Kyocera Cloud Capture

Software Information

Version 20250228

Revision history

Release Date	Revision	Chapter	Contents
Mar. 12th, 2024	1.0	-	First release
Jun. 28th, 2024	1.1	2	Added new features in version 1.1
		3.1.1	Added Register IC card
		3.4.4	Added OneDrive to Workflow Type
		4.3	Added Organisation Profile
		4.4	Added My Profile
		7.2	Changed the number of devices for Entry (Free trial)
		8.1	Added Third Party Software Guide
Sep. 30th, 2024	1.2	2	Added new features in version 1.2
		3.2.2	Added File name setting
		3.4.5	Added E-mail to Workflow Type
		3.6	Changed screenshot
Nov. 22nd, 2024	1.3	2	Added new features in version 1.3
		8.4	Added Iris 2024 to the list of Supported models
Feb. 28th, 2025	1.4	2	Added new features in version 1.4
		7.2	Modified Entry Plan Functionality in Type of subscription plan
		8.1	Added 17 languages to Supported languages
		8.2	Added Full-Text OCR (Entry) Columns to the OCR Language
		8.4	Added Perseus 2 High, Polaris Next, Polaris E-Plus and Libra 2

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1. Kyocera Cloud Capture Overview

1.1. What is Kyocera Cloud Capture?

Kyocera Cloud Capture (KCC) is a cloud-based document capture product that digitises paper documents and outputs formatted files. With its simple setup and functionality, users can leverage KCC as an extension to MFP as needed, such as outputting scanned documents to cloud services. KCC captures documents from MFP and processes document data through KCC features such as deskew, correct page orientation, full-text OCR, and format conversion (such as searchable PDF and Office formats). Document data is output to the specified destination. Customers can specify external systems such as Kyocera Cloud Information Manager (KCIM) as the output destination.

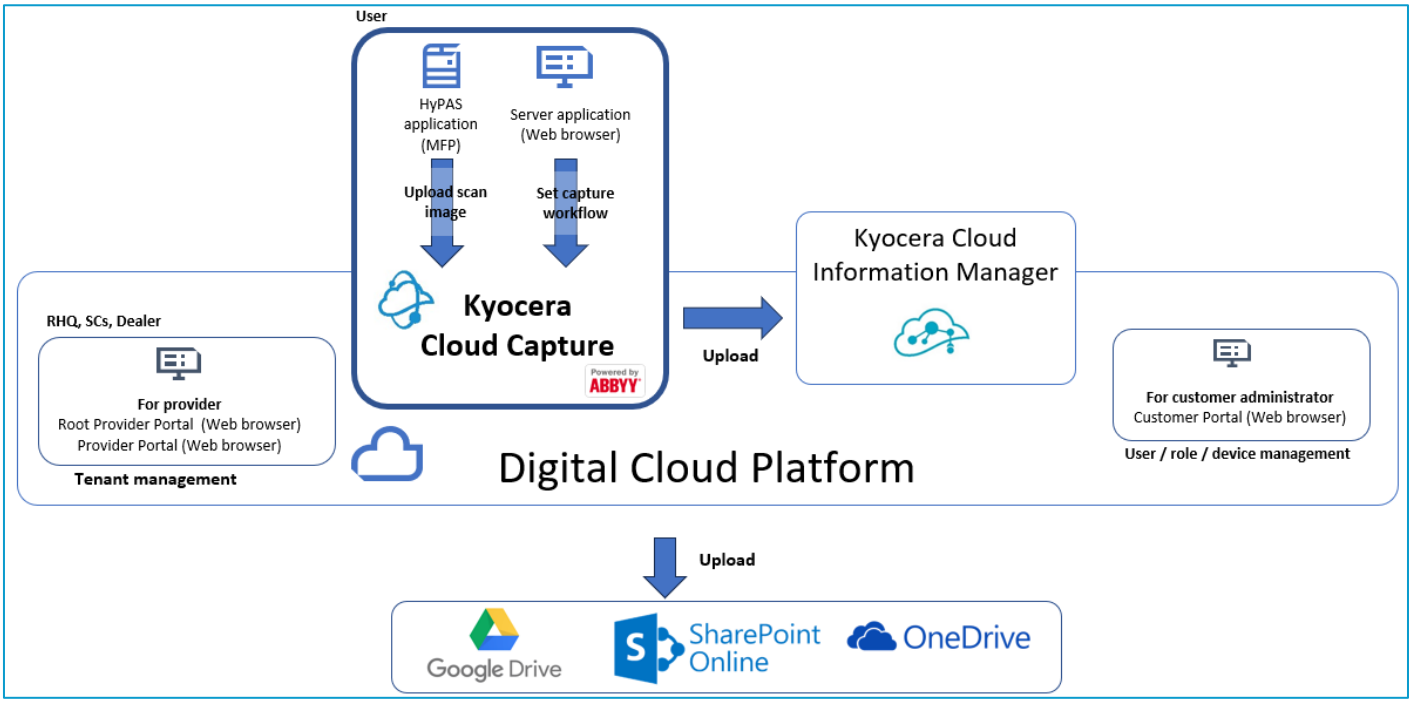
1.2. Target customers

KCC targets the following customers:

- Customers who want to digitise documents, including paper documents.
- Customers who want to upload documents in an external system together with information such as the total amount on a receipt, etc.
- Customers who want to extend the scanning capabilities of MFP and use the ability to send to cloud services.

1.3. System overview

This section describes the main components of KCC.



- **KCC:** KCC is a cloud capture system that provides customers with image processing, file format conversion, and indexing features.
- **Server application:** Customer administrators or customer user can access server application of KCC using a web browser. Customer administrators can configure the scan workflow, view the logs, and download Admin Guide. Customer user can download User Guide.
- **HyPAS application:** The HyPAS application must be installed for MFP to upload documents from MFP to KCC. The HyPAS application connects to KCC. Customers can scan and upload their documents to KCC using this application.
- **Digital Cloud Platform:** A platform built on the cloud that runs a cloud-based system that includes KCC and the Customer Portal, Provider Portal, and Root Provider Portal.
- **Customer Portal:** The customer administrators or customer user can access the Customer Portal using a web browser. The customer administrators can add user accounts for their own organisation and register MFPs. Customer users can register their user account with KCC to establish a link between third-party cloud storage and KCC and download the user guide.
- **Provider Portal:** The provider (SCs, Dealers, Distributors) can access the provider portal using a web browser. They can add, edit, or delete organisations for child providers or for their customers.
- **Root Provider Portal:** The root provider (RHQs) can access the root provider portal using a web browser. Features are same as the provider portal as of v1.0.

2. New feature of Kyocera Cloud Capture 1.4

2.1. Add searchable PDF conversion to Entry plan

When selecting Entry (paid) plan, users can now select Searchable PDF as the output file format. With the Entry (paid) plan, customers can create searchable PDF files without the pay-as-you-go costs associated with using searchable PDF.

* This feature is only available in some regions.

* Users cannot create PDF/A files using this function. Also, the image pre-processing function is not available.

		Entry（Paid）	
Image processing	RHQ	KDA, KDAU, KDEM, TA	KDAS, KDJ
	Format exchange	PDF TIFF JPEG Searchable PDF	PDF TIFF JPEG
	PDF/A type	-	-
	Image pre-processing	-	-

2.2. Support OneDrive Personal

Users can now also save files to OneDrive Personal by running a scan workflow on OneDrive, which is the traditionally supported workflow type. By supporting OneDrive Personal, which is used by many small business customers, KCC can be applied to more customer environments.

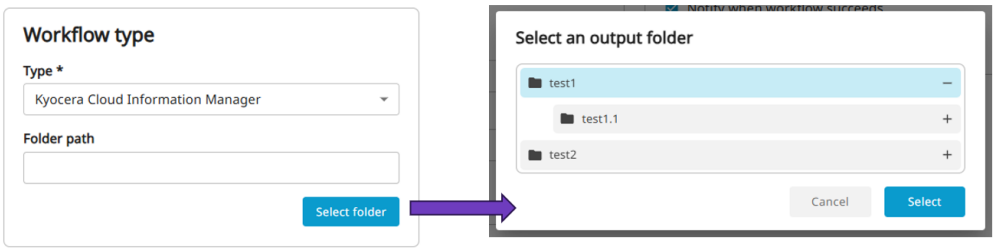
2.3. Add Supported Models

Added support for Perseus 2 High, Polaris E Plus, Polaris Next HyPAS, and Libra 2.

2.4. Add a folder explore function in cloud service on scan workflow setting screen

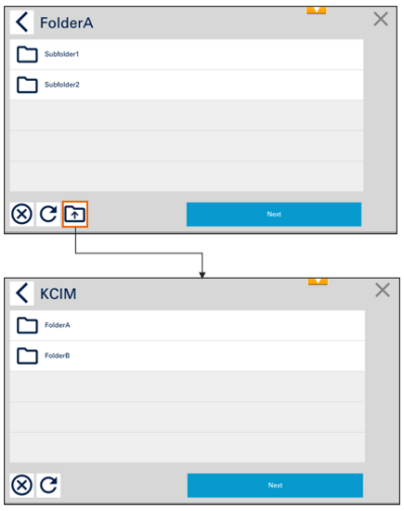
Administrators can now explore folders on the screen in the scan workflow settings screen for folders in KCIM or SharePoint Online. Traditionally, administrators would have to log in on the target cloud service, verify the information, and then manually copy and paste the URL or ID of the destination folder. With

this feature, scan workflow operations can now be completed in the KCC alone without starting the target cloud service.



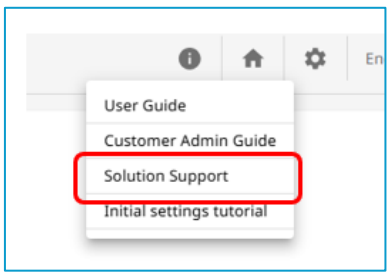
2.5. Add folder explore function in cloud service in MFP client

Users can now perform on-screen folder explore for folders in KCIM or SharePoint Online when running a scan workflow in the MFP client. Previously, users could only save files to a specific folder, but now users can specify the folder in which to save files when they scan, depending on the purpose of the files being scanned.



2.6. Added Link to Solution Support Page

Solution Support page has been launched for BSD products, featuring information on each BSD product and service operation status. To facilitate easy access to this site, a link has been added.
Currently, the addition of this link is supported only by KCC.



2.7. Add Supported Languages

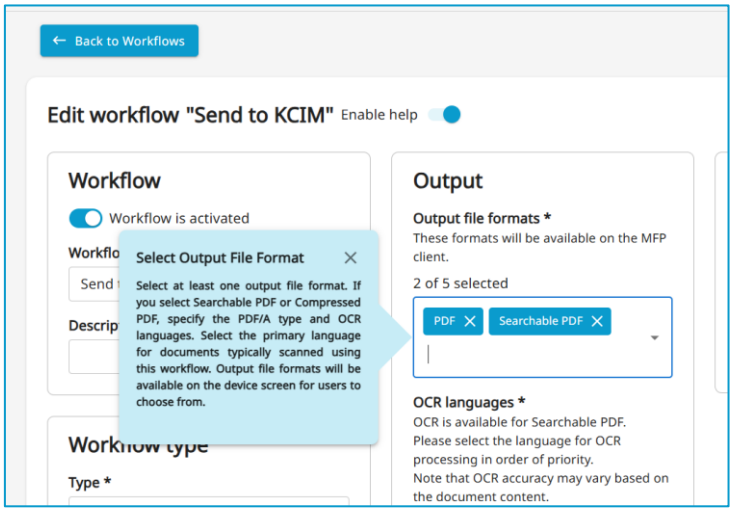
New languages are added in supported language. For details, refer to "8.1 Supported Languages."

2.8. Add Questionnaire feature

Added a survey function to collect opinions from administrators about the initial configuration of KCC. A pop-up will appear asking for a survey after completing the initial setup tutorial. Based on customer feedback, KCC will be improved to make it easier to use.

2.9. Add Help Display to Workflow Settings

Workflow settings can now display help. Additional descriptive text is displayed for each setting.



3. KCC Main Features

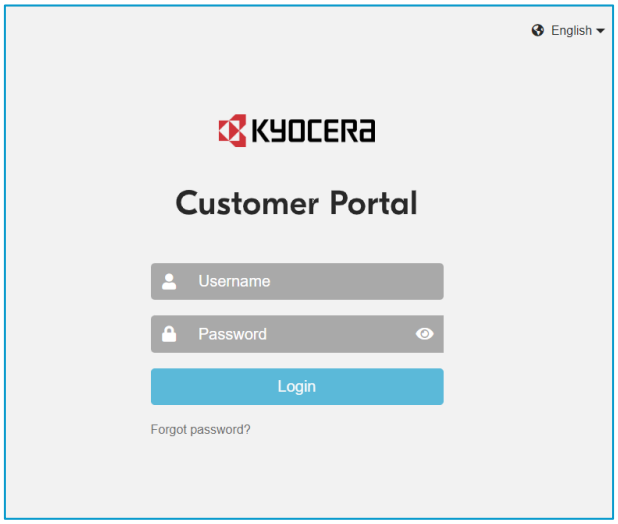
This chapter describes the features available to customer administrators and end users using the Customer Portal and the HyPAS application.

3.1. User authentication

KCC can only be used by users registered by the administrators. When administrators create a user account, an activation email is sent to the user. The email contains instructions to activate the user account.

Users can log in to the Customer Portal and HyPAS application using their user account credentials.

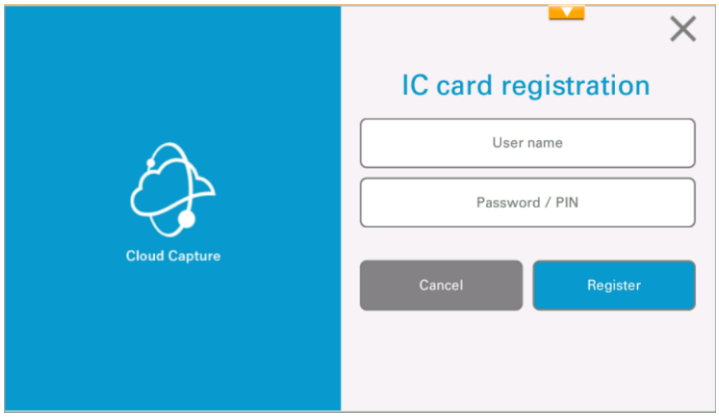
If invalid credential is entered 3 times in 15 minutes, the user account will be locked for 30 minutes. Administrators can unlock the locked accounts from user management screen. Password reset can also unlock the locked user accounts.



In addition, Users can log in using PIN and IC cards as user account credentials in HyPAS application. PIN and IC card used for authentication must be registered by the user in advance. User can register a PIN in My Profile in the Customer Portal. IC cards can be registered on the login screen of HyPAS application.

3.1.1.Register IC card

If an IC card reader is connected to MFP, user can register his or her IC card on the login screen.

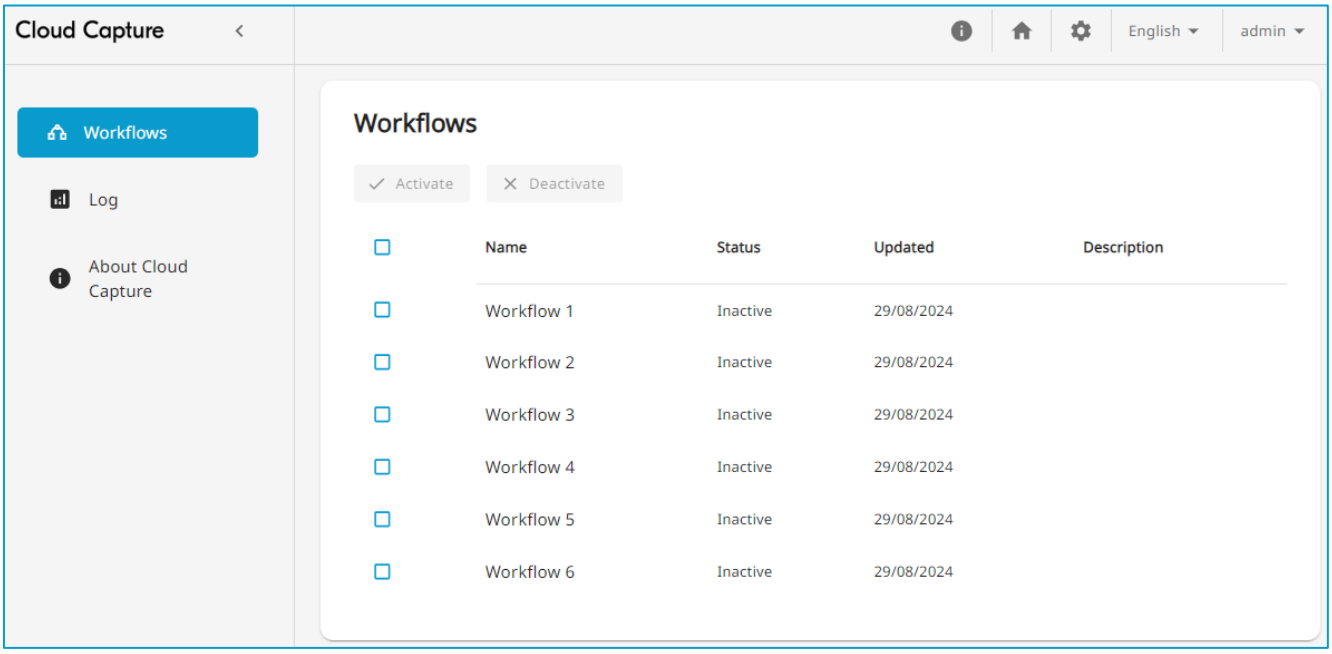


3.2. Scan workflow

This section explains the KCC scan workflow feature.

3.2.1.Managing scan workflows

In KCC, scan workflows can be managed from the Workflows page.



The following table shows properties of scan workflow;

Property	Description
Name	Name of scan workflow
Status	Active or Inactive Inactive scan workflows are not displayed on the HyPAS application screen.
Updated	The last modified date of the scan workflow.
Description	Description of the scan workflow.

Properties of scan workflow

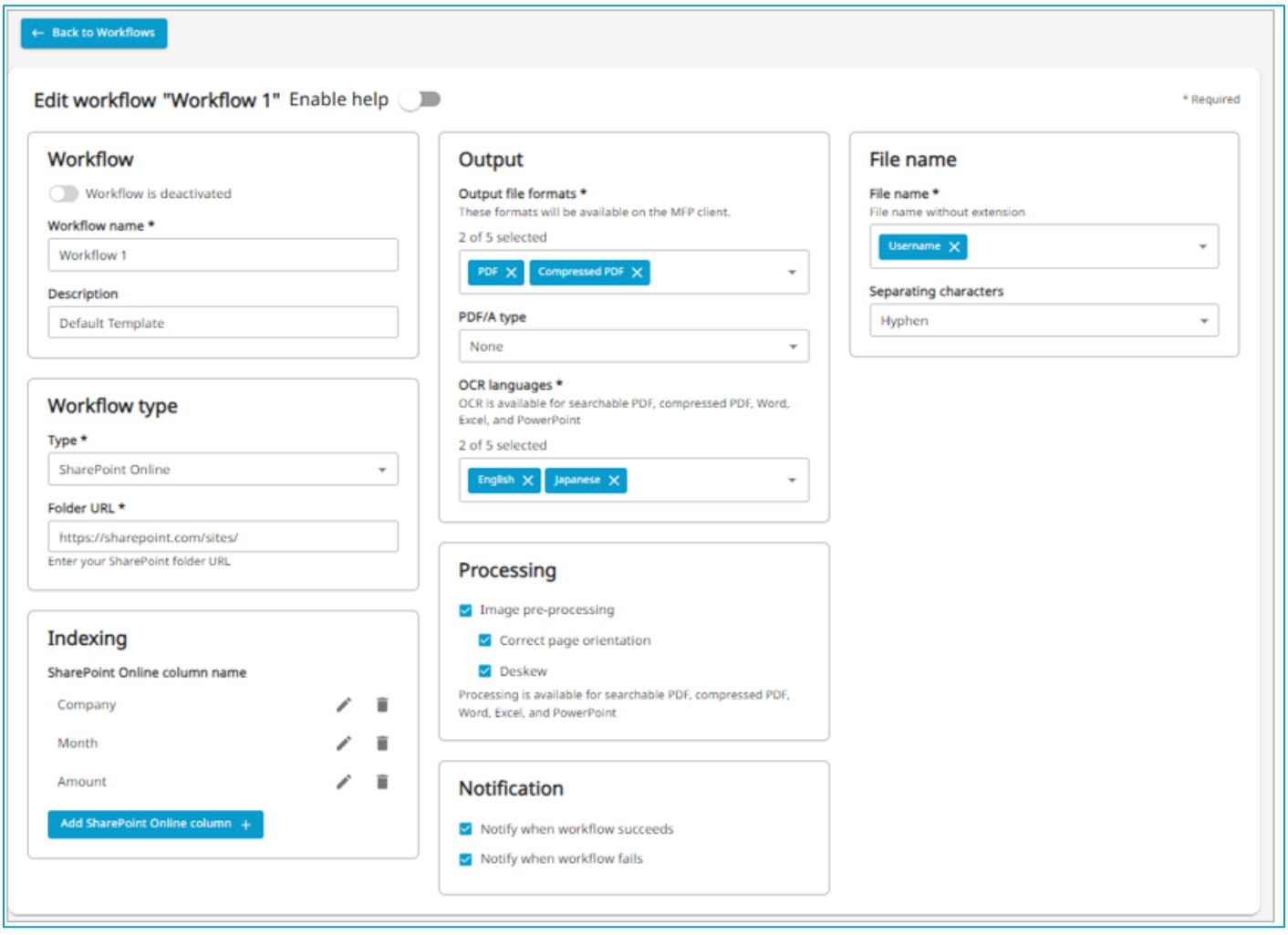
The following table shows controls which can be applied to scan workflow;

Control	Description
Edit	Open scan workflow settings to edit. * Clicking any part of each workflow row opens the scan workflow settings screen.
Activate	Activate scan workflow (s). Users can run activated workflows.
Deactivate	Deactivate scan workflow (s). Users cannot run inactivated workflows.

Controls of scan workflow

3.2.2.Scan workflow settings

Scan workflow settings consist of workflow information, workflow type setting, image processing setting, output setting, and notification setting.



Scan workflow settings

Category	Name of task	Description
Workflow	Workflow is activated/ Workflow is deactivated	Activate/deactivate scan workflow
	Workflow name	Scan workflow name
	Description	Description of scan workflow
Workflow type	Type	Administrators can choose the workflow type: KCIM, SharePoint Online, Google Drive, or E-mail. Depending on the workflow type selected here, additional settings for folder and indexing information are applied.
	Folder path or Folder URL	Folder for the selected workflow type. *If the workflow type is KCIM type, specifies the folder that can be retrieved from KCIM. *If the workflow type is SharePoint Online type, specify the SharePoint Online URL.
Indexing		Information for indexing used by the selected workflow type. The indexing information set here is used by the HyPAS application. * If the workflow type is KCIM type, administrators can register values for each attribute of the document class referenced from KCIM.

		* If the workflow type is SharePoint Online type, specify the attribute retrieved from SharePoint Online and register the value.
Output	Output file formats	Specify the file format available for the HyPAS application.
	PDF/A type	Specifies PDF/A format for generating searchable PDF or Compressed PDF.
	OCR languages	Set the languages for OCR processing. *This setting takes effect only if the file format includes searchable PDF, Compressed PDF, Word, Excel, or PowerPoint.
Processing	Image pre-processing	Specify to perform auto rotation and deskew of the image. *This setting takes effect only if the file format includes searchable PDF, Compressed PDF, Word, Excel, or PowerPoint.
Notification	Notify when workflow succeeds	The user who ran the scan workflow is notified by email that it was successful.
	Notify when workflow fails	The user who ran the scan workflow is notified by email that it failed.
File name	File name	Administrators can set an initial value for the file name

		displayed in MFP client. The file name is a combination of "user name", "workflow name", and so on.
	Separating characters	Administrator can set a character to be inserted between the information set in the file name. Administrators can choose from hyphen, underscore, period, and space.

Scan workflow tasks

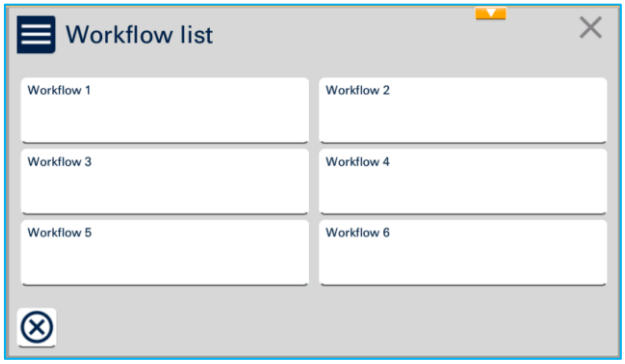
To forward a scan job, select the desired workflow from the HyPAS application.

3.3. Input features

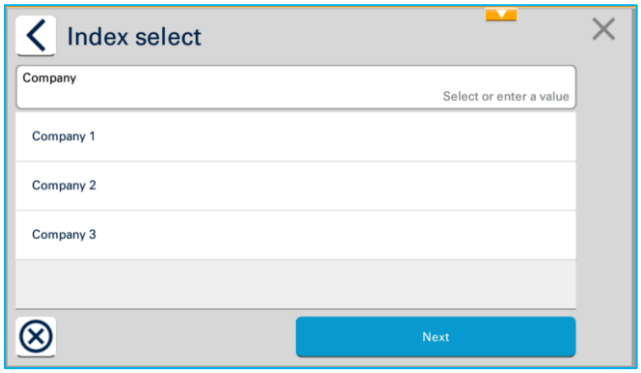
This section describes how to input documents into KCC.

3.3.1.MFP client

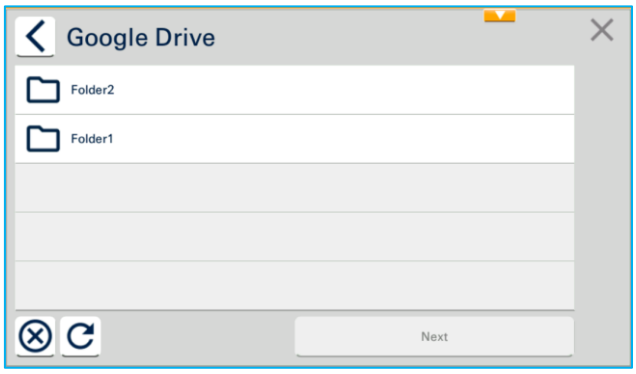
On the MFP client, the scan workflow configured in the scan workflow settings is displayed. Users can start the selected scan workflow.



If the workflow type of the selected scan workflow is KCIM or SharePoint Online, users can select or enter values for the attributes.



If the workflow type is Google Drive or OneDrive, users can select the folder to send the files to.



3.4. Workflow type

This section explains the workflow type.

In KCC, administrators can select one of several workflow types on the scan workflow settings screen. When users run a workflow, KCC sends the document to the destination according to the selected workflow type.

3.4.1.Cloud Information Manager

A workflow type that can be specified if customer have a KCIM plan contract. Documents are sent to KCIM.

On the scan workflow settings screen, administrators can refer to document classes in the KCIM server. The administrators can select a document class and register the values that can be entered for the attributes.

When users run a workflow, they can directly enter a value or select a registered value for this attribute. The value entered for the attribute is stored in the document class and sent to KCIM with the entered document.

3.4.2.SharePoint Online

Documents are sent to SharePoint Online.

On the scan workflow settings screen, administrators can specify a specific folder in SharePoint Online by entering a URL. They can also register values that users can enter for indexes registered in this folder.

When users run a workflow, they can directly enter a value or select a registered value for this attribute. The value entered for the attribute is sent to SharePoint Online with the entered document.

3.4.3.Google Drive

Documents are sent to Google Drive.
When users run a workflow, they can select a folder in Google Drive that they have previously granted access to. The document is sent to the selected folder.

3.4.4.OneDrive

Documents are sent to OneDrive.
When users run a workflow, they can select a folder in OneDrive. The document is sent to the selected folder.

3.4.5.E-mail

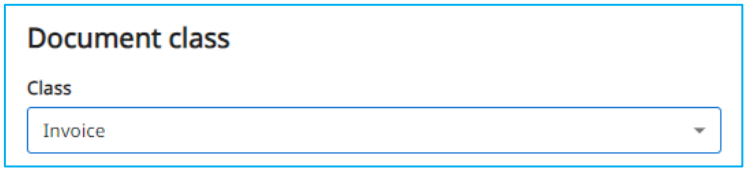
Documents are sent to OneDrive for Business.
When users run the workflow, an email is sent to their email address with the document attached.

3.5. Indexing settings

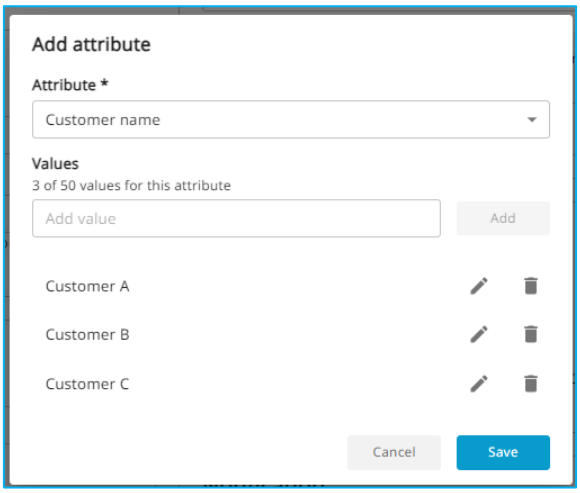
This chapter describes indexing settings.
An index is a set of attribute information that is attached to a document. KCC allows users to enter this attribute information when they enter a document. Indexing allows administrators to pre-register attribute information and its values in the workflow for users to enter in the HyPAS application. If the workflow type is KCIM or SharePoint Online, the administrators can set the index settings.

3.5.1.If the workflow type is KCIM

Administrators can specify a document class registered in KCIM. The document entered by the user is registered in KCIM with the document class specified here.

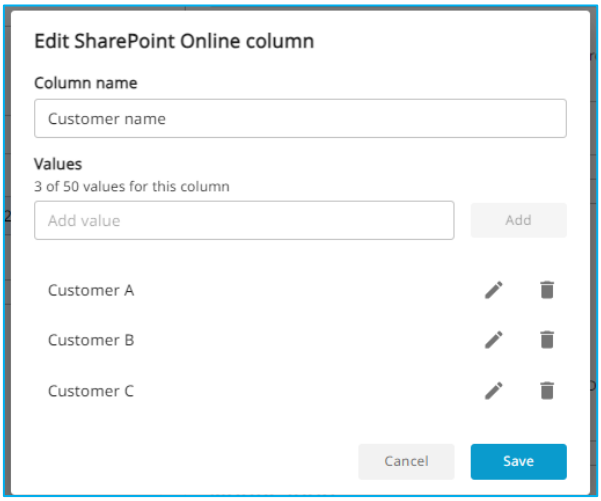


The administrators can also register user-selectable values in the HyPAS application for attributes registered in the selected document class.



3.5.2.If the workflow type is SharePoint Online

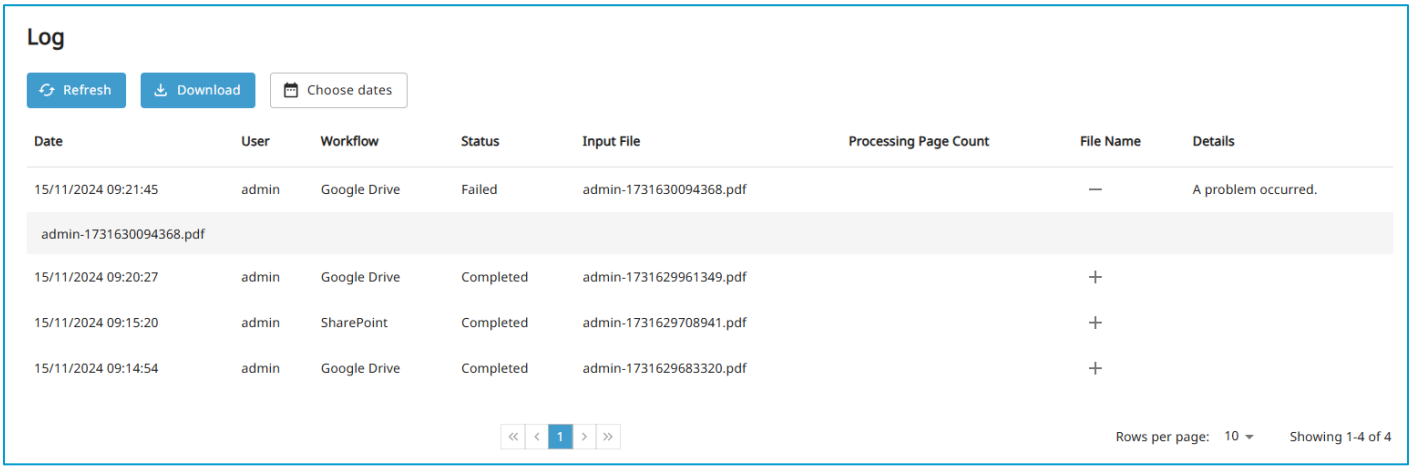
Administrators can register values that users can select in the HyPAS application.



3.6. Logs

KCC provides a scan workflow log.

Scan workflow log shows when, what, who and result of scan workflows executed and pending.


Log
Refresh
Download
Choose dates
Date
User
Workflow
Status
Input File
Processing Page Count
File Name
Details
15/11/2024 09:21:45
admin
Google Drive
Failed
admin-1731630094368.pdf
A problem occurred.
admin-1731630094368.pdf
15/11/2024 09:20:27
admin
Google Drive
Completed
admin-1731629961349.pdf
15/11/2024 09:15:20
admin
SharePoint
Completed
admin-1731629708941.pdf
15/11/2024 09:14:54
admin
Google Drive
Completed
admin-1731629683320.pdf
1
Rows per page: 10
Showing 1-4 of 4

4. Customer Portal

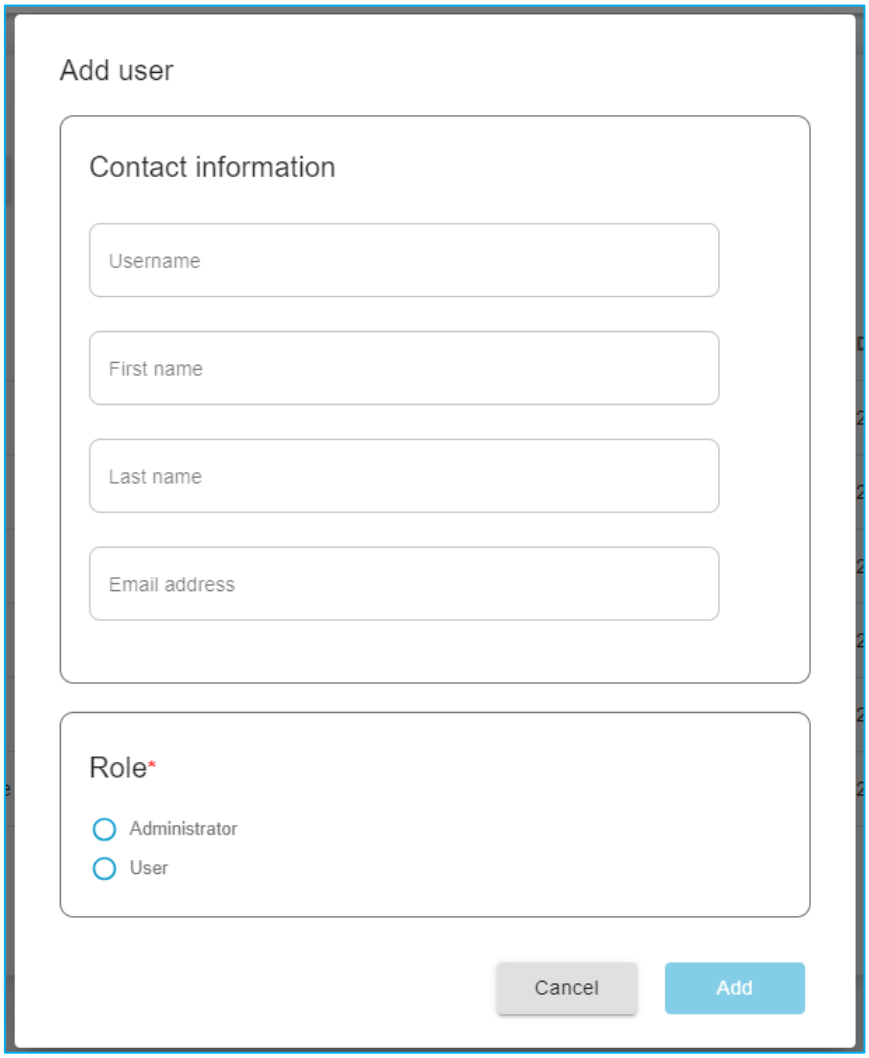
Customer Portal is a one-stop portal that allows customers to manage common settings for multiple applications, including KCC. Customer Portal has four features.

- User management
- Device management
- Access setting to cloud storage
- Application launcher

4.1. User management

The user list displays user with icon who is the representative of the organisation. This user is the first user created in the organisation. There can only be one organisation representative for each organisation.

The customer administrators can add users by clicking **Add new**.



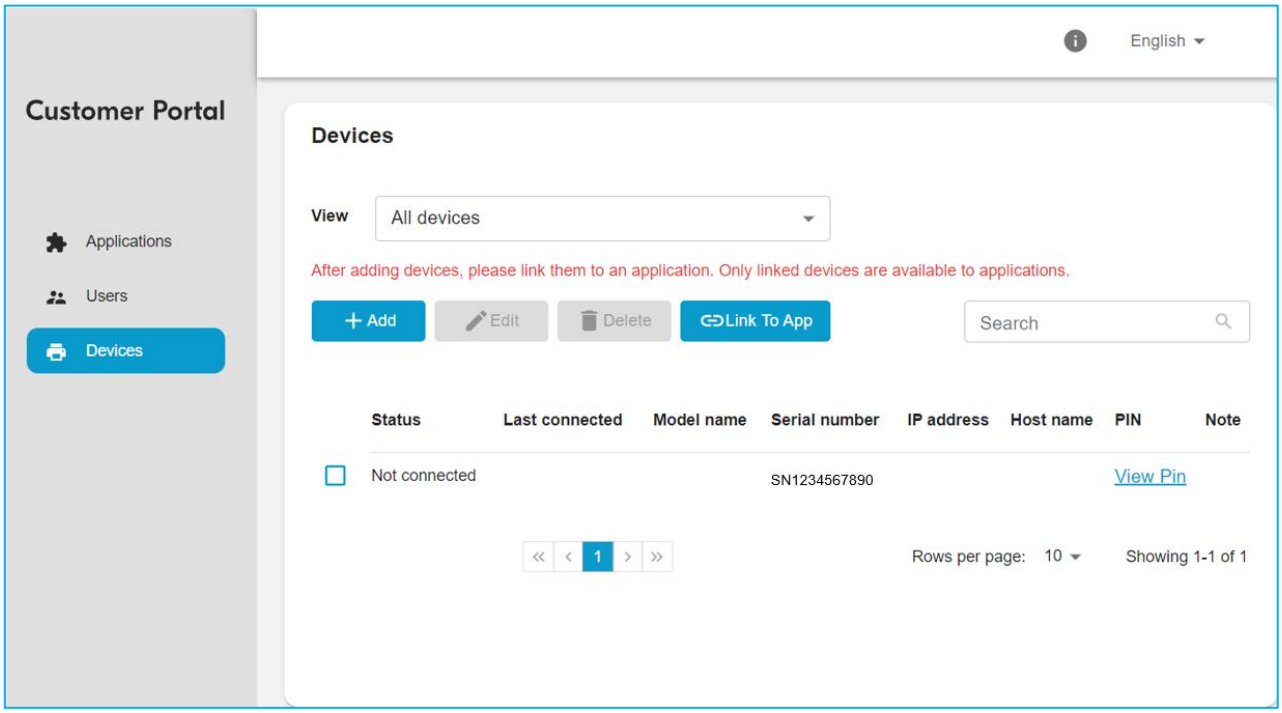
- **Contact information** - User's information.
  - **Username** - User's username for login. This has to be unique for each organisation.
  - **First name** - First name of the user.
  - **Last name** - Last name of the user.
  - **Email address** - Email address of the user.
- **Role** - Role of the user.
  - **Administrator** - Administrators of the system. The user with this role has access to the **Users** page.
  - **User** - This is for all other users who do not have access to user management page.

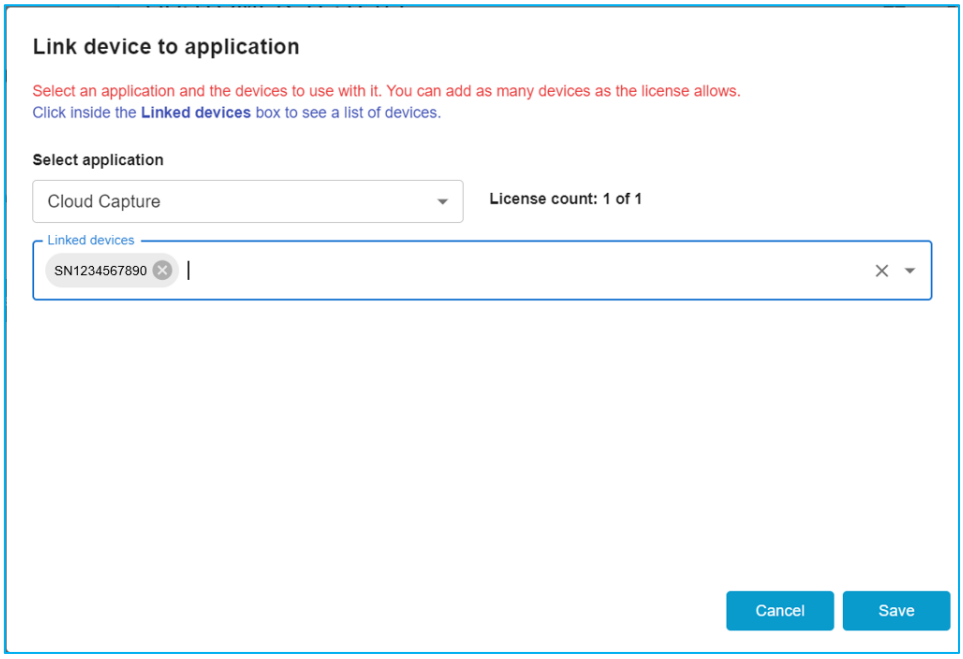
When a user is created, an email about activating the user account is sent to the user's email address.

Administrators can also unlock users who are locked out of their user accounts. When a user has 3 unsuccessful login attempts within 15 minutes, the user account is locked out for 30 minutes. Administrators can view the list of locked out users to unlock a specific user account.

4.2. Device management

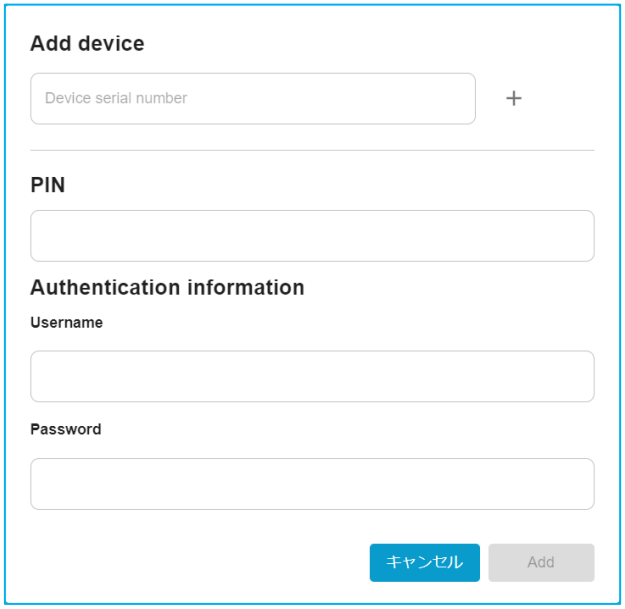
The customer administrators can view and manage the devices that are registered to their organisation.





The license count in this screen shows the number of devices that can be registered to KCC in the customer organisation. Once the number of licenses reaches the limit, the customer administrators cannot add a device to KCC anymore.

When adding a device, a PIN is needed. This PIN is used to access the administrator menu of the device's HyPAS application.

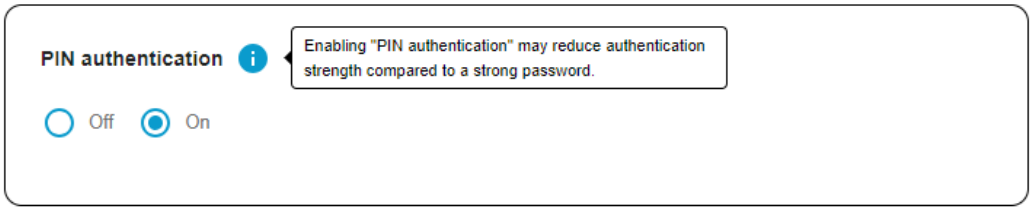


4.3. Organisation Profile

4.3.1.PIN authorisation settings

Administrators can allow the PIN authentication feature in the organisation profile. If allowed, the user

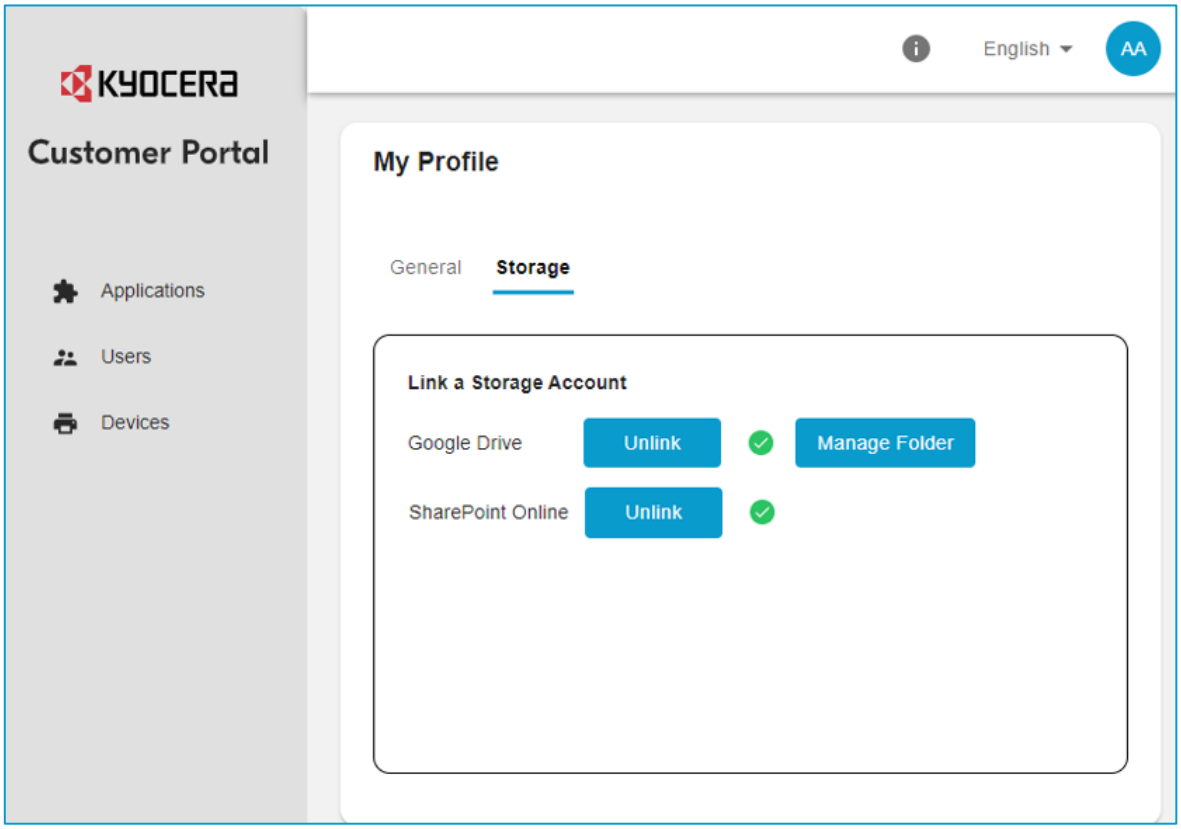
can authenticate using a PIN.



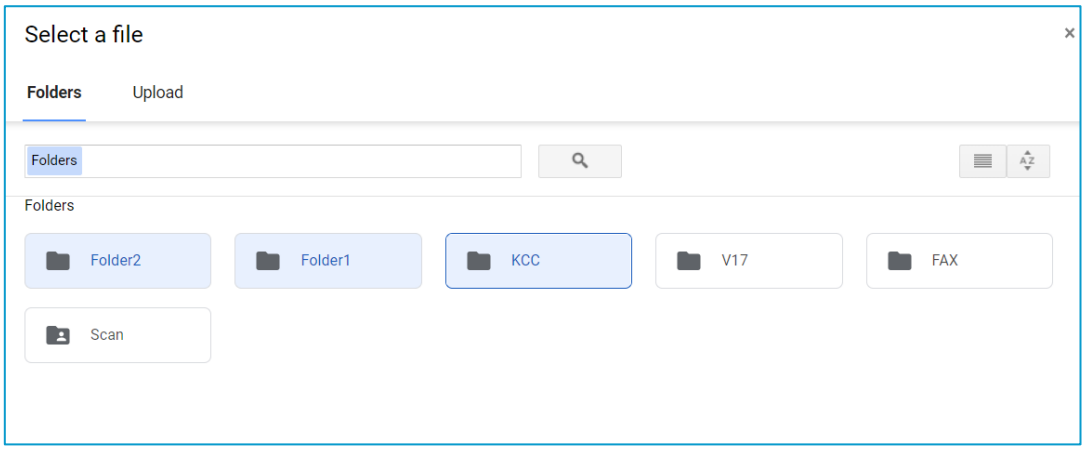
4.4. My Profile

4.4.1.Access setting to cloud storage

In the My Profile, users can register their user account with KCC to establish a link between third-party cloud storage and KCC.

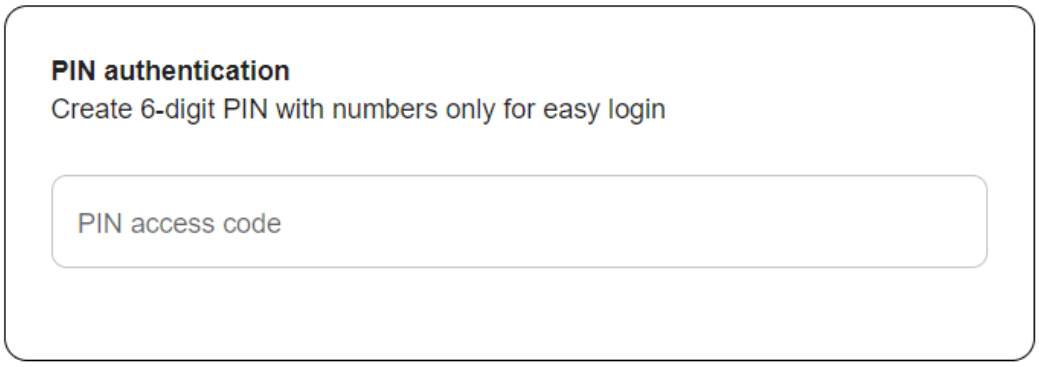


Also, to allow users to select folders in Google Drive from the KCC HyPAS application, users can grant KCC access to folders in Google Drive.



4.4.2.PIN

Users can set a PIN in their My Profile.

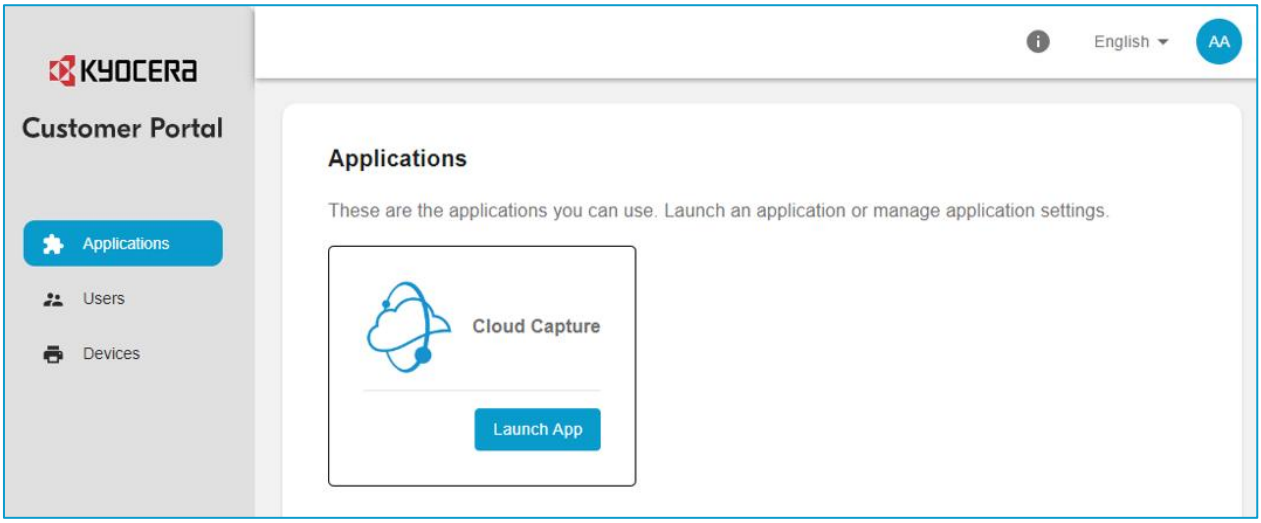


4.4.3.IC card

Users can check the registered IC card in My Profile. Users can also cancel the registration of a registered IC card.

4.5. Application launcher

Users can start KCC from the icon displayed in the application launcher.

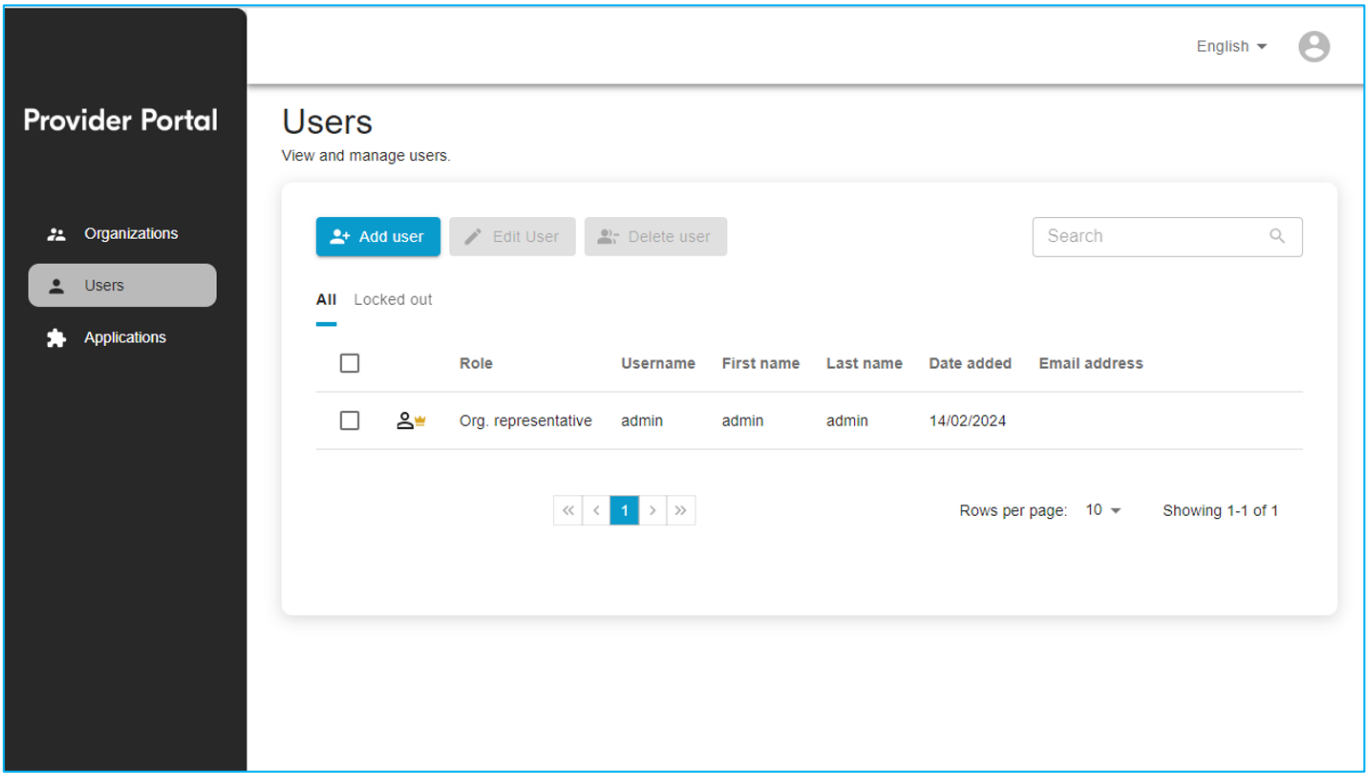

KYOCERA
Customer Portal
Applications
Users
Devices
English
AA
Applications
These are the applications you can use. Launch an application or manage application settings.
Cloud Capture
Launch App

5. Provider Portal

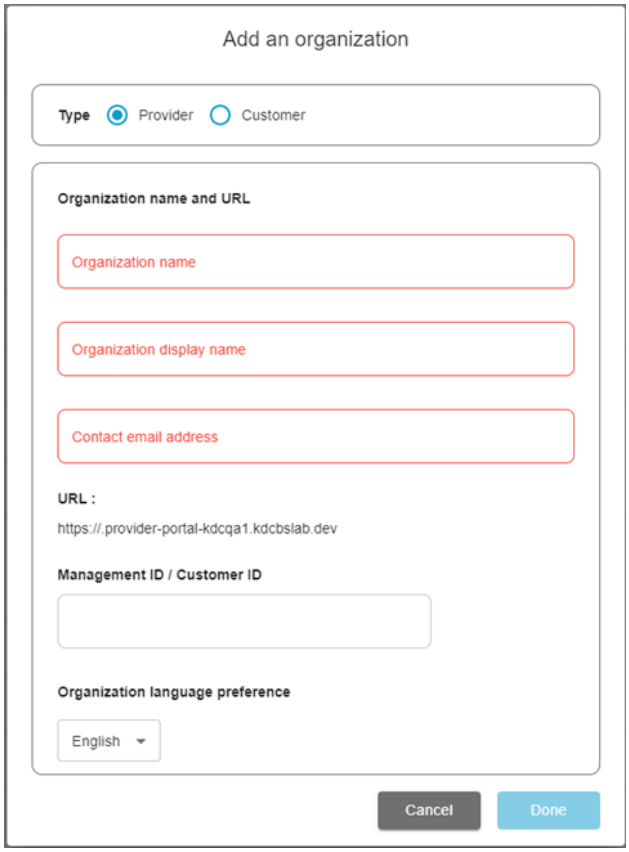
Provider Portal is a portal for RHQ, sales companies and dealers to manage their child organisations.

5.1. Manage organisations

Providers can view and manage their own child organisations. A child organisation is either a provider organisation or a customer organisation.

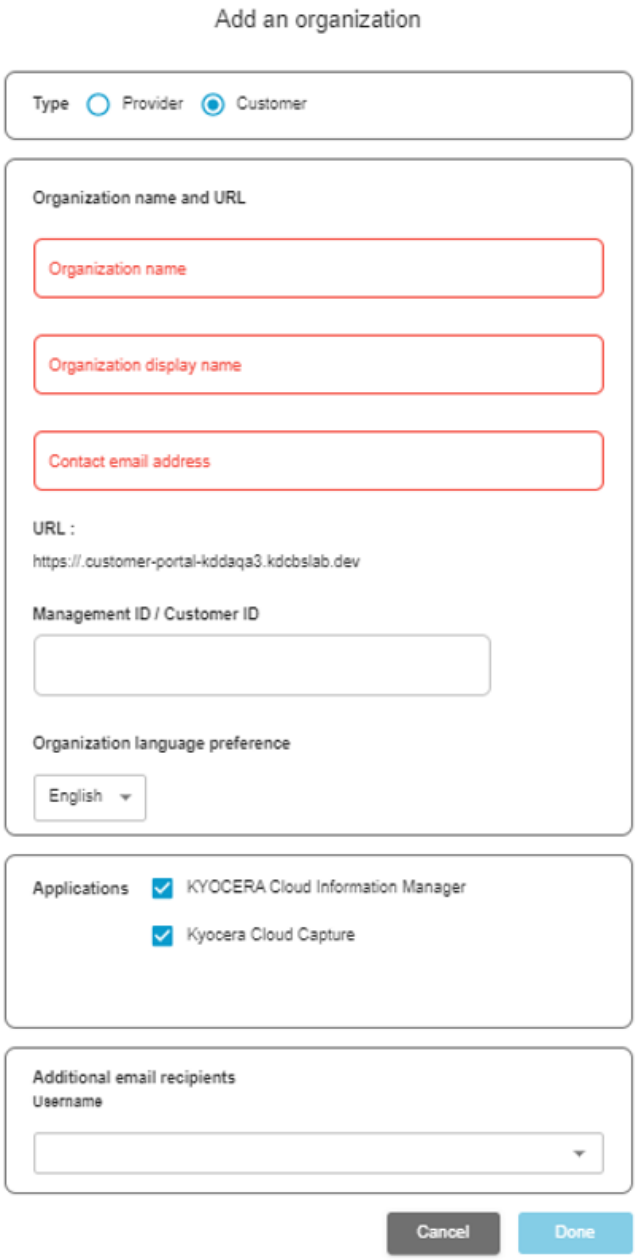


Providers can add, edit, or delete a provider organisation one level lower than them.

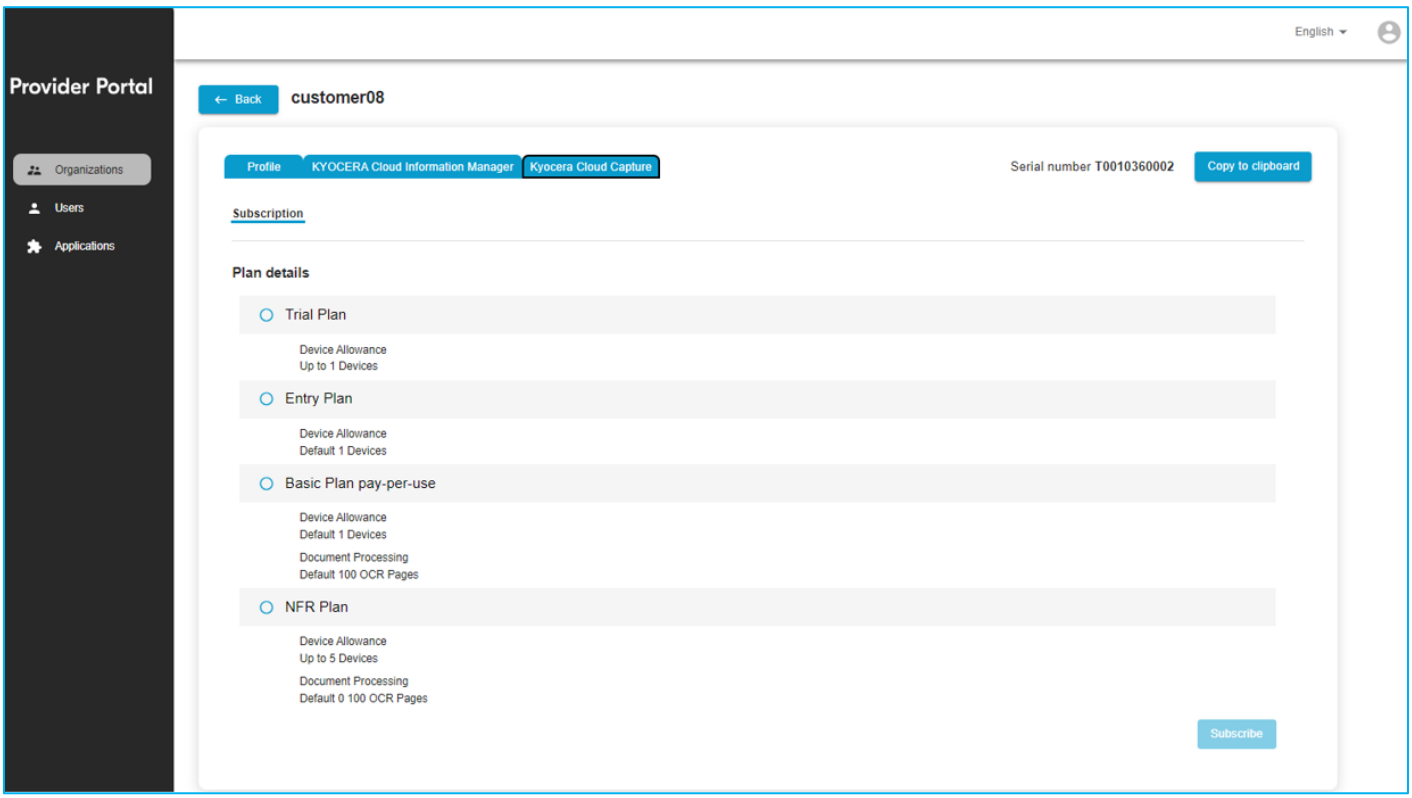


- Providers will be required to set organisation name, organisation display name, contact email address while adding or editing the organisation's information.
  *The organisation name must be unique among all organisations under the Provider Portal. If there is already a registered organisation name, the add/edit operation cannot be completed.

Providers can also manage a customer organisation.



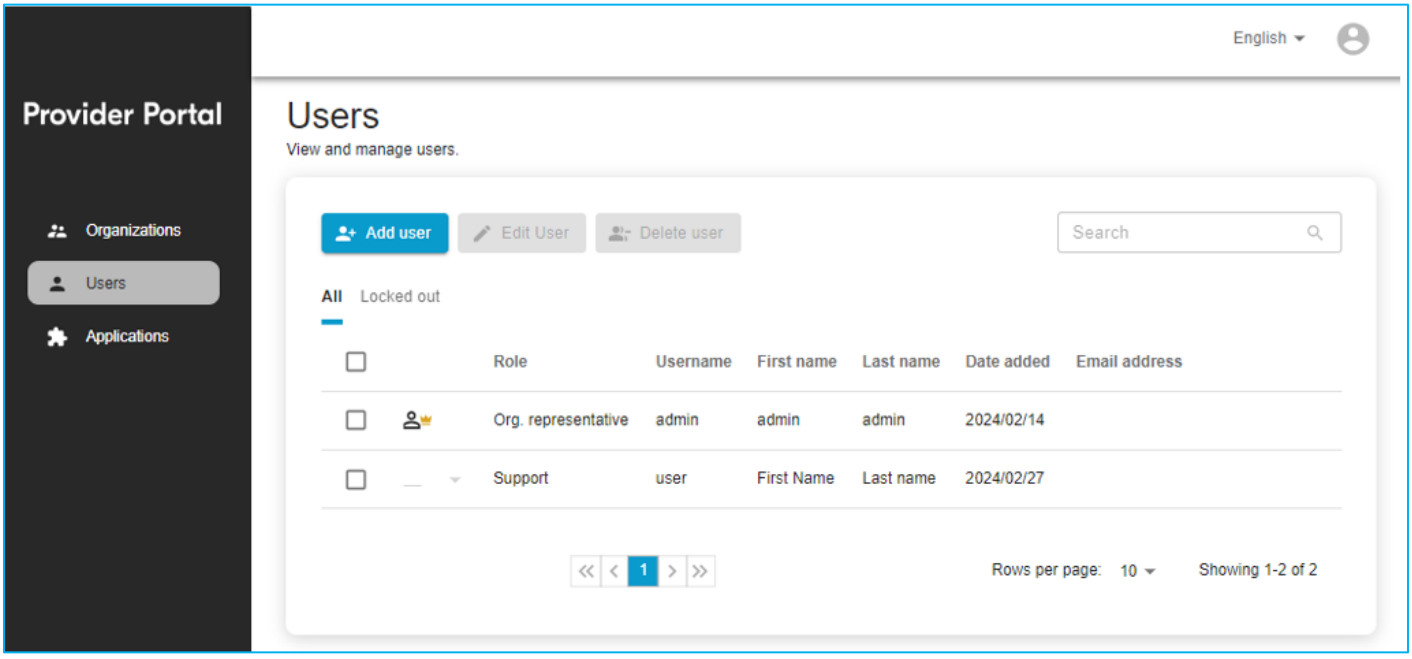
- Providers will be required to set organisation name, organisation display name, contact email address while adding or editing the organisation's information.
  *The organisation name must be unique among all organisations under the Provider Portal. If there is already a registered organisation name, the add/edit operation cannot be completed.



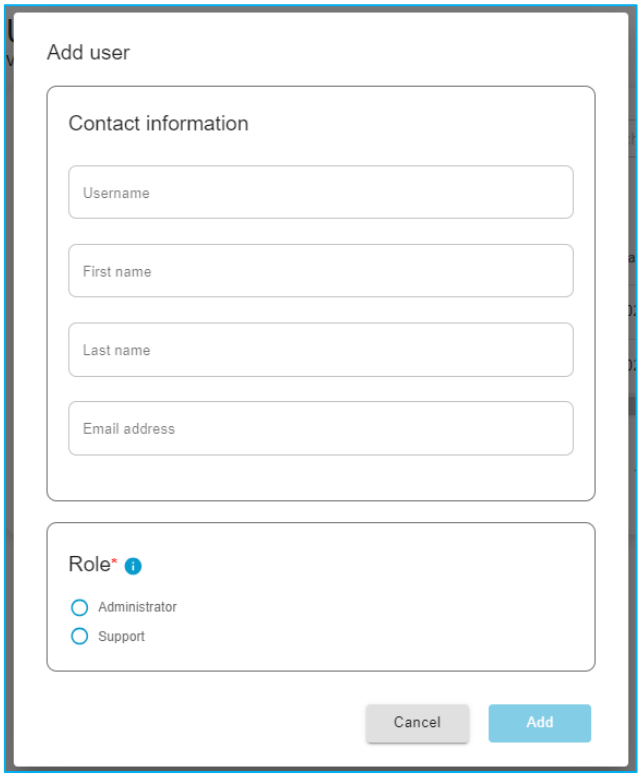
- Providers can activate licenses via organisation profile for child customer organisations.

5.2. Manage users

Sales companies and dealers can manage users who belong to their own organisation.



Providers can add, edit, or delete a user for their organisation.



- Providers will be required to set username, first name, last name and user's role ("Administrator" or "Support") while adding or editing the user's information. For user role, refer to Chapter 7.5 User role.

  ※ A user's username and email address must be unique in the organisation. if there is already a registered username or email address, the add/edit operation cannot be completed.

6. Specifications

6.1. KCC system requirements

<table>
<tr><td>Web UI
(Root Provider Portal/Provider Portal/Customer Portal/KCC)</td><td>• Supported Browser
o Edge 106 or later
o Chrome 70 or later
o Safari 14 or later</td></tr>
<tr><td>Required port</td><td>
<table>
<tr><td>Source</td><td>Destination</td><td>Protocol</td><td>Port</td><td>services</td></tr>
<tr><td>HyPAS application</td><td>KCC server</td><td>TCP</td><td>443</td><td>HTTPS: Login and send scanned documents to the cloud server</td></tr>
<tr><td>Web browser</td><td>KCC server</td><td>TCP</td><td>443</td><td>HTTPS: Access to the UI</td></tr>
</table>
</td></tr>
</table>

6.2. Software composition

Software	Application name	Explanation
HyPAS application	CloudCapture_1.0.0.xxxxs_.pkg (x: number)	The HyPAS application to install on the MFP. It is available as an official release from the KDC.

7. Plan

7.1. Pay-per-use subscriptions

Pay-per-use subscriptions are sold.

Sales model	Target	Explanation
Subscription	RHQ/SC/Dealer/Distributor/Customer	Subscription for RHQ/ SC/ Dealer/ Distributor/ Customer that provides pay-per-use type of licenses.

7.2. Type of subscription plan

KCC has two paid plans for customers.

		Entry (Paid)	
General		Entry model that provides basic features to gain many customers. Estimated number of scans: 1000 or less per month. Supports indexing.	
RHQ		KDA, KDAU, KDEM, TA	KDAS, KDJ
Data Input	MFP	✓	✓
Image processing	OCR	Uses Tesseract OCR engine	
	Format exchange	PDF TIFF JPEG Searchable PDF* * Supported OCR languages are different from Basic plan. For details, refer to "8.2 OCR Language."	
	PDF/A type	-	-
	Image pre-	-	-

	processing		
Output	Kyocera Cloud Information Manager (KCIM)	✓	✓
	SharePoint Online	✓	✓
	Google Drive	✓	✓
	OneDrive	✓	✓

Free plans include Entry (Trial) and NFR.

	Entry (Trial)	NFR
General	This is a one-time free trial plan for customers.	This is a plan for RHQ / SC / Dealer / Distributor to handle commercial materials for verification and handling. The NFR license is for RHQ / SC / Dealer / Distributor and should **NOT** be distributed to customers.

Plan	Basic charge	Function			Default		Charges excessed		Subscription unit
		Send to cloud *1	Manual indexing *2	OCR/image rotation *3	Number of devices	OCR pages	Number of devices	OCR pages *3	(maximum duration)
Entry (Paid)	Paid	✓	✓	✓ *4/-	1	-	Per 1 device	-	Monthly (-)
Entry (Trial)	Free	✓	✓	-/-	1,000	-	-	-	1 year (1 year at maximum)
NFR	Free	✓	✓	✓/✓	5	0 page	-	Per 100 pages	Monthly (1 year at maximum)

*1 KCIM, SharePoint Online, Google Drive, OneDrive

*2 KCIM, SharePoint Online

*3 Include correct page orientation/deskew

*4 Available only in some regions.

8. Appendix

8.1. Supported languages

The following table shows the list of languages supported by KCC.

Supported: ✓

Language	Server application (Web browser)	HyPAS application	Provider Guide	Admin Guide	User Guide	Third Party Software Guide
English	✓	✓	✓	✓	✓	✓
German	✓	✓	✓	✓	✓	-
Japanese	✓	✓	✓	✓	✓	-
French	✓	✓	-	-	-	-
Italian	✓	✓	-	-	-	-
Spanish	✓	✓	-	-	-	-
Dutch	✓	✓	-	-	-	-
Finnish	✓	✓	-	-	-	-
Turkish	✓	✓	-	-	-	-
Danish	✓	✓				
Swedish	✓	✓				
Portuguese (Portugal)	✓	✓				
Portuguese (Brazil)	✓	✓				
Norwegian	✓	✓				
Russian	✓	✓				
Polish	✓	✓				
Czech Republic	✓	✓				
Greek	✓	✓				
Hungarian	✓	✓				
Romania	✓	✓				
Lithuania	✓	✓				
Catalan	✓	✓				
Traditional Chinese	✓	✓				
Korean	✓	✓				
Thailand	✓	✓				
Vietnamese	✓	✓				

8.2. OCR languages

The following table shows whether the OCR engine has the language as dictionary or not.

Language	Full text OCR Entry (Paid)
Catalan	✓
Chinese (Simplified)	-
Chinese (Traditional)	-
Czech	✓
Danish	✓
Dutch	✓
English	✓
Finnish	✓
French	✓
German	✓
Greek	✓
Hungarian	✓
Italian	✓
Japanese	-
Korean	-
Norwegian	✓
Polish	✓
Portuguese (Brazil)	✓
Portuguese (Portugal)	✓
Romanian	✓
Russian	✓
Spanish	✓
Swedish	✓
Thai	-
Turkish	✓
Vietnamese	-
Slovenian	✓
Maltese	✓
Estonian	✓
Icelandic	✓
Afrikaans	✓

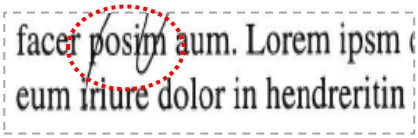
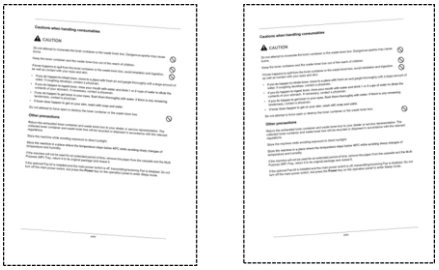
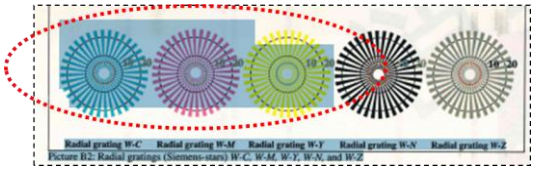
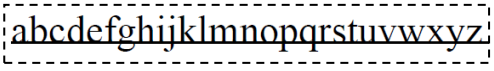
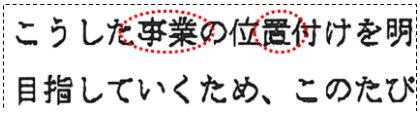
8.3. OCR accuracy

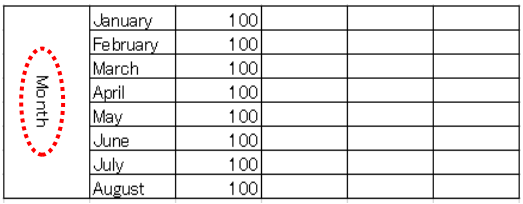
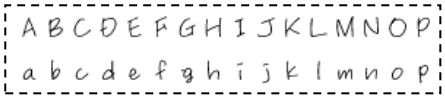
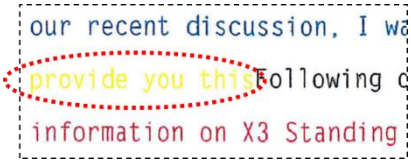
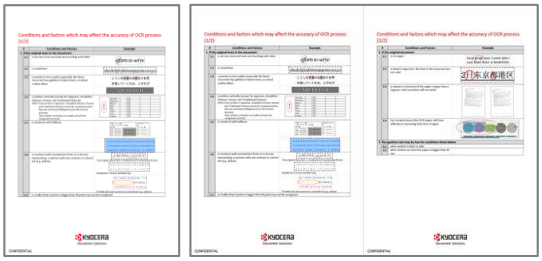
OCR does not guarantee 100% recognition accuracy. The recognition rate varies greatly depending on

the type and condition of the original document to be read.

8.3.1.Conditions and factors that may reduce the recognition rate of OCR processing

The following conditions and factors can reduce the recognition rate. However, the conditions and factors listed here are not exhaustive.

Conditions and factors		Sample
Original document	If the original document is smudged.	
	If the original document is faded or aged and the text in the document are not solid.	
	If the original document is slanted or distorted. (if the angle is greater than 4 degrees, deskew will not work).	
	If the original document has complex layout (the OCR engine will have difficulty in discerning texts from images).	
Original text in the document	If the original text in the document is set very close and characters are touching each other.	
	If the original text in the document is underlined.	
	If the original text in the document is printed in low quality (especially if a faxed document has garbled or faded characters).	
	Text with outline effect	

	If the original text in the document is written vertically (except for Japanese, Simplified-Chinese, Korean, and Traditional-Chinese). NOTE: Text written in Japanese, Korean, and Traditional-Chinese cannot be recognised when they are inclined at 90 degrees from vertical.	
	Text rendered with halftone.	
	Text rendered with nonstandard fonts.	
	Handwritten texts	
	Text printed with low-contrast or colored ink (e.g., yellow)	
	Text on background color	
	If the original text in the document is smaller than 6 points or bigger than 48 points.	-
Others	Text written in Bold or Italic.	-
	If the original text in the document is written on ruled line paper in bigger than A4 size.	

8.4. Supported models

The following table shows the list of supported models. HyPAS app can be installed and used on these models.

	Model	Note
A3 MFP	TASKalfa MZ4000i TASKalfa MZ3200i	
	TASKalfa 6053ci TASKalfa 5053ci TASKalfa 4053ci TASKalfa 3553ci TASKalfa 3253ci TASKalfa 2553ci	
	TASKalfa 7054ci TASKalfa 6054ci TASKalfa 5054ci TASKalfa 4054ci TASKalfa 3554ci TASKalfa 2554ci	
	TASKalfa 7004i TASKalfa 6004i TASKalfa 5004i TASKalfa 4004i	
	TASKalfa 6003i TASKalfa 5003i TASKalfa 4003i	
	TASKalfa 9003i TASKalfa 8003i TASKalfa 7003i	
	TASKalfa 8353ci TASKalfa 7353ci	
	TASKalfa MZ7001ci TASKalfa MZ6001ci TASKalfa MZ5001ci TASKalfa MZ4001ci TASKalfa MZ3501ci	

	TASKalfa MZ2501ci TASKalfa MZ7001i TASKalfa MZ6001i TASKalfa MZ5001i TASKalfa MZ4001i	
A4 MFP	TASKalfa 358ci TASKalfa 408ci TASKalfa 508ci	*2 *3
	ECOSYS M3860idnf ECOSYS M3860idn	*1 *2
	ECOSYS MA4500ix ECOSYS MA6000ifx ECOSYS MA5500ifx ECOSYS MA4500ifx	*1
	ECOSYS MA4000wifx	*1 *2
	ECOSYS MA3500cix ECOSYS MA3500cifx ECOSYS MA4000cix ECOSYS MA4000cifx TASKalfa MA3500ci TASKalfa MA4500ci	*1

*1: Requires SD card or SSD

*2: Preview feature not available

*3: Multi crop scan is not available.

8.5. User role

Provider Portal user role is as follows:

Definitions:	Explanation
Org rep	• Same privilege as Administrator (Refer to table below). • The owner of the contact email address that is specified by the provider when the child organisation is created would be the "rep of org". Can be changed anytime. The email address of the organisation representative appears in the organisation list in the parent Provider Portal. A Provider may contact this email address.
Administrator	• Can access advanced menu in Provider Portal (Refer to table below).
Support	• Has limited access (Refer to table below). • Will be added to help Administrator in Provider Portal.

Access permission by role in the Provider Portal is as follows:

Function	Details	Org rep	Administrator	Support
Organisation profile	**Setting for organisation preference**	✓	✓	-
Organisation	**Child organisation list** **Add/Edit/Delete organisations**	✓	✓	✓
User	**User List** **Add/Edit/Delete users**	✓	✓	-
Application	**Application specific settings**	✓	✓	✓

The roles of KCC users are as follows:

Definitions:	Explanation
Org rep	• Same privilege as Administrator (Refer to table below). • The owner of the contact email address that is specified by the provider when the child organisation is created would be the "rep of org". Can be changed anytime. The email address of the organisation representative appears in the organisation list in the parent Provider Portal. A Provider may contact this email address.
Administrator	• Can access advanced menu KCC (Refer to table below).
User	• Has limited access (Refer to table below). • End user role

Access permission by role in KCC is as follows:

Function	Details	Org rep	Administrator	User
Workflow management	Page to review the list of scan workflows and configure the settings for each workflow	✓	✓	-
Logs	List of workflow execution results	✓	✓	-
About	Confirm version	✓	✓	✓
Settings	View subscription status, specific settings	✓	✓	✓

9. Contact Information

If you have any questions or comments, please contact us using the following information below.

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KYOCERA Document Solutions (UK) Ltd.
75-77 London Road, Reading, RG1 5BS
Tel: 0118 931 1500 – Fax: 0018 931 1108

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