kyoceradocumentsolutions.com

KYOCERA Quick Scan User Guide

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1 Product overview

KYOCERA Quick Scan is a TWAIN utility application that you can use to:

- Scan files using your device then save them in different formats such as *.pdf, *.jpg, or *.png.
- Save scanned files in a local or network folder.
- Email scanned files.

Documentation

This guide helps you install and use KYOCERA Quick Scan, and is intended for all users.

Conventions

The following conventions may be used in this guide:

- **Bold text** is used for menu items and buttons
- Screen, text box, and drop-down menu titles are spelled and punctuated exactly as they are displayed on the screen
- *Italics* are used for document titles
- Text or commands that a user enters are displayed as text in a different font or in a text box as shown in these examples:

1. On the command line, enter `net stop program`
2. Create a batch file that includes these commands:

```
net stop program
gbak -rep -user PROGRAMLOG.FBK
```

- Icons are used to draw your attention to certain pieces of information. Examples:



This indicates information that is useful to know.



This indicates important information that you should know, including such things as data loss if the procedure is not done properly.

System requirements

This application requires Microsoft .NET Framework 4.5.2 or later, and can be installed in the following operating systems:

- Windows 11 (64-bit)
- Windows 10 (32-bit, 64-bit)

- Windows Server 2022 (64-bit)
- Windows Server 2019 (64-bit)
- Windows Server 2016 (64-bit)



When scanning to email, make sure to have the following installed on your computer:

- Mapi32.dll
- Email client application

For more information, contact your system administrator.

2 Installing the application

- Make sure that your device and computer are turned on and connected by USB, network, or parallel cable. Parallel connection is available only in some devices. For network connection, make sure that you know the IP address of your device.
- Make sure that you have a copy of the installation package saved on your computer.
- In Windows operating systems, you must have administrator rights to install the application.

1 In your computer, browse to the installation package.

If necessary, extract the *.zip package.

2 In the installation package, run `Setup.exe`. If necessary, allow the installer to make changes to your computer.

3 Read and accept the license agreement.

4 Select **Custom Install**.

5 Select your device from the list, then add it to Products to Install.

If the device is not listed, do any of the following:

- Remove and reinsert both ends of the USB, network, or parallel cable. Select **Refresh** to rediscover devices.
- In the search box, specify the device model, IP address, host name, or USB port. If the search finds your device, then select it.
- Select **Add custom device**, then do the following:

  a) Select your device model.
  b) Select a port name or select **Add Port** to manually configure a port connected to your system.
  c) Select **OK**.

6 In Utilities, select **KYOCERA Quick Scan**, then add it to Products to Install.

Kyocera TWAIN Driver is automatically added to the list.

7 Review your selections in Products to Install.

- To use a host name for the standard TCP/IP port, select **Use host name as port name**.



This option is not available with a USB connection or for devices configured using Add custom device.

- Select **Edit** beside an item to modify the available installation options.
- Select **Delete** beside an item to remove it.
- Select **Remove all** to delete all items.

8 Select **Install**.

9 Review or modify the desktop shortcut options, then select **OK**.

10 Select **Finish**.

If the installation fails, then resolve any issues before repeating the process. If necessary, contact your system administrator.

After installing KYOCERA Quick Scan, you can add other devices or modify the default device in the Twain Driver Setting application.

3 Using the application

Make sure that your device and computer are turned on and connected by USB, network, or parallel cable. Parallel connection is available only in some devices. For network connection, make sure that you know the IP address of your device.

1 In your device, do either of the following:

- Place your original documents facedown on the platen.
- Place your original documents faceup on the document processor.

2 Do either of the following:

Option	Steps
Running the desktop shortcuts	In your computer, go to your desktop, then select any of the following shortcuts: Items may vary depending on your selected installation options. • **Scan to PDF** • **Scan to folder** • **Scan to email** The scan job starts automatically.

Option	Steps
Running the application	In your computer, select **Start**, then do either of the following: • Type `KYOCERA Quick Scan`, then select the application from the list. • Select **Kyocera** > **KYOCERA Quick Scan**. The application starts and connects automatically to the default device in the Twain Driver Setting application. You can change the device connected to KYOCERA Quick Scan by doing the following: **a.** Close KYOCERA Quick Scan. **b.** Select **Start**. **c.** Type `Twain Driver Setting`, then select the application from the list. **d.** In Scanner List, select the new default device, then select **Set as default**. • You can double-click a device item to review information including IP address. • To add a new device, select **Add**, then enter the required information.

Scanning with default profiles

1. Run KYOCERA Quick Scan.
2. In Scan Profiles, select any of the default profiles.
3. Review or modify any of the available basic or advanced settings:

- Basic settings include file name, output format, and image quality.
- Advanced settings include original size, feed method, and color settings.
- For network folder scan destination, make sure that your computer is connected to the same network as your destination, and that you have access to the network directory.
- For email scan destination, KYOCERA Quick Scan supports email client applications that are installed on your computer. For browser-based email clients, save your scanned files in a local folder on your computer, then attach the files to the browser-based email.
- To enable Preview, make sure to select **Platen** in **Advanced** > **Feed method**. In your device, place your original document

on the platen. In KYOCERA Quick Scan, select **Preview**, then review or modify any available options that include preview zoom level, preview rotation, and crop area for scanning. You can then start the scan, reset any preview options, or close the preview.

- Settings may vary depending on your device, scan profile, or selections.

4 Select **Start scan**, then follow any directions that may be shown on your screen.

To set a profile that you can use automatically when KYOCERA Quick Scan starts, select the pin icon beside the profile.

Creating custom profiles

1 Run KYOCERA Quick Scan.

2 Do either of the following:

Option	Steps
Create from any existing profile	**a.** Select any of the existing profiles. **b.** Review or modify any of the available basic or advanced settings. **c.** Select **Save as**. **d.** Enter a profile name.
Add new profile	**a.** Select **Add a new profile**. **b.** Enter a profile name, then select **Add**. **c.** Review or modify any of the available basic or advanced settings.

3 Select **Save**.

- To edit any existing custom profile, modify any available settings, then select **Save**.
- To create a desktop shortcut for a custom profile, select the arrow icon beside the profile. You can select either to start the scan immediately or to open KYOCERA Quick Scan.
- To set a profile that you can use automatically when KYOCERA Quick Scan starts, select the pin icon beside the profile.

4 Troubleshooting

The following table includes the most common problems that users may encounter when configuring or using the application. If your problem is not listed, contact your system administrator.

Problem	Possible cause	Recommended solution
I can't select the preview option.	Preview is available only when Platen is selected in **Advanced** > **Feed method**.	1. To enable Preview, make sure to select **Platen** in **Advanced** > **Feed method**. 2. In your device, place your original document on the platen. 3. In KYOCERA Quick Scan, select **Preview**, then review or modify any available options that include preview zoom level, preview rotation, and crop area for scanning. You can then start the scan, reset any preview options, or close the preview.

Problem	Possible cause	Recommended solution
I received a communication error or failure notification after starting the scan.	• Your device is turned off, busy, or not connected to your computer or network. • The device where you placed your documents for scanning is not the same as the target device in KYOCERA Quick Scan. • For network folder scan destination, you may not be connected to the network, or you may not have access to the network directory.	Do one or more of the following: • Before starting a scan, make sure that your device is turned on, not busy, and is connected to your computer or network. • Make sure that the device you are using is the same as the target device in KYOCERA Quick Scan. To change the target device, modify the default device in the Twain Driver Setting application. • For network folder scan destination, make sure that your computer is connected to the same network as your destination, and that you have access to the network directory.
The scanned output isn't attached to my browser-based email client.	For email scan destination, KYOCERA Quick Scan supports email client applications that are installed on your computer.	For browser-based email clients, save your scanned files in a local folder on your computer, then attach the files to the browser-based email.
The scanned output is not what I expected.	KYOCERA Quick Scan settings, such as feed method, document orientation, and color, may not match the document and device configuration.	Do one or more of the following: • In your device, make sure that you place the original documents facedown on the platen, or faceup on the document processor. Also, make sure that the document does not exceed the maximum scan area. For more information, see your device *Operation Guide*. • In KYOCERA Quick Scan, make sure that the settings match the document placement on the device.

Problem	Possible cause	Recommended solution
I cannot specify a scan resolution that is more than the highest available resolution.	Higher scan resolutions may not be supported, and is dependent on the TWAIN capability of your device.	In KYOCERA Quick Scan, select the highest available scan resolution. You may use other third-party image-processing applications to enhance the resolution.
I cannot create any more custom profiles.	You may have reached the maximum number of custom profiles allowed in the application.	Delete one or more custom profiles, before creating any new ones.

For the KYOCERA contact in your region, see Sales Sites sections here.
https://www.kyoceradocumentsolutions.com/company/directory.html

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