATION GUIDE

SET-UP AND OPERATION GUIDE

Dezember 2019

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Contents

- Introduction..... 4
- What's New? 4
 - New in SmartScan 1.6.78..... 4
 - New in SmartScan 1.6.76..... 4
 - New in SmartScan 1.6.63..... 5
 - New in SmartScan 1.6.54..... 5
 - New in SmartScan 1.6.27..... 5
 - New in SmartScan 1.6.19..... 5
 - New in SmartScan 1.6 5
 - New in SmartScan 1.5 5
- Part 1: Administration 6
 - Installation..... 6
 - Installation of the pkg file 6
 - Updating the application..... 6
 - Trial period and activation 7
 - Activation 7
 - Supported Devices 8
 - Setting as default application 9
 - Removing SmartScan from the device 9
 - Setting up SmartScan: Administrator Settings 11
 - Application Settings – Main Screen..... 12
 - Application Settings – Default Screen / Settings..... 12
 - Defining Soft Numeric Keypad Position 13
 - Changing the administrator code 14
 - Scan Settings..... 14
 - Defining if OCR and PDF/A available 14
 - Defining the default scan settings 15
 - Defining default document name 15
 - Address Book Settings..... 15
 - Local address book..... 15
 - External address book (3 step configuration) 17
 - Determining LDAP Settings 18
 - Application Login Settings 20
 - Activate application login 20
 - Destination Settings..... 20

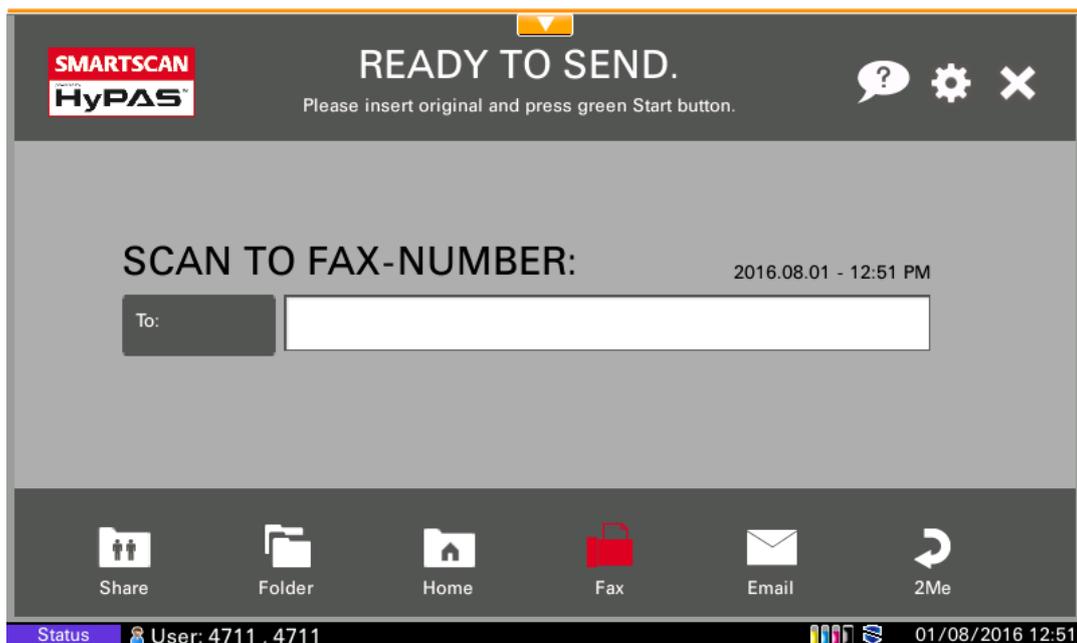
Defining default fax settings (prefix, suffix).....	20
Fax Settings - Defining allowed domains	21
Defining default e-mail settings.....	21
Email Settings - Defining allowed domains	21
Shared Folder	22
Home Folder	22
Configuration for Scan to DFS / SMB / WebDAV	24
Configuration for Scan to WebDAV.....	25
User defined DFS / SMB Root	25
Remote Configuration via Command Center	26
FAQs and Known Issues	28
When I try to activate SmartScan, I receive an activation error message.	28
How can I log in to SmartScan for Scan2Me and Scan to folder?	28
I cannot access the address book, where do I find it?.....	28
FAQs for DFS support	28
FAQs for Home Directory	29
FAQs for Browser Problems	29
Part 2: Usage.....	30
Using SmartScan.....	30
The User Interface	30
Sending a fax.....	32
Sending an e-mail.....	33
Scan to me.....	33
Scan to Folder.....	34
Scan to Home Folder	35
Scan to DFS / SMB / WebDAV folder	35
The Address Book	36
Appendix	38
Updating the SmartScan application remotely	38
Preparing File with Application Settings.....	38
Remote update of the application	39

Introduction

SmartScan is the complete scan center for your MFP. With just the touch of a button on the panel, users can scan to an e-mail address they either select from the address book or enter on the touchscreen, or scan to a predefined folder on the network. Logged in users have the added convenience to scan to their personal e-mail address or home folder with just one click.

Using the fax function, SmartScan operates like a regular fax machine. Users only have to enter the fax number or select it from the address book. Additional fax cards or cables are unnecessary, and there are no monthly costs for the devices as all faxes are sent through the fax server.

SmartScan also greatly simplifies the changing of file format, page size, resolution, duplex or simplex and other scan settings, making scanning easy and fast for everyone.



What's New ?

New in SmartScan 1.6.78

- Administrator is able to define the default Numeric Keypad position

New in SmartScan 1.6.76

- Expanded local address book access.
As in the previous version the application will be able to read the fax recipient's from the local address book of the device. Additionally the address groups now will be read from the address book. When an address group is found, the application shows the name of the address group and the amount of members of this group. This expanded local address book functionality is available for devices with the HyPAS API Vers. 2.1.4 or higher.

New in SmartScan 1.6.63

- Administrator is now able to define the allowed email domains in the destination settings of the application.

New in SmartScan 1.6.54

- Support of the Soft Numeric Keypad
- We have added a setting that a job will automatically send or canceled, when in the continuous scan mode the user adds no new document during a scan process.
- In the application settings the administrator is able to specify administrator credentials (user name and password) in order that the user gets access to his HomeDirectory.
- SMARTSCAN can determine path of HomeDirectory from LDAP directly.
As a limitation, all Users' Home folder must have a read/write permission for the Admin (Specific one credential).
- We added further the following features:
 - o PDF A level
 - o Searchable PDF
 - o User is able to define the file name of the scan results
 - o Scan to Home Folder (SMB and DFS)
 - o Skip Blank Pages (Supported since API Version 2.1.5)
 - o Administrator decides which SmartScan function should be shown for the user (e.g. Email, Fax, Mail2Me, ...)
 - o Application login against LDAP. (Can only be used if no other device authentication is implemented).

New in SmartScan 1.6.27

- The administrator can select which function should be shown on the panel. Functions that are not needed and not configured will not be shown on the panel.
Note that this function is not supported by legacy devices.
- Bugfix: Sporadical application freeze when sending a fax

New in SmartScan 1.6.19

- Scan to WebDAV
- Individual default scan settings can be defined per function (Fax, Email, ..)
- Administrator can store settings on a USB stick, to copy them to other devices
- FaxHub support implemented
- Bug fixed in Mail2Me (400x400 dpi was reported as invalid scan setting)

New in SmartScan 1.6

- Support for new scan settings, e.g. continuous scan on/off, rotation of scans (orientation)
- Possibility to change the admin code (inside admin settings)
- Admin can define whether the user shall be allowed to change the scan settings in the various screens
- The admin settings are now structured for better orientation and faster navigation

New in SmartScan 1.5

Version 1.5 is a major update containing several new features implemented on user request, as well as support for latest models.

- Scan to DFS folder
(This functionality is not supported by all devices; please see the [Supported devices](#) section for more details.)
- User's SMB Home Directory can be read from Active Directory / LDAP

- Remote configuration of the SmartScan Admin settings from the Command Center

Part 1: Administration

This section describes how to install and set up the application. It is relevant for administrators and service technicians.

Installation

SmartScan 1.5.pkg Supports all devices, without Scan to DFS folder functionality

SmartScan 1.6.63.pkg and newer: Includes Scan to DFS folder functionality, but does **not** run on the following devices (legacy devices):

- TASKalfa 250ci
- TASKalfa 300ci
- TASKalfa 400ci
- TASKalfa 500ci
- TASKalfa 552ci
- TASKalfa 300i
- TASKalfa 420i
- TASKalfa 520i

Installation of the pkg file

- Copy the relevant pkg file to the root folder of an empty USB flash drive. Note that the USB flash drive needs to be compatible with the requirements of the device.
- Open the *System Menu*, scroll to the next page and press the *Application* button. If prompted to authenticate, login with an administrator account. The application screen will list all applications currently installed on the MFP.
- Press the *Add* button to open the *Application-Add* screen. Then insert the USB flash drive into the USB slot at the side of the panel. Within a few seconds, the MFP will display *SmartScan* in the list of applications found on the USB flash drive.
- Select *SmartScan* and press the *Install* button. When prompted to confirm, press *Yes*. The MFP will confirm that the application installed correctly.
- Then, press the *Remove Memory* button. After the MFP confirms that it is safe to remove the USB memory device, remove it from the MFP.
- Press the *Close* button to exit back to the *Application* page.
- Select *SmartScan* and press the *Activate* button. When prompted to confirm activation, press the *Yes* button.

Updating the application

In case you want to update to a newer version, please proceed as follows:

- Open the *System Menu*, scroll to the next page and press the *Application* button. If prompted to authenticate, login with an administrator account. The application screen will list all applications currently installed on the MFP.
- Press the *Add* button to open the *Application-Add* screen. Then insert the USB flash drive into the USB slot at the side of the panel. Within a few seconds, the MFP will display *SmartScan* in the list of applications found on the USB flash drive.
- Select *SmartScan* and press the *Update* button. When prompted to confirm, press *Yes*. The MFP will confirm that the application updated correctly.
- Then, press the *Remove Memory* button. After the MFP confirms that it is safe to remove the USB memory device, remove it from the MFP.
- Press the *Close* button to exit back to the *Application* page.

Trial period and activation

A license for SmartScan needs to be purchased per device. For testing purposes, a trial period is available.

- Available Days: 30
- Trial Count: 3
- After expiration of trial period, activation is required.

Activation

- Login as administrator
- Open the System Menu
- Select *Application* (2nd page of System Menu)
- Select *SmartScan*
- Select *Activate*
- Enter License Number and select 'Run'
(You can also select Trial)
- Turn off/on device

Supported Devices

SmartScan supports all HyPAS enabled and HyPAS capable devices.

HyPAS-Enabled MFPs

Colour MFPs

- TASKalfa 307ci
- TASKalfa 2470ci
- TASKalfa 5550ci
- TASKalfa 4550ci
- TASKalfa 3550ci
- TASKalfa 3050ci
- TASKalfa 7550ci
- TASKalfa 6550ci
- TASKalfa 2550ci
- TASKalfa 5551ci
- TASKalfa 4551ci
- TASKalfa 3551ci
- TASKalfa 3051ci
- TASKalfa 7551ci
- TASKalfa 6551ci
- TASKalfa 2551ci
- TASKalfa 6052ci
- TASKalfa 5052ci
- TASKalfa 4052ci
- TASKalfa 3252ci
- TASKalfa 2552ci
- TASKalfa 2553ci
- TASKalfa 3253ci
- TASKalfa 4053ci
- TASKalfa 5053ci
- TASKalfa 6053ci
- TASKalfa 7353ci
- TASKalfa 8353ci
- TASKalfa 552ci†
- TASKalfa 500ci†
- TASKalfa 400ci†
- TASKalfa 300ci†
- TASKalfa 250ci†

B&W MFPs

- TASKalfa 2520i
- TASKalfa 4012i
- TASKalfa 3212i
- TASKalfa 5500i
- TASKalfa 4500i
- TASKalfa 3500i
- TASKalfa 8000i
- TASKalfa 6500i
- TASKalfa 5501i
- TASKalfa 4501i
- TASKalfa 3501i
- TASKalfa 8001i
- TASKalfa 6501i

HyPAS-Capable MFPs*

Colour MFPs*

- ECOSYS M6230cidn
- ECOSYS M6630cidn
- ECOSYS M6235cidn
- ECOSYS M6635cidn
- ECOSYS M8130cidn
- ECOSYS M8124cidn
- ECOSYS M6230cidn
- ECOSYS M6235cidn
- ECOSYS M6630cidn
- ECOSYS M6635cidn
- TASKalfa 350ci
- TASKalfa 351ci
- FS-C2526MFP
- FS-C2626MFP
- TASKalfa 265ci
- TASKalfa 256ci
- TASKalfa 206ci
- ECOSYS FS-C8525MFP
- ECOSYS FS-C8520MFP
- ECOSYS M6026cidn
- ECOSYS M6526cidn
- TASKalfa 266ci
- TASKalfa 306ci
- TASKalfa 356ci
- TASKalfa 406ci
- TASKalfa 6035cidn
- TASKalfa 6535cidn
- TASKalfa 308ci
- TASKalfa 358ci
- TASKalfa 408ci
- TASKalfa 508ci

B&W MFPs*

- ECOSYS-M3145idn
- ECOSYS -M3645idn
- ECOSYS -M3655idn
- ECOSYS -M3660idn
- ECOSYS M4132idn
- ECOSYS M4125idn
- FS-3540MFP
- FS-3640MFP
- TASKalfa 306i
- TASKalfa 256i
- ECOSYS FS-6530MFP
- ECOSYS FS-6525MFP
- ECOSYS M3040idn
- ECOSYS M3560idn
- ECOSYS M3550idn

- TASKalfa 3510i
 - TASKalfa 3010i
 - TASKalfa 6002i
 - TASKalfa 5002i
 - TASKalfa 4002i
 - TASKalfa 3511i
 - TASKalfa 3011i
 - TASKalfa 8052i
 - TASKalfa 7052i
 - TASKalfa 8002i
 - TASKalfa 7002i
 - TASKalfa 4003i
 - TASKalfa 5003i
 - TASKalfa 6003i
 - TASKalfa 7003i
 - TASKalfa 8003i
 - TASKalfa 9003i
 - TASKalfa 520i†
 - TASKalfa 420i†
 - TASKalfa 300i†
- ECOSYS M3540idn
 - ECOSYS M2640idw
 - ECOSYS M3860idn
 - ECOSYS M3860idnf

* HyPAS **capable** devices do not have an integrated hard disc and require an external memory card (CF or SD Card according to the device specifications) to execute HyPAS applications.

† Devices do **not** support Scan to DFS functionality. They require installation of the SmartScan.pkg file – SmartScan-DFS.pkg will not work on these devices.

Setting as default application

SmartScan can be set up as default application on the device. This means it is displayed as default on the panel when the device is switched on.

- Login as administrator
- Open the Common Settings
- Select Default Screen
- Click Change
- Select SmartScan from the list of applications and click OK
- Log out

Removing SmartScan from the device

Removing or deactivating the application should be done by your authorized KYOCERA service technician.

- Open the *SystemMenu*, scroll to the next page and press the *Application* button. If prompted to authenticate, login with an administrator account. The application screen will list all applications currently installed on the MFP.
- Select the application SmartScan.
- Press the *Deactivate* button in order to deactivate the *Application*.

- Press the *Delete* button to remove the *Application*.

Setting up SmartScan: Administrator Settings

When SmartScan is started for the first time, the settings pages will automatically open and you can perform all required settings.

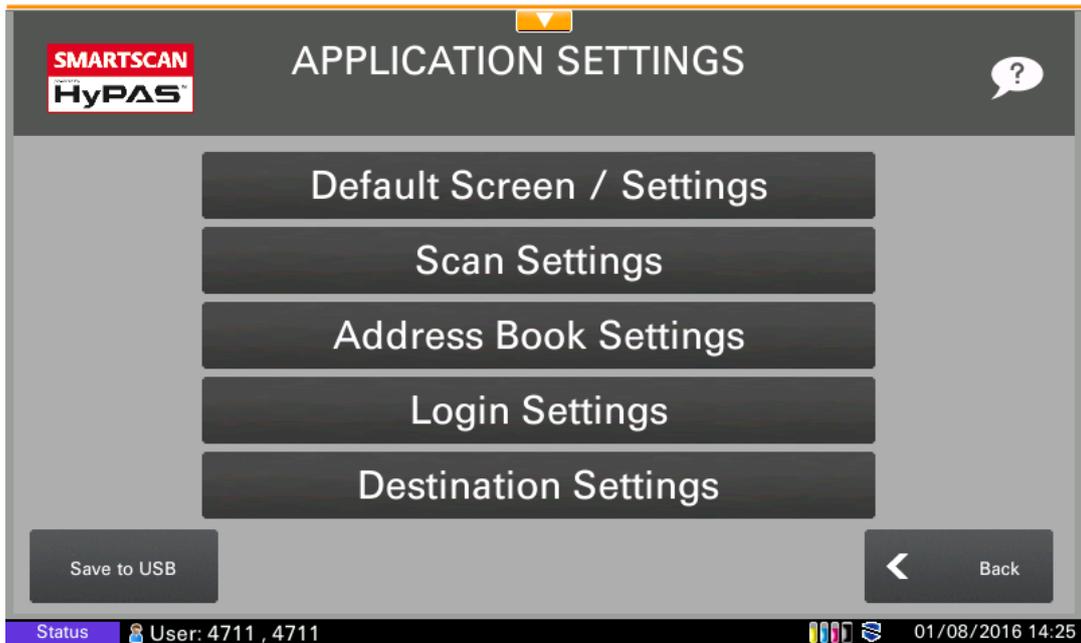
To define or change the administrator settings later, you can always access the administrator settings from within the application.

- Start SmartScan
- Press the key combination (administrator code) **23646**
- The admin settings will open.

By entering the administrator code, the settings can be accessed. Here the administrator can define the parameters for the application functions.

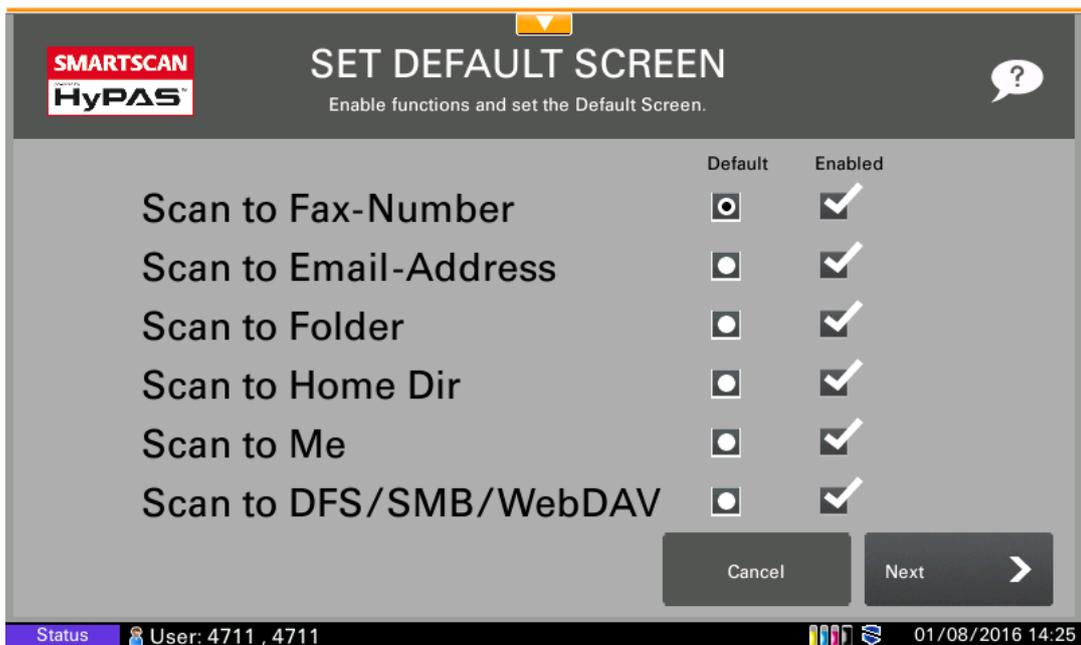
- Setting the Fax, E-mail, Folder or Send To Me function as default.
- Defining which functions are visible for the user
- Defining default values (prefix, suffix and separators) for e-mail and fax
- Deciding whether prefix, suffix and separators should be visible to the end user (*shown*)
- Deciding whether default values can be changed by the end user (*writable*)
- Defining LDAP or Active Directory for address book
- Getting access to the Home Directory of the user via AD / LDAP
- Specifying the LDAP or Active Directory parameters
 - Host address of the LDAP or Active Directory server
 - Port of LDAP or Active Directory server
 - Base DN of Active Directory tree
 - User DN and password that will handle LDAP lookups

Application Settings – Main Screen



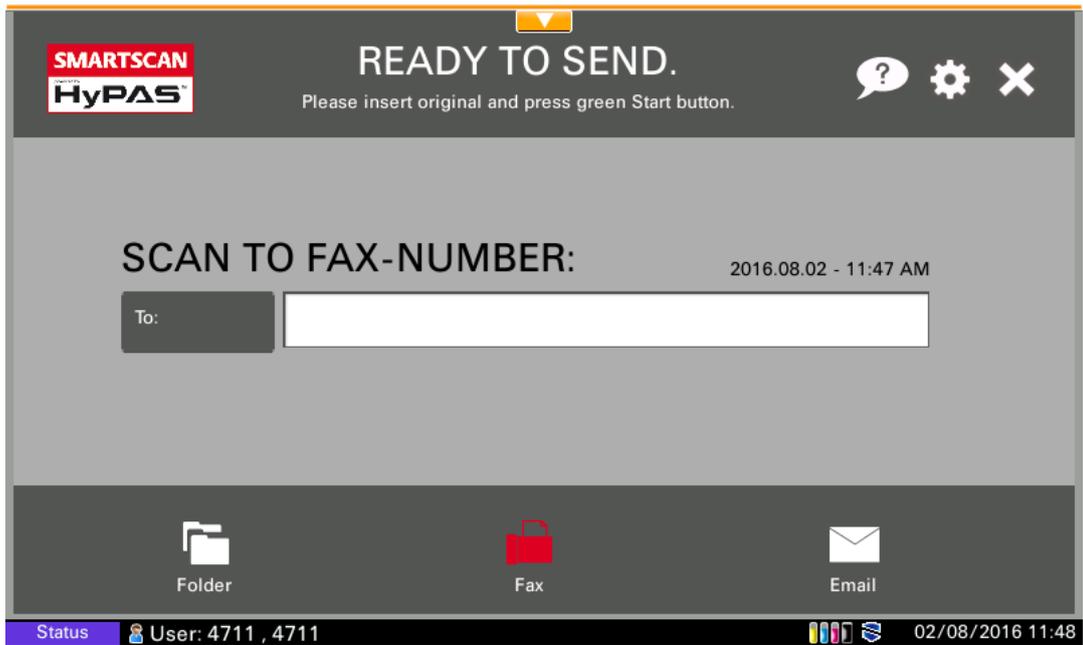
The administrator settings have been structure to allow an easier and faster navigation through the menus.

Application Settings – Default Screen / Settings

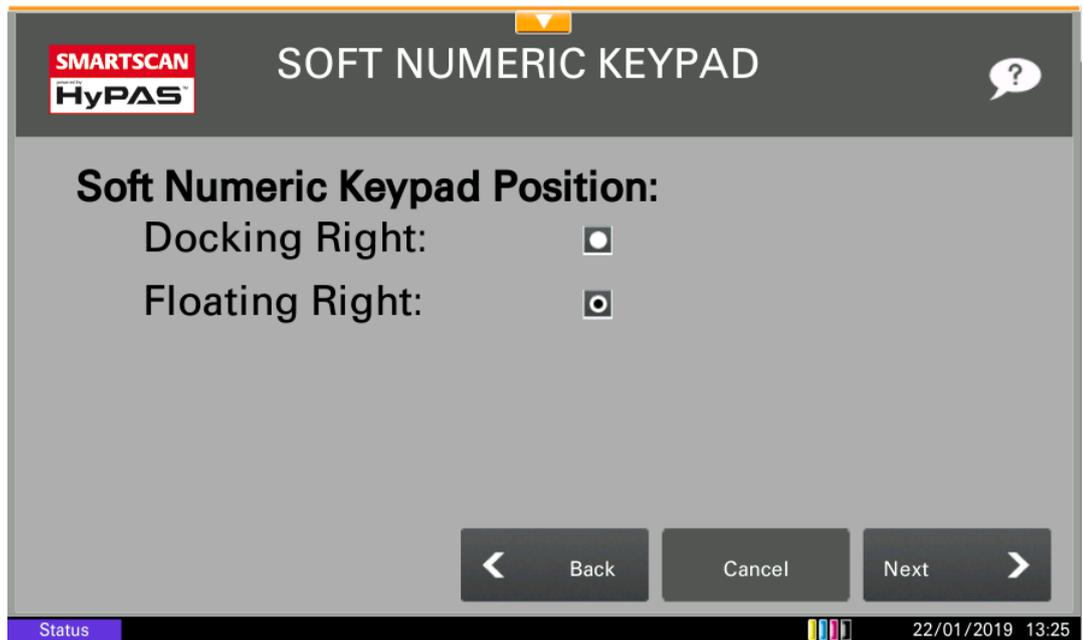


- Default: Click the function that should be shown by default upon start of the application.
- Enabled: Check the function that should be shown on the panel. Functions that are not checked here will not be visible on the panel.

See example image below: Only the functions Scan to folder, Scan to fax, and Scan to E-Mail were selected. Only the corresponding icons are visible on the panel.



Defining Soft Numeric Keypad Position



Here you are able to define the default position of the Soft Numeric Keypad. The Soft Numeric Keypad will be only shown automatically in the main screen of the application, if it is supported by the device.

Changing the administrator code

The screenshot shows the 'ACCESS CODE' configuration screen in the SMARTSCAN HyPAS interface. At the top left is the SMARTSCAN HyPAS logo. The title 'ACCESS CODE' is centered at the top. A help icon (question mark in a speech bubble) is in the top right. Below the title, there are two input fields: 'Access Code' with the value '23646' and 'Job Cancel/Send Time' with the value '30'. Underneath, there are two radio button options: 'Job Cancel:' (which is selected) and 'Job Send:'. A note below these options says '(* Please use only numbers)'. At the bottom, there are three buttons: 'Back' (with a left arrow), 'Cancel', and 'Save'. The bottom status bar shows 'Status', 'User: 4711 , 4711', system icons, and the date/time '01/08/2016 14:26'.

Here you can change the default access code for the administrator settings.

Further you can define here the period of time when the scan job will automatically be sent or terminated. This will happen when in the case of continuous scan mode the user adds no new document during a scan process.

Scan Settings

Defining if OCR and PDF/A available

The screenshot shows the 'PDF FEATURES' configuration screen in the SMARTSCAN HyPAS interface. At the top left is the SMARTSCAN HyPAS logo. The title 'PDF FEATURES' is centered at the top. A help icon (question mark in a speech bubble) is in the top right. Below the title, the text 'Define PDF features:' is followed by two options: 'OCR Available:' and 'PDF/A Available:'. Both options have a checked checkbox to their right. At the bottom, there are two buttons: 'Cancel' and 'Next' (with a right arrow). The bottom status bar shows 'Status', 'User: 4711 , 4711', system icons, and the date/time '02/08/2016 11:50'.

Here the administrator is able to define if OCR and PDF/A available.

Defining the default scan settings

SMARTSCAN
HyPAS

DEFINE SCAN SETTINGS

Scan Default Values for:

Fax	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Folder	<input checked="" type="checkbox"/>
Home	<input checked="" type="checkbox"/>
Me	<input checked="" type="checkbox"/>
DFS/SMB/WebDAV	<input checked="" type="checkbox"/>

Changeable:

Back Cancel Next

Status User: 4711, 4711 02/08/2016 11:50

The scan settings can be opened from the main interface. In this administrator screen you can define the default scan settings.

Defining default document name

SMARTSCAN
HyPAS

DOCUMENT NAME DEFAULTS

Document name scanned

Show date and time:

Show user name:

Show login name:

Document name is changeable:

Back Cancel Save

Status User: 4711, 4711 02/08/2016 11:54

Enter the default file name that should be automatically entered when scanning. Further you can set the document name changeable.

Address Book Settings

Local address book

SMARTSCAN
HyPAS™

LOCAL ADDRESS BOOK

Activate Local Address book :

Use only email address book entries:

(* Recommended limit of Address Records < 500)

Cancel Next >

Status User: 4711 , 4711 02/08/2016 11:57

Check the box if you want to use the local address book, and determine whether you want to use only e-mail address book entries.

External address book (3 step configuration)

SMARTSCAN
HyPAS

EXTERNAL ADDRESS BOOK

External Address book Configuration(1):

LDAP Server Name	10.189.16.18
Port	389
Search Base	CN=Users,DC=ad-test,DC=

Status User: 4711 , 4711 02/08/2016 11:58

In the external address book configuration the administrator can specify the LDAP settings that are used for the address book. In the first step, the LDAP settings (address, port and search base) have to be entered. In the second step, the user DN (distinguished name) has to be entered.

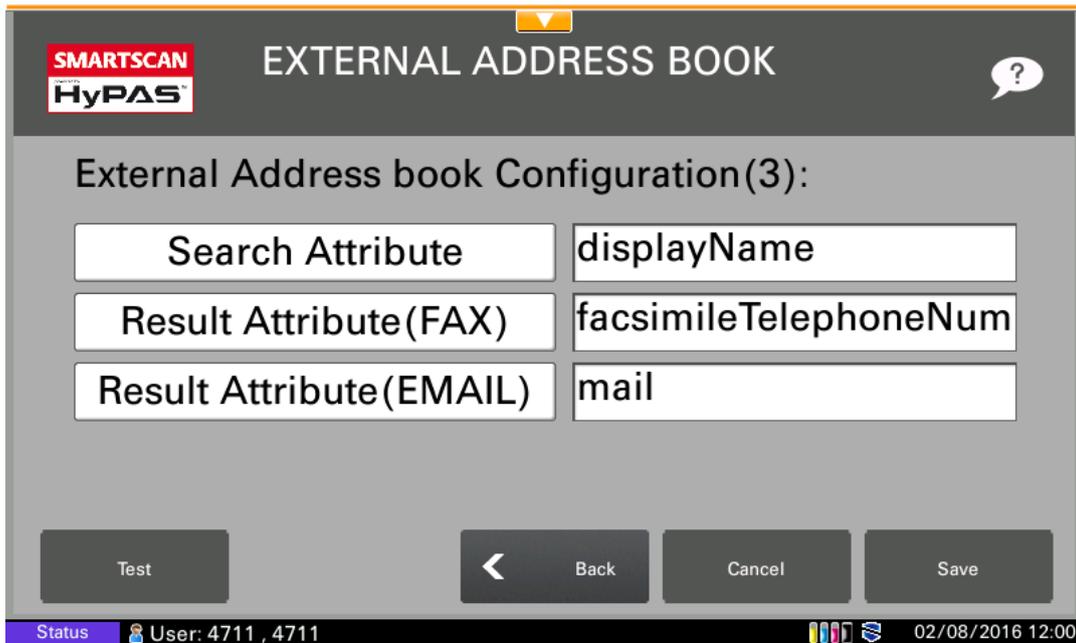
SMARTSCAN
HyPAS

EXTERNAL ADDRESS BOOK

External Address book Configuration(2):

User DN	CN=Administrator,CN=
Login Password	*****

Status User: 4711 , 4711 02/08/2016 12:00



The LDAP field *displayName* will be used from the application automatically to show the names of the different persons in the address book.

Now the administrator has to define the second required LDAP field. If the administrator selects for instance the LDAP field *mail* as destination, the user will get as destination the value the from the LDAP field *mail* when he selects an entry from the address book.

LDAP field <i>displayName</i> (user name)	LDAP field <i>mail</i> (destination)
User1	User1@server.com
User2	User2@server.com

Likewise, if the administrator selects the LDAP field *faxID* as destination, the fax number of the person selected from the address book will automatically be entered as destination.

LDAP field <i>displayName</i> (user name)	LDAP field <i>faxID</i> (destination)
User1	4711
User2	4712

Determining LDAP Settings

An LDAP browser can be helpful to determine the LDAP settings e.g. the Base DN of your LDAP / Active Directory tree.

JXplorer

Datei Bearbeiten Ansicht Favoriten Suchen LDIF Optionen Extras Sicherheit Hilfe

address = Schnellsuche

Erkunden Ergebnisse Schema HTML Ansicht Tabelleneditor

intra

- hyapas
 - mail
 - Users
 - Administrator
 - Allowed RODC Passw...
 - Cert Publishers
 - Denied RODC Passw...
 - DnsAdmins
 - DnsUpdateProxy
 - Domain Admins
 - Domain Computers
 - Domain Controllers
 - Domain Guests
 - Domain Users
 - Enterprise Admins
 - Enterprise Read-onl...
 - Group Policy Creato...
 - Guest
 - krbtgt
 - RAS and IAS Server
 - Read-only Domain C...
 - Schema Admins
 - SQLServer2005SQLI...
 - SQLServerMSSQLSe...
 - Trainer1
 - Trainer
 - TS Web Access Adm...
 - User10
 - User1
 - User2
 - User3
 - User4
 - User5
 - User6
 - User7
 - User8
 - User9

attribute type	value
accountExpires	9223372036854775807
badPasswordTime	129216954355656250
badPwdCount	0
cn	User1
codePage	0
countryCode	0
displayName	User1
distinguishedName	CN=User1,CN=Users,DC=mail,DC=hyapas,DC=intra
dSCorePropagationData	16010101000000.02
dSCorePropagationData	20100517143224.02
givenName	User1
homeMDB	CN=Mailbox Database,CN=First Storage Group,CN=Inform...
homeMTA	CN=Microsoft MTA,CN=VSERVER1,CN=Servers,CN=Excha...
instanceType	4
lastLogoff	0
lastLogon	129222741264656250
lastLogonTimestamp	129222680035593750
legacyExchangeDN	/o=First Organization/ou=Exchange Administrative Group (...)
logonCount	25
mail	user1@mail.hyapas.intra
mailNickname	User1
mDBUseDefaults	TRUE
msExchHomeServerName	/o=First Organization/ou=Exchange Administrative Group (...)
msExchMailboxGuid	eb v G □ □ □ □ □ □ □ □
msExchMailboxSecurityDescriptor	□
msExchPoliciesIncluded	{08BAD029-58C0-428B-87C4-120AE993B09E},{26491CFC-...
msExchRecipientDisplayType	1073741824
msExchRecipientTypeDetails	1
msExchUserAccountControl	0
msExchUserCulture	de-DE
msExchVersion	4535486012416
name	User1
objectCategory	CN=Person,CN=Schema,CN=Configuration,DC=mail,DC=h...
objectClass	organizationalPerson
objectClass	person

Abschicken Zurücksetzen Klasse ändern Eigenschaften

Connected To 'ldap://10.189.9.168:389'

Application Login Settings

Activate application login

SMARTSCAN HyPAS APPLICATION LOGIN SETTINGS

Activate application login :

IC-CardField (in LDAP) pager

Cancel Save

Status User: 4711, 4711 02/08/2016 12:03

If no other authentication method is implemented, you are able to activate the application login.

Destination Settings

Defining default fax settings (prefix, suffix)

SMARTSCAN HyPAS FAX SERVER SETTINGS

Fax Configuration: Use FaxHub

Destination

Prefix

Suffix @fax.de

Cancel Next

Status User: 4711, 4711 02/08/2016 12:14

Enter your fax server settings like prefix and suffix for sending faxes.

Fax Settings - Defining allowed domains

SMARTSCAN
HyPAS

FAX SERVER SETTINGS

Fax Configuration(2):

Please define allowed domains. No entries means all domains are allowed.

@deu.kyocera.com

Back Cancel Next

Status 07/02/2017 12:06

Administrator is now able to define the allowed email domains in the destination settings of the application.

Defining default e-mail settings

SMARTSCAN
HyPAS

E-MAIL SERVER SETTINGS

Email Configuration:

Destination

Prefix

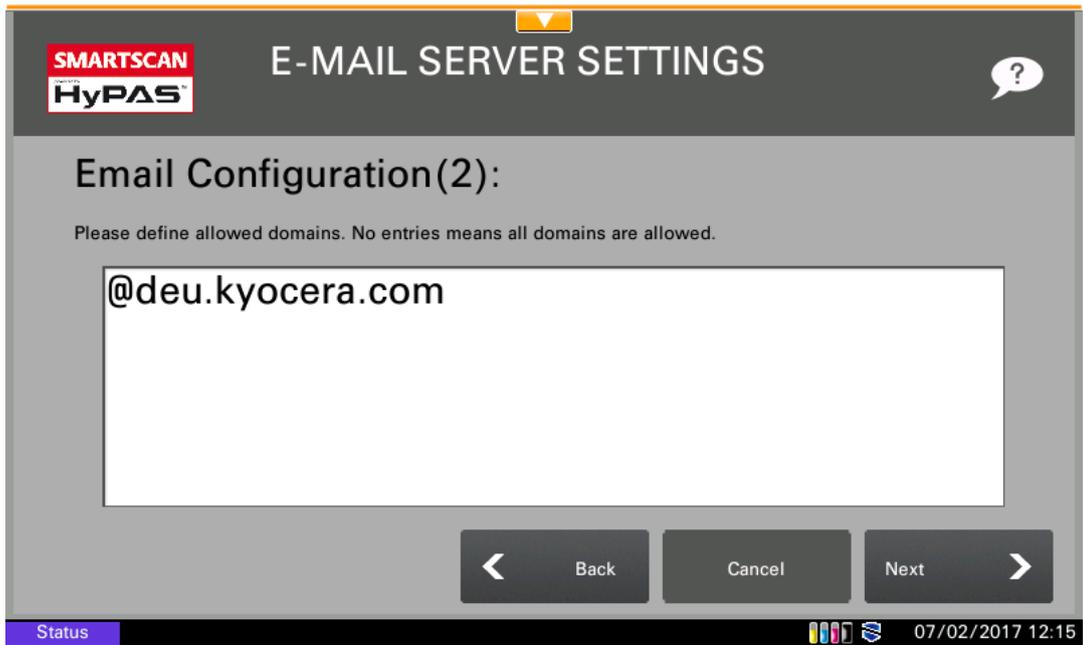
Suffix @email.de

Back Cancel Next

Status User: 4711, 4711 02/08/2016 12:15

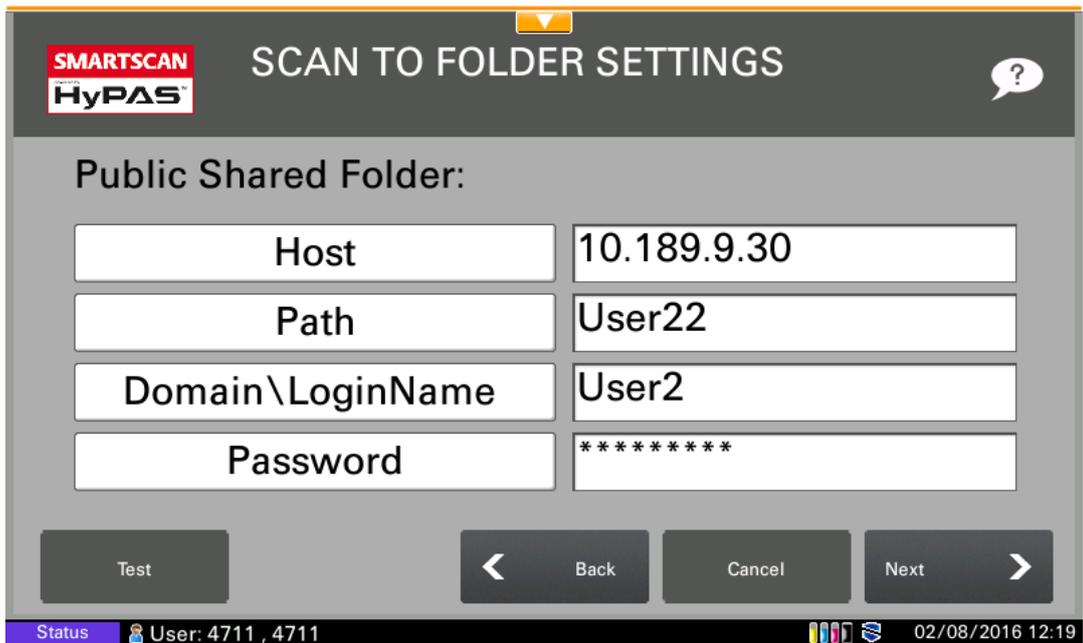
Enter the fax server settings like prefix and suffix for sending e-mails.

Email Settings - Defining allowed domains



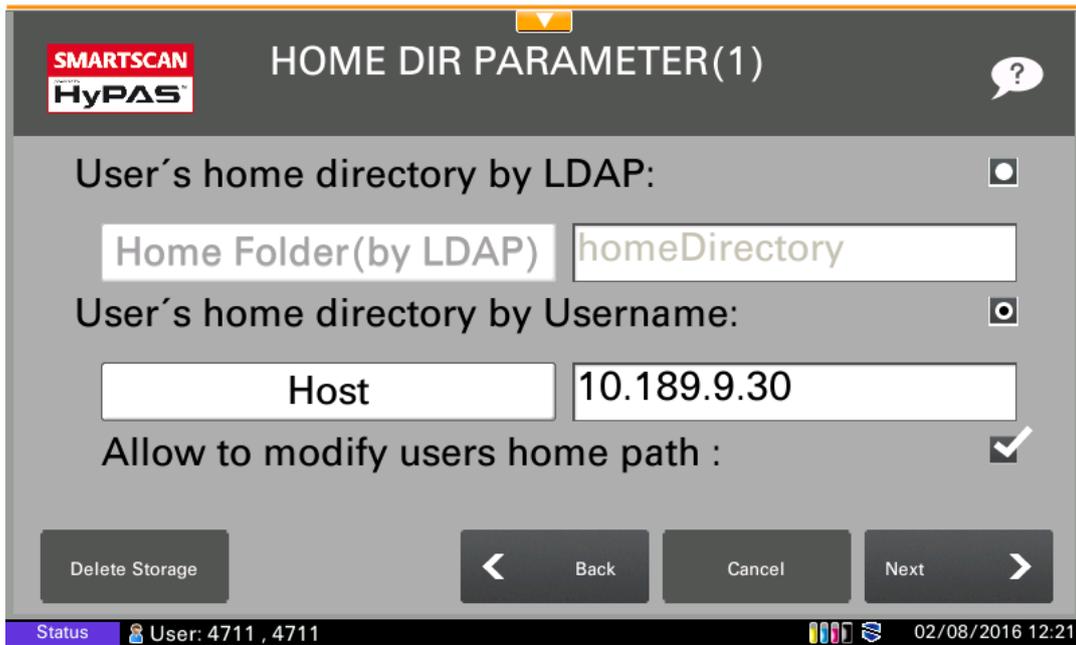
Administrator is now able to define the allowed email domains in the destination settings of the application.

Shared Folder



Enter the settings like host IP address, path login name and password for the shared folder. This folder will be used as default folder for scan to folder.

Home Folder



The administrator can select whether the home directory should be taken from the AD / LDAP, or defined by SMB Server Host Name and User Name. Check the desired option.

If the administrator selects the option to take the user's home directory by user name, he can define the host address and he can allow the user to modify their home directory.



If the home directory should be taken from the AD / LDAP, the administrator could define the credentials in order to get access to the home directory.

Home Directory from AD / LDAP

Requirements:

- The additional Home Directory attribute of each user must contain the path of the user's Home Directory.
- The Home Directory must be a DFS or SMB directory.

Home Directory by User Name

Requirements:

- A folder of for each user must exist on the server (Home Folder).
E.g. c:\Users\User1
- The home folder of the user on the server must be a shared folder (SMB shared). The shared folder should have per default the name of the user.

Therefore the syntax of the shared folder of each user is per default:

\\[Server Name]\[User Name]

Example:

Server name: 10.189.9.49
 User name: User1
 Shared folder: \\10.189.9.49\User1

If a user wants to scan to his home folder for the first time with SmartScan, they have to enter their normal password. After that, the user can scan to his home folder without entering the password. Further the user can modify his home folder if allowed by the administrator, but only if the currently saved SMB access parameters are not a valid combination.

Important note for Administrators: If the share name is different from the user name, please make sure to check the option "Allow to modify user's home path".

The user's credentials will be encrypted. If the user's password changes, he has to re-enter it.

Configuration for Scan to DFS / SMB / WebDAV

SMARTSCAN HyPAS		SET DFS/SMB/WEBDAV 1:		Set access credentials, if accessible for all users.	
Description	DFS Root 1	<input checked="" type="checkbox"/> WebDAV			
Host	dfssrv.dfs.tcsd.intra				
Path	PublicShared\Share\l				
Domain\LoginName	dfs.tcsd.intra\User1				
Password	*****				
<input type="button" value="Test"/>		<input type="button" value="Back"/>		<input type="button" value="Cancel"/>	
				<input type="button" value="Next"/>	

Status User: 4711 , 4711 02/08/2016 12:25

The administrator is able to define until six DFS, SMB or WebDAV root access folders that will be shown on the user interface. These roots can be used as public shared folders.

Note: Please use the fully qualified host name and the fully qualified domain name.

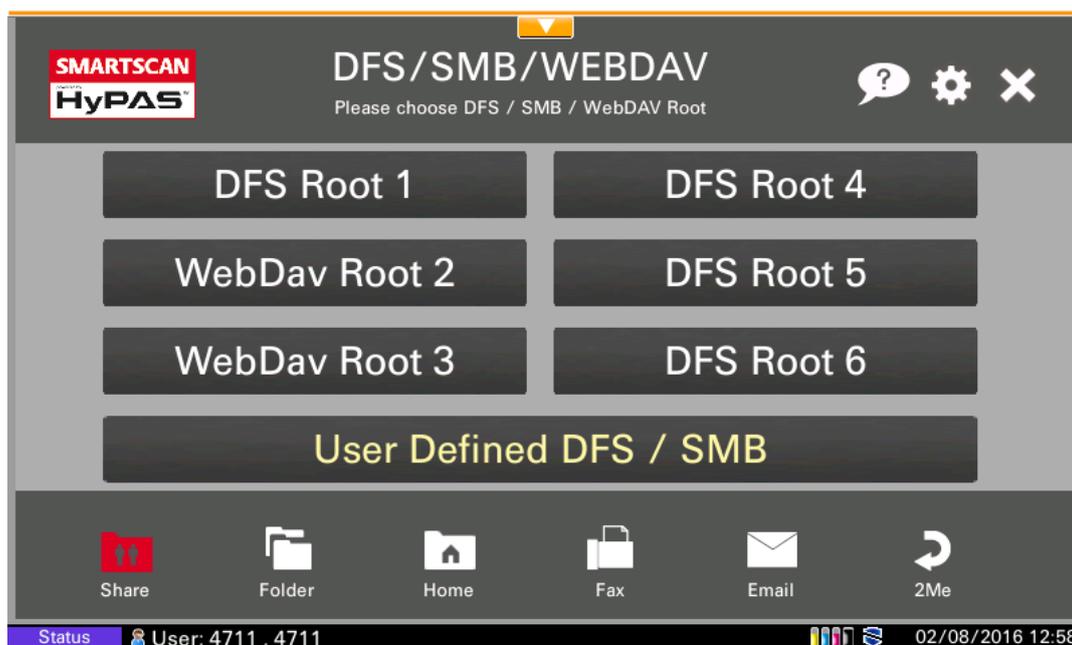
Configuration for Scan to WebDAV

The administrator can configure the WebDAV root folders after pressing the Destination Settings button in the Application Settings.

The administrator can define the root folder as a WebDAV folder by clicking the respective checkbox on the right. Here he can also specify whether SSL should be used for secure data transfer. In the entry fields, the full host name and the full domain name must be entered. Also it is important to check whether MFP device time and the server time are synchronized – otherwise the authentication could fail. By clicking the Test button, access to the WebDAV directory can be simulated.

Limitations: WebDAV access is currently only confirmed with a Windows IIS server with Basic Authentication.

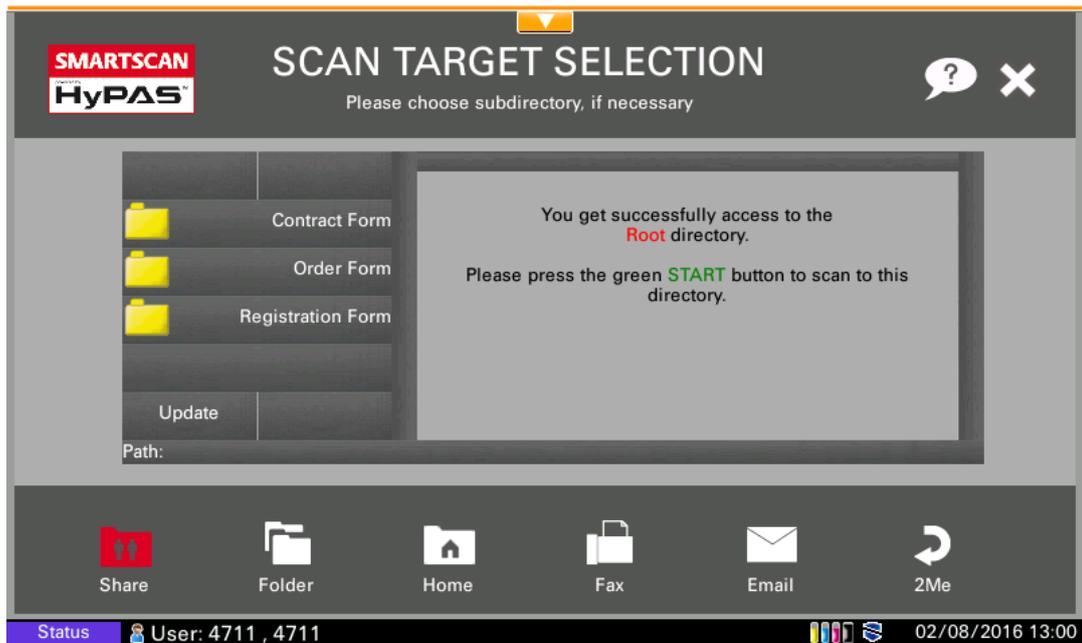
User defined DFS / SMB Root



If the user selects the button labelled “User Defined DFS /SMB” in the interface, he is able to define his personal DFS root access. The access data will be stored by the application, and if the user accesses the folder again, he does not have to re-enter the access data.

In case of Network -, Local - or HyPAS Expansion Authentication the application remembers the complete user login parameter. If no authentication is implemented, the application remembers the last defined DFS root access except the password.

Note: Please use the fully qualified host name and the fully qualified domain name.

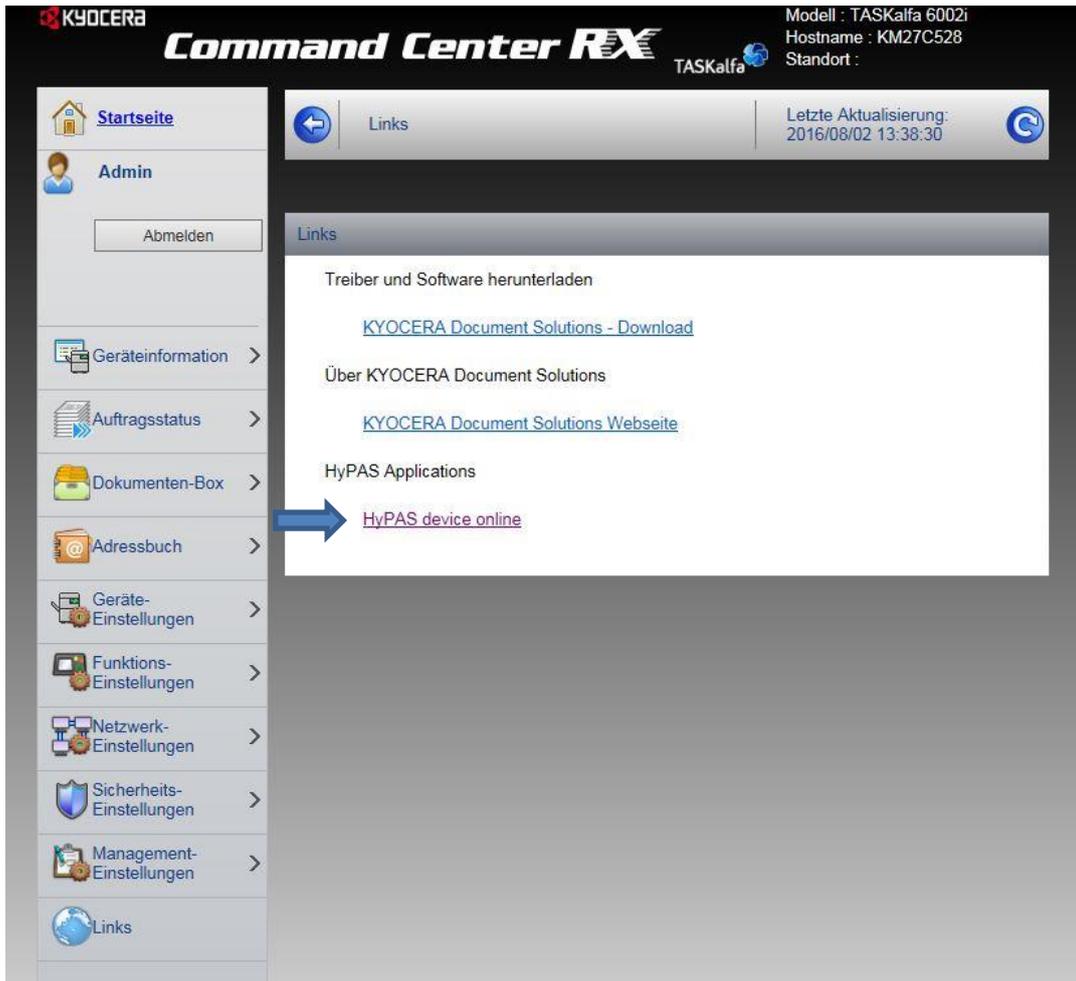


If the user selects one root directory and steps into the desired subdirectory, he is able to scan to this directory.

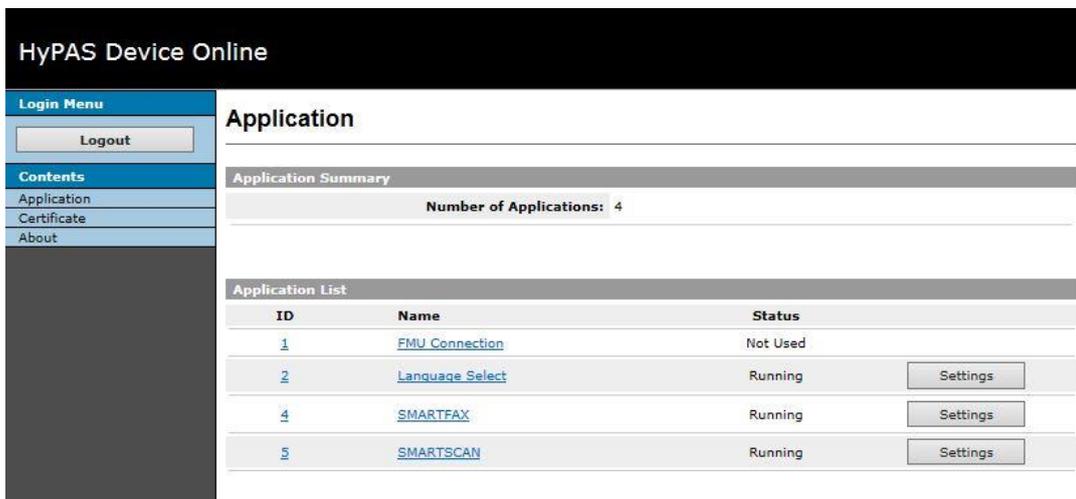
Remote Configuration via Command Center

SmartScan supports remote configuration via Command Center.

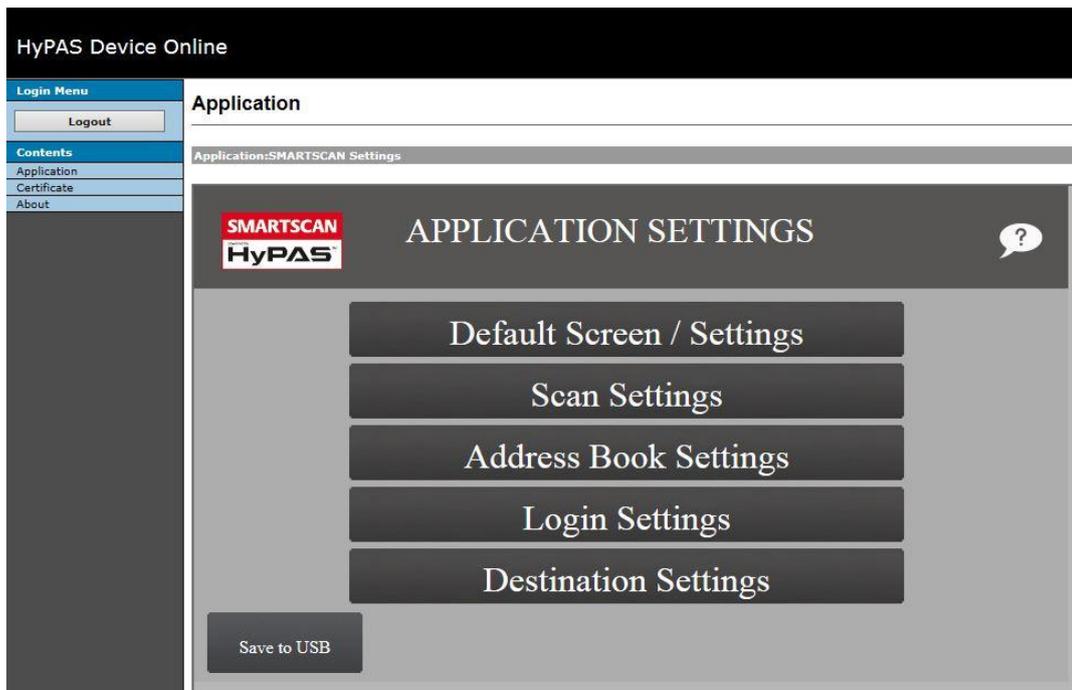
In Command Center, click on *HyPAS Device Online*.



In the list of applications, click the *Settings* button next to SmartScan.



The same settings wizard will appear that is also shown on the device, and you can configure SmartScan from the PC remotely instead of going to each device.



FAQs and Known Issues

When I try to activate SmartScan, I receive an activation error message.

If you encounter any activation error message, please switch off and restart the device. This should clear the message and enable you to activate SmartScan.

How can I log in to SmartScan for Scan2Me and Scan to folder?

There are different options to log in. Any option has to be set up by the administrator according to the specifications for authentication. Please check the relevant sections of the user manual of the device.

- You can use the local authentication to login at the device.
- You can use network authentication
- You can use a 3rd party application to login. This can be for instance the KYOCERA Login Manager, or it can be an Accounting solution that offers login functionality. Depending on this application, it will pass user data to SmartScan.

I cannot access the address book, where do I find it?

You have to configure the address book in the administrator settings. They are switched off by default. Once the address books are configured, you can access them in the scan to e-mail or scan to fax menus.

FAQs for DFS support

Due to the devices' specifications, certain requirements exist for DFS support.

- Make sure that the MFP is a member of the domain where the DFS Server is running.
- If it is not possible to place the MFP as a member of the domain where the DFS Server is running, please use the FQDN Name to access the DFS server.

Example: server1.mydomain.local

FAQs for Home Directory

Known issue: When authentication at the MFP is turned off, you are not able to provide a user name or SMB Home Dir for the Home Directory.

FAQs for Browser Problems

In case of any browser display options, e.g. in combination with remote configuration via Command Center, we recommend either of the following:

- Do not use the Compatibility View in Internet Explorer
- Use Firefox as a browser

Part 2: Usage

This section describes the usage of the application. It is relevant for end users.

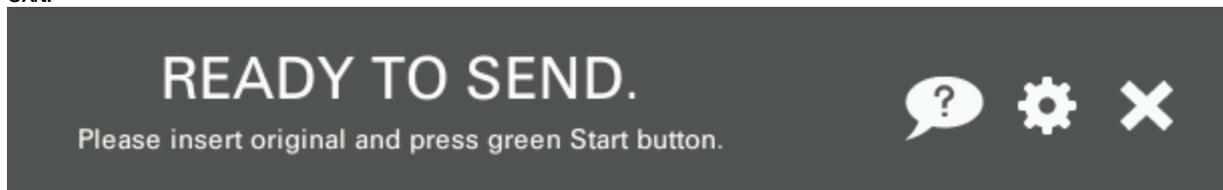
Using SmartScan

If SmartScan is not set as default application and does not open automatically, it has to be started manually.

- Press the *Application* button. All applications currently installed on the MFP are listed.
- Press the SmartScan logo in order to start the application.
- SmartScan starts with the default screen.

The User Interface

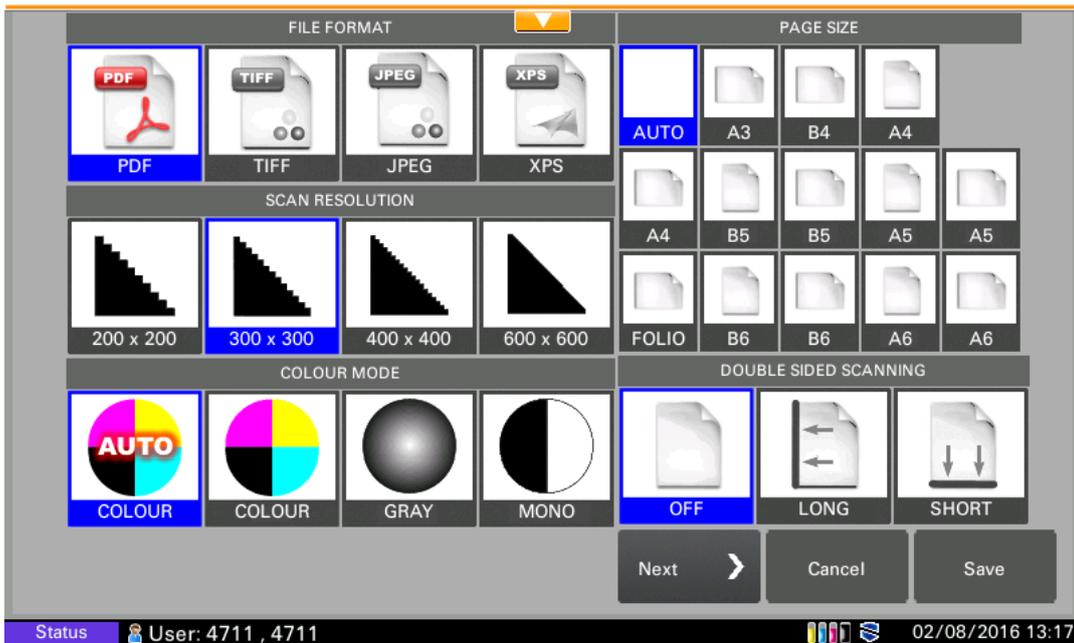
On the top of the screen you will find the general status information and buttons for help file, settings and exit.



Click here to access the help text. You will find always the help text that refers to the current page.

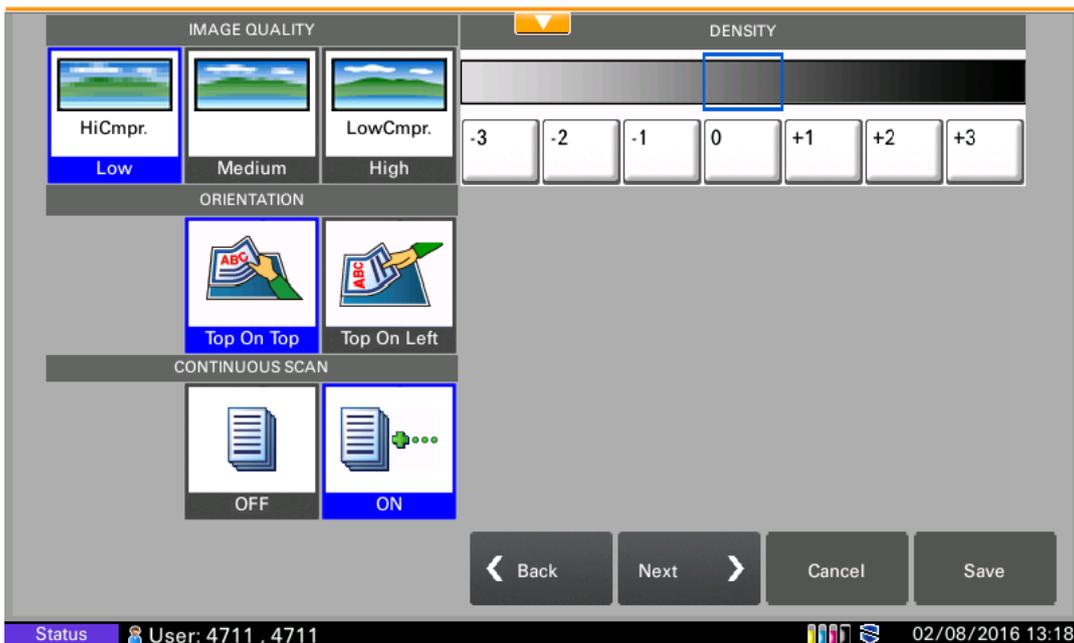


Click here to open the Settings.

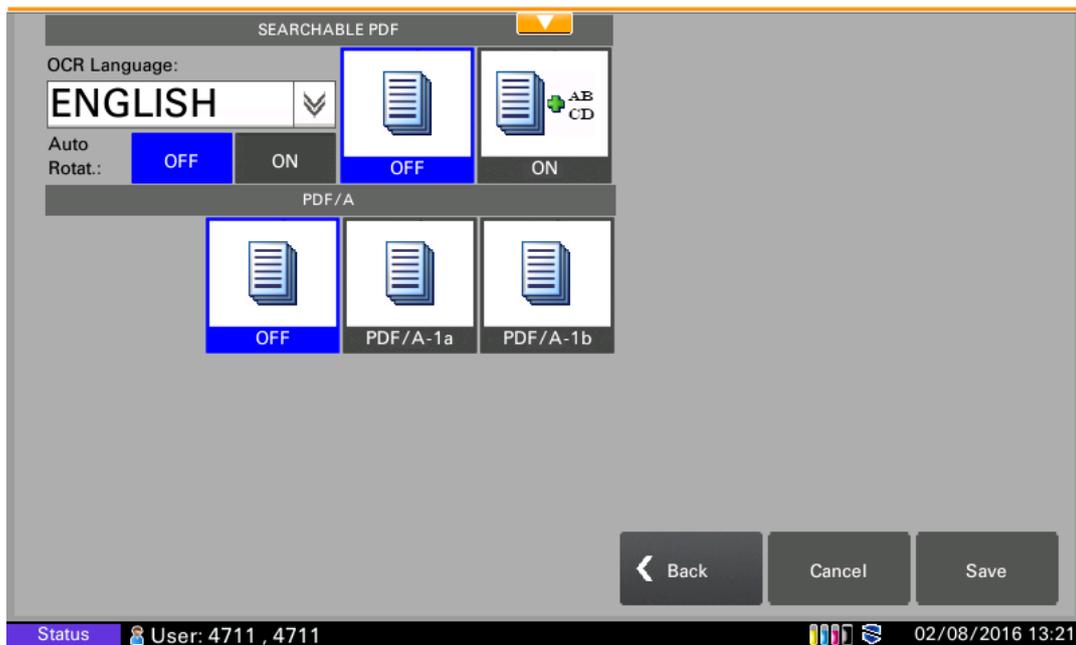


If you want to change any of the default settings, click the relevant button and confirm the change with **Save**.

In the next settings screen, you have additional options, like changing density, image quality and orientation, and you can activate or deactivate “Continuous Scan”.



Further in the following settings screen, you are able to define, whether the generated PDF is a searchable PDF. Additionally you can decide if the PDF is generated in the PDF/A format.



Click here to exit the application.

On the bottom you will find the main function buttons. Click to access the function you want to use.



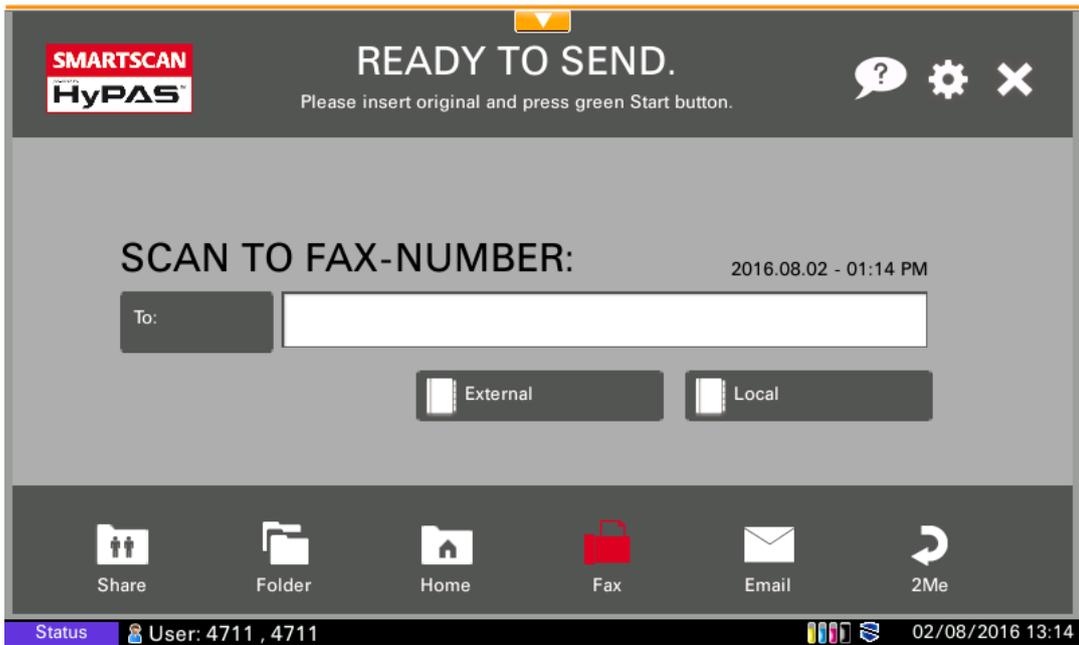
The default page that opens when you start SmartScan is defined by the administrator in the settings.

Note that the Send To Me and Scan to Home Directory functions are only available when authentication is activated on the device, and when the e-mail address and home directory of the user have been correctly registered.

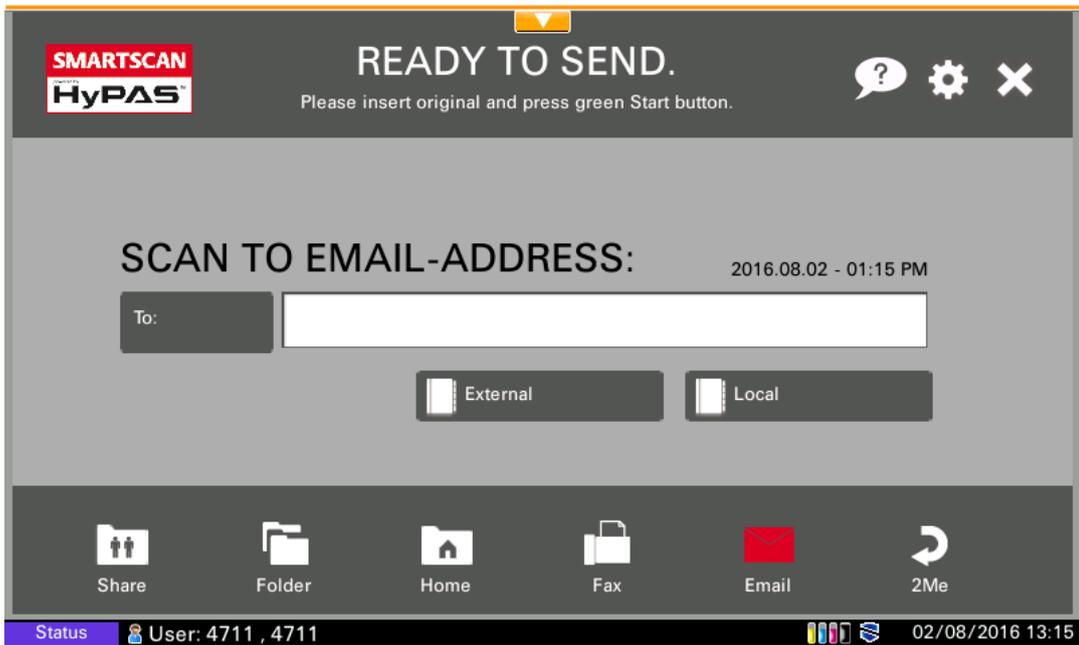
Sending a fax

You can use SmartScan like you would use a fax machine. To use the function, the settings of your fax server need to be correctly defined by your administrator.

- Click on the Fax button in the Function bar
- Enter the fax number into the entry field
- Insert the documents into the paper feeder and press the start button
- The fax will be sent



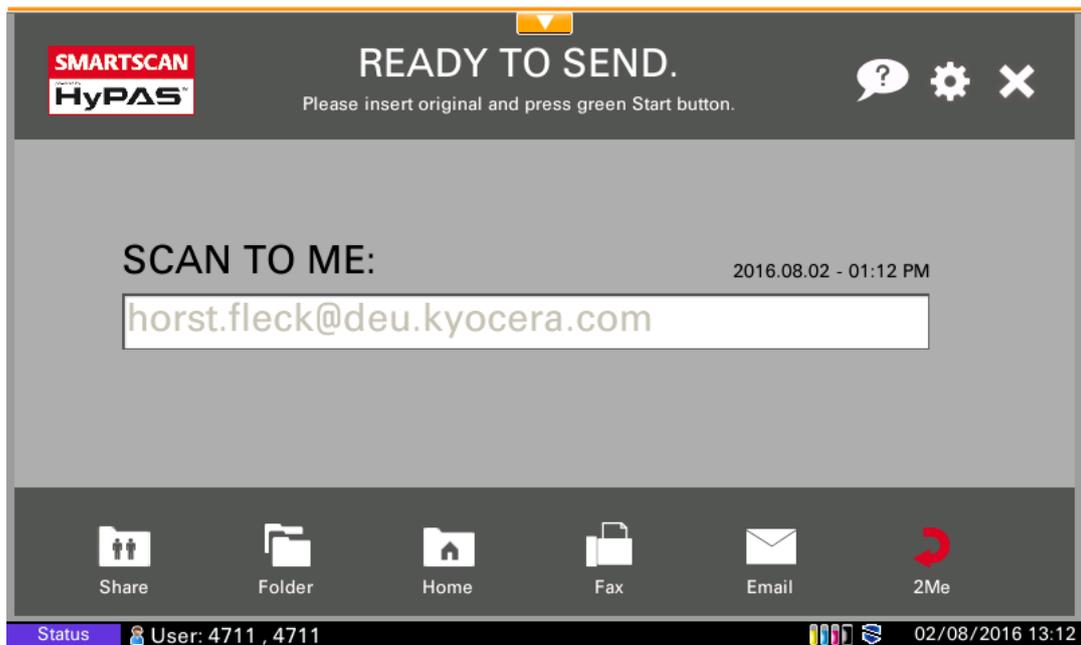
Sending an e-mail



- Click on the Email button in the Function bar
- Enter the e-mail address into the entry field
- Insert the documents into the paper feeder and press the start button
- The e-mail will be sent

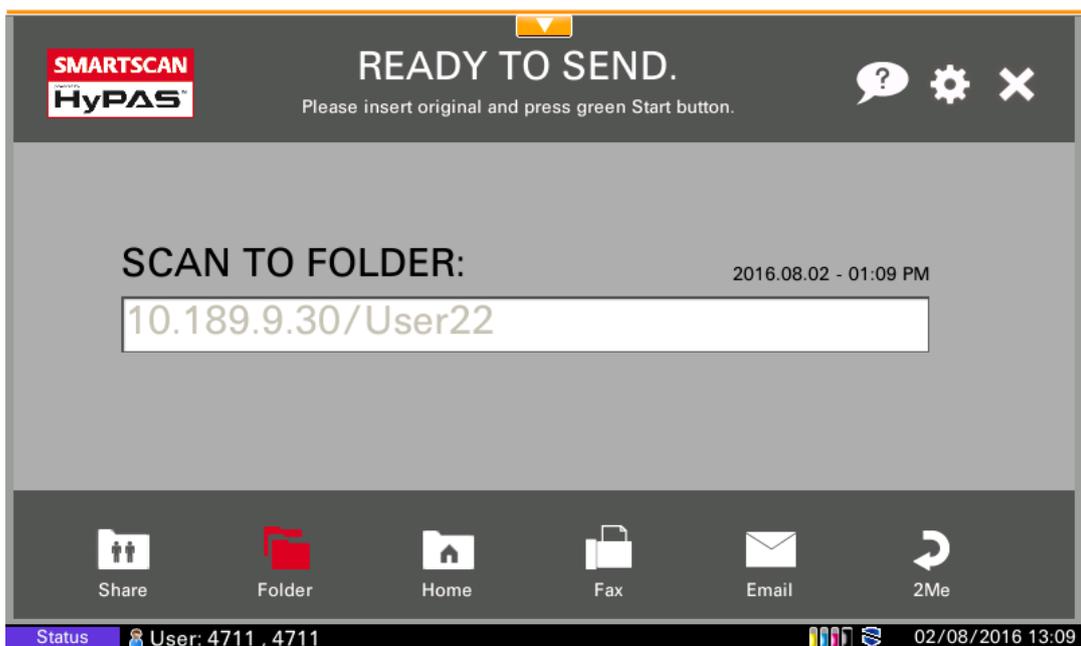
Scan to me

- Authenticate at the device
- Click on the 2Me button in the Function bar
- Insert the documents into the paper feeder and press the start button
- The e-mail will be sent to your e-mail address



Please note that this function is only available when authentication is activated on the device. The authentication can be local, network, or extension authentication. The e-mail address of the user must be registered.

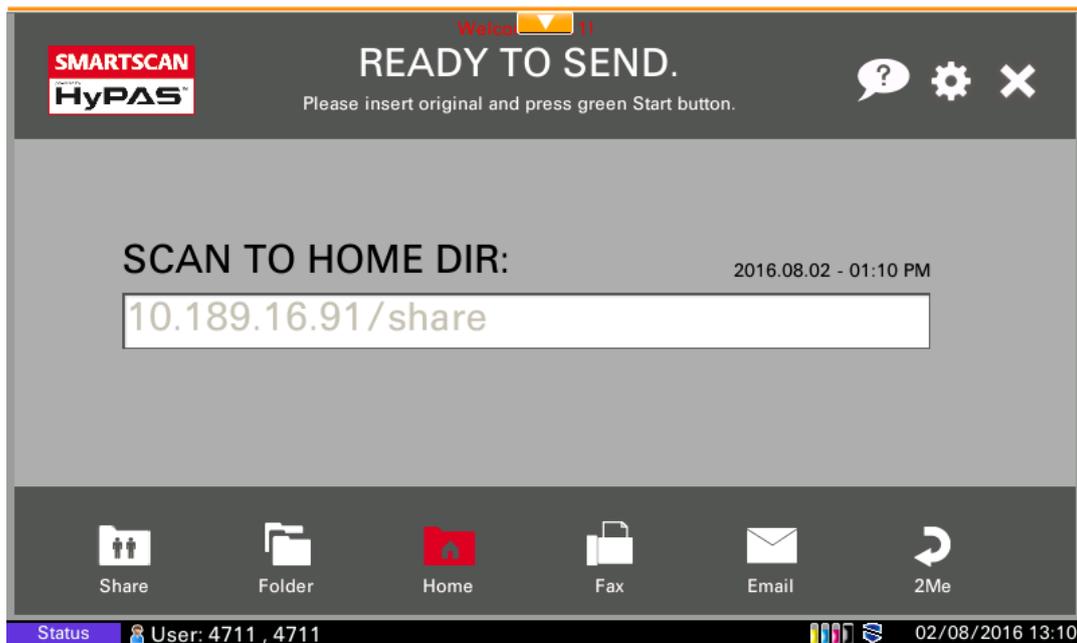
Scan to Folder



With the Scan to Folder button you can scan a document to a predefined folder in the network.

- Click on the *Folder* button in the Function bar
- Insert the documents into the paper feeder and press the Start button
- The documents will be scanned into the predefined folder

Scan to Home Folder



The Users' Home Directory will be taken from the LDAP or Active Directory. The Home Directory can also be determined by the server settings defined by the administrator.

When a user accesses this function for the first time, he has to enter his current network password. If he uses the function afterwards, it will work without entering the password. Only when the user password has changed, it has to be entered again.

The destination folder will be displayed in the box as destination folder.

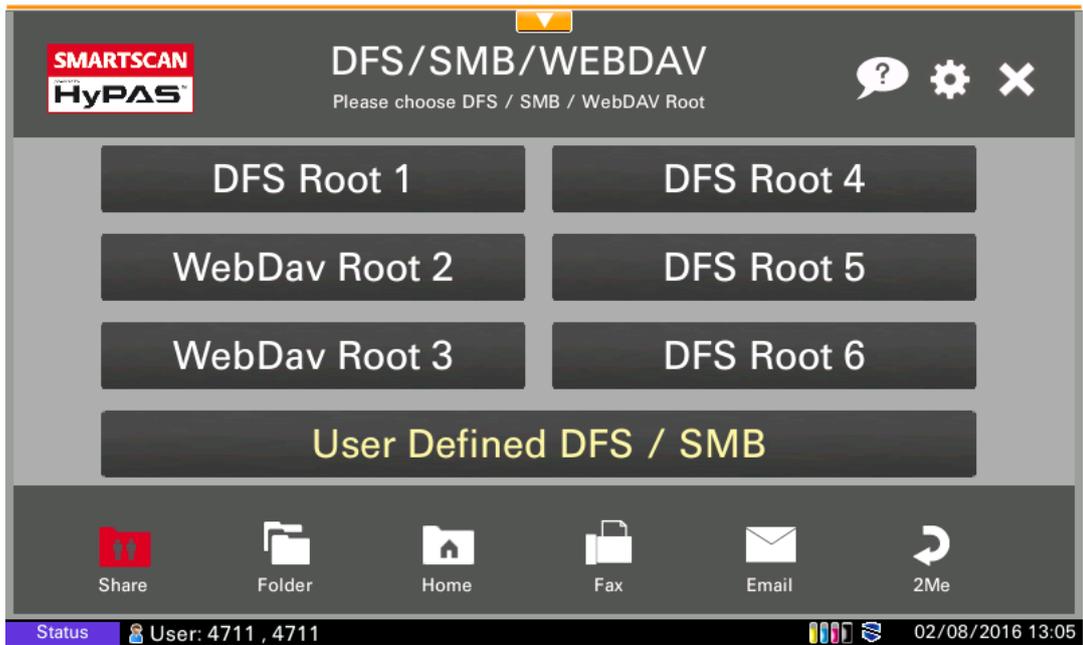
- Click on the *Home Dir* button in the Function bar
- Insert the documents into the paper feeder and press the Start button
- The documents will be scanned into the predefined folder

In case of Network -, Local - or HyPAS Expansion Authentication, the application remembers the complete user's Home Directory parameter.

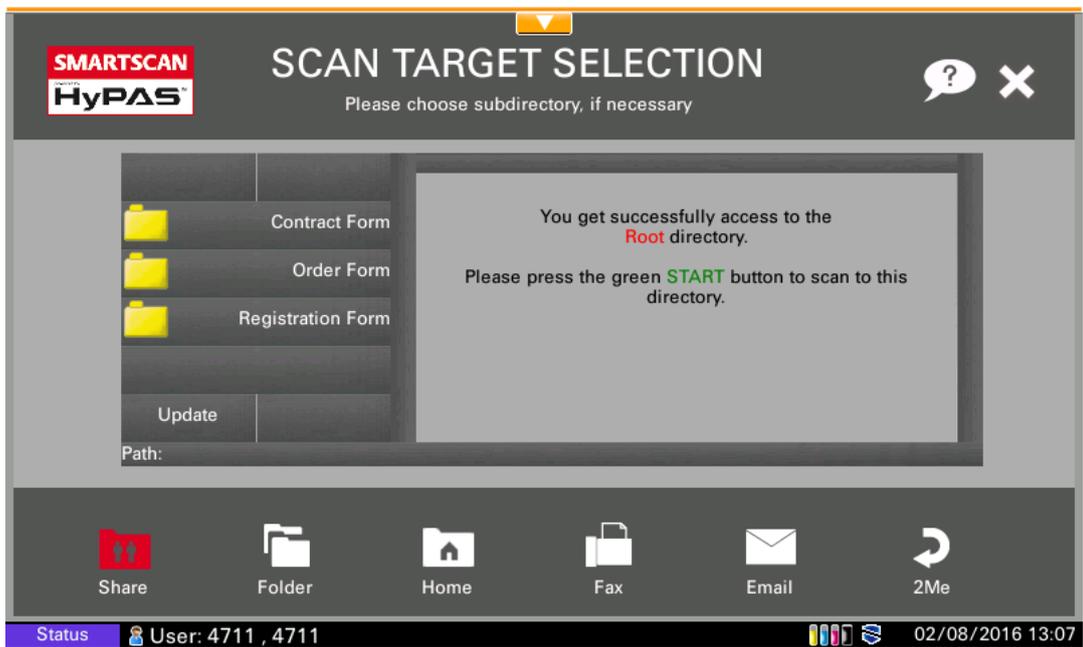
If no authentication is implemented, the application remembers the last defined Home Directory except the password.

Scan to DFS / SMB / WebDAV folder

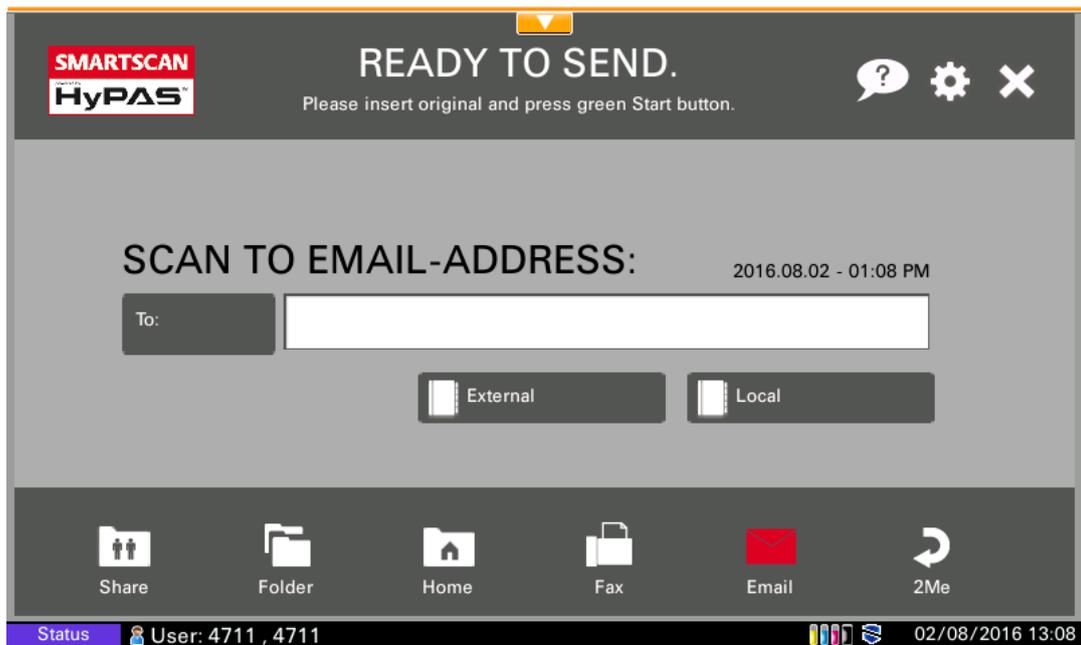
After the User selects one of the DFS, SMB or WebDAV Roots (defined by administrator), he is able to navigate in the different subdirectories. Additional the user is able to scan into a self-defined DFS or SMB root.



The menu displays the folder with subdirectories and the user can navigate to the desired target folder, and start the scan by clicking the start button.



The Address Book



The address books (local and external) are only available in the fax and e-mail functions, and they have to be activated and configured in the settings.

To access the relevant address book, tap the button *External* or *Local*.

- Select an entry in order to define the e-mail / fax destination.
- You can use the search function in order to find the required entry more quickly.

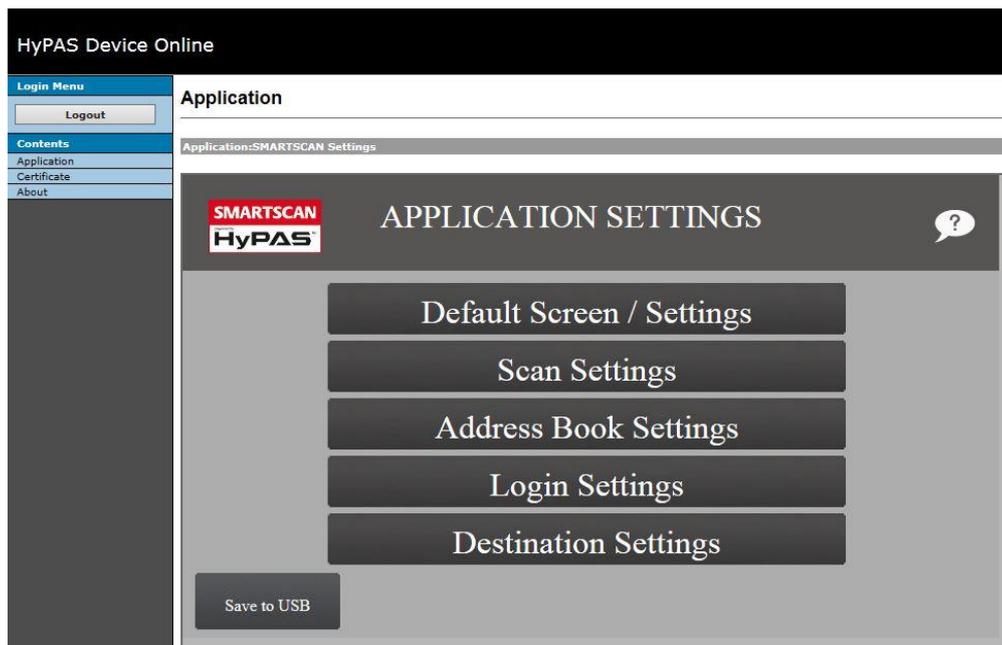
Appendix

Updating the SmartScan application remotely

The administrator can transfer the application settings with help of the KYOCERA Net Viewer to the application.

Preparing File with Application Settings

Here it is necessary to prepare a file that contains all values in order to rollout it to all selected devices. The Application Settings should be stored on a USB stick. Please see figure below.

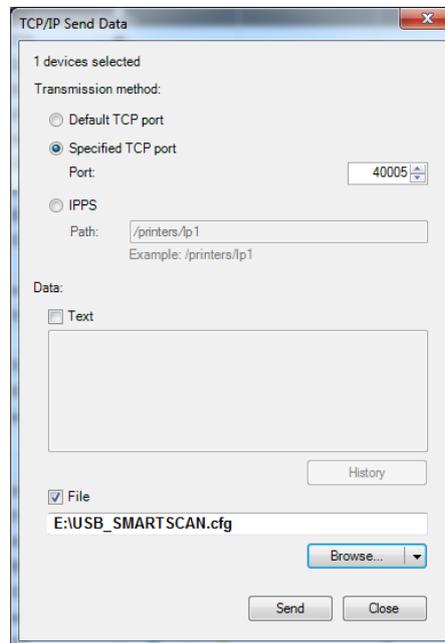


Remote update of the application

Application will receive the application settings from KYOCERA Net Viewer.

The following Points must be defined.

- Port must be defined. The application listen on Port No is 40005.
- File with the stored application setting must be set.



You find the dialog under:

Select Device > Right Mouse Click > Advanced > Send TCP/IP – Data

