

KYOCERA Net Manager User Guide



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1 Basic Information

KYOCERA Net Manager System Documentation

KYOCERA Net Manager New Features Guide	Provides an overview of the new features available in KYOCERA Net Manager.
KYOCERA Net Manager Admin Guide	Describes administration and configuration features such as accounting, cloud licensing, remote terminal management, upgrade, server backup, uninstallation.
KYOCERA Net Manager Embedded Terminal Guide	Describes the installation and configuration of the KYOCERA Net Manager Embedded Terminal and use of Terminal Manager.
KYOCERA Net Manager Installation Guide	Provides instructions for installing software and initial configuration, searching printing devices, adding users, creating print queues, assigning terminals to printing devices, and setting up printer drivers.
KYOCERA Net Manager User Guide	Describes the KYOCERA Net Manager web interface and the KYOCERA Net Manager Embedded Terminal.

What is KYOCERA Net Manager?

KYOCERA Net Manager is a server-based web application that manages your print devices and user policies to provide secure printing and copying and to provide accounting of print-related expenses. Efficient use of your printing resources is provided by the **Print&Follow** function which allows users to securely print to any printer managed by KYOCERA Net Manager.

KYOCERA Net Manager offers many advantages:

- **Authentication** - Access the devices in one step by PIN, ID card or name/password or in a two-step authentication combination such as ID-Card and PIN
- **Security** - Secure printing, data encryption and the **Print&Follow** function ensure that your documents can only be accessed and printed by authorized people
- **Reporting** - KYOCERA Net Manager keeps detailed statistics about all aspects of printing and printers, scanning and copying, projects, accounting and users and groups
- **Personalized Features** - KYOCERA Net Manager allows IT administrators to show different functions and applications per user based on the user's requirements

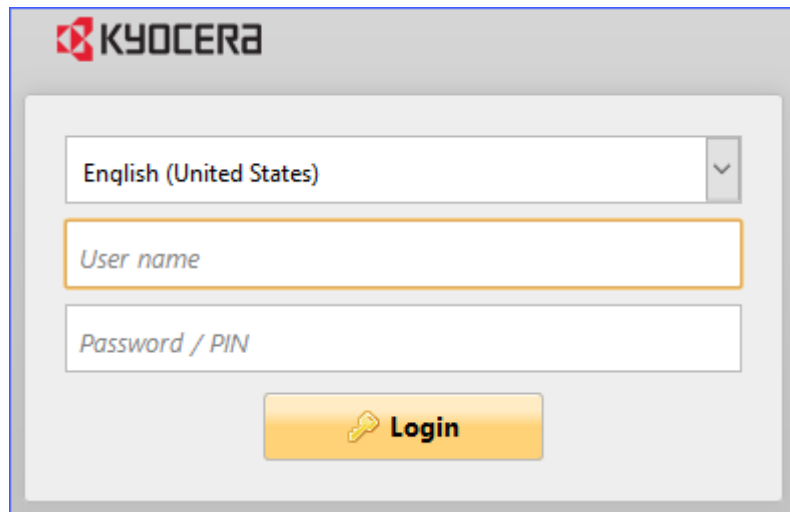
- **Easy Scan** - One click changes the destination of your scanned documents and their meta data. You may choose between your home folder, fax server, or email address
- **Mobile printing** - Print documents from your mobile device by sending the job to the KYOCERA Net Manager server

2 Web Interface

The KYOCERA Net Manager user interface can be displayed in one of the supported web browsers: Google Chrome, Internet Explorer, Microsoft Edge, and Mozilla Firefox. Contact your system administrator for the KNM web address and your credentials if you have not received them.

Starting Net Manager Web Administrator

Click **Start > Kyocera > Kyocera Net Manager Web Administrator** to open the login screen.

The image shows the login interface for the KYOCERA Net Manager Web Administrator. At the top left is the KYOCERA logo. Below it is a language selection dropdown menu currently set to "English (United States)". Underneath the language menu are two text input fields: the first is labeled "User name" and the second is labeled "Password / PIN". At the bottom center of the form is a yellow "Login" button with a key icon.

Before logging in to the system, select a language from the drop down menu.

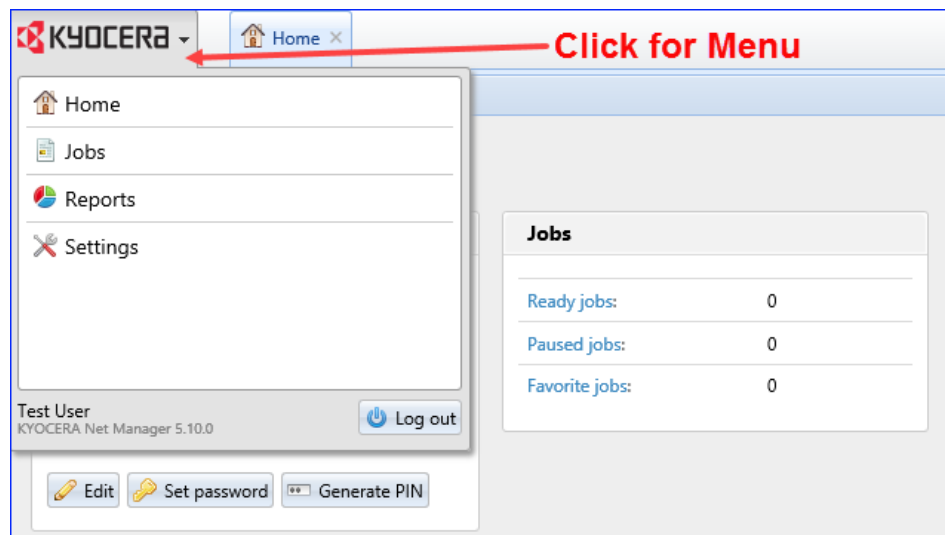
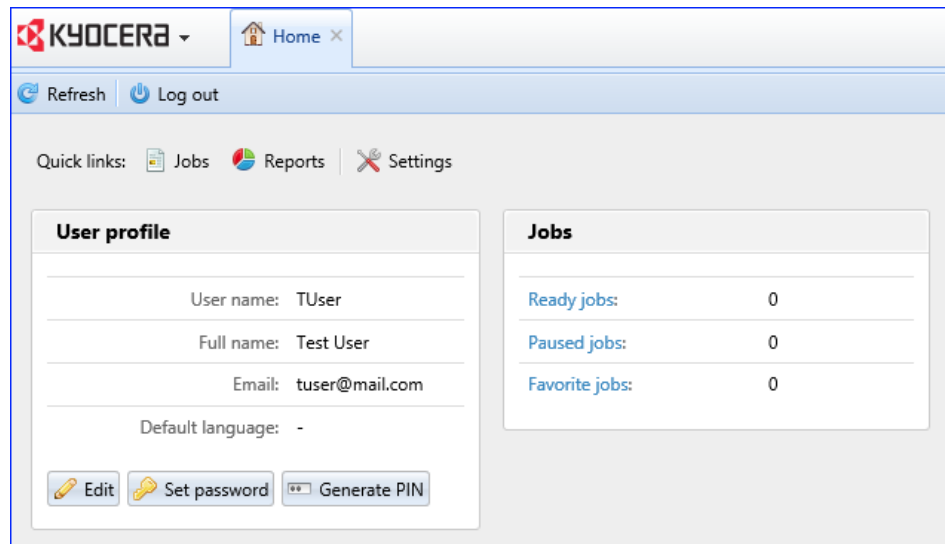
Type your **User name** and **Password / PIN** and click **Login**.

When you first log in to the system, use the password issued by your system administrator.

User access can also be established through the domain policy of your network. In this case, you would use your network login credentials.

Net Manager User Interface

The user interface of the application is displayed after the user logs in successfully. The default view is the Home tab with current user and job info displayed. Users click the KYOCERA menu for additional options, or can use the Quick Links.



Home Tab

The **Home** tab shows the number of paused jobs, favorite jobs, and jobs ready to be printed.

With the credit system activated, you are informed of the current account balance and have an option to display your credit history. If quotas for users or departments are enabled, you are shown the current limits for your individual quota.

If enabled, you may edit your user profile and generate a new PIN for your account.

Note: Credit and quotas may not be available for all systems.

The screenshot shows the KYOCERA Net Manager web interface. At the top, there is a navigation bar with the KYOCERA logo, a 'Home' link, and buttons for 'Refresh' and 'Log out'. Below this is a 'Quick links' section with icons for 'Print File', 'Jobs', 'Printers', 'Reports', and 'Settings'. The main content area is divided into two columns. The left column has a 'Credit' section showing an 'Account balance: 0.00000' and buttons for 'Recharge Credit' and 'Credit Statement'. Below this is a 'User profile' section with fields for 'User name: TUser', 'Full name: Test User', 'Email: tuser@mail.com', and 'Default language: -'. At the bottom of the profile section are buttons for 'Edit', 'Set password', and 'Generate PIN'. The right column has a 'Jobs' section with a table showing 'Ready jobs: 0', 'Paused jobs: 0', and 'Favorite jobs: 0'.

Recharging Credit

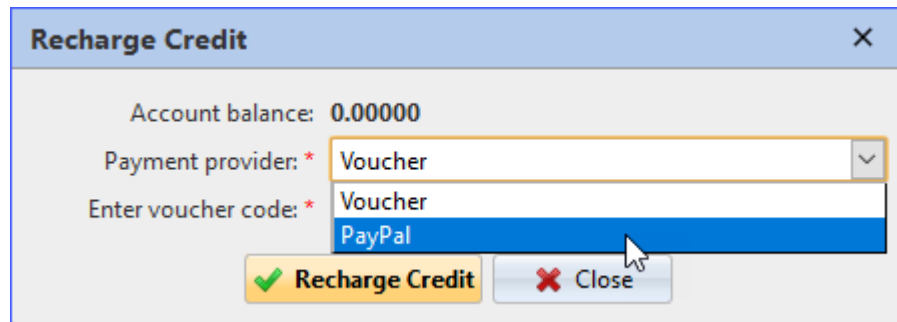
You can add credit to your account by entering a voucher number, through PayPal (if configured), or an administrator can recharge credit for users or groups.



1 Click **Recharge Credit**.

This screenshot shows the KYOCERA Net Manager web interface after clicking the 'Recharge Credit' button. The 'Credit' section now shows an 'Account balance: \$0.00'. The 'Recharge Credit' button is highlighted with a green border, and the 'Credit statement' button is also visible. The rest of the interface, including the navigation bar and quick links, remains the same.

2 Enter a voucher number (or a recharge amount for PayPal) and click **Recharge Credit** on the recharge screen.

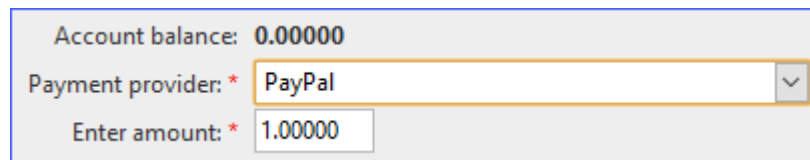


Recharge Credit [X]

Account balance: 0.00000

Payment provider: *

Enter voucher code: *



Account balance: 0.00000

Payment provider: *

Enter amount: *

The system pops up an OK confirmation, your account is increased by the value of the voucher or amount requested through PayPal, and the new **Account balance** is displayed.

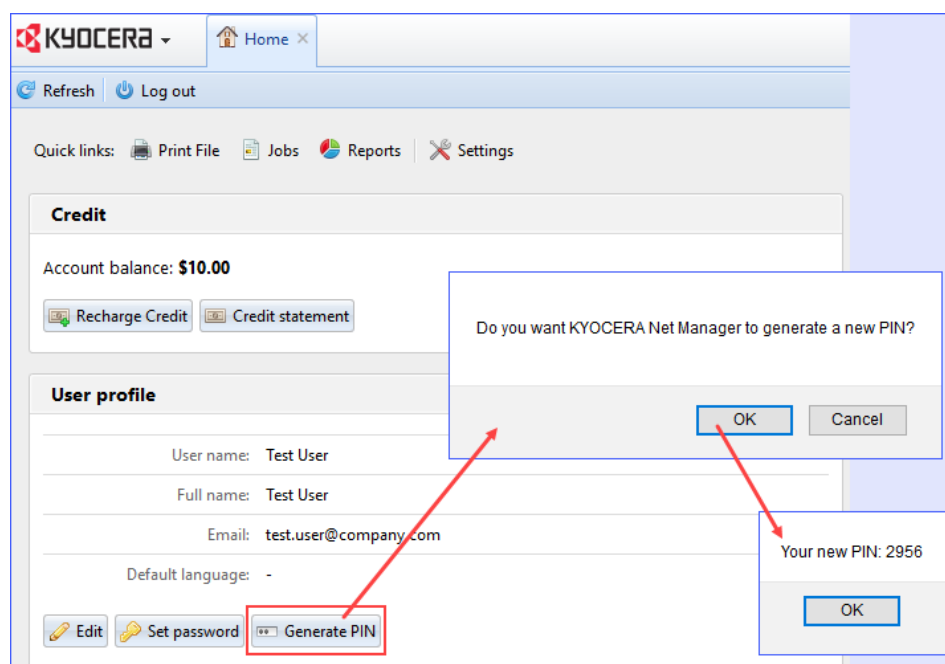
When using the Embedded Terminal, the voucher may be entered on the touch panel. (PayPal not available through Embedded Terminal.)

Changing your PIN

You may change your Personal Identification Number (PIN).

- 1 Click **Generate PIN**.
- 2 Click **OK** to confirm.
- 3 Record your new PIN and click **OK**.

If configured by the Admin, your new PIN is also sent to your email address.



KYOCERA Home [X]

Refresh Log out

Quick links: Print File Jobs Reports Settings

Credit

Account balance: \$10.00

User profile

User name: Test User

Full name: Test User

Email: test.user@company.com

Default language: -

Do you want KYOCERA Net Manager to generate a new PIN?

Your new PIN: 2956

Jobs

In the **Jobs** tab, you can monitor print jobs in various stages of processing.

- The **Ready** folder shows all jobs waiting to be printed
- All paused jobs can be displayed by clicking on the **Paused** folder
- If a job is printed, it is automatically moved to the **Printed** folder
- The jobs marked as favorites are included in **Favorite**
- A record of deleted jobs is displayed in the **Deleted** folder
- A complete overview of all print jobs can be found in the **All** folder

Status	Name	Size	Owner
Today			
Ready	Acronyms.docx	343.31 KB	Test User
Ready	reinstall info.txt	33.32 KB	Test User

Note: If Job Roaming is enabled, there will also be a **Job roaming** folder.

Changing the Job Owner

The job owner can be changed only if you have sufficient rights. The system administrator can move print jobs between users, and to heads of user groups. Heads of user groups can move jobs between users in the group.

- 1 Double-click a job to open the **General** information screen.
- 2 Click the **Owner** drop-down menu and select a new owner.
- 3 Click **Save**.

General

Name: Acronyms.docx

Owner: * Test User

- Andy User • AUser
- Barry User • BUser
- Candy User • CUser
- Doug User • DUser
- Effie User • EUser

Color total: -

Copies: 1

Duplex: No

Paper format: -

Printer language: PDF

Price: \$ 0

Save Cancel

If the selected owner has no rights to print from the print queue to which the print job is assigned, the change of owner is not possible, and an error message appears.

Changing the Assigned Print Queue

The print queue can be changed only if you have sufficient rights.

- 1 Double-click a job to open the **General** information screen.
- 2 Click the **Queue** drop-down menu and select a new queue.
- 3 Click **Save**.

General

Name: license+archive.txt

Owner: * Test User

Queue: * E-mail_Web

Project: ClientSpool • Print&Follow

Computer: Direct • Direct

Status: PrintnFollow • Print&Follow

Printed date: –

Printed by: –

Size: 27.39 KB

B&W total: 1

Color total: 0

Copies: 1

Duplex: No

Paper format: A4

Printer language: PDF

Price: 0

Save Cancel

If the current owner has no rights to the new print queue, the change of the print queue is not possible, and an error message appears.

Changing the Assigned Project

The print project can be changed only if you have sufficient rights, including rights to the new project.

- 1** Double-click a job to open the **General** information screen.
- 2** Click the **Project** drop-down menu and select a new project.
- 3** Click **Save**.

General

Name: license+ archive.txt

Owner: * Test User

Queue: * E-mail_Web

Project:

001 - Project 1

002 - Project 2

Status: Ready

Printed date: -

Printed by: -

Size: 27.39 KB

B&W total: 1

Color total: 0

Copies: 1

Duplex: No

Paper format: A4

Printer language: PDF

Price: 0

Save Cancel

Reports

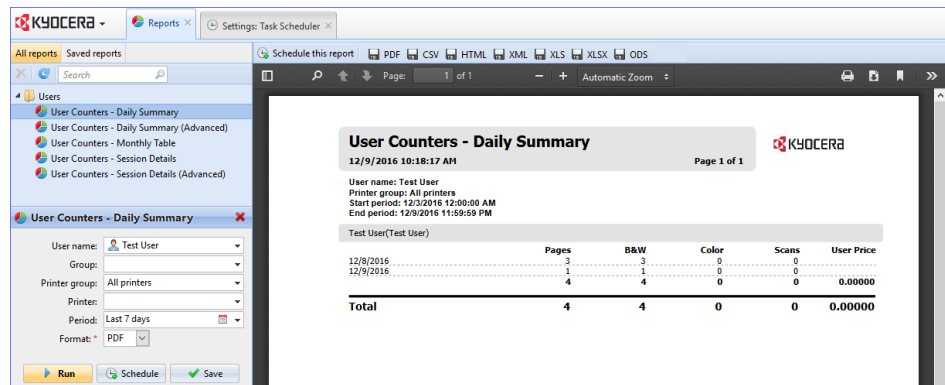
By default, **User Counter** reports are available to all users.

KNM has a large number of statistical reporting available through the web interface. The KNM Administrator can grant rights to users and groups for any built in or customized reports. A user must have the **Manage reports** right in order to run shared reports.

Running Reports

- 1 Access reports by clicking the **KYOCERA** menu, then **Reports**.
- 2 Select a report from the list and set parameters, including format (choices are PDF, CSV, and HTML.)
- 3 Click **Run**.

Note: You can also **Schedule** a report to run later or at on a set schedule, or **Save** a report to run with the configured parameters pre-set in the future. Saved reports will be listed on the **Saved reports** tab.



A table with statistics is displayed. For PDF, there's a PDF tool bar immediately above it. For all output types the report toolbar has options for scheduling future runs and exporting to a variety of formats: PDF, CSV, HTML, XML, XLS, XLSX, and ODS.

Saving a Generated Report

After generating a report, you can save it in different formats (PDF, CSV, HTML, XML, XLS, XLSX, and ODS).

- 1 Click the associated icon on the report toolbar.
The system prompts you to save the file or view it in the associated application.
- 2 Click **Save File** then set the location, **Filename** and **Save as type** for the report.
The file save window displays options for the location, filename, and format for the report.
- 3 Follow system prompts for saving or viewing the file.

User Counters - Daily Summary
12/9/2016 11:51:22 AM Page 1 of 1

User name: All users
Printer group: All printers
Start period: 12/3/2016 12:00:00 AM
End period: 12/9/2016 11:59:59 PM

Unknown user(*unknown)

	Pages	B&W	Color	Scans	User Price
12/7/2016	3	3	0	0	0.00
Total	3	3	0	0	0.00

Opening report-1481313935-47696987.ods

You have chosen to open:

report-1481313935-47696987.ods
which is: OpenDocument Spreadsheet (3.6 KB)
from: http://localhost:8080

What should Firefox do with this file?

☒ Open with Microsoft Excel (default)

☐ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

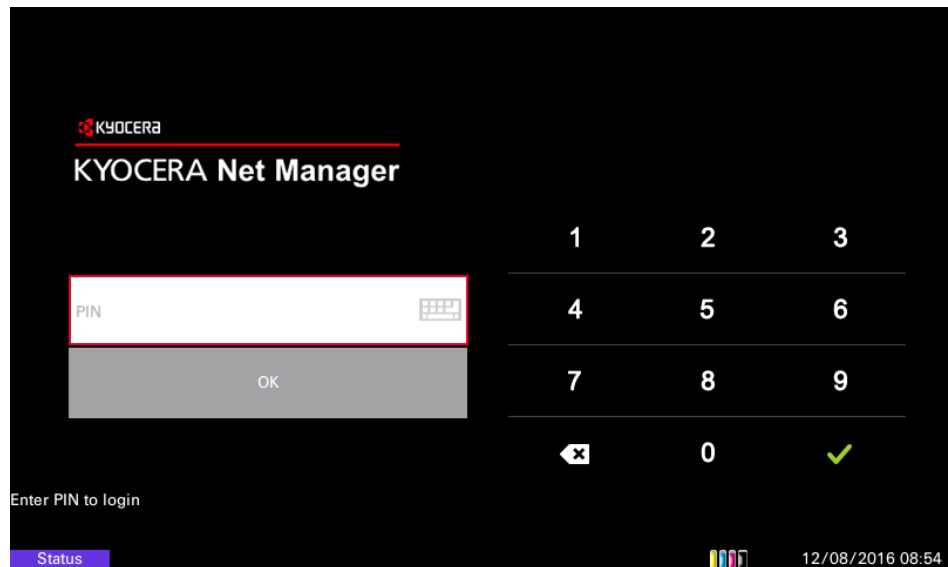
3 Working with Embedded Terminal

KNM Embedded Terminal supports display and control of printing device functions directly from the control panel of the device. Users can release jobs held in KNM **Print&Follow**, Delegated or other queues. They can also use scan, print, FAX and copy functions (depending on the capabilities of the device) directly on the device from the Embedded Terminal.



Logging on to Embedded Terminal

The two most common ways to log on to Embedded Terminal are by tapping an ID card on the card reader (on devices equipped with readers) or by entering a PIN on the terminal and tapping **OK**.

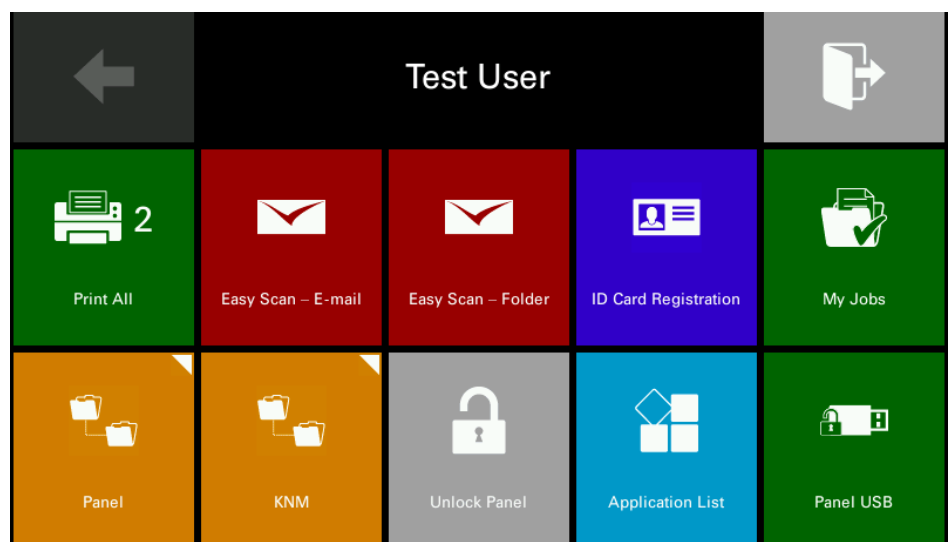


The KNM Administrator configures log in requirements for Embedded Terminal. Log in can be through any combination of:

- ID Card
- PIN
- Username and Password

Embedded Terminal Panel Screen

The appearance of the user interface of the Embedded Terminal panel is established by the system administrator. KNM supports a maximum of 10 buttons on the panel. Functionality can be expanded by creating folders and subfolders for additional buttons.



Logging Out of Embedded Terminal

To end an Embedded Terminal session, you may tap the logout button on the panel (upper right corner), tap your card on the reader again, or press the hard logout button on the keypad. If you do none of these, the terminal will automatically log you off after a preset interval.



Logout panel button



Keypad logout button

Two-factor Authentication

If a higher level of security is necessary, the KNM administrator may require users to authenticate using two elements, such as ID Card and PIN/Password. Tap your ID card on the reader and then enter your PIN or password at the terminal keypad.

4 Types of Printing

In addition to standard Direct Print, printing devices managed by KNM and equipped with an authentication mechanism (Embedded Terminal, Embedded Lite, an ID card reader, etc.) can use secure/delayed print (**Print&Follow**), and secure copy/print.

How to use Direct Print

Select **Print** in the menu of the application then select the printing device connected to the direct queue of the KYOCERA Net Manager system. The document is immediately sent to the printer.

Do not use direct print for confidential documents if the printer is not secured from unauthorized access.

Secure / Delayed Print (**Print&Follow**)

The print job sent to the secure (**Print&Follow**) queue is not printed immediately, but it is stored on the KNM server. When the job owner logs onto the device, the panel is unlocked and their print job is completed. If the KNM Admin has enabled it, all other active print jobs in queue are printed. If not, the user can manually release print jobs after logon.

Secure Copying

By default, the panel of the printing device is locked. When a user logs in, the system verifies access rights. After successful authentication, the panel is unlocked and the user can use the device for copying and other tasks. After finishing the work, the user logs out, or is logged out automatically after a specified period of time.

5 Common Tasks

Printing

Direct Print

A job sent to the direct queue is processed by the system and sent immediately to the appropriate printing device. After the job is printed, the number of pages used in the job is charged to the user's account if credit accounting is enabled. Direct print is used only for controlling the print volume and does not support any advanced functions. Direct print does not require logging on to the terminal.

How to Print a Document using the Print&Follow Queue

With **Print&Follow** the document is immediately sent to the **Print&Follow** queue of the KNM server. When the job owner logs onto the device terminal the panel is unlocked and their job can be printed.

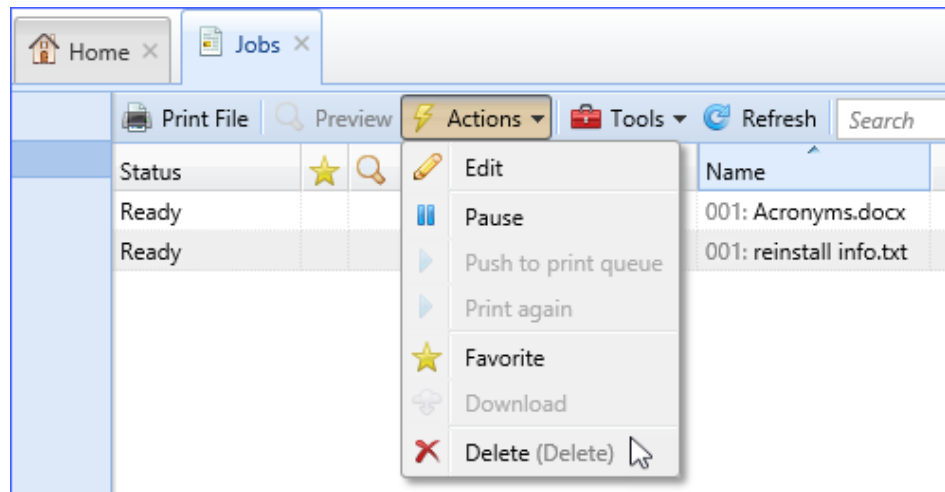
Print Jobs

Log in to the KNM web interface to perform the following Print job tasks.

Deleting a Print Job

To delete a print job that has been already sent to the Net Manager server:

- 1** Click **Jobs** (from the **Home** tab or the **KYOCERA** menu.)
- 2** Select a job from the appropriate folder (**Ready**, **Paused**, or **Printed**.)
- 3** Click **Actions**, then **Delete**.
- 4** Confirm the deletion.



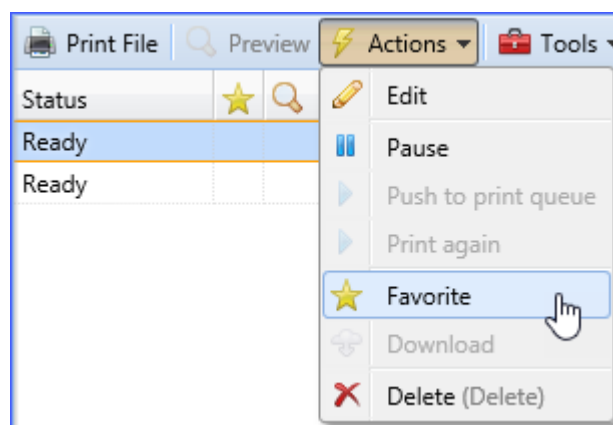
The record of the job is moved to the **Deleted** folder.

Marking Print Jobs as Favorite

When a print job is printed frequently (e.g. printing of standardized forms), it is useful to mark the print job as a **Favorite**. It is moved to the **Favorite** folder where it can be pushed again to print queue at any time. Favorite jobs are not deleted by the system.

- 1 Click **Jobs** (from the **Home** tab or the **KYOCERA** menu.)
- 2 Select a job from the appropriate folder (**Ready**, **Paused**, or **Printed**.)
- 3 Click **Actions**, then **Favorite**.

The **Favorite** flag is added to the print job.



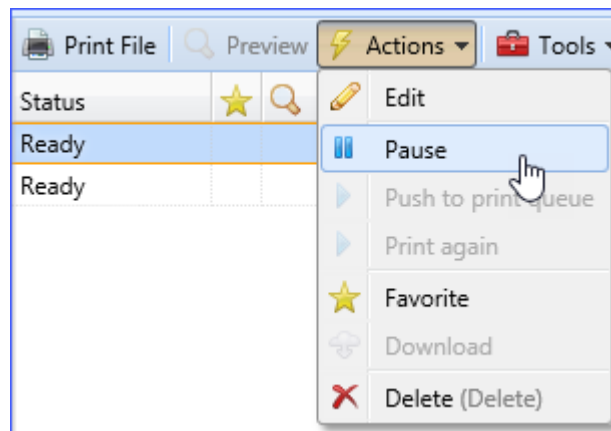
To remove the **Favorite** flag, select a favorite job, and click **Actions** > **Favorites** again.

Pausing a Print Job

- 1 Click **Jobs** (from the **Home** tab or the **KYOCERA** menu.)
- 2 Select a job from the **Ready** folder.

3 Click **Actions**, then **Pause**.

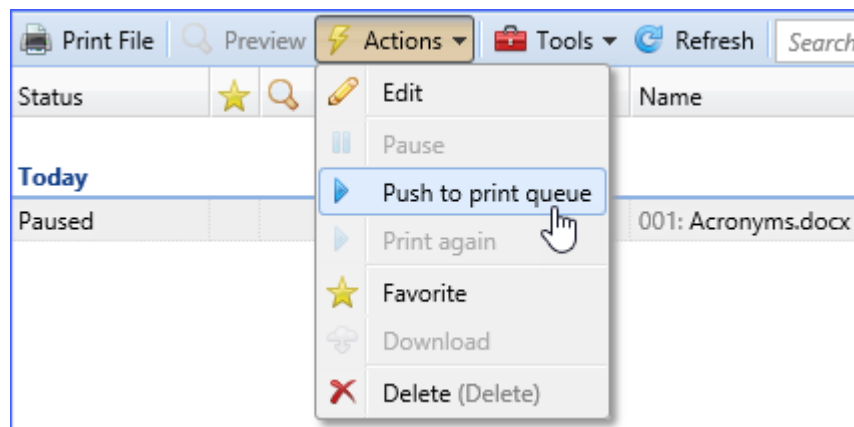
The job is moved to the Paused folder.



Pushing a Job to the Print Queue

All the print jobs that have not yet been deleted by the Net Manager system can be pushed again to the print queue. This feature can be used for favorite and paused print jobs.

- 1 Click **Jobs** (from the **Home** tab or the **KYOCERA** menu.)
- 2 Select a job from the appropriate folder (**Paused**, **Printed**, **Favorite**, or **All**.)
- 3 Click **Actions**, then **Push to print queue**.



The status is automatically changed to **Ready** and the job is moved to the **Ready** folder. Depending on the type of selected queue, the document is immediately sent to the printing device or waits until you logon to the selected printing device.

Job Roaming

With the Job Roaming feature configured, jobs sent to the Print&Follow queue on any site server can be displayed in two places:

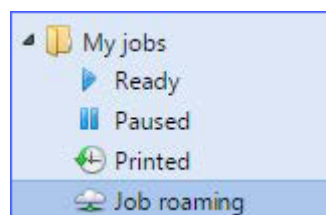
- KNM Web UI

- Embedded terminal of any printing device attached to the Job Roaming queue

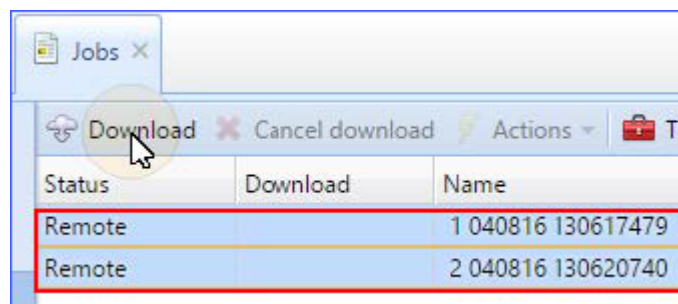
You can download the jobs to the Job Roaming queue to be printed on any printing device that is attached to it.

Downloading Job Roaming Jobs on the KNM Web UI

- 1 Log on your account on the KNM web UI.
- 2 Click the **KYOCERA** icon, then **Jobs**.
The **Jobs** main tab opens.
- 3 On the left side of the tab, under **My jobs**, click **Job roaming**.
The **Job roaming** tab opens.



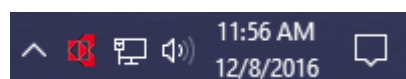
- 4 On the tab, select the jobs to be downloaded, and then click **Download**.
The jobs are downloaded to the **Job roaming** queue and can be printed on any printing device attached to that queue.



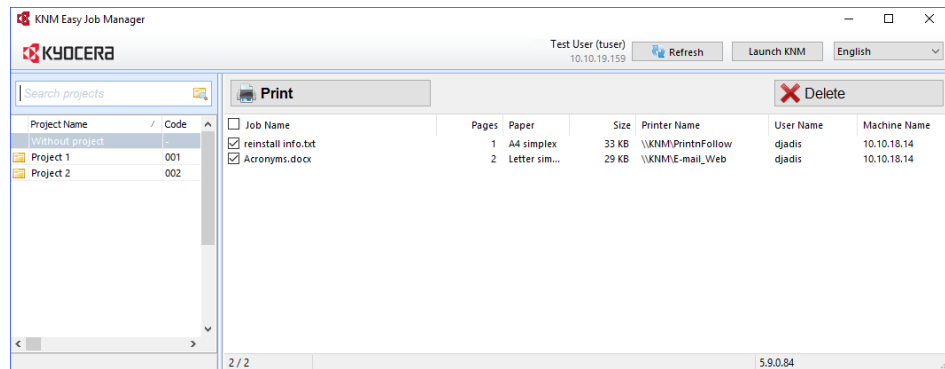
Projects

How to Print using Project Accounting

With **Projects** enabled, the **KNM Easy Job Manager** icon is visible in the taskbar for all users.



Double-click the icon to open Easy Job Manager. It shows a list of jobs that have not been assigned to any projects yet. With **Projects** enabled, you cannot print jobs that are not assigned to a project or confirmed to print without a project (if enabled).

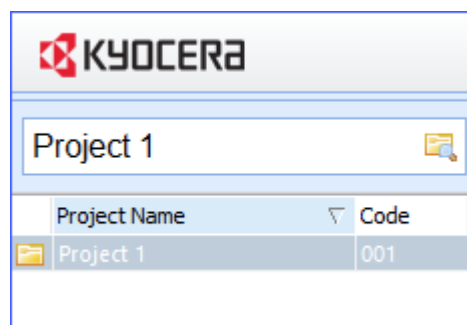


The top right of the screen shows the following:

- The user name and KNM server IP address
- A refresh button
- **Launch KNM** button to open the KNM Web UI
- Language selection drop-down menu

A list of user projects is displayed on the left side and another list of jobs not yet assigned to any projects is shown on the right side.

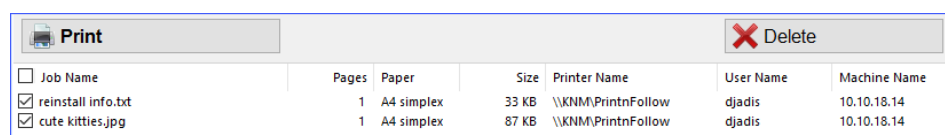
The Search box on the left lets you search for projects by name.



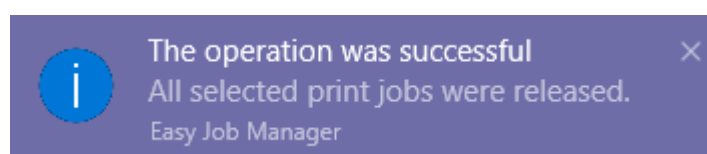
In the Job list, click the **Job Name** box to select all jobs or click check boxes by individual jobs.

To assign a job to a project and send it to print, check the box by the job name, click the name of the project, and click **Print**.

Click **Delete** to delete the selected jobs from the list.

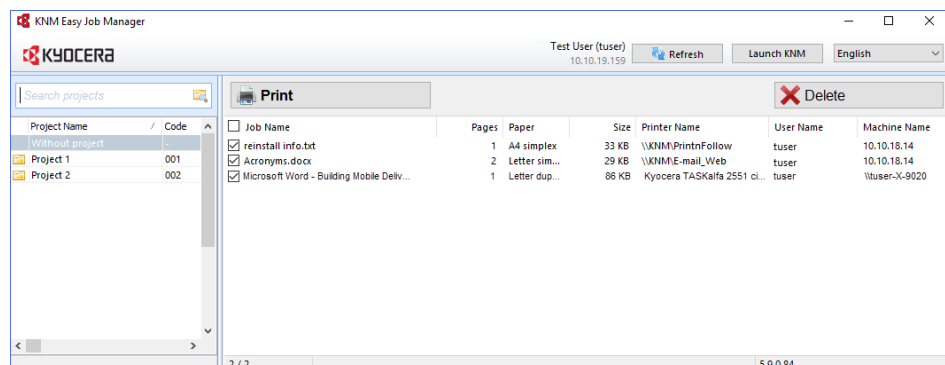


After successfully assigning a job to a project, an information box appears at the toolbar panel.



How to Print with Projects and Direct Queue

To use projects for direct queue, you must have Easy Job Manager installed. The application is activated after installation and stays minimized in the Windows taskbar. A pop-up window is shown after a file is sent for printing.



You can select a project in this window and click **Print**. For direct queue, the jobs are printed immediately. Print&Follow queue jobs are transferred to the KNM server.

KYOCERA Mobile Print integration

Mobile printing can be managed by KYOCERA Net Manager. This allows policies, quotas, and credits to be applied to mobile device users.

KYOCERA Mobile Print can support **Direct Print** and **Print&Follow** printing based on the print queue that is selected by the user.

Note: Windows authentication is not supported in KYOCERA Mobile Print, which means that iOS or Android mobile device users will need to manually enter their username and password into their mobile devices.

Note: If you are unable to log in to the KYOCERA Net Manager server when using KYOCERA Mobile Print, check that the login method selected is **Net Manager**, and that **User login** and **Job Accounting** are disabled.

The mobile user interface for printing and scanning is different on iOS and Android devices. See the following for instructions for each OS.

Printing Documents on Android devices

- 1 Open the KYOCERA **Mobile Print** application.
- 2 Select a document source (Documents, Photos, Camera, Clipboard, Web, Dropbox, Evernote, OneDrive, QR Code.)
- 3 Select a document.
- 4 Open the **Settings** menu and select **Net Manager**.
- 5 Configure the KYOCERA Net Manager settings:
 - **Server** - Enter the IP address or hostname of the KYOCERA Net Manager server

- **Port** - Enter 9094
- **User name** - Enter your KYOCERA Net Manager user name
- **Password** - Enter your KYOCERA Net Manager password (not PIN, talk to your KNM Admin if you don't have a password)
- Select **IPP** or **IPPS**

6 Tap **OK**. Back on the Settings screen, the **Net Manager** slider icon to set to **On**.

7 Tap **Back** to return to your document preview.

8 Optional – Tap **Printing preferences** and made adjustments as needed.

9 Tap **Select queue**, and tap a queue name to select it.

10 Tap **Print**.

Scanning Documents on Android devices

1 Open the KYOCERA **Mobile Print** application.

2 Select **Scan**.

3 Tap **Select device** at the bottom of the screen.

4 Choose a scanning device to use from the following:

- Favorites
- Recent
- Discover
- Input IP address
- Scan QR code with the mobile device camera

5 Tap a device to select it.

6 Open the **Settings** menu and select **Net Manager**.

7 Configure KYOCERA Net Manager settings:

- **Server** - Enter the IP address or hostname of the KYOCERA Net Manager server
- **Port** - Enter 9094
- **User name** - Enter your KYOCERA Net Manager user name
- **Password** - Enter your KYOCERA Net Manager password (not PIN, talk to your KNM Admin if you don't have a password)
- Select **IPP** or **IPPS**

8 Tap **OK**. Back on the Settings screen, the **Net Manager** slider icon to set to **On**.

- 9 Tap **Back** to return to the scanning screen.
- 10 Optional - Set scanning preferences.
- 11 Place document to be scanned on the scanner and tap **Scan**.
- 12 Tap **Save** to save a copy of your scan to the **Documents** folder. File format choices (in **Scanning preferences**) are PDF, JPEG and TIFF.

Printing Documents on iOS devices

- 1 Open the KYOCERA **Mobile Print** application.
- 2 Select a document source. (Documents, Photos, Camera, Clipboard, Web, Dropbox, Evernote, OneDrive, Shared Folder, QR Code.)
- 3 Select a document.
- 4 Configure KYOCERA Net Manager settings:
 - **Server** - Enter the IP address or hostname of the KYOCERA Net Manager server
 - **Port** - Enter 9094
 - **User name**: Enter your KYOCERA Net Manager user name
 - **Password**: Enter your KYOCERA Net Manager password (not PIN, talk to your KNM Admin if you don't have a password)
 - Select **IPP** or **IPPS**
- 5 Tap the Net Manager slider icon to set to **On**. You'll see a **Success** message when it connects.
- 6 Tap **Done**.
- 7 Optional – Set printing preferences..
- 8 Close Printing Preferences.
- 9 Tap **Select queue**. You'll see three tabs, **Delegated Printing**, **Print&Follow**, and **Direct** queues.
- 10 Select a queue: tap the queue name (checkmark appears) and then tap **Select**.
- 11 Tap **Print**.

Scanning Documents on iOS devices

- 1 Open the KYOCERA **Mobile Print** application.

- 2 Select **Scan**.
- 3 Tap **Select a device** at the bottom of the screen.
- 4 Choose the scanning device to use from the following:
 - Favorites
 - Recent
 - Discover
 - Input (IP address or host name)
 - Scan QR Code with the mobile device camera
- 5 Tap a device (checkmark appears) and tap **Select**.
- 6 Open **Scanning preferences**, scroll down, and select **Net Manager**.
- 7 Configure KYOCERA Net Manager settings:
 - **Server** - Enter the IP address or hostname of the KYOCERA Net Manager server
 - **Port** - Enter 9094
 - **User name**: Enter your KYOCERA Net Manager user name
 - **Password**: Enter your KYOCERA Net Manager password (not PIN, talk to your KNM Admin if you don't have a password)
 - Select **IPP** or **IPPS**
- 8 Tap the Net Manager slider icon to set to **On**. You'll see a **Success** message when it connects.
- 9 Tap **Done**.
- 10 Optional – Set scanning preferences.
- 11 Close **Scanning preferences**.
- 12 Place document to be scanned on the scanner and tap **Scan**.
- 13 Tap **Select Destination** and pick a location or cloud service for saving your scan.
- 14 Tap **Save** to save your scan to the selected folder or cloud service. Format choices (in **Scanning preferences**) are PDF, JPEG and TIFF.

Embedded Terminal

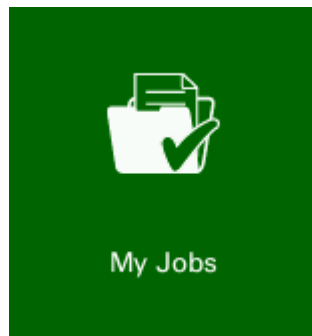
Printing My Jobs with Embedded Terminal

- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Tap **My Jobs** on the touch panel.

Note: If you just want to print all jobs queued to your account, tap the **Print All** panel button.

- 3 Tap the row with the jobs you want to print.
- 4 Tap the **Print** icon on the touch panel.

After finishing your print job(s), log out (see *Logging out of Embedded Terminal* for detail.)



My Jobs panel button



Logout panel button

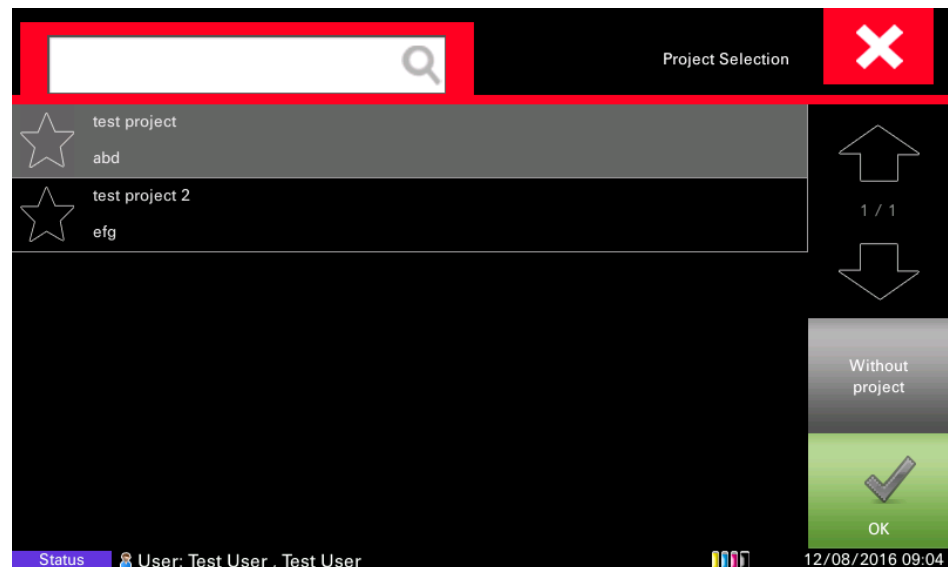
After **My Jobs** are printed, they are removed from the **Ready** folder in the KNM web UI.

Using Projects with Embedded Terminal and a Print&Follow Queue

- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Select a printing, copying or scanning option on the panel.
The terminal displays the project window.

3 Choose a project.

Note: If the Net Manager Admin has enabled printing without a project, you may select a project, but are not required to do so.

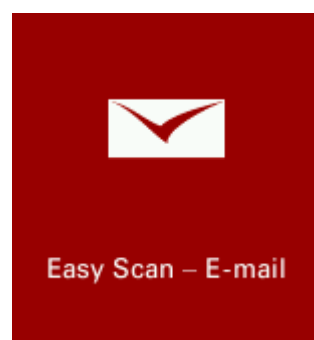


Using Easy Scan with Embedded Terminal

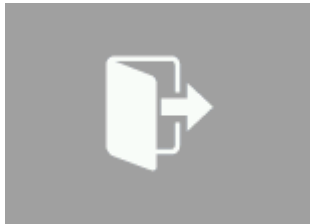
- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Place your document in the document processor or directly on the platen.
- 3 Tap **Easy Scan** on the touch panel to start scanning.

Note: There may be two choices for **Easy Scan**: **Email** (send the scan to an email address) and **Folder** (save the scan to a folder.)

- 4 If project accounting is enabled on the server, select a project to associate with the job.
- 5 After finishing your scan, log out (see *Logging Out of Embedded Terminal* for detail.)



Easy Scan - Email panel button

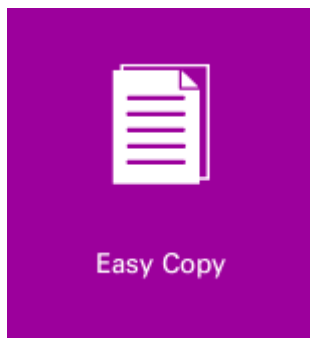


Logout panel button

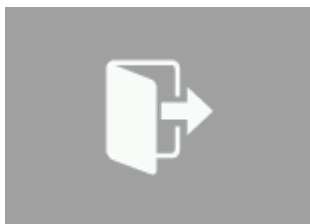
Using Easy Copy with Embedded Terminal

Only supported on selected models.

- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Tap **Easy Copy** on the touch panel.
- 3 If project accounting is enabled on the server, select a project to associate with the job and tap **Select**.
- 4 After finishing your print jobs, log out (see *Logging Out of Embedded Terminal* for detail.)



Easy Copy panel button



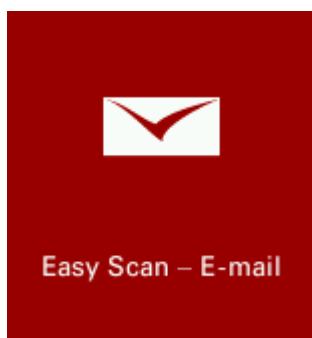
Logout panel button

Using Easy Scan Continuous

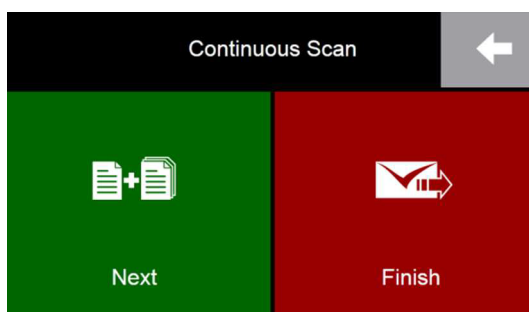
- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Place your document on the platen.
- 3 Tap **Easy Scan** on the touch panel to start scanning.

Note: Easy Scan may have both Email and Folder option panel buttons.

- 4 If project accounting is enabled on the server, select a project to associate with the job.
- 5 Remove each page from the platen and replace it with the next page in the job. Tap **Next**.
- 6 When the scan job is complete, tap **Finish**.
- 7 After finishing your scan, log out (see *Logging Out of Embedded Terminal* for detail.)



Easy Scan panel button



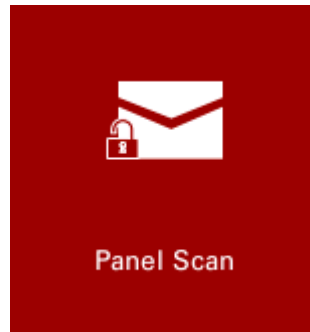
Logout panel button

Using Panel Scan with Embedded Terminal

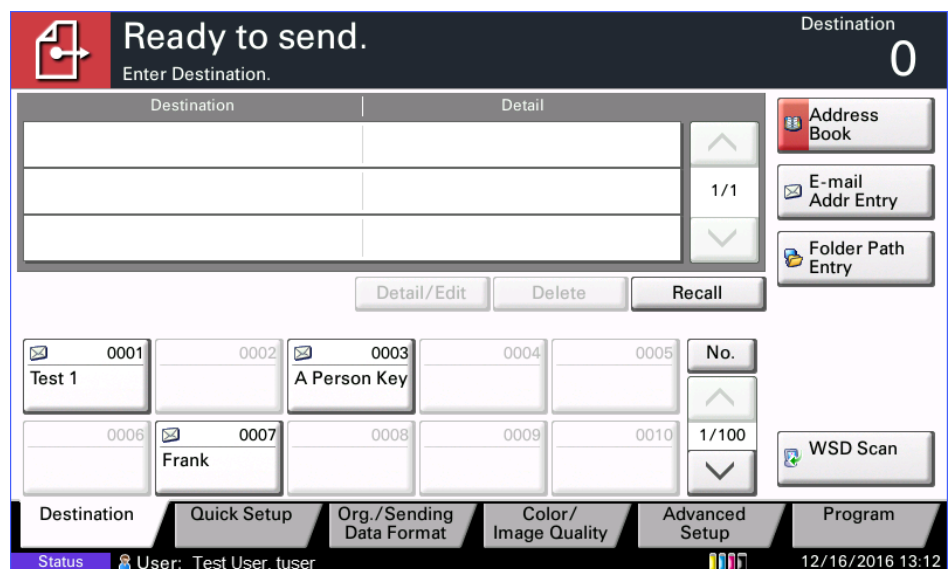
Select Panel Scan to unlock the terminal and manage details of a scan from the options screen(s).

- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Tap **Panel Scan** on the touch panel.

- 3 If project accounting is enabled on the server, select a project to associate with the job.
- 4 After finishing your scan, log out (see *Logging Out of Embedded Terminal* for detail.)



Panel Scan panel button



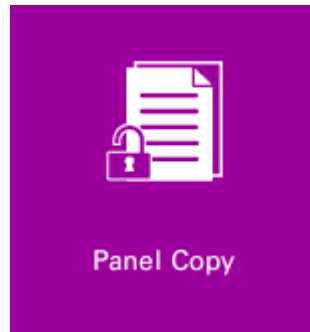
Logout panel button

Using Panel Copy with Embedded Terminal

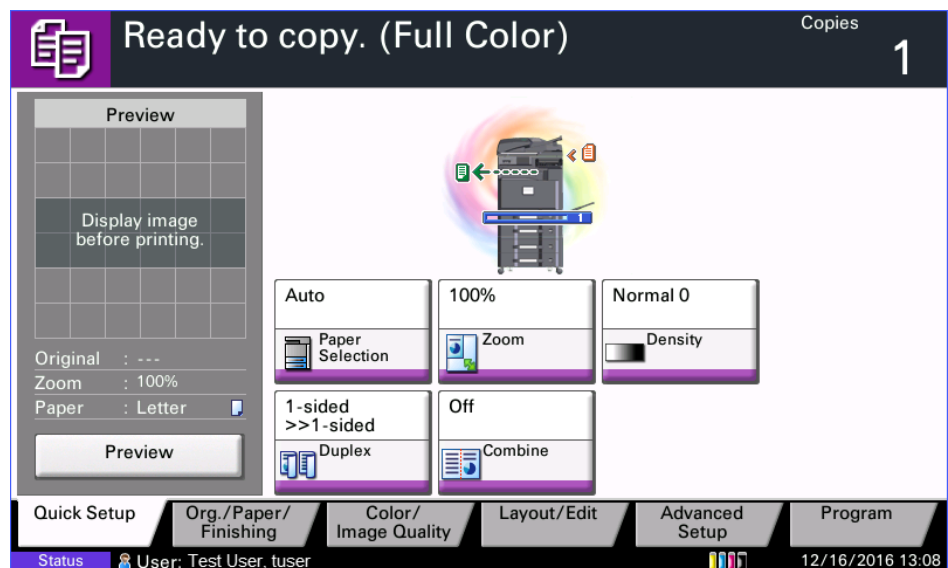
Select Panel Copy to unlock the terminal and manage details of a copy job from the options screen(s).

- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Tap **Panel Copy** on the touch panel.

- 3 If project accounting is enabled on the server, select a project to associate with the job.
- 4 After finishing your copy, log out (see *Logging Out of Embedded Terminal* for detail.)



Panel Copy panel button



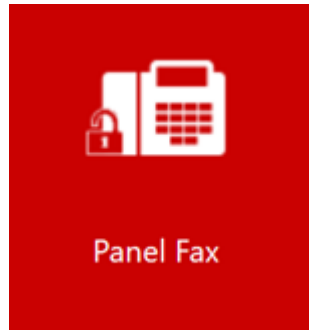
Logout panel button

Using Panel Fax with Embedded Terminal

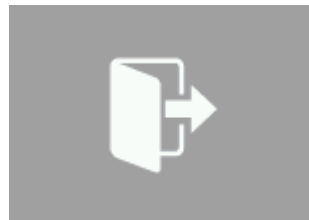
Select Panel Fax to unlock the terminal and manage details of a fax job from the options screen(s).

- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Place your document in the document processor or directly on the platen.

- 3 Tap **Panel Fax** on the touch panel.
- 4 After finishing your fax, log out (see *Logging Out of Embedded Terminal* for detail.)



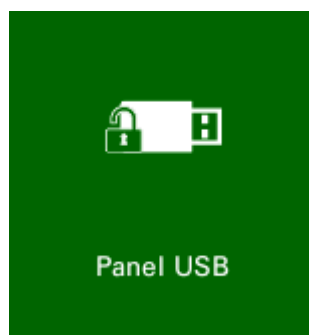
Panel Fax panel button



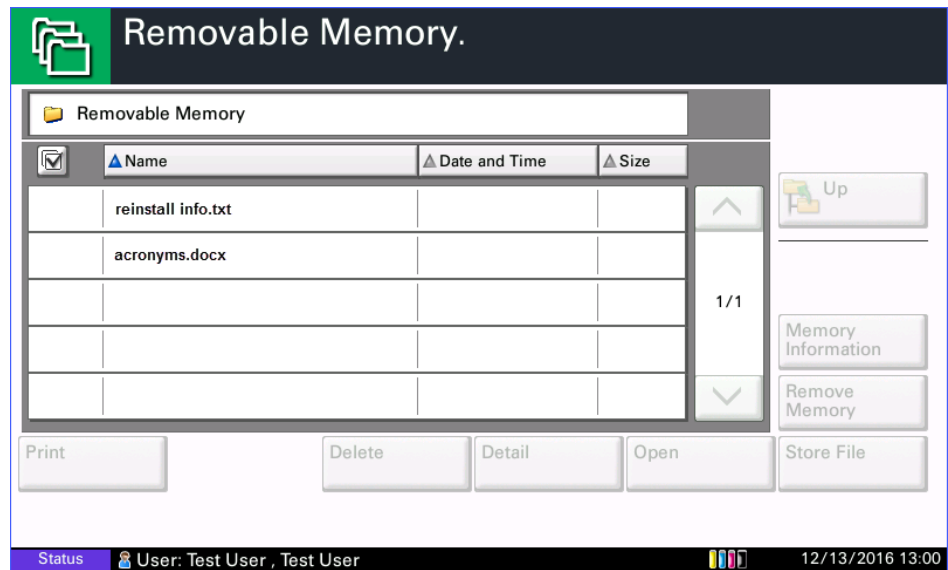
Using Panel USB with Embedded Terminal

Select **Panel USB** to unlock the terminal and manage removable memory from the options screen(s). Once a USB drive has been inserted, you can print and manage files on the drive from the Panel USB screen. You can also scan and save files to the drive. If you leave the USB panel screen without removing the drive, you can return by tapping **Panel USB** again. You can also safely remove the drive by tapping **Remove Memory** on the screen.

- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Tap **Panel USB** on the touch panel.
- 3 After working with the files on the USB drive, log out (see *Logging Out of Embedded Terminal* for detail.)



Panel USB panel button

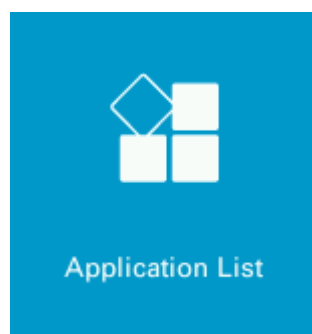


Logout panel button

Accessing Applications in Embedded Terminal

Only supported on selected models.

- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Tap **Application List** on the touch panel to access the menu with available applications.
- 3 After finishing your work with applications, log out (see *Logging Out of Embedded Terminal* for detail.)



Application List panel button



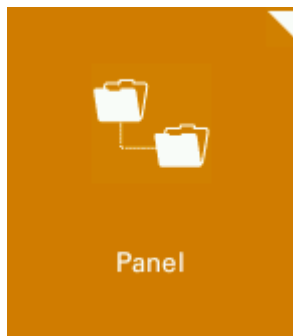
About Folders in Embedded Terminal

The embedded terminal panel can only display 10 buttons. If more are needed, the Admin can create folders and sub-folders to expand the display capability of the panel, as needed. If you don't see the panel button you're looking for, look in a folder for more options.

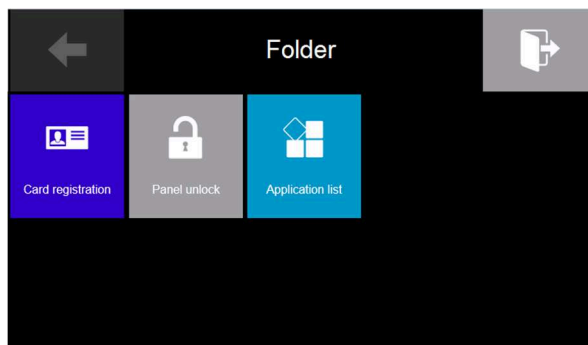
- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Tap the folders button on the touch panel.

Note: The name of the button is assigned by the Admin and may not be as pictured in the sample below.

- 3 After working in the folders, log out (see *Logging Out of Embedded Terminal* for detail.)



Panel button for sub-folder

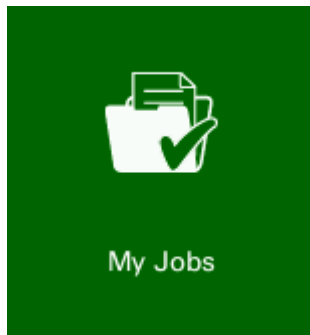




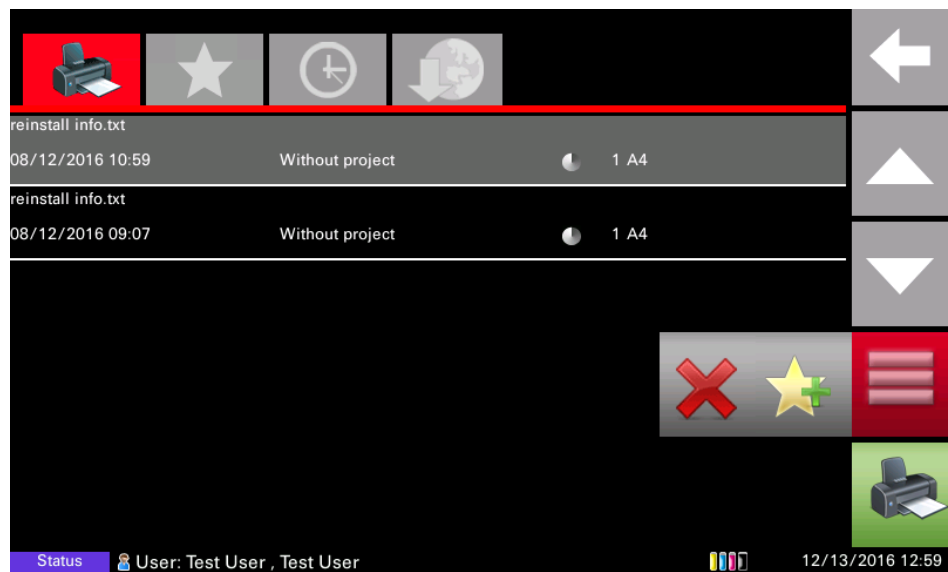
Logout panel button

Deleting Jobs in Embedded Terminal

- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Tap **My Jobs** on the touch panel.
- 3 Tap the row with the jobs you want to delete. The selected rows appear in light gray.
- 4 Tap **Options** on the touch panel.
- 5 Tap **Delete** (red X) on the touch panel.
- 6 When you are done, log out (see *Logging Out of Embedded Terminal* for detail.)



My Jobs panel button

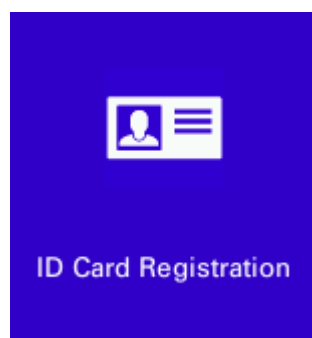


Logout panel button

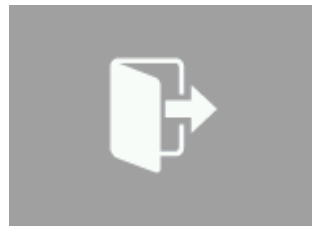
The deleted jobs are removed from the **Ready** folder.

Registering a New ID Card

- 1 Type your PIN using the keyboard and tap **OK** on the touch panel.
- 2 Tap **ID Card Registration** on the touch panel.
- 3 Tap the new ID card on the Embedded Terminal card reader. Net Manager will post a message about the success or failure of the registration.
- 4 After finishing registering new ID cards, log out (see *Logging Out of Embedded Terminal* for detail.)



ID Card Registration panel button



Logout panel button

Using Credit and a Voucher with Embedded Terminal

You can add credit to your account from the touch panel. When your credit is too low, a message is posted on the panel and the credit window is displayed so you can replenish your credit balance before performing or releasing jobs.

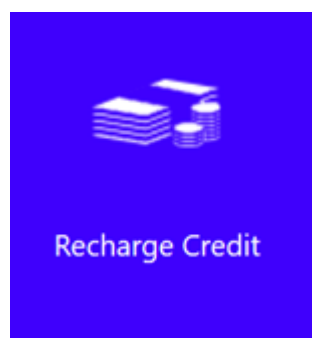
- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Tap **Recharge Credit** on the touch panel.

Note: If you want to see the device's price list, tap **Prices...** on the **Recharge Credit** screen.

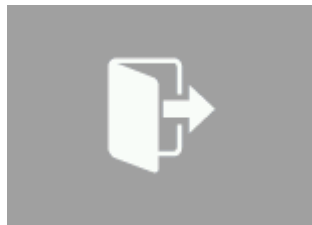
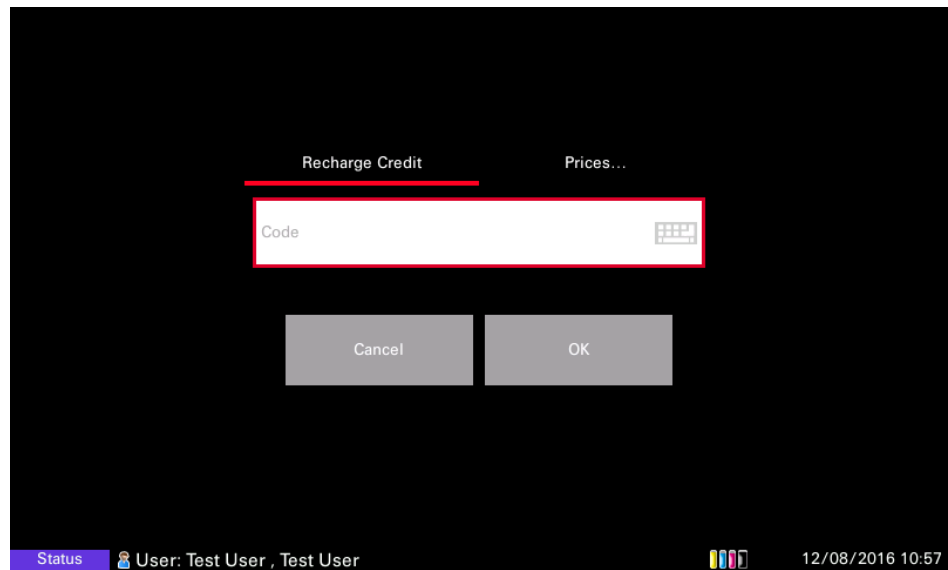
- 3 In the **Code** box, type your voucher code. If the code is valid, your credit balance is replenished.

Note: KNM will display either a success or failure message upon entering the voucher number and tapping **OK**.

- 4 After finishing, log out (see *Logging Out of Embedded Terminal* for detail.)



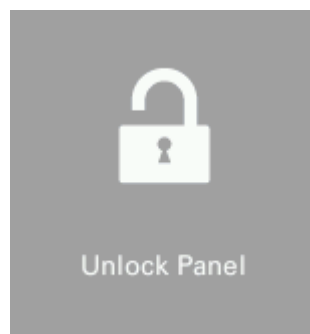
Recharge Credit panel button



Logout panel button

Unlocking the Device Panel in Embedded Terminal

- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Tap **Unlock Panel** on the touch panel.
- 3 Use the device features as permitted by your access privileges.
- 4 After finishing your work, log out (see *Logging Out of Embedded Terminal* for detail.)



Unlock Panel button

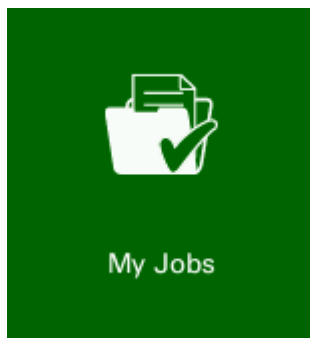


Logout panel button

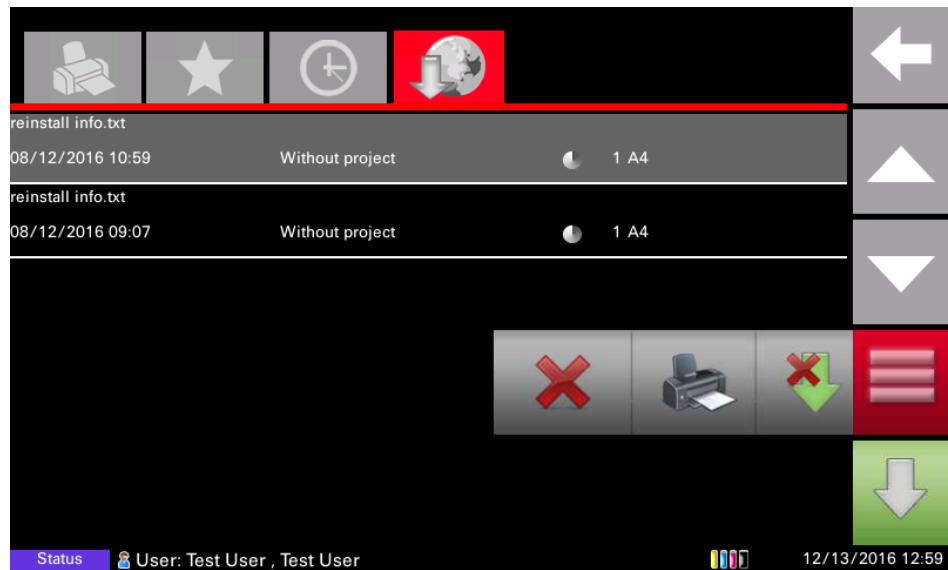
Using Job Roaming

Job roaming gives users the ability to print jobs that were saved on a different site server.

- 1 Log in to the terminal using the authentication method set by the Admin.
- 2 Tap **My Jobs** on the touch panel.
- 3 Tap the **Remote** tab. Select print jobs are moved from the remote Net Manager server to the local Net Manager server.
The **Remote** tab has an **Options** menu with buttons for the following actions:
 - Delete the job – delete from the local KNM server
 - Print the job
 - Cancel download – leave jobs on the remote KNM server
- 4 After finishing your remote session, log out (see *Logging Out of Embedded Terminal* for detail.)



My Jobs panel button

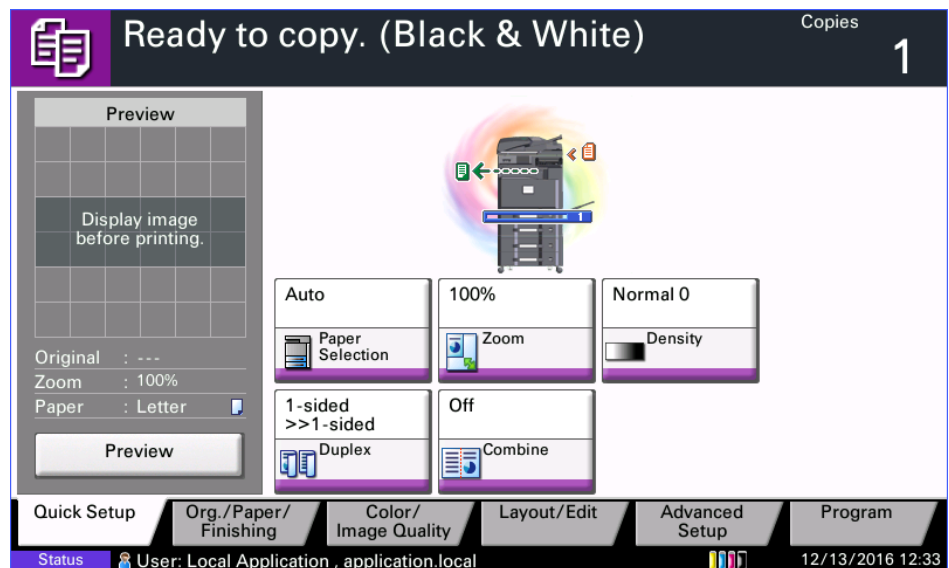
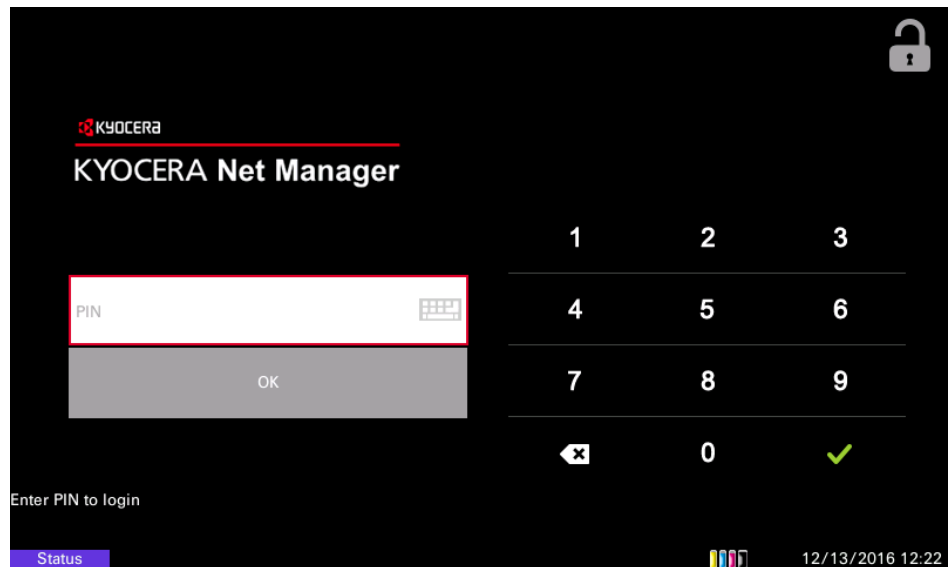


Logout panel button

Using Anonymous Scan and Copy

Anonymous scan and copy supports access to the device features without authentication by the user. It is available for copying and scanning when the **Lock** icon is displayed in the upper right of the touch panel.

- 1** Tap the **Lock** icon on the touch panel.
- 2** You can use the **Copy** and **Scan** selections on the touch panel (depending on admin configuration choices.)
- 3** After finishing your work, press the **Authentication/Logout** button on the panel.



Accessing the Embedded Lite Terminal

For Embedded Lite Terminal login, use the authentication method set up by the Admin. The panel will be unlocked and all your print jobs waiting in queue will be printed (model dependant.) After finishing your work, press the **Authentication/Logout** button on the touch panel (hard key). Logging out with

your ID card is not available. You can also allow the terminal to time out and automatically log you out.



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