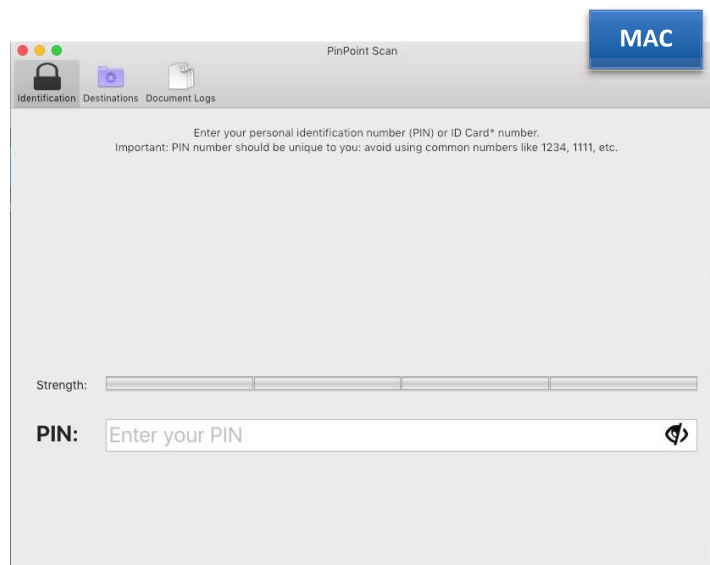
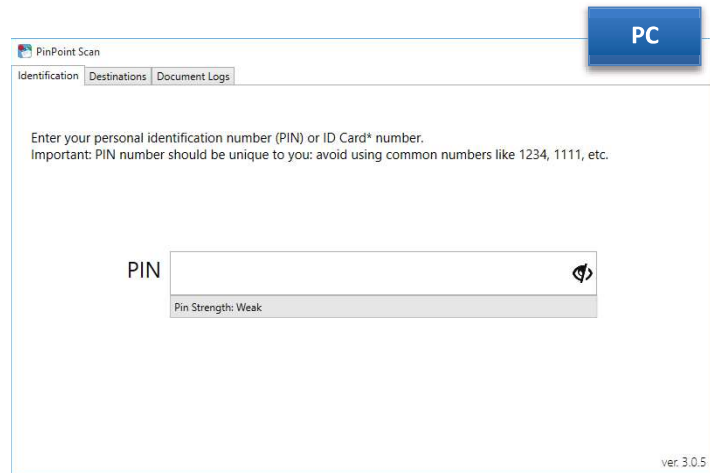


4. PinPoint Scan 3 Tabs and Settings

This section will describe the different components, options, and use of the PinPoint Scan 3 application settings on a PC or a Mac workstation. Though the appearance of the PC application differs from the Mac application most processes, settings, and features are the same.

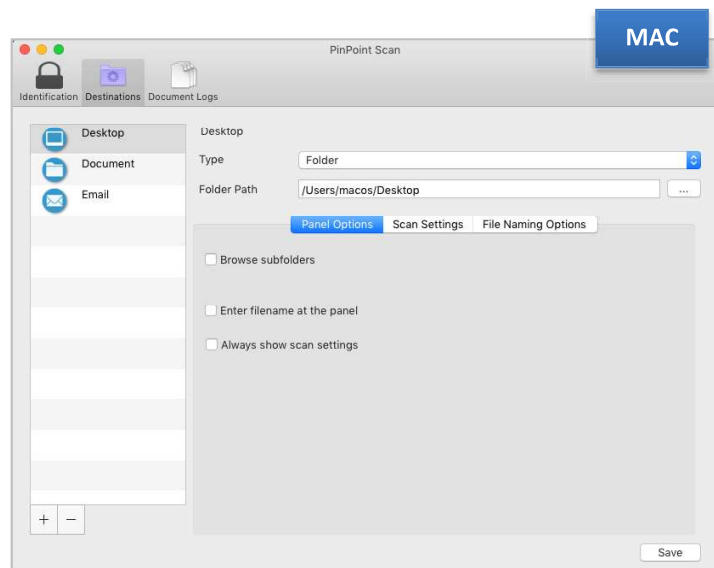
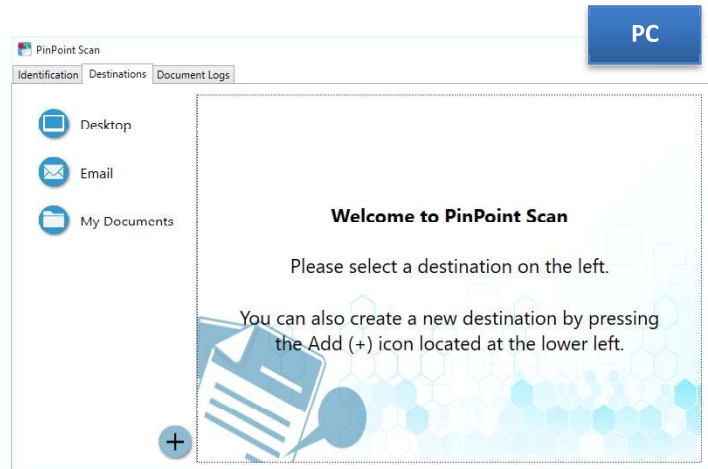
4.1 Identification Tab

The Identification Tab is the first tab to be displayed when opening PinPoint Scan 3 and is used to set the personal PIN number for the user or PC. The personal PIN Number needs to be configured first in order for the PinPoint Scan 3 HyPAS application on the MFP to determine which user is using the application and retrieve their destination workflows. PIN Number should be unique to you, and it must be 4 to 16 numeric characters.



4.2 Destinations Tab

Destinations can be configured in the Destination tab of the application. Workflows are displayed in a list format on the left side of the Destinations tab with icons to reflect the type of workflow for easy reference. All the destinations appearing in the list will be available on the MFP panel when the user logs in to the PinPoint Scan 3 application.



4.2.1 Destination Workflow Types

PinPoint Scan 3 allows users to configure workflows to use one of three workflow types: Folder, Application, or Email.



Folder

A *Folder* workflow will route a scan to a specified folder on the user's workstation. This workflow may also be configured to allow users to browse sub folders.



Application

An *Application* workflow will open the scan as a new document in the configured application immediately. Applications that have registered file associations to JPEG, TIFF and PDF will be populated in the Select Application dialog but users can browse to the desired destination if it is not in the list.



Email

An *Email* workflow will create a new message in the user's default email application on the workstation and attach the scan as an attachment. Supported email clients are Outlook 2010 (32- and 64-bit), Outlook 2013 (32- and 64-bit), Outlook 2016 (32- and 64-bit), Microsoft Office 365 Outlook 2013, and Microsoft Office 365 Outlook 2016.

4.2.2 One Touch Workflow



A One Touch workflow is a workflow that will begin scanning immediately after the destination is selected on the MFP. Any one of the three types of workflows can be configured to be a One Touch workflow in the Panel Options of the PinPoint Scan 3 desktop application (refer to [Page 20](#) for more information). The workflow icon will change to a One Touch workflow icon and a small “Scan” image on the lower right-hand corner of the icon will be added. One Touch icons are only displayed on the MFP panel and not in the PinPoint Scan 3 desktop application. Because of immediate operation of this workflow, it is recommended to place the documents in the document processor or on the platen glass *before* selecting the workflow.

4.2.3 Default Destinations

When PinPoint Scan 3 is installed, three destination workflows are automatically created to give the user immediate use of the application:



Desktop

A Folder workflow mapped to the user’s “Desktop” folder.



Email

An Application workflow mapped to the user’s default email program. The default email program is chosen through the user’s system settings so there is no need to configure the email program in the workflow itself.



My Documents

A Folder workflow mapped to the user’s “My Documents” folder

These default workflows are preconfigured to the most common formatting and scan settings but can be reconfigured or removed to better suit the user’s specific needs.

4.2.4 Cloud Storage Account Integration

If the user has desktop applications for cloud storage accounts such as Google Drive, Microsoft OneDrive, or Dropbox (version 2.8 or later), workflows for these applications will be created and also be imported by default upon installation of PinPoint Scan 3. These destinations can also be reconfigured, removed, and added later as per the user’s needs.

NOTE: A Google Drive, Microsoft OneDrive, or Dropbox account and associated desktop application is required in order to utilize PinPoint Scan 3’s Cloud Storage Account Integration feature.

Dropbox NOTE: If a Dropbox hot folder is relocated, the user must restart the workstation before installing PinPoint Scan 3. Otherwise, PinPoint Scan cannot find the new hot folder location. Additionally, if the hot folder is moved after PinPoint Scan 3 is installed, the user must manually update the Dropbox destination in PinPoint Scan 3 to the new hot folder location.

4.2.5 Nuance PaperPort Integration

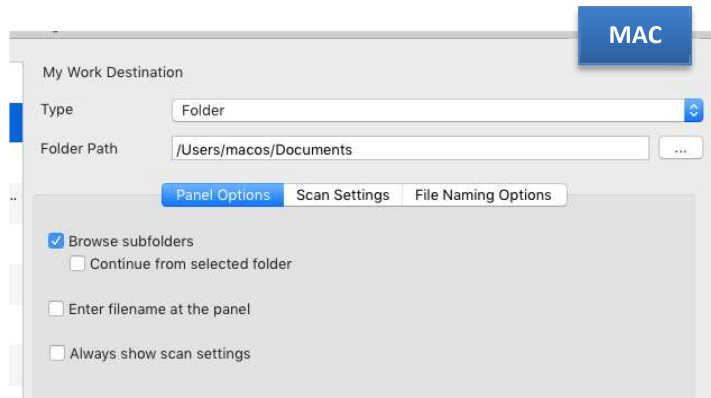
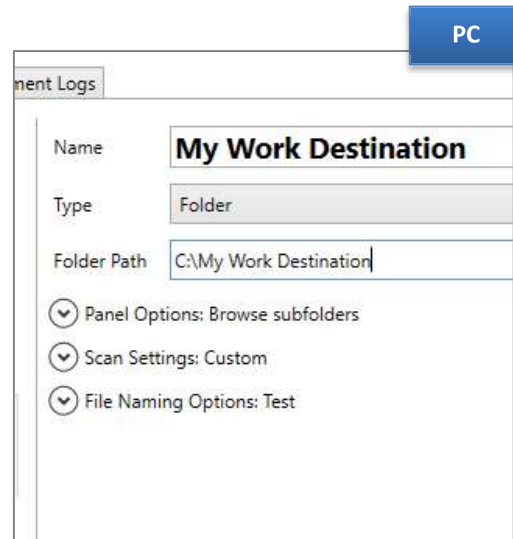
PinPoint Scan 3 also works with Nuance’s PaperPort document management software and can be configured to scan into an existing PaperPort file structure. If PaperPort is installed on the workstation prior to a new PinPoint Scan 3 installation, a PaperPort destination will be created by default. This destination can be reconfigured, removed, and added later as per the user’s needs.

NOTE: Nuance PaperPort is required in order to utilize PinPoint Scan 3’s Nuance PaperPort Integrations feature.

4.2.6 Destination Settings

All destination types can have the panel options, scan settings, and file naming settings configured. Users are provided with three menus that are used to configure these settings. On the PC application, the menu names will reflect the options selected in each menu for quick reference. This feature is not available in the Mac application.

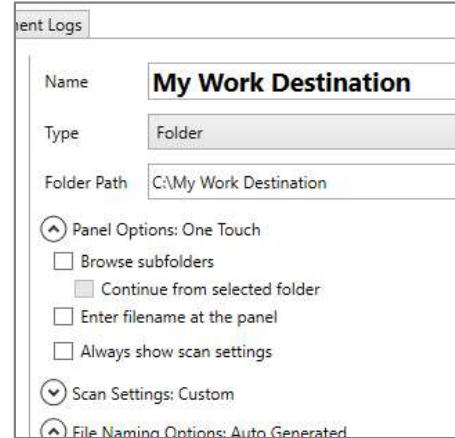
Since some settings are dependent on other settings being enable certain settings may not be available to a workflow. For instance, an application destination workflow will not have the option to enable the “Browse Subfolders” setting since there are not folders in the workflow to browse.



Panel Options

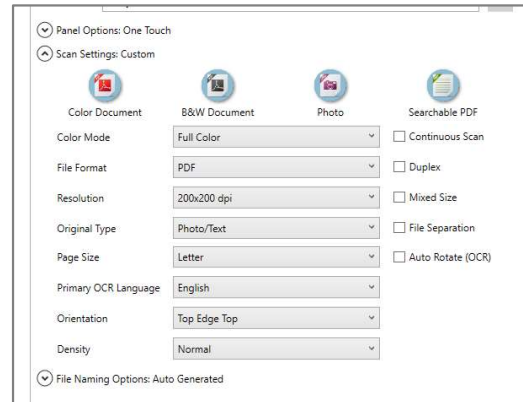
Options configured under this menu will be reflected next to the menu title. If no options are configured under Panel Options, the workflow will be considered a One Touch workflow and the words “One Touch” will display next to the menu title. Refer to [Page 16](#) for more information on One Touch workflows.

Browse Subfolder	<i>Browse the folder structure on the MFP panel (only available with Folder workflow type)</i>
Continue from selected folder	<i>Returns user to the last folder scanned to instead of returning to the destination screen (only available when the Browse Subfolder setting is checked)</i>
Enter file name at the panel	<i>Allows the user to enter the file name at the MFP panel</i>
Always show scan settings	<i>Will always display scan settings before a scan</i>



Scan Settings

Users can choose from four scanning templates or customize their own scan settings. When a scanning template is selected for use, the name of the template will be displayed next to the menu title (ex. “Scan Settings: Color Document”). If custom scan settings are configured for the workflow or the scan template settings are altered, the word “custom” will be displayed next to the menu title.



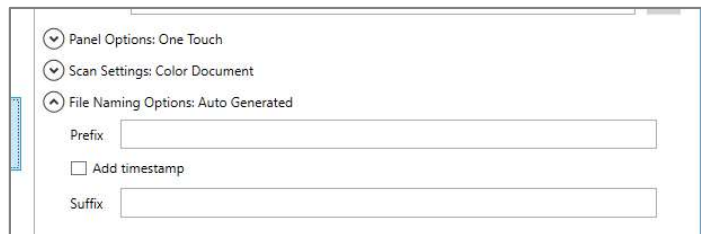
Color Mode	Monochrome, Grayscale, Full Color, Auto Monochrome, Auto Grayscale				
File Format	PDF, TIFF, JPEG, Searchable PDF*				
Resolution	200x200 dpi, 300x300 dpi, 400x400 dpi, 600x600 dpi,				
Original Type	Photo, Text, Photo/Text, for OCR				
Page Size	Letter	Statement R	A4 R	B5 R	16K R
	Letter R	A3	A5	B6	Oficio
	Legal (8.5"x14")	Ledger (11"x17")	A5 R	B6 R	Folio
	Statement	A4	B5	16K	Auto
Primary OCR Language	English, Spanish, Portuguese, French				

Orientation	Top Edge Top, Top Edge Left
Density	Normal, Darker +1, Darker +2, Darker +3, Lighter -3, Lighter -2, Lighter -1
Continuous Scan	Check to allow the user to scan more pages than allowed by the document feeder threshold
Duplex	Check to turn duplex scanning ON
Mixed Size	Check to turn Mixed Size scanning ON
File Separation	Check to allow the user to scan a stack of documents all at once and have each page saved as a separate file
Auto Rotate (OCR)	Check to have pages automatically rotated when using OCR

**Requires Scan Extension Kit*

File Naming Options

Users can configure to automatically append a prefix, suffix, or timestamp to their scanned documents. Changes in this menu will be reflected next to the menu name for quick reference. If no options are set and the workflow hasn't been



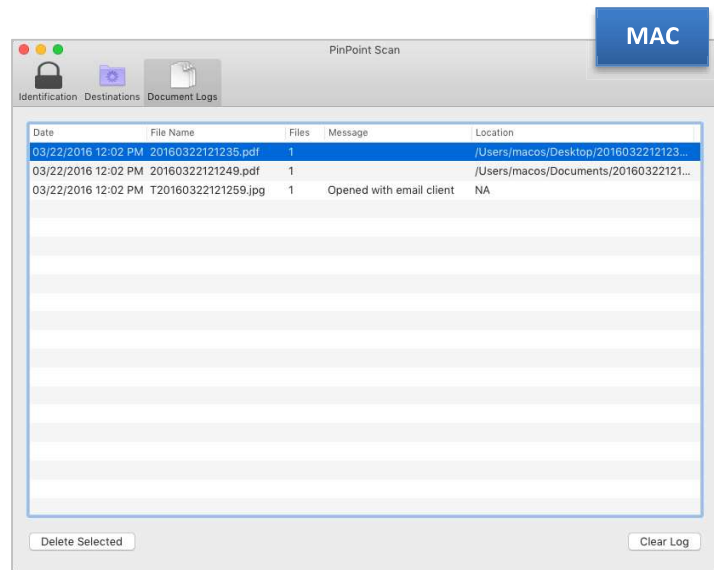
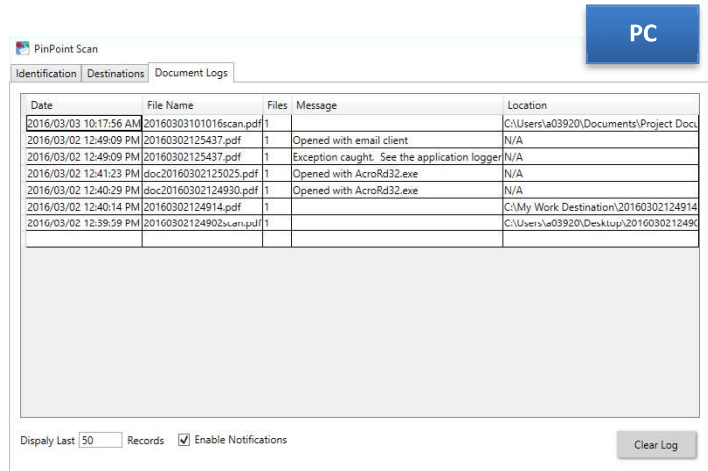
configured to allow the user to enter the file name at the MFP panel, PinPoint Scan 3 will automatically generate a file name and the words "Auto Generated" will be displayed next to the menu title.

Prefix	Value to be appended to the beginning of the file name by default (ex. "PrefixDOCNAME")
Add Time Stamp	Check to append a timestamp to the file name (ex. "DOCNAME20160302110006")
Suffix	Value to be appended to the end of the file name by default (ex. "DOCNAMEsuffix")

4.3 Document Logs Tab

The Document Logs tab keeps a record of the documents scanned into the application. Information such as scan date, file name, number of files, messages, and scan location are recorded and can be used to sort the table.

Log records can also be removed by clicking the “Clear Log” button on the lower right-hand corner of the window.

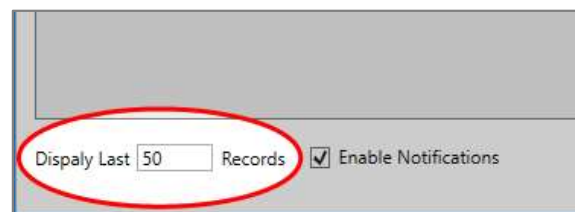


4.3.1 Document Logs Settings

NOTE: The Enable Notifications and Display Last Records settings are not available on Mac workstations.

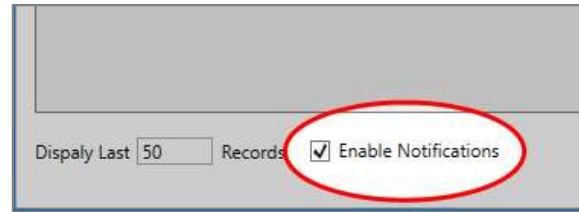
Display Last Records

Users can change the amount of records saved in the Document Logs tab by entering a number in this field. By default, PinPoint Scan 3 saves the last 50 records.



Enable Notifications

Checking the Enable Notifications option will enable PinPoint Scan 3 to display a pop-up notification on the workstation whenever a scan job is completed.



5. Using PinPoint Scan 3 on a PC Workstation

5.1 Starting PinPoint Scan 3

Users can open the PinPoint Scan 3 desktop application on a PC workstation from Start menu > All Programs > Kyocera > PinPoint Scan 3 > PinPoint Scan 3

NOTE: If PinPoint Scan 3 has been used at least once, the application will reside in the task bar. Double click the PinPoint Scan 3 icon to launch PinPoint Scan 3.

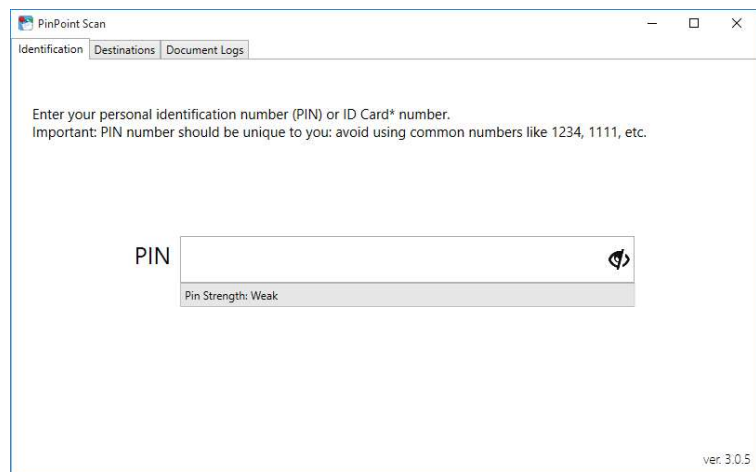


5.2 Setting the PIN Number


1. Select the Identification tab (default tab when PinPoint Scan 3 is first opened).

2. Enter a desired PIN Number between 4 and 16 numeric characters.

The Pin Strength field will indicate the level of security the entered PIN number will provide by a color code:



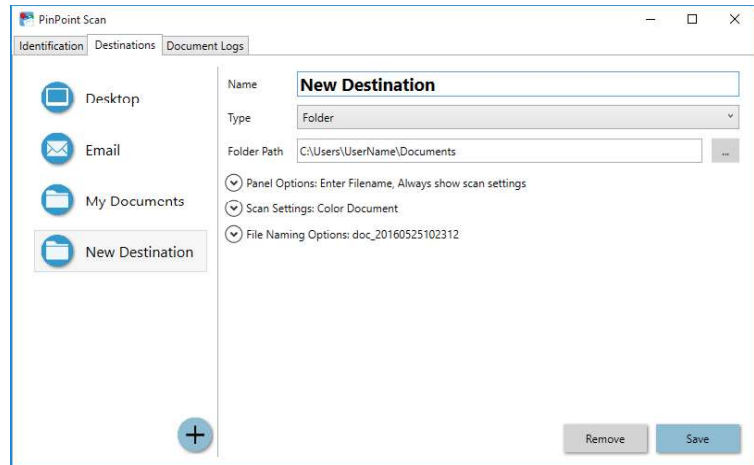
- **Gray** = Weak
- **Yellow** = Moderate
- **Green** = Strong

Keep this PIN number on record in a safe place. You will need it to scan from the MFP. To display the PIN, click the Eye icon () in the PIN text box. Click the Eye icon again to hide the PIN.

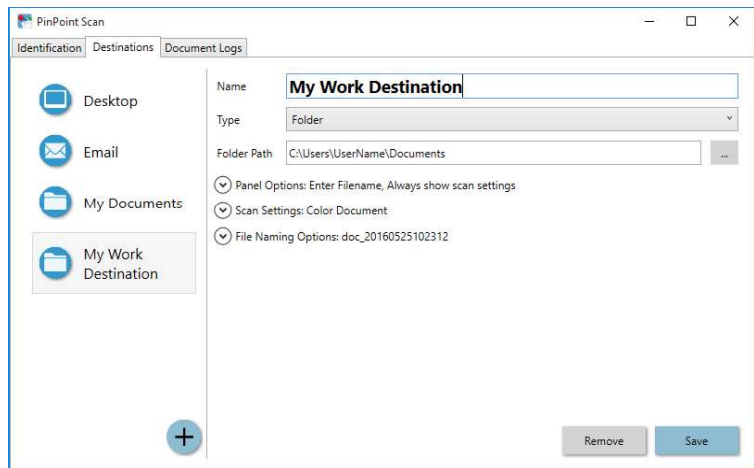
NOTE: Alpha characters are not supported when creating a PIN Number.

5.3 Add a New Destination

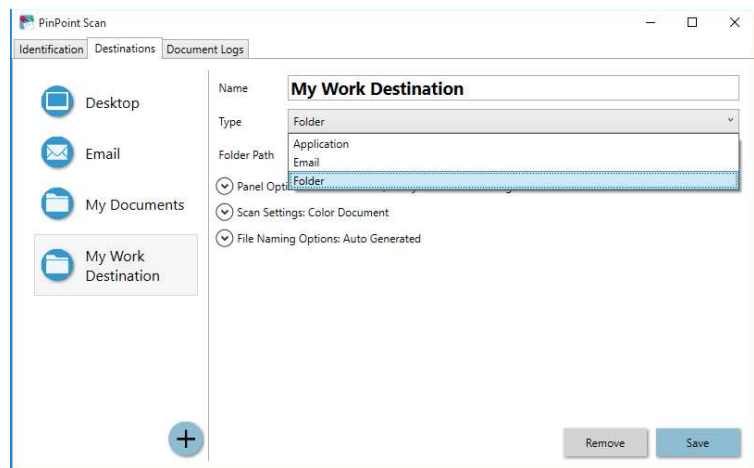
1. To create a new destination, click the '+' icon in the lower right corner of the destination list. A new destination will be added with the default name "New Destination" and the destination configuration panel will be displayed to the right of the workflow list.



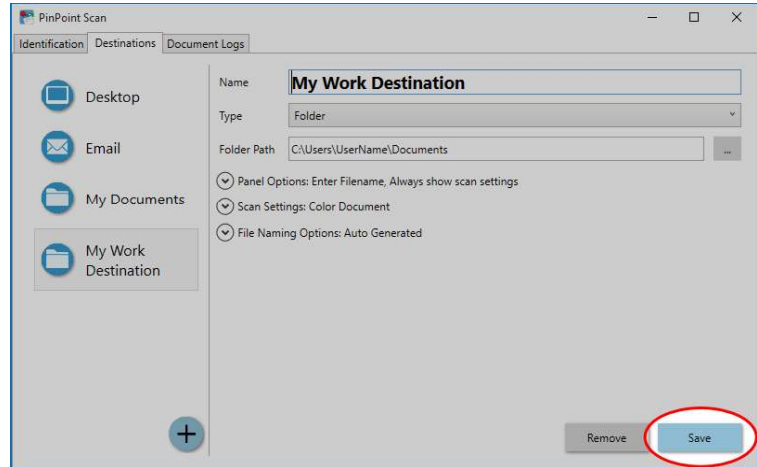
2. By default, the destination name will be "New Destination". Destination names can be changed by simply clicking in the text box and changing the name. Destination names are limited to 24 characters.



3. Choose the type of destination in the dropdown list and configure any necessary settings.

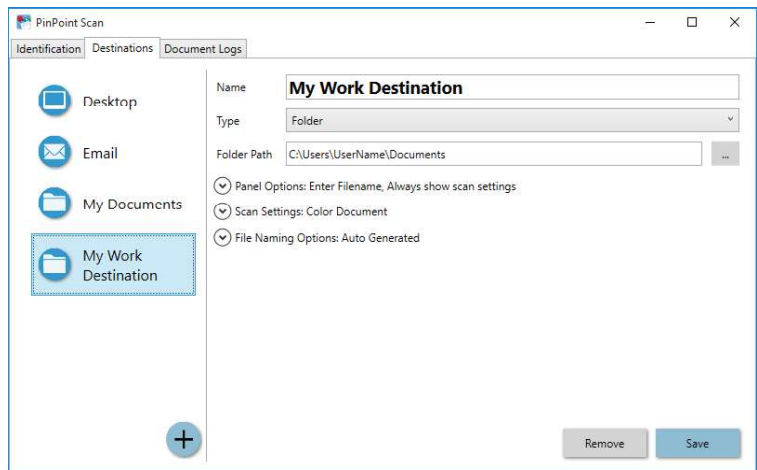


- When all settings are configured press the “Save” button on the lower right-hand corner of the window. Your destination will now be accessible at the MFP panel.

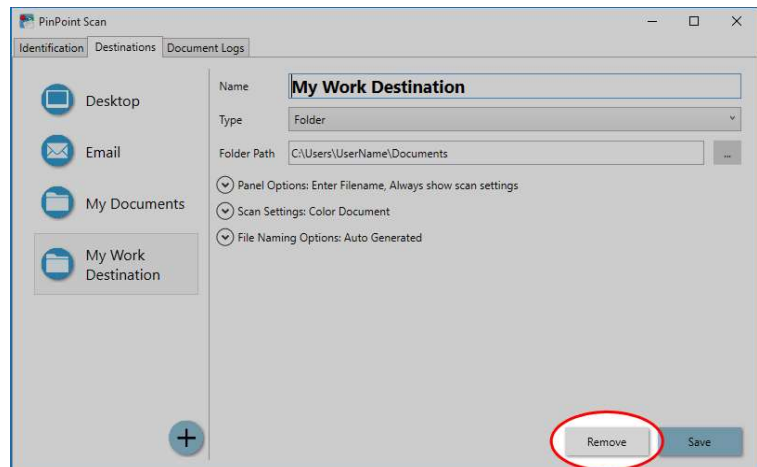


5.4 Remove a Destination

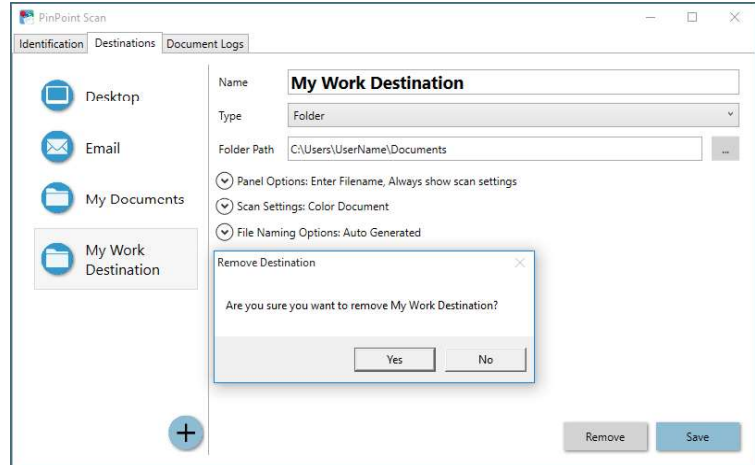
- In the destination list, select the workflow you wish to remove.



- Click the “Remove” button in the lower right-hand corner of the window.



3. You will receive a confirmation window asking if you are sure you want to remove the destination. Click “Yes” to confirm and remove the destination or “No” to cancel. Your destination is now removed and will no longer show on the MFP panel.

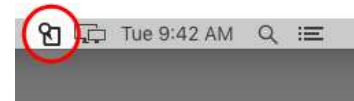


6. Using PinPoint Scan 3 on a Mac Workstation

6.1 Starting PinPoint Scan 3

Users can open the PinPoint Scan 3 desktop application on a Mac workstation by opening the Applications folder from the Dock or Finder and clicking on the PinPoint Scan 3 icon.

NOTE: If PinPoint Scan 3 has been used at least once, the application will run in the background and can be accessed from the menu bar on the top-right corner of the screen. Click the PinPoint Scan 3 icon and select “Open PinPoint Scan”.



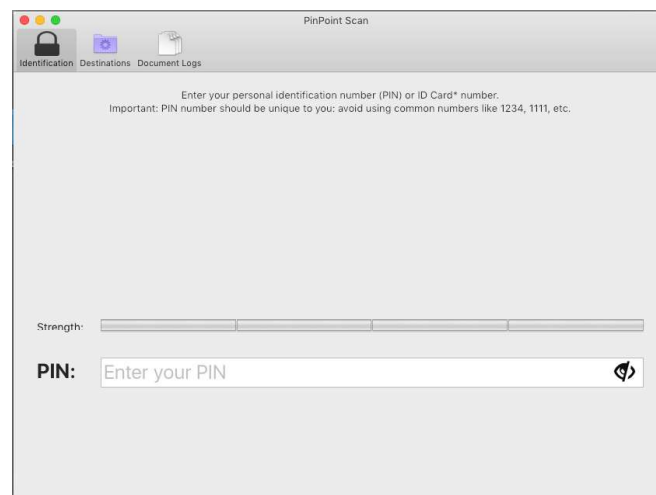
6.2 Setting the PIN Number


1. Select the Identification tab (default tab when PinPoint Scan 3 is first opened).

2. Enter a desired PIN Number between 4 and 16 numeric characters.

The Pin Strength field will indicate the level of security the entered PIN number will provide by a color code:

- **Gray** = Weak
- **Yellow** = Moderate
- **Green** = Strong

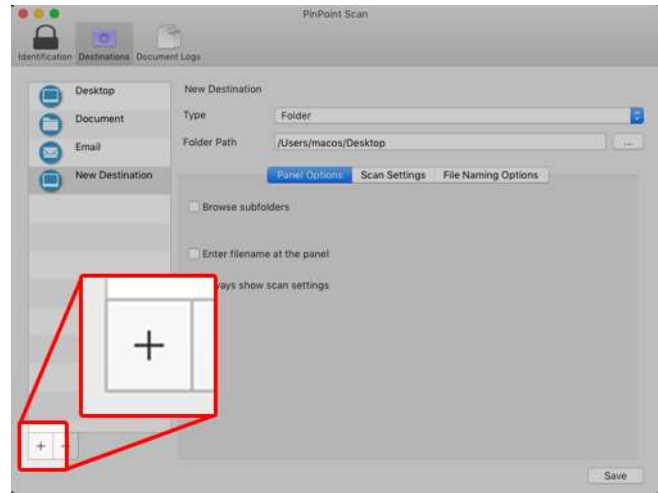


Keep this PIN number on record in a safe place. You will need it to scan from the MFP. To display the PIN, click the Eye icon () in the PIN text box. Click the Eye icon again to hide the PIN.

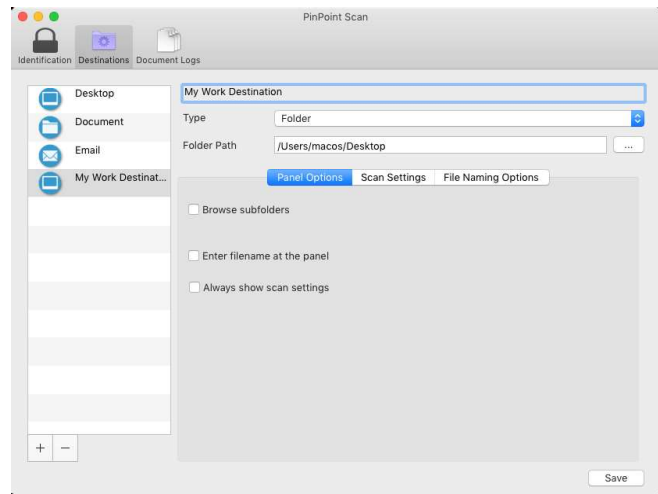
NOTE: Alpha characters are not supported when creating a PIN Number.

6.3 Add a New Destination

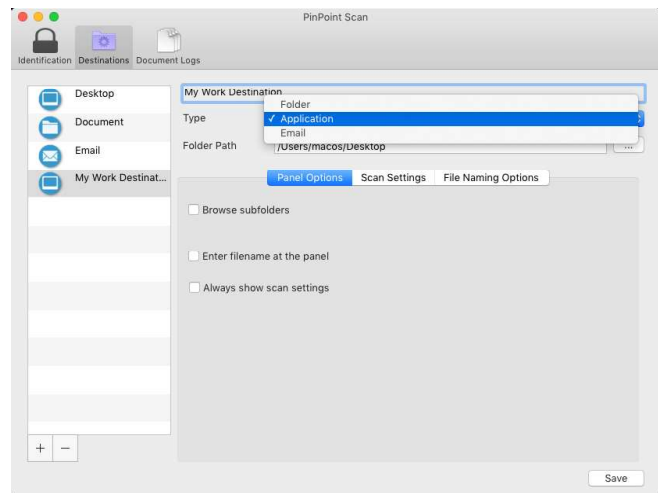
1. To create a new destination, click the '+' icon in the lower left-hand corner of the destination list. A new destination will be added with the default name "New Destination" and the destination configuration panel will be displayed to the right of the workflow list.



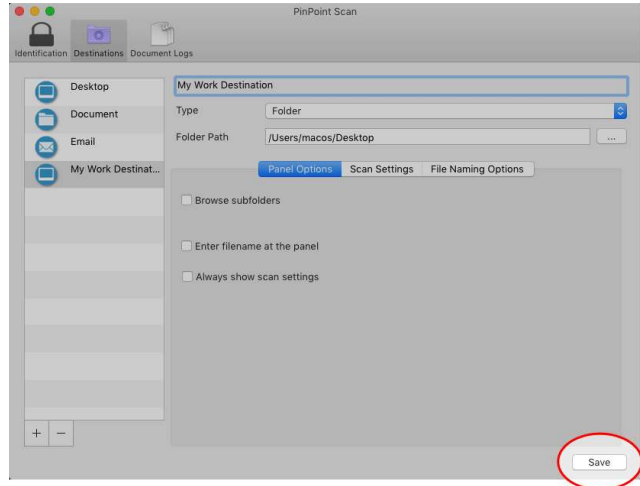
2. A destination name can be entered where "New Destination" is displayed in bold letters. Destination names are limited to 24 characters.



3. Choose the type of destination in the dropdown list and configure any necessary settings.

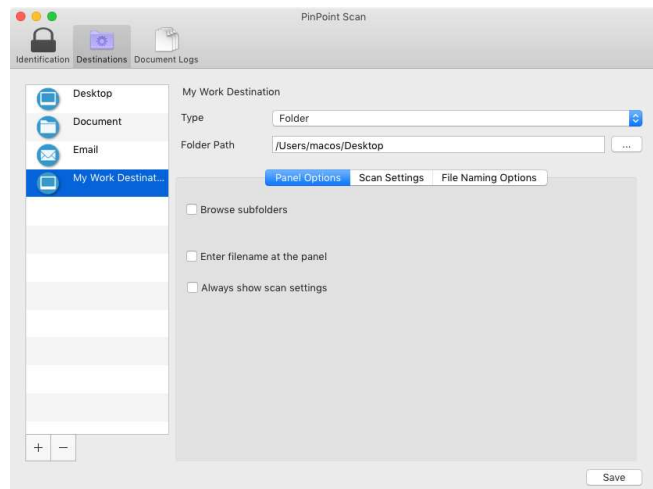


- When all settings are configured press the “Save” button on the lower right-hand corner of the window. Your destination will now be accessible at the MFP panel.

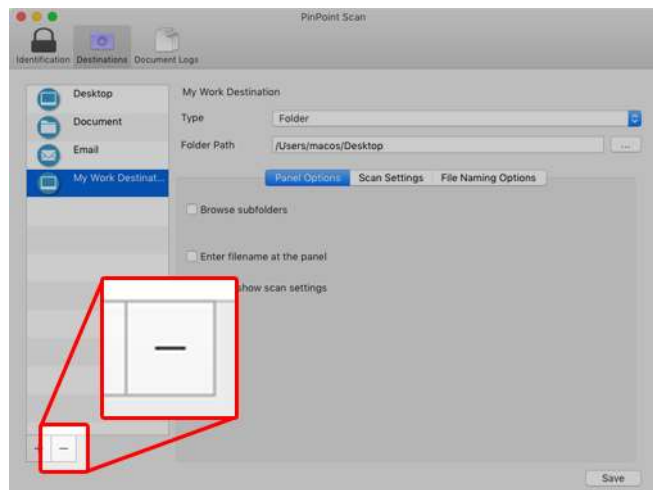


6.4 Remove a Destination

- In the destination list, select the workflow you wish to remove.



- Click the “-” button in the lower left-hand corner of the window. The selected destination will be removed immediately.




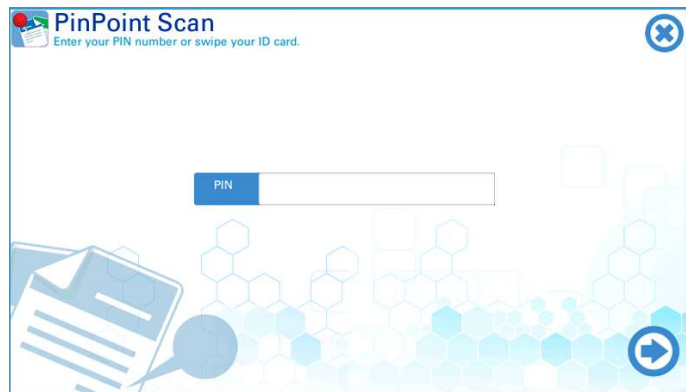
7. Using PinPoint Scan 3 on the MFP

7.1 Connect to Workstation using PIN

1. Press the “PinPoint Scan 3” application icon on the home screen of the MFP.



2. After the Application opens, enter your personal PIN and press the  button on the panel.



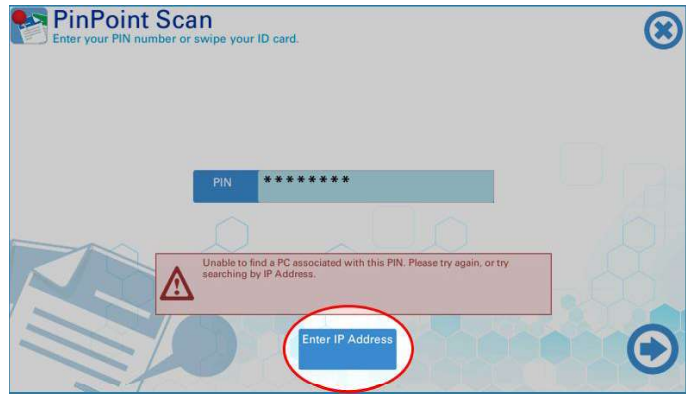
3. Once the MFP connects to the user's workstation, the control panel will display the destination icons.




7.2 Connect to Workstation using IP Address

If the MFP fails to connect to the computer with the entered PIN, the user can try connecting by re-entering their PIN (found in the Identification Tab of the computer application), or they can enter the IP address of the workstation.

1. Press the “Enter IP Address” to proceed to find PC screen to continue.



2. Enter the IP address of the workstation and press the  button on the panel to continue.



4. When the MFP connects to the computer successfully, the control panel will display the destination icons.



NOTE: Connect to computer by IP Address will still verify PIN number. Therefore, if the MFP fails to connect to the computer with correct IP Address and displays the message “PinPoint Scan 3 failed to locate your PC with the provided PIN and IP address”, verify that the workstation has a proper PIN number configured.

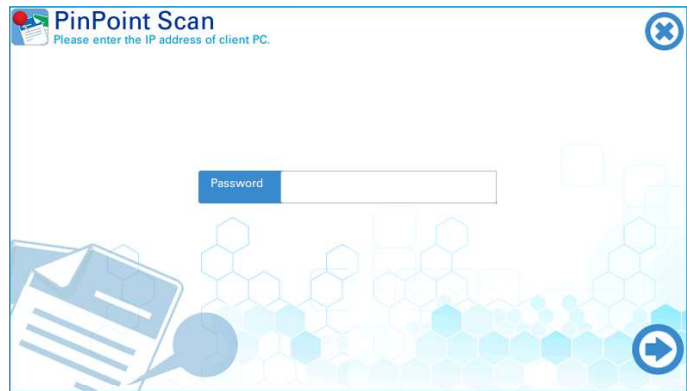
7.3 Connect to Workstation using Proximity Card

Proximity cards can also be used instead of PIN numbers to connect to computers. To use a proximity card simply configure the PIN number in the PinPoint Scan 3 desktop application to the same number as the proximity card. Then, at the MFP panel, open PinPoint Scan 3 and swipe the proximity card when prompted for the PIN.

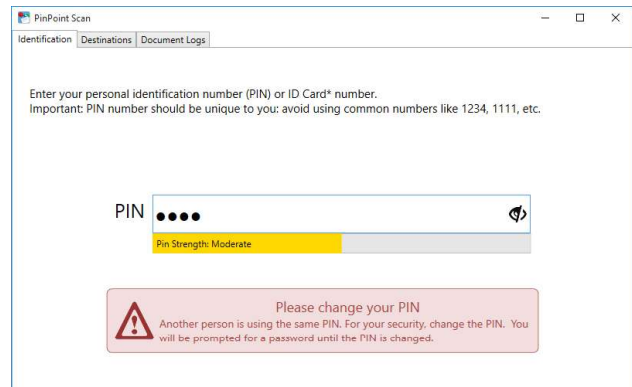
NOTE: In order to use proximity cards, the MFP requires the installation of Kyocera's Card Authentication Solution. Please refer to Card Authentication manual for the supported Card Authentication Solution.

7.4 PIN Conflict

A PIN Conflict occurs when two or more users are using the same password in PinPoint Scan 3. When a conflict occurs, both users will enter a "conflict" state requiring both of them to enter their network password at the MFP panel in order to connect to PinPoint Scan 3 and retrieve their destinations.



Additionally, the PinPoint Scan 3 application on the workstation will open indicating that the user is in a PIN conflict state and instruct them to change their PIN. They will be required to login to PinPoint Scan 3 at the MFP using their network password until their PIN numbers are changed on the workstation. Once the PIN number is changed they will no longer be in a "conflict" state and they can sign into PinPoint Scan 3 normally.



8. Scanning to the Workstation

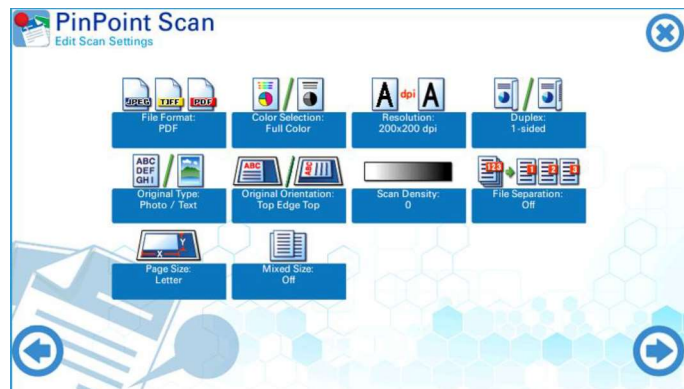
Once logged in to PinPoint Scan 3 on the MFP, the user will see a list for their destinations. To begin a workflow, simply select the destination you wish to use. The steps required to complete the scan may differ depending on the options configured for each workflow. These steps will cover what is necessary to complete the three basic default workflows provided with PinPoint Scan 3.

8.1 Scan to Desktop

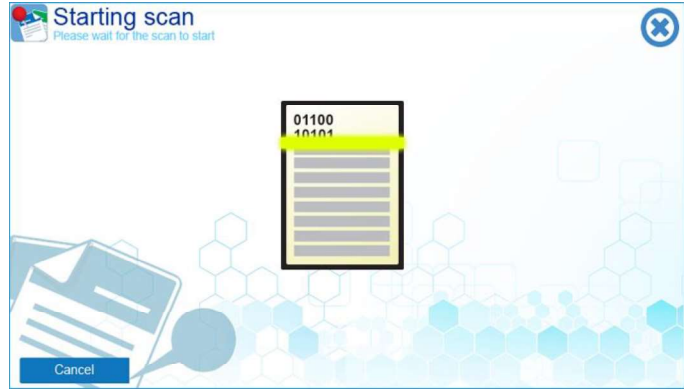
1. Select the PinPoint Scan 3 Application icon on the MFP.
2. Log in to your account using either your PIN, IP Address, or Proximity Card.
3. Place documents in the document processor or on the platen glass.
4. Select the “Desktop” workflow.



5. Review and/or change the scan settings then press the scan button on the lower right-hand corner of the panel screen to begin the scan.

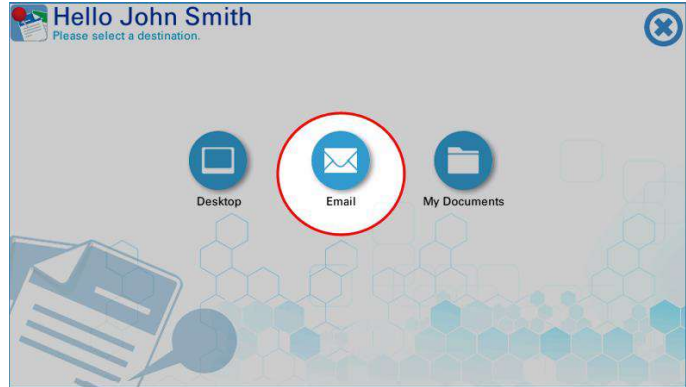


6. Scan will begin and upon completion you will be returned to your destinations screen.

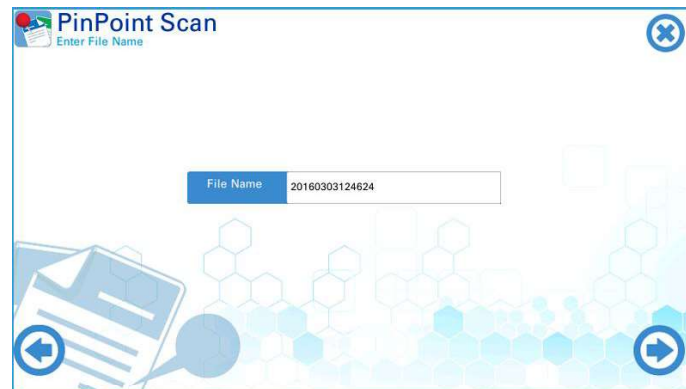


8.2 Scan to E-mail

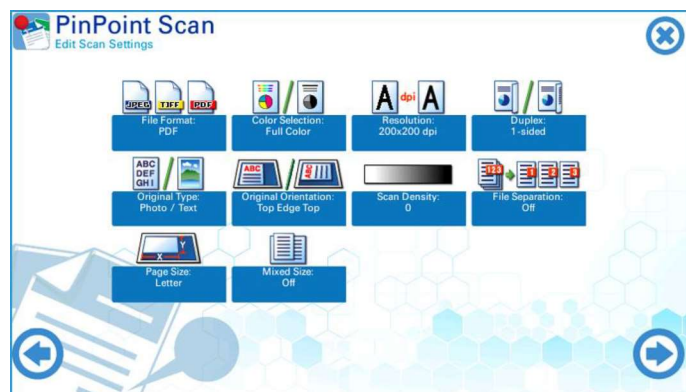
1. Select the PinPoint Scan 3 Application icon on the MFP.
2. Log in to your account using either your PIN, IP Address, or Proximity Card.
3. Place documents in the document processor or on the platen glass.
4. Select the "Email" workflow.



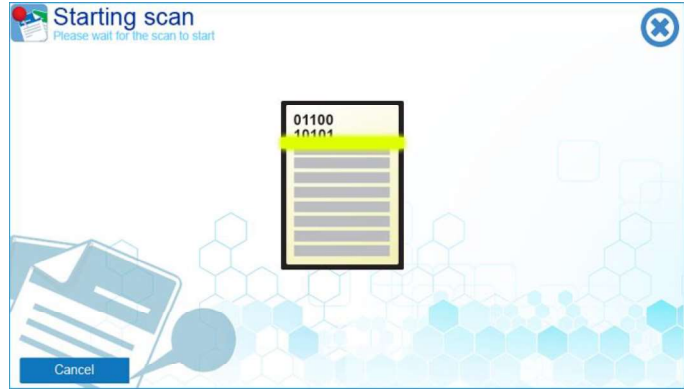
5. Enter a file name if desired then press the  button on the panel to continue.



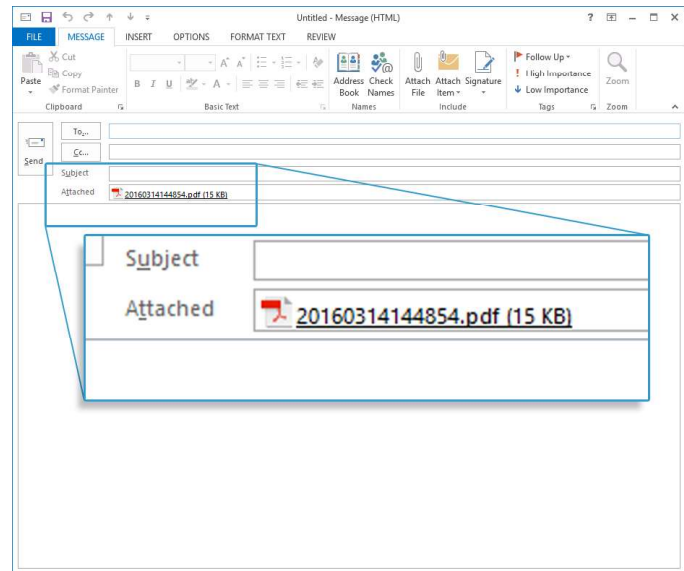
6. Review and/or change the scan settings then press the scan button on the lower right-hand corner of the panel screen to begin the scan.



7. Scan will begin and upon completion you will be returned to your destinations screen.

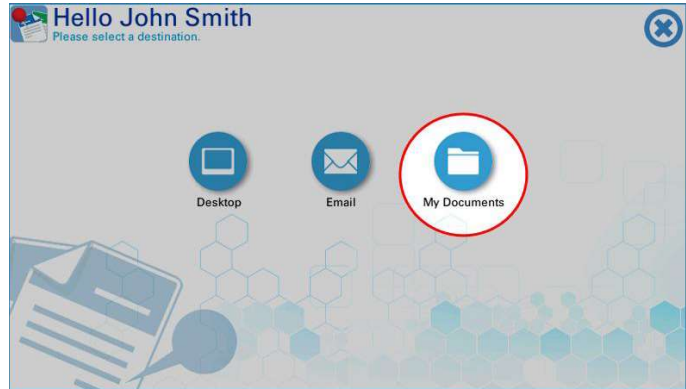



8. PinPoint Scan 3 will open a new email message on the workstation and the scan will be attached as an attachment.



8.3 Scan to My Documents

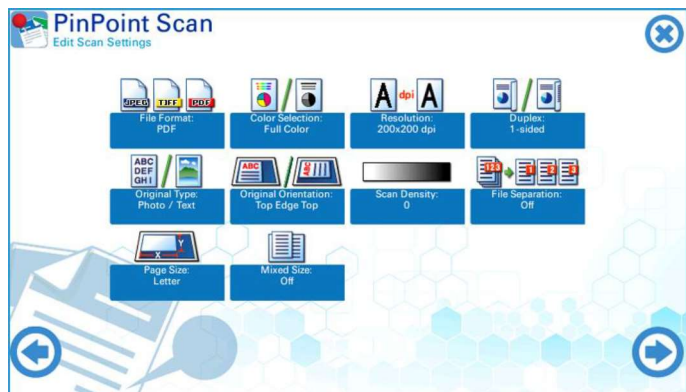
1. Select the PinPoint Scan 3 Application icon on the MFP.
2. Log in to your account using either your PIN, IP Address, or Proximity Card.
3. Place documents in the document processor or on the platen glass.
4. Select the “My Documents” workflow.



5. Select the folder you wish to scan into and press the  button on the panel to continue.



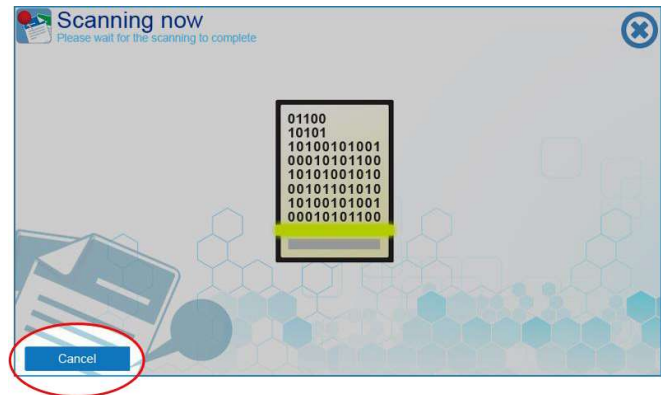
6. Review and/or change the scan settings then press the scan button on the lower right-hand corner of the panel screen to begin the scan.



7. Upon completion you will be returned to your destinations screen.

8.4 Cancelling a Scan


Once a scan has begun it can be cancelled by pressing the “Cancel” button on the lower left-hand corner of the panel screen.



A screen will display indicating the scan has been cancelled. Press the “Finish” button on the lower right-hand corner of the screen panel to return to the destinations screen.



8.5 Exiting PinPoint Scan 3 at the MFP


You may exit PinPoint Scan 3 on the MFP at any time by pressing the  button on the upper right-hand corner of the panel screen.



9. Troubleshooting

9.1 Unable to locate computer workstation

Symptom:

When the  button is pressed to login to PinPoint Scan 3 or a proximity card is used, the connection to the user's workstation fails.

Check:

- Ensure that the network cable is connected and link lights are active.
- Ensure that the PinPoint Scan 3 application is launched on the computer workstation.
- Ensure that the computer workstation is awake.
- Restart the PinPoint Scan 3 application on the computer workstation by right-clicking the icon in the task bar and selecting "Terminate". Then, launch PinPoint Scan 3 again.
- Wake up the computer workstation from sleep or hibernation.
- On the MFP panel, try the "Enter IP Address" feature to connect by entering the Hostname or IP Address.

9.2 Scans to cloud storage account folder don't show up in cloud storage account

Symptom:

When scanning to a cloud storage account, the scan shows up in the desktop folder for the account but the file isn't seen when logging into the account online.

Check:

- Make sure the "sync" application for the specific cloud storage account is running.
- Check cloud storage account sync settings.
- Refer to the respective cloud storage account's documentation for more help and troubleshooting tips.

9.3 Unable to login with proximity card

Symptom:

When logging in to PinPoint Scan 3 on the MFP with a proximity card, the screen displays "Unable to find PC associate with the PIN" message screen.

Check:

- Make sure the proximity card number is properly entered as the PIN on the Identification Tab of the PinPoint Scan 3 desktop application.

If issues persist, please contact your authorized Kyocera or Copystar Dealer for assistance.