

KYOCERA Net Manager End-User Guide

2023.08

KNMUSGKDEN101



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1 About KNM 10.1

KNM is a solution designed to effectively manage and optimize your print environment, and streamline its processes. Depending on its implementation in your work environment, it can provide a wide variety of features such as scanning to multiple cloud destinations, job preview, etc.

You can access the options and features of the **KNM** system on the **KNM** Web Interface, after you log in to a printing device with a **KNM** Embedded terminal, **KNM** Desktop Client or using your mobile phone. Although they share some of the job management and account administration options, these access points play different roles in **KNM**.

This guide walks you through all the options and explains the available **KNM** features.

2 KNM methods of printing

Depending on the setup done by your **KNM** administrator, there are multiple methods of printing, from several devices, with varying printing options.

- **Direct printing** - This is the most basic method and works in the same way as common printing, where the job is sent directly to a selected printing device.
- **Print&Follow printing** - With this method, you can send a print job to be held on the **KNM** server for as long as you need, and select from a number of printing devices where it can be printed. To print the job, you just need to authenticate yourself on the printing device terminal. After the authentication, the job is either immediately printed or displayed on the terminal touch panel, where you can manage it. Depending on the type and settings of the terminal, you might have either one, or both of these options. To use this method, an embedded terminal or a hardware terminal is required.
- **Delegated printing** - The delegated printing feature is an extension of the Print&Follow printing method that allows you to share your print jobs with a specified group of other users. These users can release the jobs on an embedded terminal in the same way they would release their own jobs.
- **Printing from email** - If this option is enabled by your administrator, you can print a document by attaching it to an email and sending it to a special email account dedicated to print. Jobs sent via email are limited to *500MB* per email message, all attachments included. In addition, you can change the print job parameters by adding keywords to the email subject. You can choose from the following keywords: **#color** (color print), **#mono** (monochrome print), **#duplex** (print on both sides of a paper), **#simplex** (print on one side of a paper), **#eco** (toner-save print mode on), **#ecooff** (toner-save print mode off). They can be used as any part of the subject and do not have to be separated. For example, an email with the *MyPrintJob #mono#duplex* subject will force the job to be printed in monochrome and duplex.
- **Printing from the KNM web user interface** - If this option is enabled by your administrator, you can upload and print files directly in the **KNM** web user interface.
- **Printing from your mobile phone** - You can print from your mobile phone via AirPrint and Mopria.

3 KNM Embedded Terminal

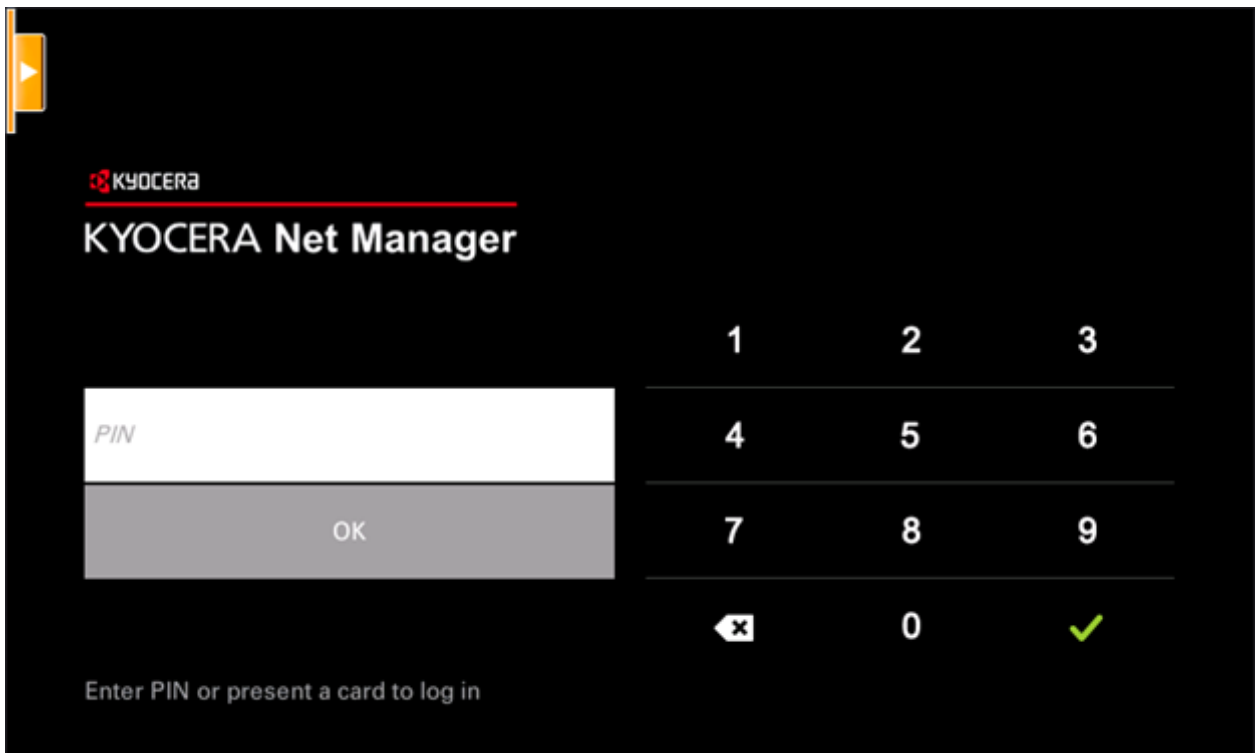
The **KNM** Embedded Terminal is an interface installed on the control panel of the printing device. It simplifies operation of the device's basic functions and provides access to original features of **KNM**, such as single tap copying or single tap scanning to cloud destinations.

This topic shows you how to log in to the embedded terminal and describes all actions of the terminal that are available in **KNM**.

The actual combination of actions that you see on the embedded terminal on a particular printing device depends on the setup of the **KNM** printing environment and on the options and configuration of the printing device.

3.1 Logging in to the KNM Embedded terminal

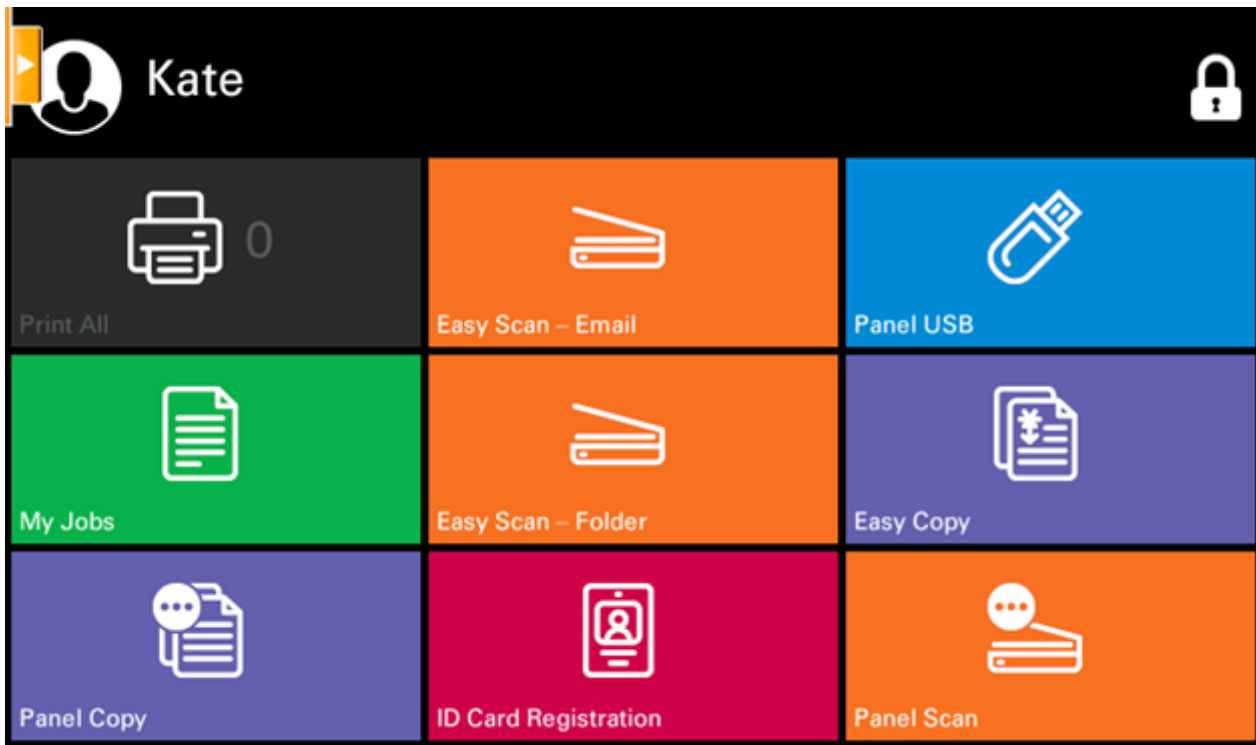
To log in to a **KNM** embedded terminal, you can either swipe your ID card at the card reader, or enter your credentials (PIN, or username and password), and then tap **OK**.



3.2 Terminal Actions

Here you can find all the actions that may be available on **KNM** embedded terminals.

⚠ The availability and layout depend on your administrator's setup, the **KNM** server version, the **KNM** embedded terminal package version, and the printing device's brand.



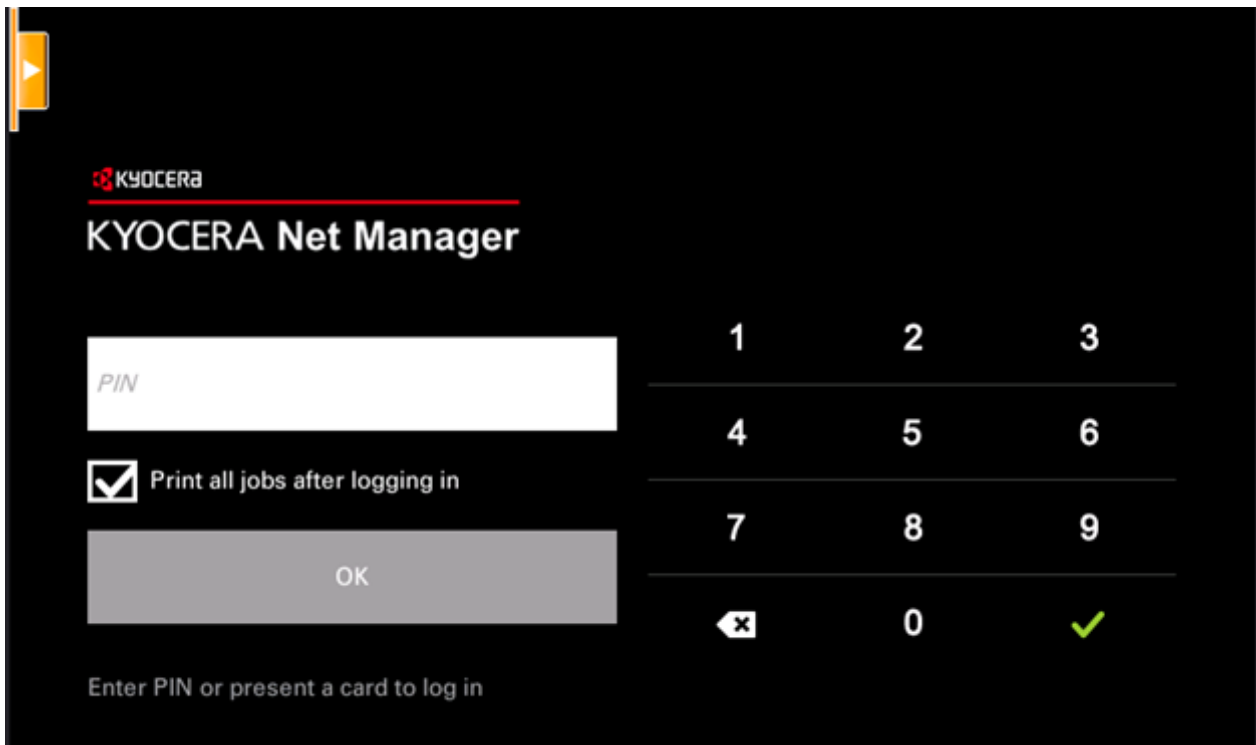
3.2.1 Print all

This action prints all jobs that are waiting in queue in the Ready and Paused states, including jobs delegated by other users.

Print all jobs after logging in

As an alternative to the **Print All** terminal action, you can use the **Print all jobs after logging in** feature. If enabled by the administrator, all your jobs are printed immediately once you log in to an embedded terminal. This way, you do not have to tap the **Print all** button to print the jobs.

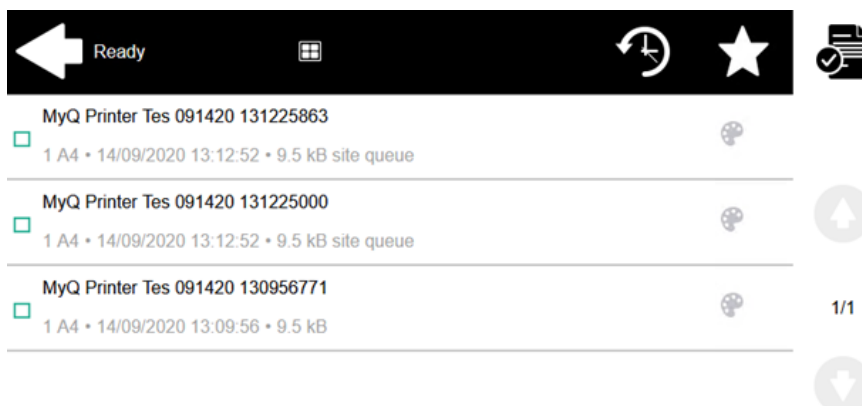
If you don't want to immediately print all your jobs, you can disable the feature on the embedded terminal by tapping on the checkbox next to **Print all jobs after logging in**, before you log in.



3.2.2 My Jobs

The **My Jobs** terminal action shows all the jobs that can be printed on the printing device. You can manage your ready, favorite, and printed jobs here.

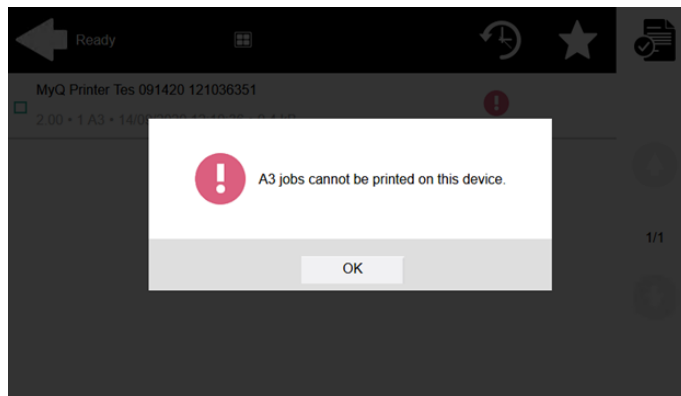
- **Ready jobs:** This is the initial tab of the **My Jobs** screen. It can be reopened by tapping the page icon at the upper-left corner of the screen. It contains jobs waiting in queue, ready to be printed.
- **Favorite jobs:** Favorite jobs can be displayed by tapping the **star** icon at the upper-left corner of the screen. It contains a list of jobs you have marked as favorites.
- **Printed jobs:** Printed jobs can be displayed by tapping the **clock** icon at the upper-left corner of the screen. It contains a history of your printed jobs.



Job Filters

If a job is not allowed to be printed because the selected format/color is not supported by the device, there will be a red exclamation mark icon next to the job. Clicking the icon displays the reason for the error:

- *Color jobs cannot be printed on this device*, when a color job is spooled to a B&W printer.
- *A3 jobs cannot be printed on this device*, when an A3 job is spooled to an A4 printer.
- *Neither color nor jobs in this format can be printed on this device*, when an A3 and color job is spooled to an A4 and B&W printer.



Managing jobs on the My Jobs screen

To display the available job management options, select the job from the list. The selected print jobs management bar opens at the top of the screen.



On the bar, you can select from the following options:

- **Print:** Tap the printer icon to print the selected jobs.
- **Edit:** Tap the edit icon to edit the print options of the selected jobs. In the **Print options** dialog box, depending on the permissions given by the administrator, you can select between color or B/W, toner saving options, simplex/duplex options, and change the number of copies. After changing the print options, tap **PRINT** to print the jobs.



- **Add to favorites:** Tap the star-plus icon to add the selected jobs to your favorites (visible on the Ready jobs tab and on the Printed jobs tab).
- **Delete from favorites:** Tap the star-minus icon to delete the selected jobs from your favorites (visible on the Favorite jobs tab).
- **Delete:** Tap the bin icon to delete the selected jobs.

Job Roaming

The Job Roaming feature enables you to transfer your jobs from one location to another: jobs sent to one Site can be printed on printing devices at any other Site.

A KNM Central server with Site servers is required for this feature.

To print the jobs:

1. Log in to the embedded terminal.
2. Tap **My Jobs**. The My Jobs screen opens.
3. The remote jobs are automatically downloaded and are marked with the source server's IP address or hostname. Select them and tap **Print**.

If a **Shared** job list is used and the **Print remote jobs within Print All** is selected, you can tap the **Print All** terminal action and all the jobs, remote and local, are printed.

3.2.3 Easy Scan

Scanning by a single touch. After you tap this action, the page is immediately scanned to a predefined destination. Your administrator can define multiple destinations where the scanned document is sent to by setting up multiple Easy Scan actions (e.g. *Easy Scan to Email*, *Easy Scan to Folder*, *Easy Scan to OneDrive*, etc.). The administrator can also set the scan's parameters, and may allow you to change them before scanning.

Some parameters (e.g. resolution, color) significantly influence the scanned file's size. For example, a combination of higher resolution and full color will dramatically increase the file size.



Predefined Parameters

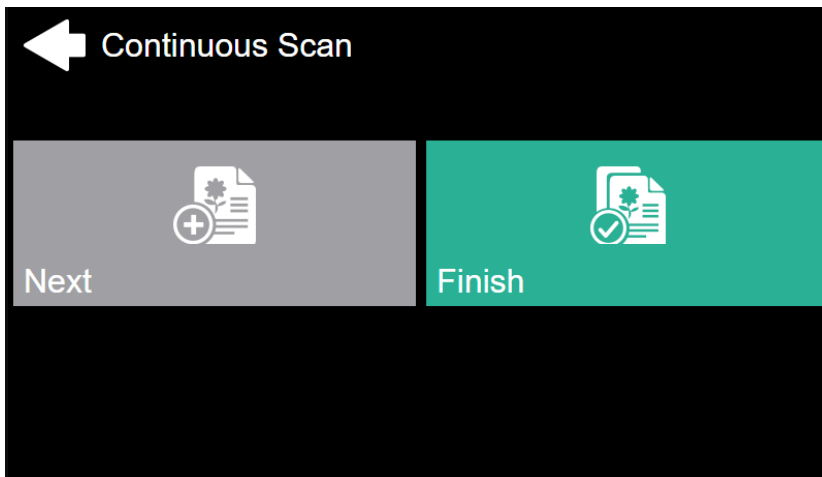
Each parameter has a *Default* option. If selected, the actual values are taken from the default scan settings of the printing device.

- **Resolution** - The outgoing file's resolution. You can select from the following options:
 - 100 dpi

- 200 dpi
- 300 dpi
- 400 dpi
- 600 dpi
- 1200 dpi
- Default
- **Color** - The outgoing file's color scale. You can select from the following options:
 - Color
 - Grayscale
 - B&W (two tones)
 - Automatic
 - Default
- **Format** - The outgoing file's format. You can select from the following options:
 - PDF
 - JPEG
 - TIFF
 - XPS
 - HCPDF
 - Default
- **Duplex** - Simplex and Duplex scanning options. You can select from the following:
 - Single Sided
 - Duplex - binding on top
 - Duplex - binding on side
 - Booklet - binding on left
 - Booklet - binding on right
 - Default



- **Continuous scan** - With the continuous scan option *Enabled*, scan jobs are not sent until **Done** is tapped. After clicking **Scan**, the printing device scans another page.



You can select from the following:

- Disabled
- Enabled
- Default
- **Scan separation** - If a document with multiple pages is scanned, scanned pages can be stored either separately (each page in a separate file) or all together in one file. You can select from the following options:
 - All pages together
 - Separate each page
 - Default
- **Original Image** - Determines the way in which the printing device is going to process the scanned page. You can select from the following options:
 - Text + Photo
 - Photo
 - Text
 - Default
- **Original Orientation** - Determines the scanned page's orientation in the outgoing file. The paper's position is relative to the person standing at the printing device. You can select from the following options:
 - Top Edge on Top: The page is displayed in a horizontal position (top edge of the page opposite to the person)
 - Top Edge on Left: The page is displayed in a vertical position (top edge of the page on the left hand side of the person)
 - Default
- **Density** - The picture's density in the outgoing file. The higher it is, the darker the resulting picture is. You can select from the following options:
 - Automatic
 - Lowest
 - Lower
 - Low
 - Normal
 - High
 - Higher
 - Highest
 - Default
- **Size** - The scanned output's size. This determines the size of the scanning area, therefore it should correspond to the actual size of the scanned paper. You can select from the following options:

- Automatic
- A3
- A4
- A5
- A6
- Folio
- Ledger
- Letter
- Legal
- Oficio II
- Statement
- Default
- **Skip blank pages** - With this parameter, you can select to skip blank pages in the scanned document. You can select from the following options:
 - Default
 - Yes
 - No

3.2.4 Easy Copy

With the Easy Copy feature, you do not have to go to the often complicated and confusing copy screen of the printing device — you can copy directly from the **KNM** terminal home screen with a single touch. Upon tapping the button, **KNM** can simply proceed copying using the default settings of the printing device, or you can modify the Easy Copy parameters before copying.

All parameters are dependent on the particular printing device type and the administrator's setup. Therefore, some values might not be available.

Easy Copy Parameters

- **Copies** - Predefine the number of copies to be available 1-99.
- **Color** - Color scale of the outgoing file. You can select from the following options:
 - Color
 - Monochrome
 - Automatic
 - Default
- **Duplex** - Simplex and Duplex scanning options. You can select from the following options:
 - Single Sided
 - Duplex
 - 1-sided to 2-sided
 - 2-sided to 1-sided
 - Default
- **Original Orientation** - Determines the page's orientation in the outgoing file. The paper's position is relative to the person standing at the printing device. You can select from the following options:
 - Top Edge on Top: The page is displayed in a horizontal position (top edge of the page opposite to the person)
 - Top Edge on Left: The page is displayed in a vertical position (top edge of the page on the left hand side of the person)
 - Default
- **Density** - Density of the picture in the outgoing file. The higher it is, the darker the resulting picture is. You can select from the following options:
 - Automatic

- Lowest
- Lower
- Low
- Normal
- High
- Higher
- Highest
- Default
- **Size** - Size of the scanned input. It determines the size of the scanning area; therefore, it should correspond to the actual size of the scanned paper. You can select from the following options:
 - Automatic
 - A3
 - A4
 - A5
 - A6
 - B4
 - B5
 - B6
 - Folio
 - Ledger
 - Letter
 - Legal
 - Statement
 - Oficio II
 - Default
- **Magnification** - With this parameter, you can determine the size of the copy. This way, you can make it smaller or larger than the original file. You can select from the following options:
 - Default
 - Same as original
 - A3
 - A4
 - A5
 - A6
 - B4
 - B5
 - B6
 - Folio
 - Ledger
 - Letter
 - Legal
 - Statement
- **Skip blank pages** - With this parameter, you can select to skip blank pages in the copied document. You can select from the following options:
 - Default
 - Yes
 - No

3.2.5 Unlock Panel

Unlocks the printing device's panel and opens the native device screen.

3.2.6 Panel Copy

Opens the printing device's copy screen.

3.2.7 Panel Scan

Opens the printing device's scan screen.

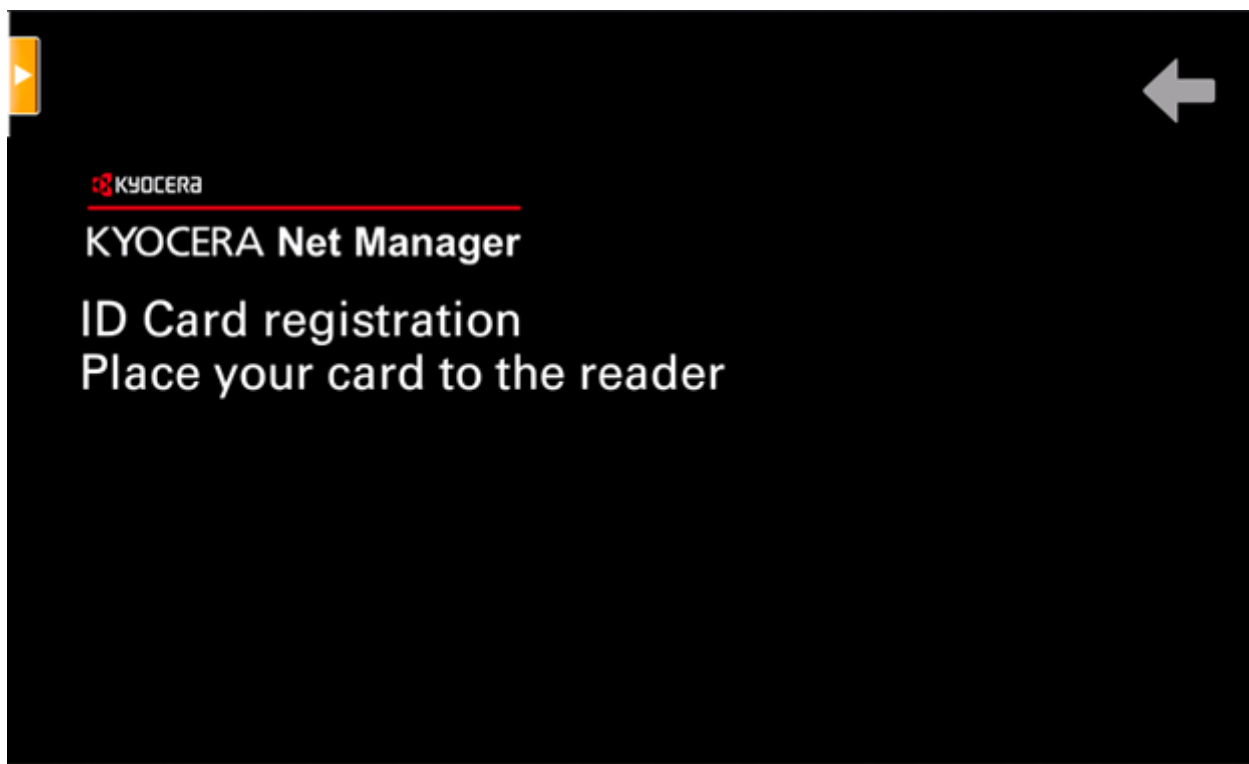
Depending on the device, and the administrator's setup, you are able to automatically send scanned documents to a specified folder or your email, with the **Scan to Me** feature.

3.2.8 Panel USB

Opens the printing device's USB screen.

3.2.9 ID Card registration

After tapping this action, the ID Card registration screen opens and you can register your card by swiping it at the card reader.



3.2.10 Edit Account

By tapping the **Edit account** action, you can open your user profile screen, where you can change your **Full name**, **Password**, **Email**, and **Default language**. The changes are applied the next time you log in.

← User profile

* Full name

Password

Email 1/1

Default language

* User name

3.2.11 Recharge Credit

After tapping the **Recharge Credit** action, the Recharge Credit screen opens and you can enter the recharge code from your voucher.

← Recharge Credit
Credit: USD24.00000

Enter code



You can view the prices of different configurations of a printed page by tapping the **Coins** in the upper-right corner of the screen.

←

Recharge Credit

Credit: USD54.000 (minimum USD1.000)

Page prices, per page, format: >

A4

	1-sided		2-sided	
	B&W	Color	B&W	Color
Print	USD4.500	USD5.500	USD7.000	USD8.000
Copy	USD4.500	USD5.500	USD7.000	USD8.000
Scan	USD5.500			

3.2.12 Folder

Terminal actions can be put into folders. Folders can be used to optimize the layout of the terminal screen or to enable access a larger number of actions. For example, your administrator can place multiple Easy Scan actions with different destinations under one Easy Scan folder.

Tapping the Folder action shows you the terminal actions within the folder.

3.2.13 Custom Box

By tapping this action, you can access the custom box of the printing device.

3.2.14 ID Card Copy

By tapping this action, you can create a copy where both sides of an ID card are printed on a single page.

You can set the following parameters:

- **Copies** - Number of printed copies.
- **Color** - Select from color, monochrome or gray scale.

3.2.15 USB Print

Opens the printing device's USB screen, where you can print files from a USB drive.

3.2.16 USB Scan

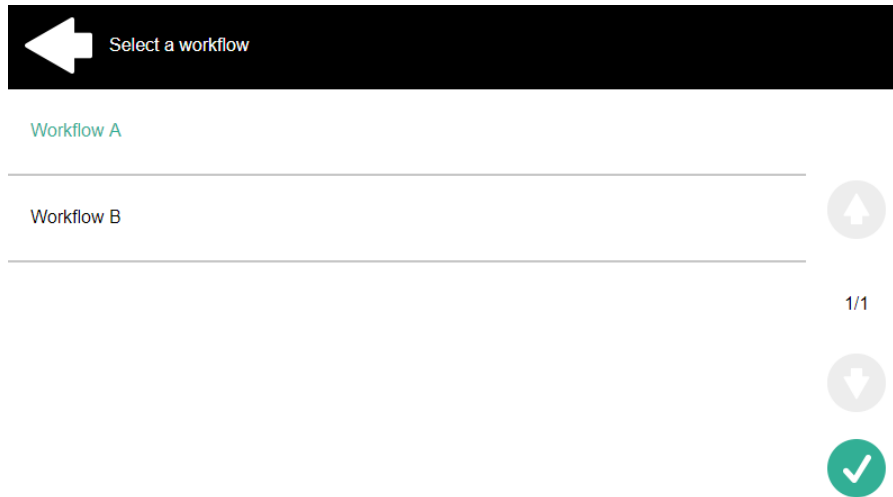
Opens the printing device's USB screen, where you can scan to a USB drive.

3.2.17 External Workflow

By tapping this terminal action, you are connected to external providers of workflows, such as ScannerVision. The workflow ensures that you perform certain predefined actions before your document is scanned.

An external workflow enables a connection to external providers such as ScannerVision. The workflow is based on existing scan profile workflows, while the processing is moved to an external server rather than **KNM**.

The external workflow can provide the embedded terminal with scan settings, and metadata that need to be filled in before scan execution.



4 KNM Web User Interface

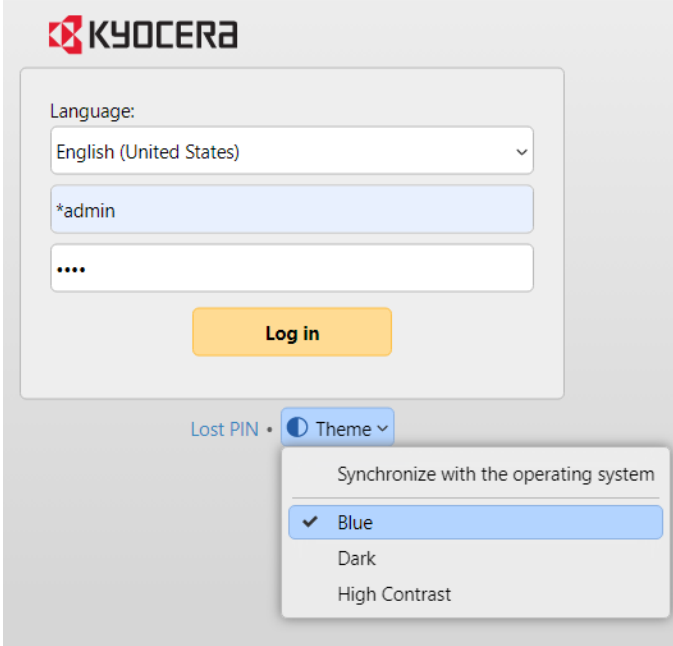
On the **KNM** Web User Interface, you can administrate your account, overview printing devices, manage print jobs, print to **KNM**, generate reports, and eventually control the state of your credit or quotas.

This topic shows you how to log in to your account on the **KNM** Web User Interface, and describes the standard options that might be available there.

The actual combination of options that you see on the Web User Interface depends on the setup of the **KNM** printing environment; for information on the supported features, please ask your **KNM** administrator.

4.1 Logging in to your account on the KNM Web User Interface

To log in to your account on the **KNM** Web User Interface, open the webpage of the **KNM** Web User Interface, then enter your credentials (**KNM** username and either PIN, or password), and click **Log in**.




Before logging in, in the drop-down at the top of the login window, you can select your preferred language.

You can also click **Theme** to choose the theme for the interface. The options are: *Synchronize with the operating system*, *Blue* (default), *Dark*, *High Contrast*.

If you have lost/forgotten your PIN, click **Lost PIN**.

In the Lost PIN window:

- If you don't have a PIN reset code, enter your email address in the **Email** field, and click **Send**. The PIN reset code will be sent to the specified email address.
- If you already have a PIN reset code, enter it in the **Code** field, and click **Send**.




Lost PIN

I have no PIN reset code – enter your email and the code will be sent to you.

OR

I have the PIN reset code

[Log in](#) •  Theme ▼

4.2 Home Dashboard

Once you successfully log in to the **KNM** Web User Interface, you are on the **Home** dashboard of your **KNM** account, where you can edit your account, and quickly access main settings and features.

Additional tabs with settings can be accessed via the **KYOCERA** menu at the upper-left corner of the page.

The screenshot displays the KYOCERA Net Manager web interface. At the top left is the KYOCERA logo and a 'Home' button. The top right navigation bar includes 'Refresh', 'Tools', 'Theme', and 'Log out'. The main content area is divided into several sections:

- User Profile:** A form showing user details for Carol Kai:

User name:	Carol Kai
Full name:	Carol Kai
Email:	carolkai@email.com
Default language:	-
Personal number:	-
Phone:	-
PIN:	✓
Card:	✓
Aliases:	-
Notes:	-

 Below the form are buttons for 'Edit', 'Set password...', 'Generate PIN...', 'Delete all ID cards', and 'Personal queues'.
- Credit:** Shows an account balance of 0.00 with buttons for 'Recharge credit...' and 'Credit Statement'.
- Quota:** Shows a price of 2 remaining (0 of 2 used) and a renewal period of in 3 days.
- Jobs:** A summary table:

Ready jobs:	0
Paused jobs:	0
Favorite jobs:	0
Failed jobs:	0
- Scanned Documents:** A section indicating 'The list is empty'.

Depending on the actual setup of the **KNM** printing environment, you can view the following widgets:

- **Quick Links:** These are links to tabs where you can manage **KNM** features, such as print jobs or reports.
- **User Profile:** Here you can edit your **KNM** profile, set a new password, generate a new PIN, delete all your ID cards, and manage your personal queues.
 - **Edit** - In the User profile settings pop-up, you can edit your **User name, Full name, Email, Default language, and Delegates**, and click **Save**. The editable fields depend on your administrator's setup.

The 'User profile settings' dialog box is shown, titled 'User profile settings' with a close button (X). It contains the following fields for user Carol Kai:

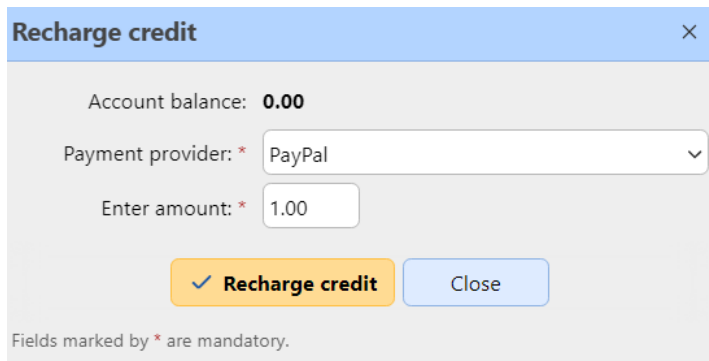
- User name: Carol Kai
- Full name: * Carol Kai
- Email: carolkai@email.com
- Default language: English (United States) (dropdown menu)
- Delegates: (dropdown menu)

At the bottom are 'Save' and 'Cancel' buttons. A note at the bottom left states: 'Fields marked by * are mandatory.'

- **Set password** - In the Password change pop-up, type your new **KNM** password in the **Password** and **Confirm password** fields, and click **OK**. The new password must adhere to the listed rules.

- **Generate PIN** - Upon clicking the **Generate PIN** button, a confirmation dialog pops up, asking if you want **KNM** to generate a new PIN. If you click **OK**, a new pop-up displays your new PIN.
- **Delete all ID cards** - Once clicked, a confirmation dialog pops up, asking if you really want to delete all your ID cards. If you click **OK**, your ID cards are deleted.
- **Personal queues** - In the Personal queues pop-up you can add/delete your personal queues.

- **Jobs**: This is an overview the number of your ready, paused, favorite, and failed jobs. Clicking on each of the links takes you to the **Jobs** overview tab.
- **Scanned Documents**: Here you can see links to your scanned documents that are stored on the **KNM** server. These are scanned documents that were too large to be sent via email.
- **Credit**: Here you can check the current amount of your credit, recharge your credit, and open the **Credit statement** tab that contains information about your credit history.
 - **Recharge Credit** - In the Recharge Credit pop-up you can view your **Account balance** and select the **Payment provider** you want to use to recharge your credit. The available payment providers depend on your administrator's setup. Choose one from the drop-down, fill any other mandatory fields, and click **Recharge credit**.



Recharge credit [X]

Account balance: **0.00**

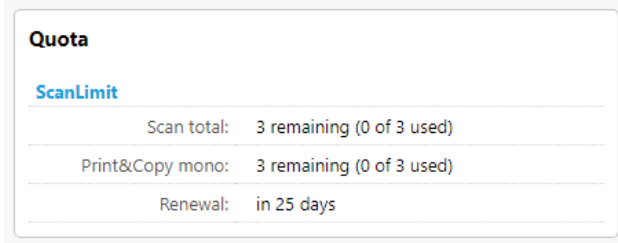
Payment provider: * PayPal [v]

Enter amount: * 1.00

[✓ Recharge credit] [Close]

Fields marked by * are mandatory.

- **Quota:** Here you can check your current quotas and their related information.



Quota

ScanLimit

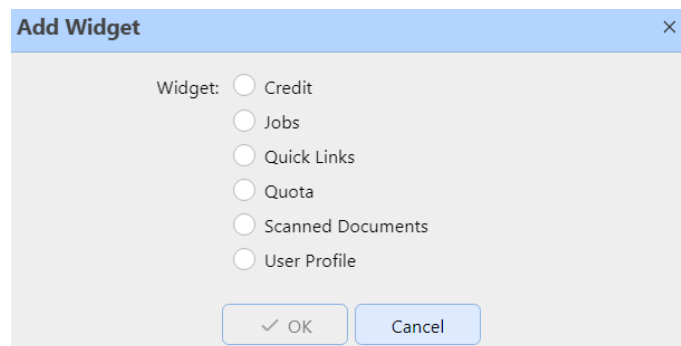
Scan total: 3 remaining (0 of 3 used)

Print&Copy mono: 3 remaining (0 of 3 used)

Renewal: in 25 days

You can also add and remove any of those widgets from your dashboard.

To add a widget, click on **Tools** on the upper-right side and then click **Add Widget**. In the pop-up window, select the widget you want to add, and click **OK**.

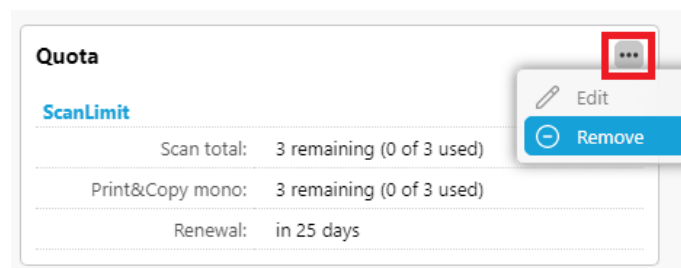


Add Widget [X]

Widget: Credit
 Jobs
 Quick Links
 Quota
 Scanned Documents
 User Profile

[✓ OK] [Cancel]

To remove a widget, click on the arrow on the upper-right side of the widget, and select **Remove**.



Quota

ScanLimit

Scan total: 3 remaining (0 of 3 used)

Print&Copy mono: 3 remaining (0 of 3 used)

Renewal: in 25 days

[Edit] [Remove]

If you want to reset your Home dashboard to its default state, click on **Tools** and select **Default layout**.

Lastly, in the upper-left corner of the screen, you can find the **Refresh** and **Log out** buttons, as well as the **Theme** button where you can change your web UI's theme.



4.3 Jobs tab

You can open the **Jobs** overview tab from the **Home** dashboard in three ways:

1. Click **Jobs** on the **Quick links** widget.
2. Click on the **KYOCERA** menu, and select **Jobs**.
3. Click on the **Ready, Paused, Favorite, or Failed** jobs links on the Jobs widget.

On the list of jobs on the **Jobs** overview tab, you can see all your print jobs and information about them.

On the left side of the **Jobs** tab, you can see the **All jobs** drop-down menu. On the menu you can select from the following options:

- **Ready** - Displays jobs ready to print, meaning that the job has been placed on a print queue and is waiting for you to authorize it, or for preceding jobs to finish.
- **Paused** - Displays paused jobs, meaning that the job has been paused by you or, automatically, by the **KNM** system.
- **Printed** - Displays printed jobs, meaning that the job has been printed and is stored on the **KNM** server.
- **Favorite** - Displays favorite jobs. All print jobs, except for the deleted ones, can be marked as **Favorite**.
- **Failed jobs** - Displays failed jobs. The job was either not parsed correctly, failed to be processed or had no metadata (not allowed) and failed to be printed.
- **Deleted** - Displays deleted jobs, meaning that the job has been deleted from the **KNM** server.
- **All** - Displays all jobs.

To open a print job properties panel, double-click the job on the list (or select the job, then click **Actions** on the toolbar above, and then click **Edit** in the job action dialog box). The panel opens on the right side of the screen.

On the panel, you can see general information about the print job, such as its name and ID, size, its author and the IP address of the author's computer. If the **Jobs Parser** tool is used on the **KNM** server, you can see additional data such as the B&W total, color copies, number of copies, paper format, duplex, toner saving, staple, punch, the printer language used, and the price of the job.

You can also change the print job's **Owner** and **Project** in their respective fields. Only an administrator and user group leaders can change the owner of a print job. If you change the job owner, the new owner has to have rights to the current queue and project. If you change the project, the current job owner has to have rights to the new project.

To delete selected jobs:

1. On the jobs list, select the jobs that you want to delete, and then click **Actions**.
2. In the Actions drop-down, select **Delete**. You can find the deleted jobs on the **Deleted** jobs list.

The jobs can be previewed before printing.

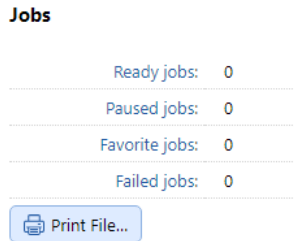
To preview a print job, select the job on the tab and click **Preview** at the left side of the toolbar. (Or right-click the job, and then click **Preview** on the shortcut menu.)

4.3.1 Directly upload and print files

If enabled by your administrator, you have the option to upload files directly on the web user interface, and print them. The files are automatically assigned to the **Web** queue and can be printed only on printing devices assigned to this queue.

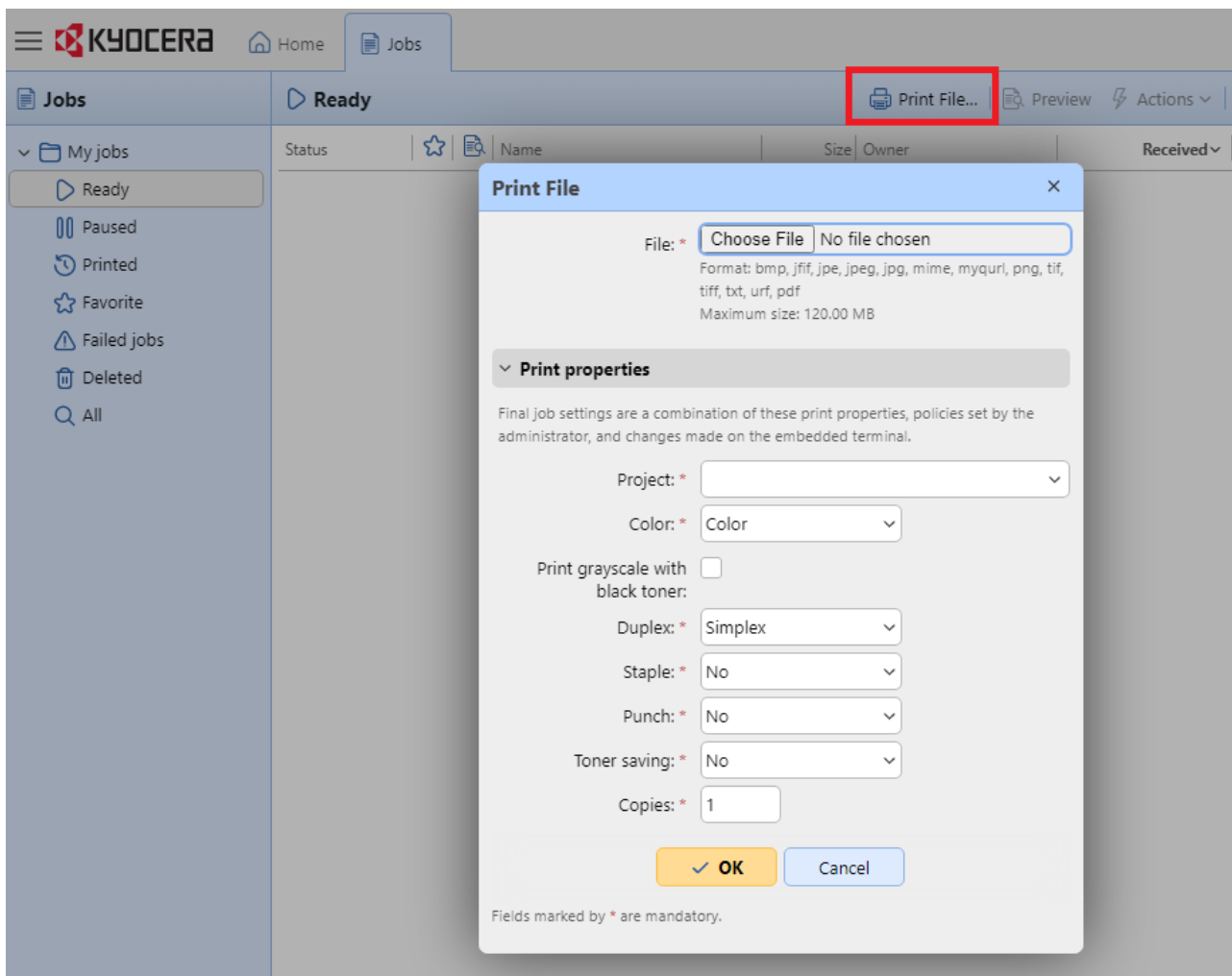
To upload a file:

- click the **Print File** button on the toolbar in the **Jobs** tab
- or click the **Print File** button in the **Jobs** widget, in the **Home** dashboard.



The Print File options window opens with the following fields:

- **File** - Browse for the file you want to upload, select it, and click **Open**. The supported file formats are: *pdf, bmp, jfif, jpe, jpeg, jpg, mime, myqurl, png, tif, tiff, txt, urf*. The maximum size is *120.00MB*.
- **Project** - Only visible if project accounting is enabled on the server. Select a project from the drop-down.
- **Color** - Select if you want the job to be printed in *Color* or *B&W*.
- **Print grayscale with black toner** - Mark the checkbox if you want to print grayscale with black toner.
- **Duplex** - Select between the *Simplex, Duplex long edge, and Duplex short edge* options.
- **Staple** - Select *Yes* or *No*.
- **Punch** - Select *Yes* or *No*.
- **Toner saving** - Select *Yes* or *No*.
- **Copies** - Set the number of copies.



⚠ Some of the options (*Duplex, Staple, Punch*), may not be supported by your printing device. If you are not sure, use the default options.

After setting the print options, click **OK**. The file is uploaded to **KNM** and the job is displayed on the **Ready** jobs list, waiting to be printed.

4.4 Reports tab

You can open the **Reports** overview tab either by clicking on **Reports** in the **Quick links** widget, or by clicking on the **KYOCERA** menu and selecting **Reports**.

Here you can create and generate reports with a variety of data concerning your printing environment, depending on the rights granted by your administrator.

Reports in **KNM** are divided into two main categories: **My Reports** and **Shared reports**. **My Reports** show you reports created by you, while **Shared reports** show you reports created by your administrator or by other users.

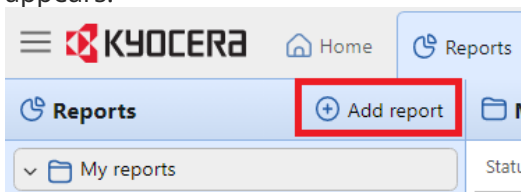
There are three default reports: **My daily summary**, **My sessions** and **My monthly summary**. These are displayed in the **Shared Reports** folder and cannot be changed in any way, as they are managed by your administrator.

Each report can be directly displayed on the web user interface and saved in any of the following formats: *PDF*, *CSV*, *XML*, *XLSX* and *ODS*. The reports can be automatically generated and stored in a predefined folder. There is no data limitation for the generated report, it includes all the data from the specified period.

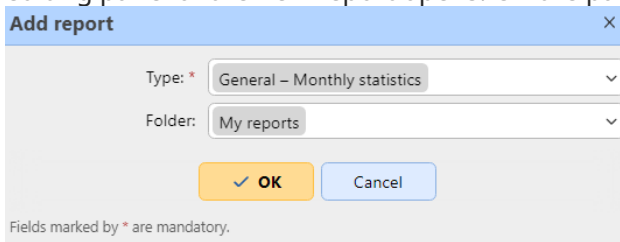
4.4.1 Creating a report

You can create a new report in a few steps:

1. At the top-right corner of the **Reports** main tab, click **+Add report**. The Add report dialog box appears.

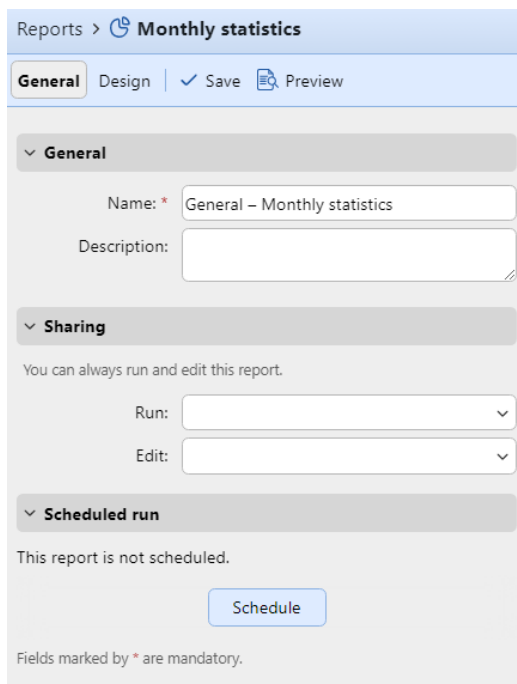


2. In the box, select the type of the new report and the folder to place it, and then click **OK**. The editing panel of the new report opens. On the panel, edit and save the report.



4.4.2 Editing a report

1. On the **General** tab of the report's editing tab, you can change the report's **Name**, add a **Description**, select **Sharing** rights, meaning the users or groups who will have the rights to **Run** the report and those who will have the rights to **Edit** the report. You can also click **Schedule** to set its scheduled run. Once done, click **Design** to open the Design tab of the report.



Reports > Monthly statistics

General | Design | Save | Preview

General

Name: * General – Monthly statistics

Description:

Sharing

You can always run and edit this report.

Run: [Dropdown]

Edit: [Dropdown]

Scheduled run

This report is not scheduled.

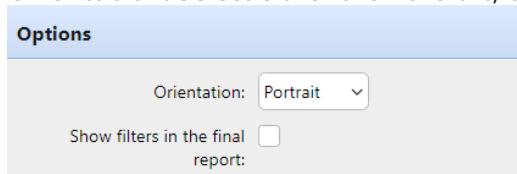
[Schedule]

Fields marked by * are mandatory.

2. On the **Design** tab, you can set the report's layout, select the items (Users, Printers, etc.) to be included in the report, add or remove columns and change their order.

Options

- **Orientation:** Select either the **Portrait**, or the **Landscape** orientation.



Options

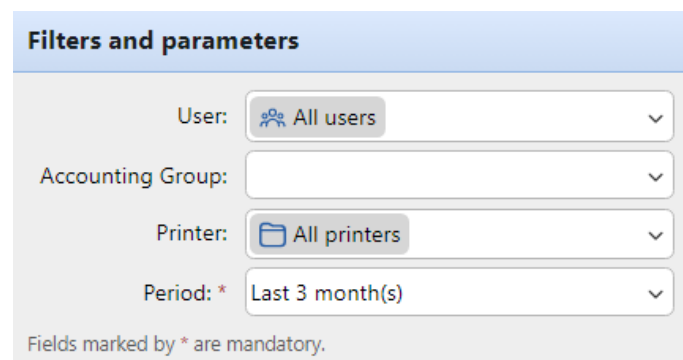
Orientation: Portrait [Dropdown]

Show filters in the final report:

- **Show filters in the final report:** Mark the checkbox if you want filters to be visible in the final report.

Filters and parameters

Available filters and parameters differ depending on the report type. These are the main parameters available for most of the standard reports types:



Filters and parameters

User: [All users] [Dropdown]

Accounting Group: [Dropdown]

Printer: [All printers] [Dropdown]

Period: * [Last 3 month(s)] [Dropdown]

Fields marked by * are mandatory.

- **User:** Select the users to be included in the report. If you select the **Me** option and share this report with all users, each user can only see just the data that concern themselves; this way you can make personalized reports for each user.
- **Accounting Group:** Select the accounting groups of users to be included in the report.
- **Printer:** Select the printers to be included in the report.
- **Period:** Select the time period to be covered by the report.

Table

Here you can enable and disable the table option.

Table	Width	Alignment	Summary	Aggregated
Period	Auto	Auto	None	No
B&W pages	Auto	Right	Sum	No
Color pages	Auto	Right	Sum	No
Total	Auto	Right	Sum	No
Scans	Auto	Right	Sum	No
Total price	Auto	Right	Sum	No

You can also add and remove columns to the table, edit them and change their order. For each column, you can change the width, alignment and the type of summary that will be shown on the final (bottom) row (Sum, Average or None).

To add a new column, click **+Add**. To open the editing options of an existing column, double-click it (or select it, and then click **Edit**). To remove a column, select it and click **X**. To move a column up or down the order, select it, and then use the up/down arrows.

Period	B&W pages	Color Pages	Total	Scans	Total price
2017-3	5,621	9,189	14,810	5,506	\$5,440.000
2017-4	1,211	569	1,780	1,234	\$7,072.000
Period	6,832	9,758	16,590	6,740	\$12,512.000

Some reports do not include the option to use tables and their data can be displayed only in the chart form.

Chart

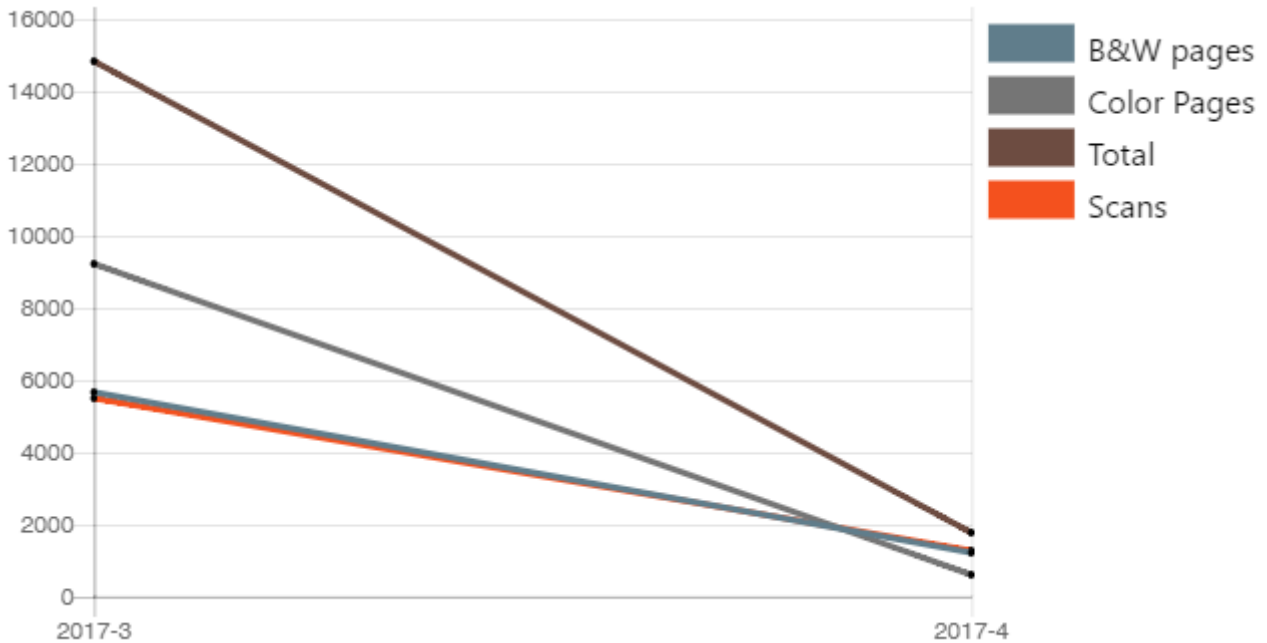
Here you can enable and disable the chart option.

Chart	Type:
	<div style="border: 1px solid #ccc; padding: 2px;"> Pie chart Doughnut chart Bar chart </div> Bar chart

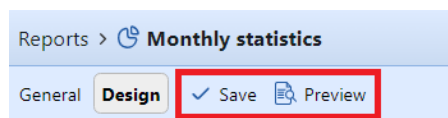
You can also select from the **Line, Bar, Pie** and **Doughnut** chart types. Furthermore, you can add and remove data types to be shown on the chart and select colors for each data type (depending on the report type).

To add a data type, click **+Add**. To open editing options of a data type, double-click it (or select it, and then click **Edit**). To remove a data type, select it and click **X**. To move a data type up or down the order, select it, and then use the up/down arrows.

Some reports do not include the option to use charts and their data can be displayed only in the table form.



Designing your own reports can be a bit tricky, since it always depends on many factors - amount of data included (columns), length of column names and values, report orientation etc. To get the best result, you can click **Preview** anytime during the report's creation to check what the new design will look like. Only after you are satisfied with the layout, click **Save** to save the report.



4.5 Credit Statement tab

You can open the **Credit Statement** tab either by clicking **Credit Statement** on the **Credit** widget, or by clicking on the **KYOCERA** menu, and selecting **Credit Statement**.

On the left side, you can set a specific **Date**, select a specific **Payment Provider**, and click **Search**, to search for specific credit transactions.

In the search results, you can view the **ID, Date, Type, Credit balance, Value,** and **Payment provider** used for the credit transaction.

5 Printing from mobile phones

If enabled by your administrator, you can print via AirPrint or Mopria.

AirPrint enables you to print photos and documents from your MacBook, iMac, iPhone, iPad, or iPod touch without having to install additional software (drivers).

Mopria Print Service does the same for Android smartphones or tablets. Android users must download the Mopria Print Service app from Google Play.

AirPrint and Mopria Print Service are working with **KNM** by exposing **KNM** print queues as AirPrint / Mopria Print Service printer devices. You connect to the company's Wi-Fi network, select the queue where you want to send the print job and authenticate yourself with your **KNM** credentials. After the first authentication, the credentials are stored on the device. **Print&Follow** and **Delegated printing** queues are displayed as available printers on your mobile device.

6 KNM Desktop Client

KNM Desktop Client (for Windows or macOS) is a software client of the **KNM** server. Once installed on your workstation, it provides you with the following **KNM** features:

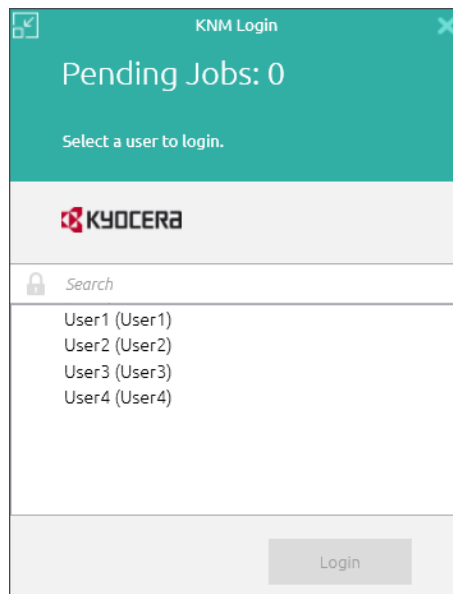
- **User Identification** - you are identified via multiple authentication methods.
- **User Account Information** - once authenticated, you can view your account information, along with your credit and quota status.
- **Job Management** - print jobs management related to payment accounts (credit, quota, cost center selection), project management, and user interaction via custom scripts.
- **Client Printing Options** - Client Spooling, Secure Printing, Local Print Monitoring, Fallback Printing, Offline Operation.

6.1 User Identification

One of the essential functions of the **KNM Desktop Client** application is identifying the **KNM** user on the computer where it is installed. Thanks to this identification, **KNM Desktop Client** can mediate communication between you and the **KNM** server; it can inform you about the state of your account, it enables you to manage your print jobs, and it also enables the server to determine the job sender.

6.1.1 List of Users

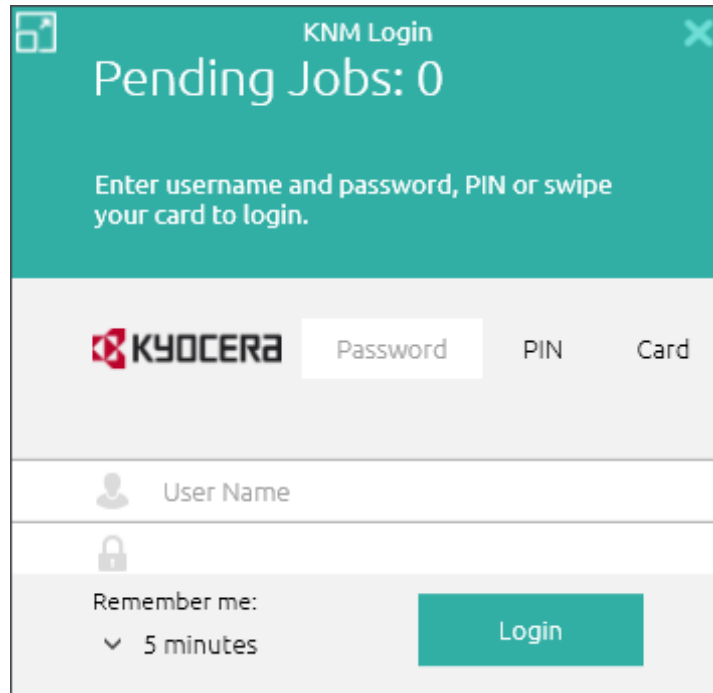
With the **List of Users** authentication method selected, you can open the list of **KNM** users by clicking **Login** in the application's window (to open the application's window, click the **KNM** icon on the Windows system tray).



Each time a job is sent to the queue with the **Prompt to select a user from a list** detection method, you are automatically prompted to select one of the **KNM** user accounts from the list.

6.1.2 Login

With the **Login** authentication method selected, you can open the sign in options by clicking **Login** in the application's window (to open the application's window, click the **KNM** icon on the Windows or macOS system tray). Each time a job is sent to the queue with the respective user detection method (either Prompt for a PIN/Card, or Prompt for a user and password), you are automatically prompted to log in.



KNM Login

Pending Jobs: 0

Enter username and password, PIN or swipe your card to login.

KYOCERA Password PIN Card

User Name

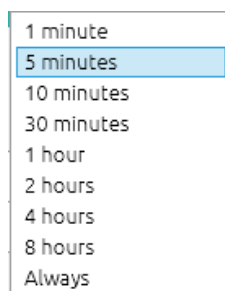
Remember me:
5 minutes

Login

Remember me:

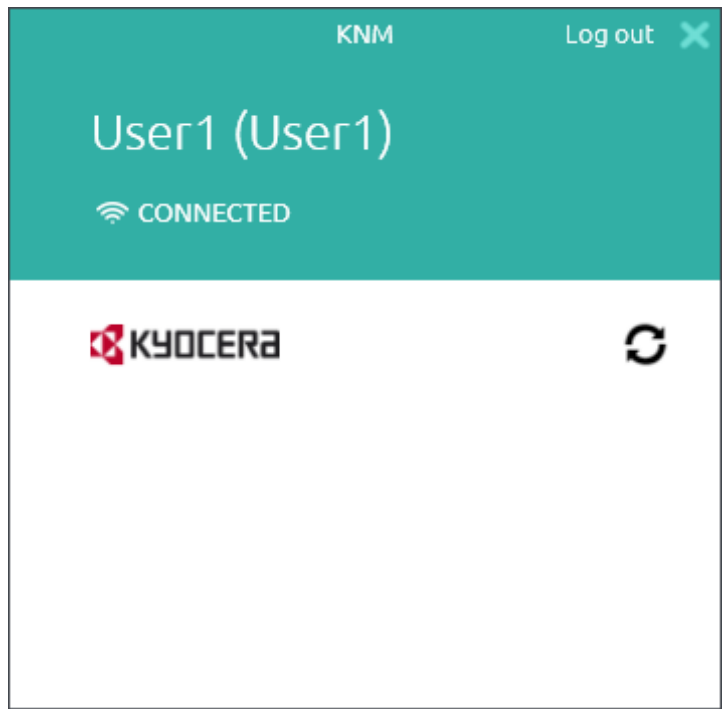
While logging in, you can select how long you are going to stay signed in for. At the end of the selected time period, you are signed out and the login credentials are forgotten. Select **Always** to stay logged in even when the OS session is terminated.

If the Remember me feature was not enabled during the installation and therefore is not available, you will remain logged in until logged out manually or the machine is restarted.



6.1.3 Windows single sign-on

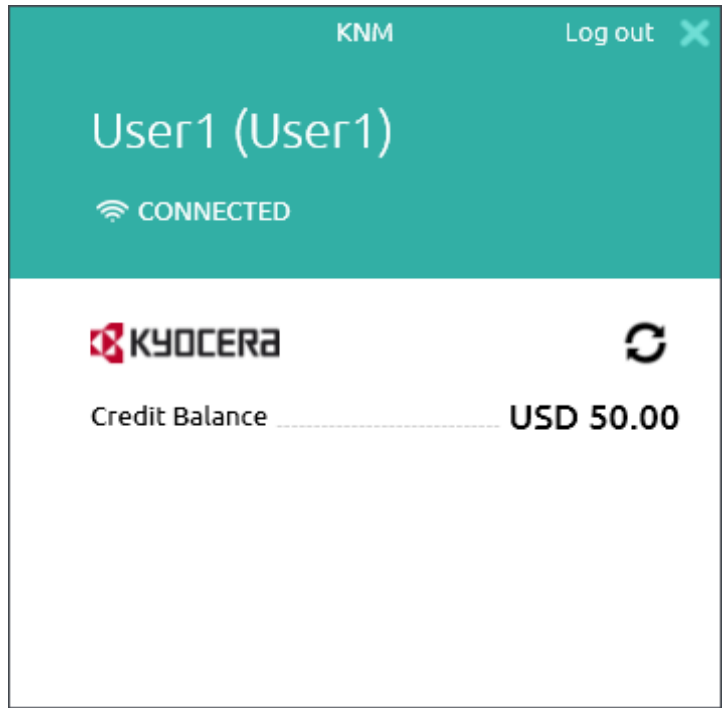
With the **Windows single sign-on** authentication method selected, you are identified as the currently opened OS account user, and you are automatically logged in **KNM** Desktop Client.



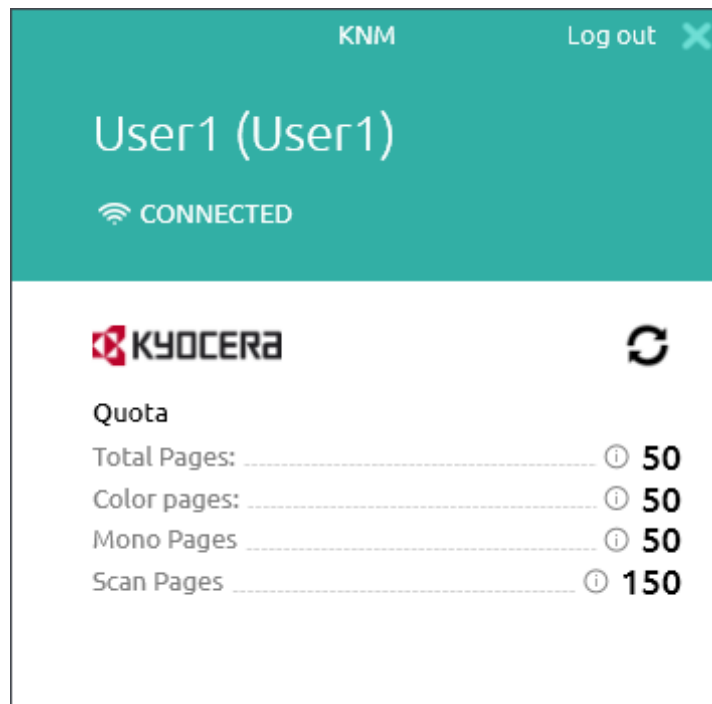
6.2 User Account Information

Once you sign in, you can click **KNM** Desktop Client's icon on the Windows (or macOS) system tray to open it. In this window, you can see your username and full name.

If credit accounting is enabled on the **KNM** server and applied to you, you can also see the current state of your credit.



If quota is enabled on the **KNM** server and applied to you, you can also see the current state of your quota.

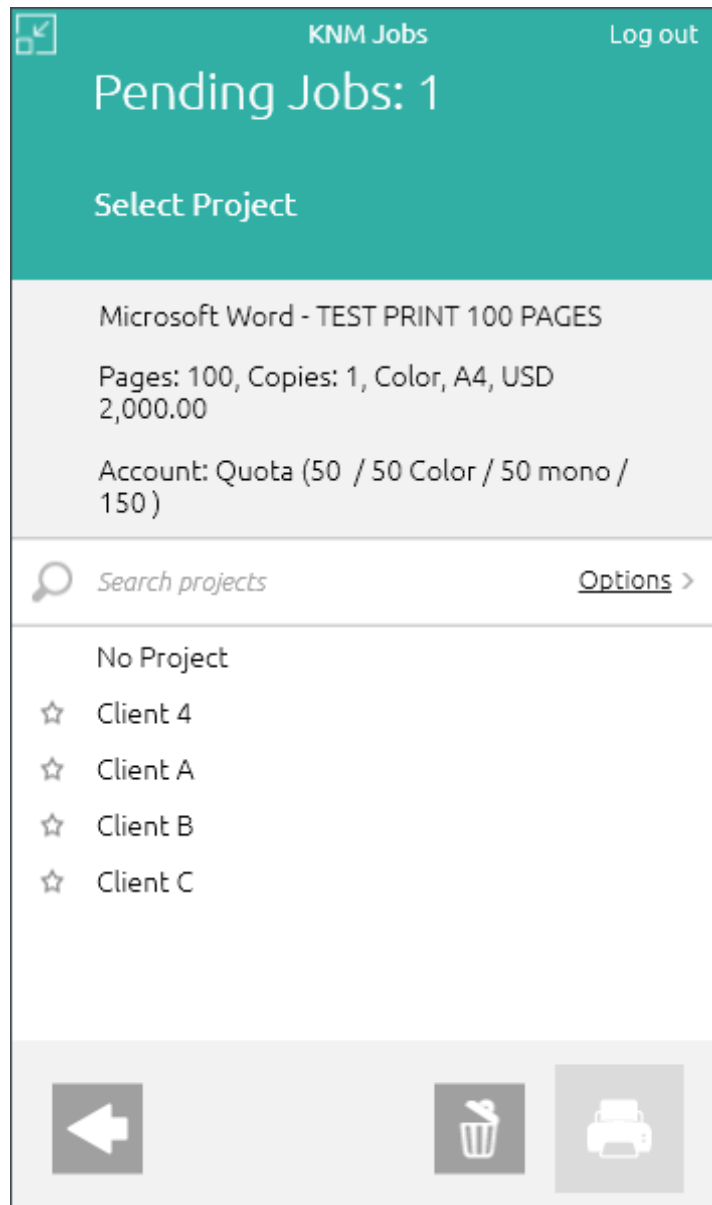


The **Log out** button logs you out of the account.

6.3 Job Management

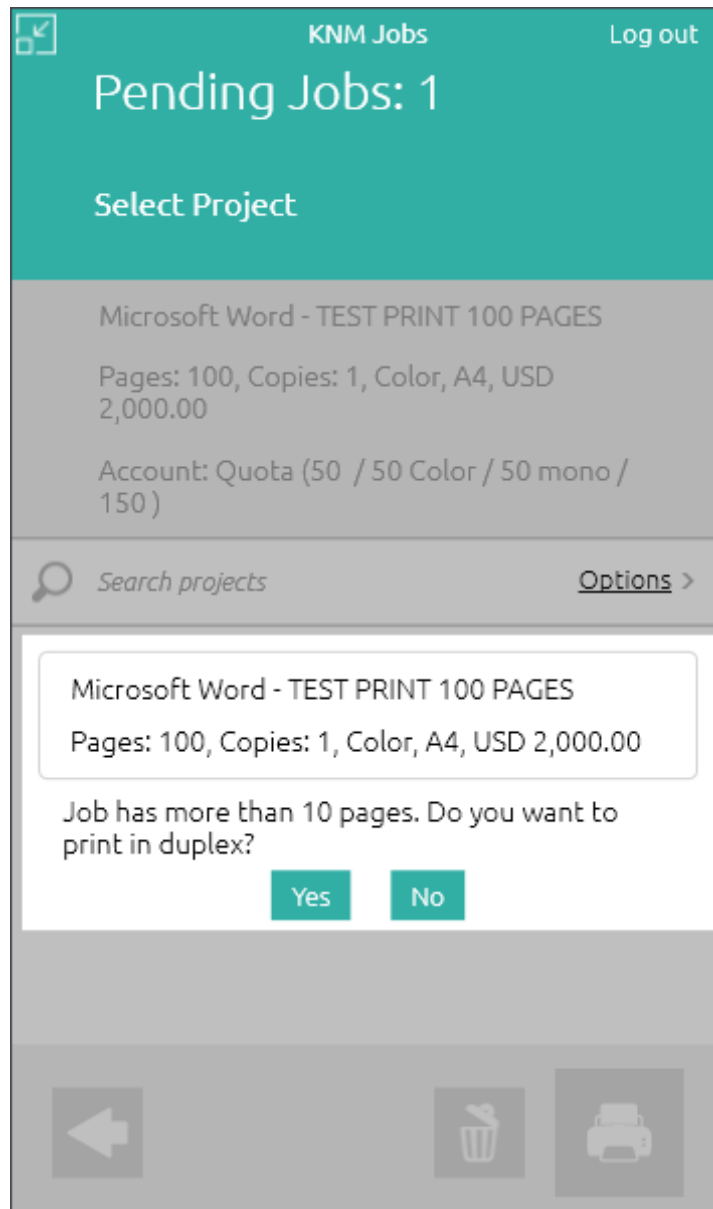
The **KNM** Desktop Client application enables you to simply manage your print jobs on the computer where the jobs are sent from.

If credit, quota, and projects disabled, the job management window is not displayed and the print job is directly sent to the server. If those are enabled, after a print job is sent to **KNM**, the job management window appears where you can select your accounting group/cost center, view your quota, and assign a project to the print job. Then you can click the printer icon to print the job.



Depending on your administrator's setup, there might also be interactive scripts before printing.

For example, if you send a job with more than 10 pages and your admin has set up a script for this scenario, in the job management window you are informed that the job is large and you are asked if you want to print it in duplex.



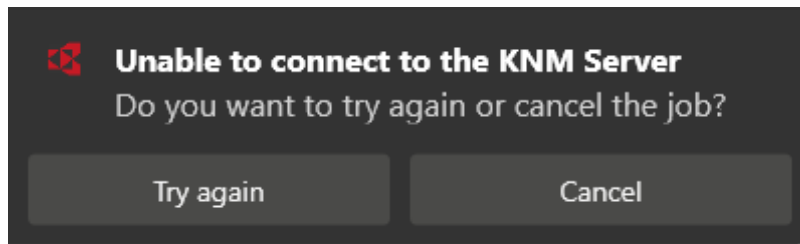
6.4 Fallback Printing

The Fallback printing feature serves as an important backup tool in case of a server outage. Fallback printing means that when a job cannot be spooled to **KNM**, the job is spooled to a specified network printer. This can be a printer that has to be specified by an IP address or a hostname, a preset printer, or a printer from a printer list.

Depending on the administrator's setup, you may encounter the following scenarios during a server outage:

Fallback printing disabled

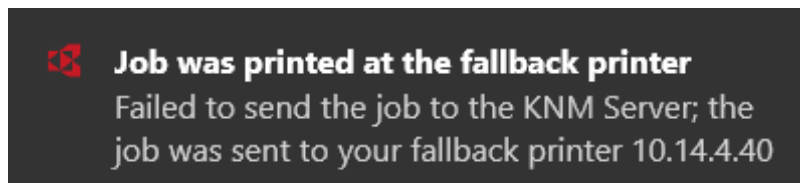
If you want to print and the server is offline but fallback printing is disabled, the following message appears:



- Click **Try again** to check whether the server is now online.
- Click **Cancel** to delete the job.

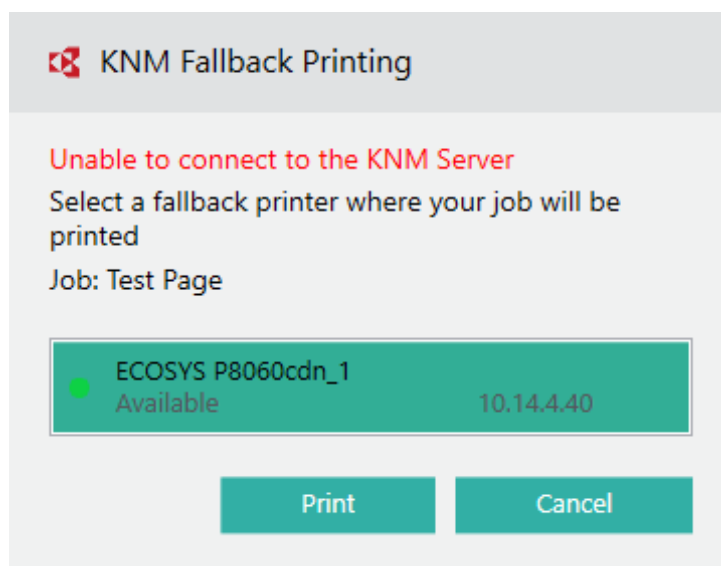
Preset fallback printer

If you want to print and the server is offline, but your admin has set up a fallback printer, the job is automatically sent to that specified printer. Once the job is printed, the following message is displayed:

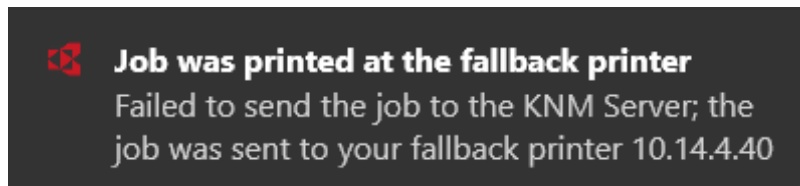


Select a fallback printer from a list

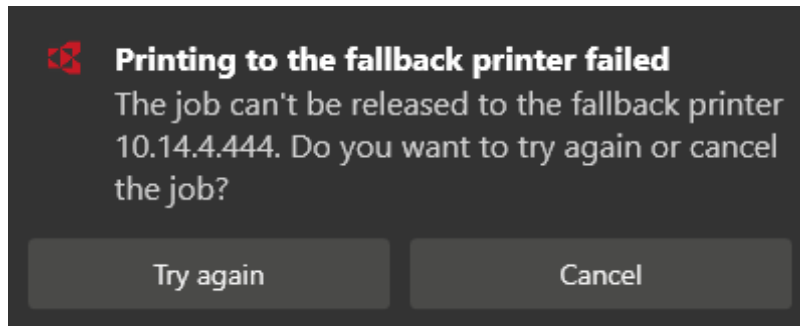
If you want to print and the server is offline, a pop-up with a list of printers to choose from is displayed:



Select a printer from the list, and click **Print**. The job is printed and the following message is displayed, after which the job is deleted.



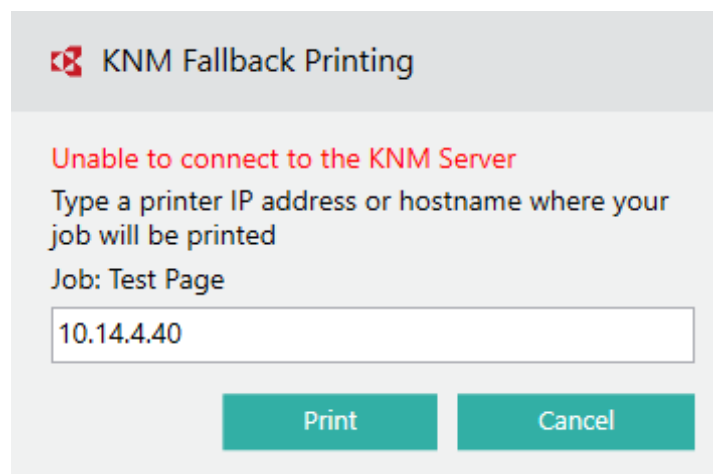
In case the job cannot be printed at the selected fallback printer, the following message is displayed:



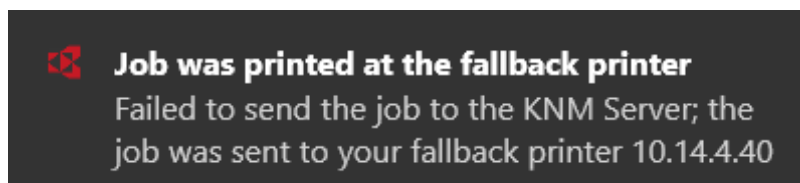
- Click **Try again** to return to the fallback printers list, to try another printer.
- Click **Cancel** to delete the job.

Type the IP address

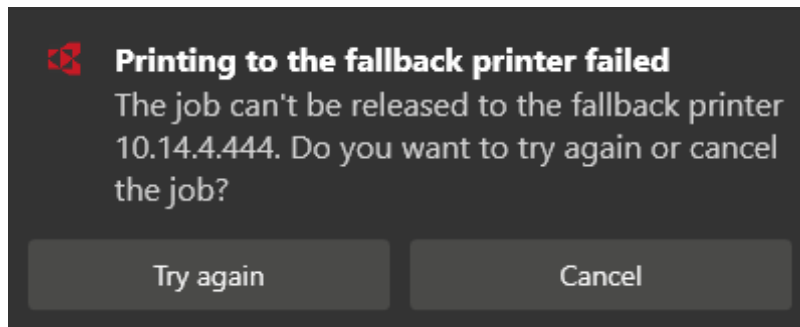
If you want to print and the server is offline, and the admin has set up typing the fallback printer's IP address as the Fallback Printing option, a pop-up with job specifications and a field for entering an IP address/hostname is displayed:



Enter the printer's IP address or hostname, and click **Print**. The job is printed and the following message is displayed, after which the job is deleted.



In case the job cannot be printed at the selected fallback printer, the following message is displayed:



- Click **Try again** to return to the fallback printers list, to try another printer.
- Click **Cancel** to delete the job.

For the KYOCERA contact in your region, see Sales Sites sections here:

<https://www.kyoceradocumentsolutions.com/company/directory.html>