



# 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 Vista, Windows Server 2008 and Windows 2000 environments.

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# 1 Quick Start

**KMnet Viewer** has many features to help you organize and monitor network device information.

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

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[Editing Authentication Options](#) on page 7-2

[Device Discovery](#) on page 1-2

[User Interface](#) on page 1-4

[Closing the Viewer Window](#) on page 1-7

## 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 viewer tasks. If you have administrator rights, and you are starting **KMnet Viewer** 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, **KMnet Viewer** 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 applications does not start. If this happens see the network administrator about your password.
- 4** If you just installed **KMnet Viewer**, and it is the first time you are starting it, a dialog box appears after you have started and successfully logged in to the application. You are asked to specify a workspace file. After you specify your workspace file, the viewer 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 viewer installed, the network administrator can set up a user login password. If no

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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**.
- 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 same 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 **KMnet Viewer** 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 **KMnet Viewer** 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**.

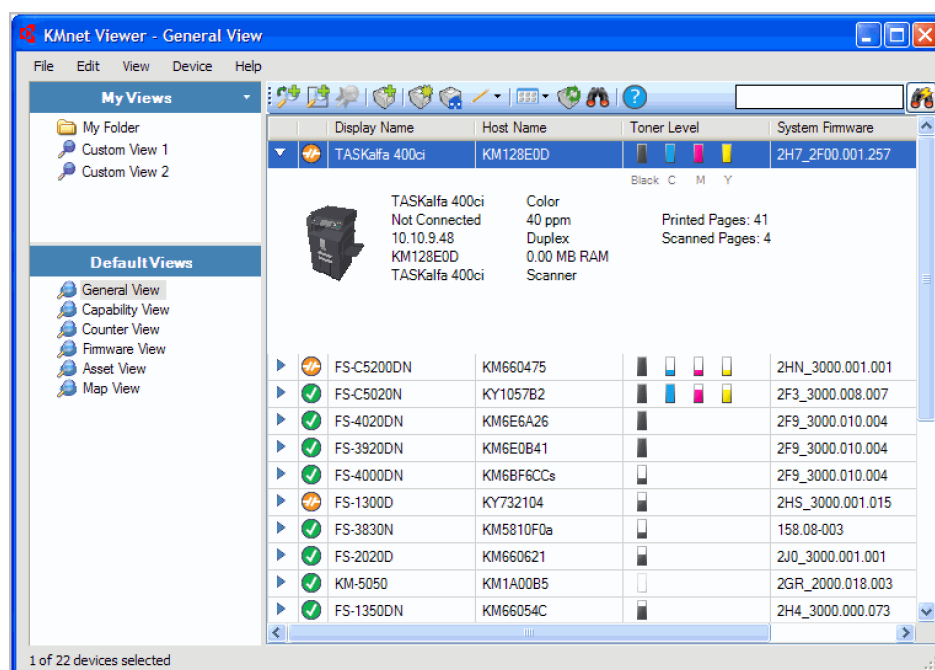
## User Interface

The **KMnet Viewer** 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 **KMnet Viewer** 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 **KMnet Viewer** screen. Basic operations that affect the viewer 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**
- Add Manual View Using Selection**
- Update View**
- Add Devices**
- Properties**
- Device Homepage**
- Edit**
- View As**
- Refresh Device**
- Advanced Search**
- Help**

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

- Import Map Background**
- Zoom In**
- Zoom Out**
- Zoom to Fit**
- Zoom %**

## 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, **KMnet Viewer** displays the view (list or map) in the right pane. You can create folders to organize and manage **My Views**. Add device information to a view 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 **KMnet Viewer**. Six standard views are available under **Default Views** that cannot be removed. When you select a particular default view, **KMnet Viewer** 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 viewer 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

**KMnet Viewer** 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 Viewer Window

You can close just the viewer 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 viewer 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 viewer 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

**KMnet Viewer** offers two types of views: user defined views that are listed under the **My Views** heading, and six standard views defined by **KMnet Viewer** 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:

[Default Views](#) on page 2-1

[Importing a Map Background](#) on page 2-2

[My Views](#) on page 2-3

[Searches](#) on page 2-4

[Adding a Dynamic View](#) on page 2-5

[Adding a Manual View Using Selection](#) on page 2-6

[Resizing the View Areas](#) on page 2-7

[Refresh](#) on page 2-7

### 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

**KMnet Viewer** 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, 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 **View > 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 **View** 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 **KMnet Viewer** 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 using **Ctrl** or **Shift**. 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

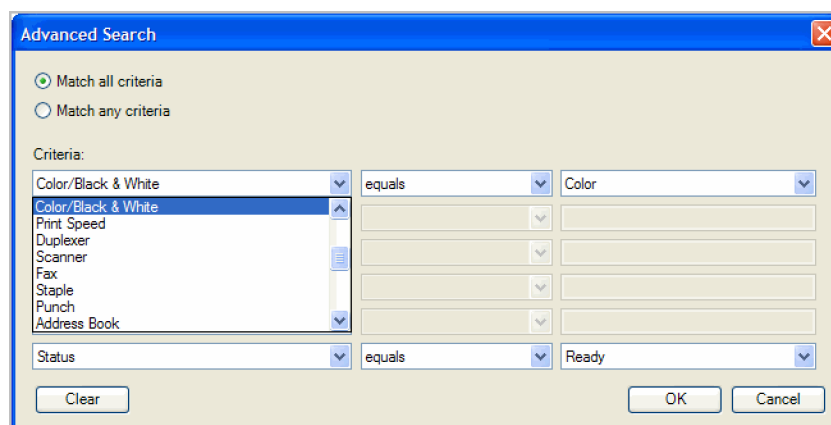
The **Quick Search** feature is located at the upper right of the screen. The Quick Search text box accepts input in all supported languages. Type a search term (64 character maximum), then click the binoculars and lightning bolt icon, to perform a full text search on the text columns (**Display Name**, **IP Address**, **Host Name**, and **Model Name**) for the devices in the currently displayed list. On completion of the search, the device list only shows items that match the search term.

To clear a Quick Search, delete any search term in the Quick Search text box, then click the Quick Search icon.

Quick Search terms are not saved when you move from view to view, or perform an **Advanced Search**. Quick Search does not search the text in the expanded row area.

### 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**. **KMnet Viewer** 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. Use **Ctrl** or **Shift** 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 **Ввод**.

## 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:

[Displaying Device Properties](#) on page 3-2

[Adding Contacts](#) on page 3-2

[Adding Groups](#) on page 3-3

[Adding a Contact to a Group](#) on page 3-3

[Adding Device Users](#) on page 3-5

[Showing Job Detail](#) on page 3-6

[Adding a Document Box](#) on page 3-7

[Setting a Notification](#) on page 3-9

[Setting Device Communications](#) on page 3-10

## Device Properties

The **Device Properties** window 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 Click **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 window 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:** To load the address book from a device, the correct **User list User name** and **User list password** must be entered in **Communications Settings** for the device.

---

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 screen, click **Add contact**. The **Contact Settings** window appears.
- 2 Enter the name of the contact in the **Name** field. 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 screen, double-click **Add Group**. The **Group Settings** window appears.
- 2 Enter the name of the new group. The name does not have to be unique.
- 3 Click **OK**. The information is then sent to the device. A progress bar will appear, showing the progress of communication with 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 Click on an existing group to open the **Group Settings** window. Alternatively, select the group, then click the **Properties** icon to open the window.
- 2 In the menu bar at the top left of the window, click **Add members**. The user list is downloaded from the device and displays in the window.
- 3 Search the user list and find a user to add.
- 4 Select one or more users to add, and click **Add**. Wait for the communication progress bar to disappear.
- 5 Click **OK**.
- 6 Click **OK** to close the **Group Settings** window.

### Deleting a Contact From a Group

- 1 Click on an existing group to open the **Group Settings** window. Alternatively, select the group, then click the **Properties** icon to open the window.
- 2 Select one or more contacts to delete.
- 3 In the menu bar at the top left of the window, click **Remove members**.

- 4 Click **Yes** when you are asked to confirm.  
The contact is removed from the group.
- 5 After the device communication progress bar disappears, click **OK** to exit the window.

## Deleting Contacts and Groups

Contacts and groups can be deleted 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 window, click **Remove**. A confirmation message appears.
- 3 Click **Yes**. The updated information is sent to the device, and a progress bar is displayed until the process is complete.

## Editing Contacts and Groups

The information saved in the **Address Book (Add Contact or Add Group)** window 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** window for the selected contact or group opens.
- 3 Edit the information in the window, 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 copy command. Changes will take effect only after the paste command is executed.

---

- 1 Select the contact or group to copy, and in the menu bar at the top left of the window, click **Copy**.
- 2 Modify the new contact or group as needed.
- 3 Click **Paste**.

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 1" is added to the list.

Third time: "Copy 2" 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 menu, 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. The progress bar shows the state of communication with the device.
- 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 enabled, only users who are set up as administrators on the device are able to use the various functions of the device.

---

**Note:** To load the user list from a device, the correct **User list User name** and **User list password** must be entered in **Communication Settings** for the device. 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 Right click on a device.
- 2 Select **Users** on the context menu.  
The **Device Users** window opens.
- 3 Click on the **Add User** icon. The **Users-Add User** window opens.
- 4 Enter the information about the user into the dialog box.
- 5 When finished, click **OK** to save the information and create the new user.

## Removing Device Users

To remove a device user from a device:

- 1 In the **Users-Add User** window, select the user to remove.
- 2 Click **Remove User**, or right-click and select **Remove user**.

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

### Searching the Device User List

You can search the **Device 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 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** window. This window displays information about jobs currently in the queue for the device. **Job Logs** shows information about recent jobs that were processed. Three types of logs are available: **Print**, **Send**, and **Store**.

### Showing Job Detail

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

- 1 Right click on the device.
- 2 Select **Jobs** in the context menu.
- 3 In the **Job** list, select a job.
- 4 Right-click and select **Details**. A **Job Detail** window 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 window, click **Export Job Logs**. The **Jobs Log Export** dialog appears.
- 2 Select the job log to export.
- 3 Click **Browse** to select the filename 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 Enter the job name or partial name in the search text box, select **Job name** or **User name**, and in the menu bar at the top left, click **Apply Filter**. Standard wildcards are supported.
- 2 After viewing the job information, clear the search text box and click **Apply Filter**.

## 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:** To access the **Document Box**, the correct **User list User name** and **User list password** must be set in the **Communication Settings** for the device.

---

### Adding a Document Box

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

- 1 Right click on a device.
- 2 Select **Device > Document Box**.
- 3 Click on the **Add Box** icon.  
The **Add Box** widow 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**.

## Document Properties

Select a document in the document box and click **Document properties** to display information about the document. The following information is shown:

### Name

---

**Note:** You can change the name of the document in the **Properties** window.

---

### Date and Time

### Number of Pages

### Document Size

### Resolution

### Color

### Storing Size

## 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 a 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 Right click on the document to download and select the **Download** icon.
- 2 In the **Save As** dialog box, select a location to save the file, enter a filename, 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 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 box to finish.

## Notification Settings

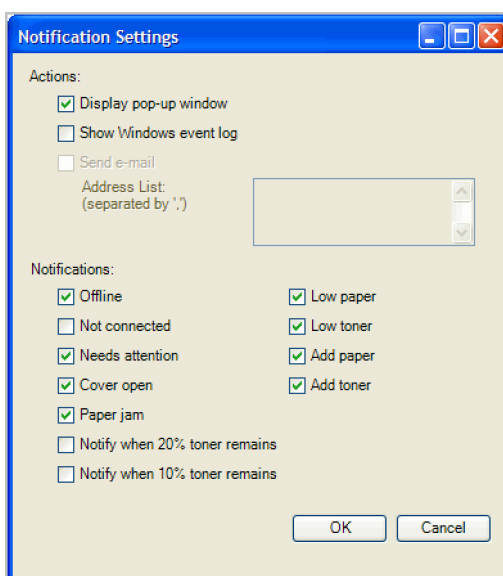
The **Notification** function is used to inform users of changes in the status of the printing device. There are three types of notifications available: a pop-up window, opening of the Windows event log, or an email to a specified list of email addresses. Several types of events can trigger a notification, including the following:

- Offline**
- Not connected**
- Needs attention**
- Cover open**
- Paper jam**
- Low paper**
- Low toner**
- Add paper**
- Add toner**
- Notify when 20% toner remains**
- Notify when 10% toner remains**

To send notifications by e-mail, the e-mail sending feature must be configured. If it is not configured, then this option will be unavailable. For more information, see *Editing E-mail Options*.

## 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 In the device list, right-click a device, or right-click and press the CTL key to select several devices that you want to set the same notifications for.

- 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 include:

- Network card**
- TCP/IP Port**
- SNMP communication timeout**
- SNMP communication retries**
- Command center administrator password**
- Use SNMP v1/2**
- Read community**
- Write community**
- Use SNMP v3**
- User name**
- Password**
- Authentication**
- Encryption**
- Polling**

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** window for the selected device. To access this window, click **Device > Communication Settings**.

- 1 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.
- 2 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. Most **Kyocera** devices support four or more logical printer ports. 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 Kyocera Command Center.

### SNMP communication timeout (seconds)

Enter the number of seconds the server should wait for the printing device to respond to an SNMP 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.

## Setting the Port Number in Command Center

- 1 To access the **Command Center**, select a device in the device list. Right-click and select **Device Homepage**, or click **Device > Device Homepage** in the menu bar.
- 2 Click the **Advanced** tab at the top of the **Kyocera Command Center** page.
- 3 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.

## 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**. The following selections appear. **Advanced** can also be accessed by right-clicking on a device in the device list.

### Set Multiple Devices

This sends configuration parameters to multiple devices at the same time. For more information, see the *Multi-Set* chapter.

### Firmware Upgrade

This wizard guides you in installing the most current firmware on devices. For more information, see the *Firmware Upgrade* chapter.

### Device Default Settings

This sets the default 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

Use this window to send data (files, text, or device commands) directly to the interface of one or more selected devices. To access this window, click **Device > Advanced**.

---

**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 **TCP Send Data** window, 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 Kyocera Command Center for the device.
- 2** To send data from a file, click the **Browse** button. An **Open File** dialog box appears. To send a previously sent file, click the down arrow to select a file from a history of up to 10 previously sent files.
- 3** To send data as text, type the text in the window. Click **History** to retrieve a previously sent text string. The **History** feature retains up to 10 previously sent text strings.
- 4** Click **Send** to send the data.

## 4 Multi-Set

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

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

[Setting Multiple Devices](#) on page 4-1

[Selecting Settings in Multi-Set](#) on page 4-1

[Creating Settings From a Device](#) on page 4-2

[Creating Settings From a File](#) on page 4-2

[Creating New Settings](#) on page 4-3

[Overwriting Settings](#) on page 4-3

### Setting Multiple Devices

To initiate **Multi-Set**:

- 1 In the device list, press the CTL key and right-click to select several devices.
- 2 In the menu at the top of the screen, click **Device > Advanced > Set Multiple Devices**. The **Multi-Set Wizard** opens. You can also open the wizard by right-clicking on the selected devices in the device list, then selecting **Advanced > Set Multiple Devices** from the list.
- 3 The **Multi-Set Wizard** opens with the **Device Group** page displaying the devices that support **Multi-Set**.  
Select the destination device group whose settings will be applied to your source device, and click **Next**.

### Selecting Settings in Multi-Set

On the **Settings** page, you can select options of settings to copy from your source device to your destination device. Only one group of settings can be defined at one time on this page.

- Make your selection, and click **Next**.

---

**Note:** The destination and source devices may be password protected. To ensure that you do not have an authentication failure with **Multi-Set** processes, a login and password needs to be entered in **Device > Communication Settings > Login** by an administrator. In the case of the **Device User List** option, you will be prompted for the administrator's login and password, if they have not already been set in the **Communication Settings** option. All **Communication Settings** and passwords for the source device and the destination devices need to be set correctly in **Communications Settings** for the respective devices.

---

The **Settings** page can include the following options:

#### **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 protocols, including FTP, SMB, Netware, IPP, Apple Talk, SMTP, NetBEUI.

#### **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 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.

#### **Document Box List**

Users' Custom and FAX boxes.

## Creating Settings From a Device

To copy settings from the source device:

- 1** Click **Create from Device**, and click **Next**.
- 2** Select the source device, and click **Next**.
- 3** On the **Confirmation** page, you can edit or save your settings to a file, and click **Finish**.

When this process completes successfully, click **Close**. The properties or settings from the source device are copied to your destination device.

When this process is not successful, the errors appear in a **Details** list. You can click **Export** and save the errors to a .CSV log file. Then click **Save**, and **Close**.

## Creating Settings From a File

To create a settings template from an existing file:

- 1** Click **Create from File**, and click **Next**.
- 2** Browse for the location of the file you want to use. Select it, click **Open**, and **Next**.
- 3** On the **Confirmation** page, you can edit or save your settings to the same file, or a different file, and click **Finish**.

When this process completes successfully, click **Close**. The properties or settings from the source device are copied to your destination device.

When this process is not successful, the errors appear in a **Details** list. You can click **Export** and save the errors to a .CSV log file. Then click **Save**, and **Close**.

## Creating New Settings

To create a new settings template:

- 1** Click **Create New**, then click **Next**.  
By default, the **System Settings** window opens. If selected in the previous step, the **Network Settings** window or the **Default Settings** window opens.
- 2** Change the settings as needed.
- 3** Click **Apply**.
- 4** Click **OK**.
- 5** On the **Confirmation** page, you can edit or save your settings to a file, and click **Finish**.

When this process completes successfully, click **Close**. The properties or settings are copied to your destination device.

When this process is not successful, the errors appear in a **Details** list. You can click **Export** and save the errors to a .CSV log file. Then click **Save**, and **Close**.

## Overwriting Settings

The check box, **Overwrite settings on target device** appears when you have selected **Device User List**, **Device Address Book**, or **Document Box List** on the **Settings** page.

---

**Warning:** Selecting this check box overwrites any settings on the target, or destination device with the source device's settings.

---

# 5 Firmware Upgrade

The **KMnet Viewer 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.

The Firmware Upgrade features available are:

[Firmware Upgrade Risks](#) on page 5-1

[Performing Firmware Upgrade](#) on page 5-2

[Authorizing Firmware Upgrade](#) on page 5-4

[Beginning Firmware Upgrade](#) on page 5-4

[Canceling Firmware Upgrade](#) on page 5-4

[Saving the Firmware Upgrade Export File](#) on page 5-5

## 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 understanding and acceptance of the risks. When preparing a firmware upgrade, it is recommended that you review the process with your dealer or service organization and be sure that contingency plans are in place.

---

**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.

---

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 **KMnet Viewer 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**.

## 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 **KMnet Viewer**. Consult your dealer.

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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. **KMnet Viewer** 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.

## 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 KMnet 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 in **KMnet Viewer** 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 **KMnet Viewer**, 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 or device list to a file. A workspace can also be exported to another filename for backup purposes.

These workspace management features are available:

[Adding a New Workspace](#) on page 6-1

[Opening an Existing Workspace](#) on page 6-1

[Importing a File to a New Workspace](#) on page 6-2

[Exporting a Workspace to a File](#) on page 6-2

[Exporting Device Information to a File](#) on page 6-2

## 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, **KMnet Viewer** 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, **KMnet Viewer** automatically saves and closes it before opening the selected workspace.

---

## Importing and Exporting a Workspace

A workspace in **KMnet Viewer** is a collection of files including device and UI information. You can bring in a workspace from a different **KMnet Viewer** version or another user. The file extension of a workspace exported from **KMnet Viewer** version 4.x is .KV3. The file extension of a workspace exported from **KMnet Viewer** 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 **KMnet Viewer** 4.x version.

- 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**. **KMnet Viewer** 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 **KMnet Viewer** 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 Type a file path or click **Browse** to select a file. The file must have an extension of .KVX.
- 3 Click **Save**. A message appears: "Workspace export finished." Click **OK**.

## Exporting Device Information to a File

**KMnet Viewer** exports all device information (all available view columns) to the specified file.

- 1 In the menu bar at the top left of the screen, click **File > Export > List to CSV**, for a file compatible with Microsoft Excel, or **List to XML**, for an Extensible Markup Language file. The **Export to CSV** or **Export to XML** dialog box opens.

- 2** Type or select a file path. The file must have an extension of .CSV or .XML.
- 3** Click **Save**.

# 7 Viewer Options

In **KMnet Viewer** 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 viewer to send e-mail notifications to users about certain device conditions. The viewer 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 viewer 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 any of the e-mail configuration, and test the connection again.
- 7** To save your settings and close the **Options** dialog box, click **OK**.

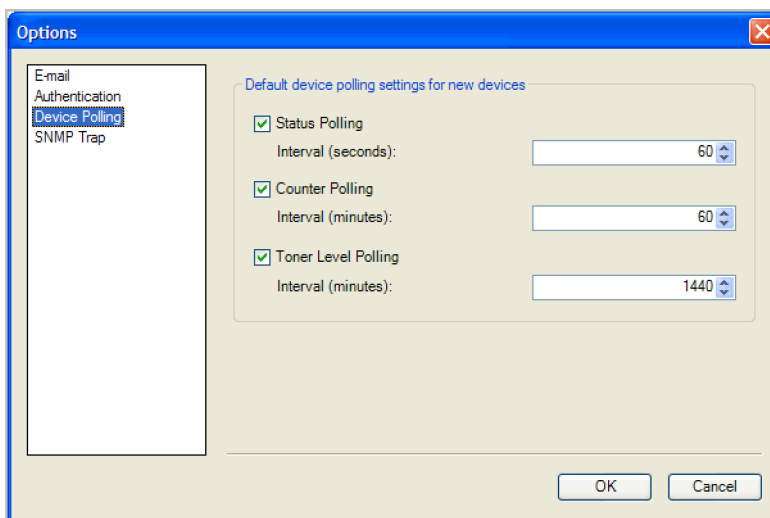
## Editing Authentication Options

If a user does not have administrator rights on the computer with the viewer 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**.
- 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 same password again.
- 5 Click **OK** to save the password.

## Editing Device Polling Options

The viewer 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 or use 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 or use 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 & White devices. For Color devices the polling shows the amounts of black, cyan, magenta, and yellow toners.

Type or use 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, an error message sent to up to 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 devices as described in the **Advanced > Management > SNMP** section of the **Command Center** manual that comes with the device.

- 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 viewer 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**.

# Glossary

- A**
- advanced search** A search feature that finds all printing devices in the database matching 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.
- authentication** The process of ensuring integrity of the message data and data origin. It prevents access to the software from data altered in an unauthorized manner. The administrator must establish it for users.
- C**
- counter** A variable used to keep track of anything that must be totaled. Counters can include keeping track of how many copies, prints, faxes, and scans have been processed by each managed network printing device.
- counter polling** Controls how frequently the interval counters on the devices are queried and statistics accumulated. Counter polling can be set by the user to track such things as page counts and scan counts on devices.
- D**
- device home page** Web page that shows detailed device information and lets you change device settings, such as print resolution or page orientation. The home page can be accessed by typing the device's IP address into the address bar of a Web browser. For some devices, the home page is referred to as the Command Center.
- Device User List (Device Users)** A list of login information and passwords of users that are authorized to use the device.
- Display Name** The descriptive name given to a device for easier identification by users. The default value is the device model name, but it can be easily changed in Properties.
- E**
- excluded devices** The Discovery process can be instructed to not include specific devices in the results. Devices can be excluded from discovery for security reasons, or because they will be managed separately.
- F**
- firmware** Device and network card firmware support the device's internal software. The manufacturer may upgrade firmware to correct incompatibility with third party software or mechanical problems in the computer. Firmware is provided in a computer file for download to the device. Because a change in firmware has the potential to damage a device, you must be very careful when using a firmware upgrade.
- M**
- Multi-Set** Lets you apply configuration settings to one or more devices on the network simultaneously. Settings can be created from scratch, from a template, or copied from a source device.
- N**
- Notifications** Notifications can be established for device conditions like the device is offline or device has a paper jam. Under Notification Settings, you can set the method of notification, (email, pop-up window or Windows event log) and the device

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condition for notification (cover open, not connected). Single or multiple users can be set up to receive email notifications. Notifications can be customized for each device.

**O** **operation panel** A flat, rectangular, illuminated screen usually located on the top front of a device. The panel may be a touch screen, or have button controls to select different device options.

**P** **PDL** Page Description Language. This is the language used by your computer to tell the printing device how to print a document. Availability of some printing options depends on the selected PDL.

**polling** A process for continually checking and requesting information from multiple devices. Polling is typically performed at user defined schedules or intervals.

**polling interval** Amount of time that passes between polling sessions. Intervals for status, counter and toner polling can be set at **Device > Communication Settings > Polling**.

**Q** **quick search** A search feature that finds devices in the currently displayed device list. Quick Search entries are not saved when you move from view to view or change to Advanced Search.

**S** **SNMP** Simple Network Management Protocol. The standard TCP/IP protocol for managing IP network devices, including printing devices. SNMP settings determine the level of security and prevent unauthorized printing to the SNMPv3 printing device.

**SNMP trap** Command used to capture events from a device and report them back to KMnet Viewer, An event is any unsolicited alert triggered by a specific device condition, such as a paper jam.

**SNMP trap community** This community name string functions as a password for sending trap notifications to the target SNMP manager, verifying that the SNMP manager belongs to an SNMP community with access privileges to the agent.

**status polling** Monitors the operating condition of devices at set intervals.

**T** **toner level polling** Technique used by KMnet Viewer to regularly determine the amount of toner available in the devices. The toner level column in the device list 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 & White devices. For Color devices the polling shows the amounts of black, cyan, magenta, and yellow toners.

**W** **workspace** A workspace is a collection of files including device information and view settings. The workspace data appears in the device list and the left panel of the screen. A workspace is identified with a user name and password.

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