Setting Up Kyocera Scanners

Follow these steps to set up a Kyocera scanner for use with Performance Matters Scan Engine.

Prerequisites

- Existing operational network utilizing TCP/IP
- Networked (internet connected) scanner that supports scan to FTP functionality
  - FTP Client Port is enabled on the device
- Color quality: gray scale or color
- Scanner Resolution: 200 dpi or greater
- File type: TIF or PDF
- Additional details: see *Scanner Requirements*

Create Address Book Entry

In order to scan to FTP, you will need to enter the FTP server credentials via the address book. Using the address book eliminates the need to enter your credentials every time you want to scan.

To create an address entry on your Kyocera machine, you must use a computer on the same network and follow these steps.

1. Log on to the printer via a web browser using the IP address (e.g. 168.24.45.32). Log in with the Admin account in order to add an address.
2. Once logged on, select Address Book from the left menu, then select Machine Address Book.
3. In the Addresses window, click the Add icon.

4. On the Properties page, you'll need to enter the following.

   - Name = enter a name that identifies the address as Performance Matters
   - E-mail Address = {leave this field blank}
   - SMB = {leave this entire section blank}
   - FTP: Host Name = scansb01.performancematters.com
   - FTP: Port Number = 21
   - FTP: Path = {leave this field blank}
   - FTP: Login User Name = enter the user name provided by your Performance Matters support team
   - FTP: Login Password = enter the password provided by your Performance Matters support team
   - FAX = {leave this entire section blank}
   - If your model includes a Connection Test button, you can now click it to ensure the connection works.
5. Save your address settings by selecting the Submit button.
6. Select Network Settings from the left menu, then select Protocol.

7. Verify that "FTP Client" and "FTP Encryption TX" are both set to On.

8. Save any changes by selecting the Submit button.
9. Select Security Settings from the left menu, then select Network Security.
10. Verify that "SSL" is set to On, and "Certificate Verification" is set to Off.

11. Save any changes by selecting the Submit button.

12. For these settings to take affect, you must restart the network. Scroll to the bottom of the page and click the Reset link.

13. Select Restart Network.

Adjust Additional Settings

Additional settings for your new address book entry are set up from the Kyocera device. (Instructions provided are for model 3501i; other models may vary.)

1. Press the device Send button.
2. From the device panel, select Address Book.

3. Browse until you find the name of the address book entry that was added through the web interface. Select that address and press OK.

4. Select the Quick Setup tab to adjust the scan settings.

- Color Selection = Grayscale
- Scan Resolution = 200 x 200 dpi Fine
- File Format = TIFF Quality 1

5. Select the Advanced Setup tab, then select File Name Entry.

6. Select File Name. Enter a name or acronym that describes the location you're scanning from; keep in mind, whatever name you choose must be followed by the underscore symbol (for example, abc_).

7. Save your settings by selecting the OK button.

8. From the same Advanced Setup tab, select FTP Encrypted TX (this might be on the second page). Verify this is set to On.
9. Save your settings by selecting the OK button.

Set Up Program Key

The program key is set up from the device panel. (Instructions provided are for model 3501i; other models may vary.)

1. Press the device Send button.
2. From the device panel, select Address Book.
3. Browse until you find the name of the address book entry that was added through the web interface. Select that address and press OK.
4. Select the Program tab, then select the Add button.

5. Choose an unused box and select Next.

6. Enter a name to describe the program key and select Save. You'll want to choose something that's obvious to your users.

7. You should be prompted to add the new function to the home screen. Choose Yes, then Save. The new program key will display on the home screen of your Kyocera and will be available for use, with all settings saved.

At this point the setup is now complete and you can proceed with testing your setup. Please print out a sample answer sheet, fill in the answer bubbles with a pencil, and scan the answer sheet using the profile you just created. For more details, see *Scanning with Kyocera Scanners*.