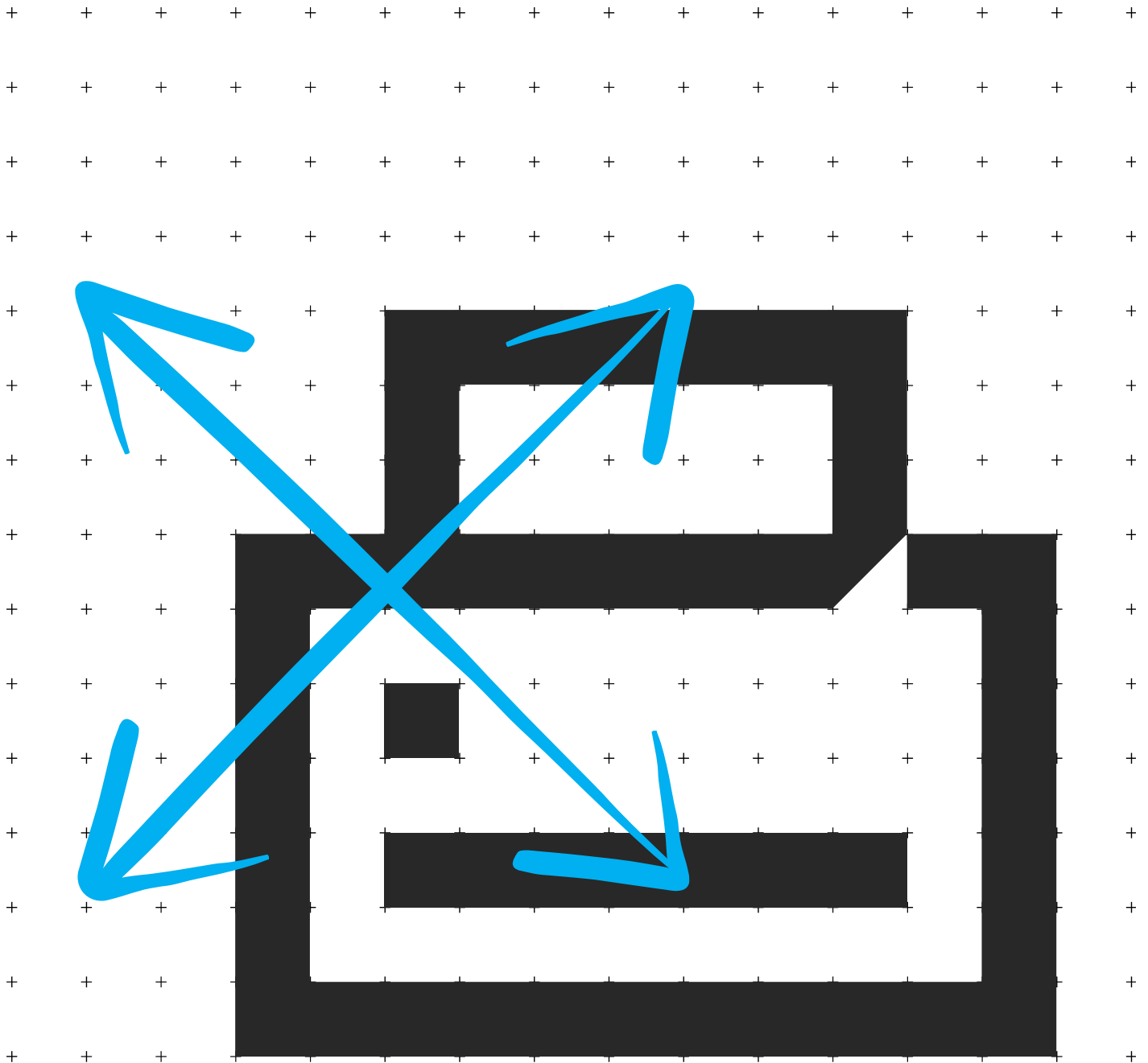




# PinPoint Scan 3.4

## Setup and Operation Guide

May 2024



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## 1. Introduction to PinPoint Scan 3

Kyocera's PinPoint Scan 3 is a Kyocera Business Application designed to simplify document scanning from a network connected Kyocera HyPAS-enabled MFP to a user's computer. With a variety of user-defined scanning destinations, customizable scan settings, and encrypted transfer of data PinPoint Scan 3 is an efficient scanning tool that simplifies the scanning process and increases productivity.

Setup of Kyocera's PinPoint Scan 3 application requires two components: The HyPAS application for installation at the MFP, and a small application to be installed on every user's workstation where scanning is needed.

Benefits of PinPoint Scan 3:

- No IP Address Management on MFP
  - Unique "network plug & play" technology used to find the user's workstation on the network and scan directly to it eliminates the need for server-based middleware.
- No folder sharing or permissions setup
- End-user controlled desktop application means little IT intervention is needed

### 1.1 PinPoint Scan 3 Features

- Streamlined user interface on PC, Mac, and the MFP panel
- Easily login with PIN or proximity card
- Integration with common cloud storage desktop applications such as Google Drive™, Microsoft® OneDrive, and Dropbox
- One Touch workflow settings to immediately start scan jobs for increased productivity.
- Configurable scan and document naming settings
  - JPEG, TIFF, and Searchable PDF file types supported
  - OCR Capable (requires scan extension kit), including autorotation and language selection
  - Access to most MFP scanning functions – both on panel and destination defaults
- Unattended network installation through MSI support
- Multiple language support for PC, Mac and on the MFP
  - French, Spanish and Portuguese
- Supports Outlook 32- and 64-bit

## 1.2 This Guide

This document describes the components, functions, installation requirements, and steps required to deploy and configure PinPoint Scan 3 effectively. Since PinPoint Scan 3 offers multiple workflow and configuration options, it is essential to understand these to deploy this solution correctly.

### 1.3 End-User Operation

PinPoint Scan 3 is used when an end-user needs to scan a document to his/her computer. At the MFP panel, an end-user launches PinPoint Scan 3 and connects to his/her computer by entering a personal PIN number. Once the MFP connects to the computer, the end-user can select a destination, select a folder, enter filenames, and change scan settings to fit his/her preferences, then place documents in the document processor or on the platen glass and press start.



The user then walks back to their workstation and the scanned image is ready for use.

### 1.4 System Requirements

| PC Hardware (Minimum)          | Mac Hardware                                       |
|--------------------------------|--|
| 1 GHz Processor                | Minimum 2GB RAM                                    |
| 512 MB RAM                     | 1 GB available Hard Disk space                     |
| 5 GB available Hard Disk space | iMac (Mid 2007 or newer)                           |
|                                | MacBook (Late 2008 Aluminum, Early 2009, or newer) |
|                                | MacBook Pro (Mid 2007 or newer)                    |
|                                | MacBook Air (Late 2008 or newer)                   |
|                                | Mac mini (Early 2009 or newer)                     |
|                                | Mac Pro (Early 2008 or newer)                      |
|                                | Xserve (Early 2009 or newer)                       |

## 1.5 Supported Operating Systems

| Windows                | Mac OS              |
|------------------------|---------------------|
| Windows 10             | macOS 14 (Sonoma)   |
| Windows 11             | macOS 13 (Ventura)  |
| Windows Server 2012 R2 | macOS 12 (Monterey) |
| Windows Server 2016    |                     |
| Windows Server 2019    |                     |
| Windows Server 2022    |                     |

*Operating systems not in the above table, no longer supported by Microsoft or Apple, and/or do not support the TLS 1.2 protocol are not supported by PinPoint Scan 3.*

### **NOTE:**

- *PinPoint Scan 3 does not support multiple simultaneous user sessions.*
  - *Only one instance of PinPoint Scan 3 can be running on a workstation.*
- *Terminal services and Citrix thin clients are not supported.*

## 1.6 Supported Environments

Not all Windows environments are supported and depending on a variety of factors, PinPoint Scan 3 may not be the ideal choice. Please read the following limitations and considerations carefully before deciding to implement PinPoint Scan 3.

## 1.7 Supported MFPs

For a full list of support MFP models, please refer to the HyPAS Compatibility Chart on KDACentral.com.

## 1.8 Licensing

PinPoint Scan 3 requires the purchase of a software license from an authorized Kyocera or Copystar dealership.

You have the opportunity to evaluate the software, free of charge, for two 30-day trial periods. PinPoint Scan 3 will be disabled when the two trial periods expire, and you will be required to purchase a license key to be entered to continue using the application.

## 1.9 On-line Activation

**PinPoint Scan 3** uses the same activation method as the Card Authentication Kit, Teaching Assistant, Data Security Kit, and the Document Guard Kit. Following the purchase of a license certificate, the



Product ID Number is sent in an email message. You will need these items as well as the **MFP Serial Number** when you access the License Page from KDAConnect.

You will be issued a unique Activation Key once you register your option. Print this page and input this Activation Key number on the panel of your **HyPAS-Enabled MFP or HyPAS-Capable MFP** to activate it.

**Login to the License Key Service on KDAConnect.com**

What's Required:

- License Certificate
- Product ID Number
- MFP Serial Number

**PinPoint Scan 3 Licensing Procedure**

1. Enter the Product ID from the License Certificate, Click Next

The screenshot shows the 'License Key Issue System' interface. At the top, a progress bar indicates the current step: 'Enter Product ID' (highlighted in red), followed by 'Verify product', 'Enter Machine No.', 'Re-enter Machine No.', 'Verify your entry', and 'Issue License Key'. Below the progress bar, there is a 'Language' dropdown menu set to 'English'. The main text area contains instructions: 'Thank you for purchasing our product. Follow the instructions here for issuing the license key. Check the Machine No. on your machine and enter the number in the space provided in License Certificate in advance. The number is shown on the rating plate attached on the machine in 10 alphanumeric characters after "Machine No." For example: Machine No. ABC12X3567'. Below this is a text input field labeled 'Enter Product ID' with the instruction 'Enter "Product ID" indicated on License Certificate and click Next.' The input field contains the text 'GC0S . 22HB . 4FC2 . N2K3'. At the bottom right, there is a 'Next' button with a right-pointing arrow.

2. Your Product will be verified, Click Next.

The screenshot shows the 'License Key Issue System' interface at the 'Verify product' step. The progress bar now highlights 'Verify product' in red. The main text area says 'Your purchased product is as below.' Below this is a table with two columns: 'Product Name' and 'Product ID'. The table contains the following data:

|              |                                |
|--------------|--------------------------------|
| Product Name | Printed Document Guard Kit (A) |
| Product ID   | GC0S-22HB-4FC2-N2K3            |

Below the table, it says 'If it is OK, click Next.' At the bottom left, there is a 'Back' button with a left-pointing arrow, and at the bottom right, there is a 'Next' button with a right-pointing arrow.

3. Enter the MFP Serial Number, Click Next.

**License Key Issue System**

Enter Product ID >> Verify product >> **Enter Machine No.** >> Re-enter Machine No. >> Verify your entry >> Issue License Key >>

**Enter Machine No.**

Enter the machine No. that you have written in License Certificate.

Machine No. :

If it is OK, click Next.

[Back](#) [Next](#)

4. Re-enter the MFP Serial Number to confirm it, Click Next.

**License Key Issue System**

Enter Product ID >> Verify product >> Enter Machine No. >> **Re-enter Machine No.** >> Verify your entry >> Issue License Key >>

**Re-enter Machine No.**

Enter the machine No. again to confirm it.

Machine No. :

If it is OK, click Next.

[Back](#) [Next](#)

5. Your Information will be verified, Click Next.

**License Key Issue System**

Enter Product ID >> Verify product >> Enter Machine No. >> Re-enter Machine No. >> **Verify your entry** >> Issue License Key >>

**Verify your entry**

Verify your entry so far.

|              |                                |
|--------------|--------------------------------|
| Product Name | Printed Document Guard Kit (A) |
| Product ID   | GC0S-22HB-4FC2-N2K3            |
|              | SAMPLE                         |
| Machine No.  | SPL8811406                     |

If it is OK, click Next.  
The license key will be issued.

[Back](#) [Next](#)

6. Your License Key has been issued.

### License Key Issue System

Enter Product ID >> Verify product >> Enter Machine No. >> Re-enter Machine No. >> Verify your entry >> Issue License Key >>


#### Issue License Key

The license key has issued.

|              |                                |
|--------------|--------------------------------|
| Product Name | Printed Document Guard Kit (A) |
| Product ID   | GC0S-22HB-4FC2-N2K3            |
|              | SAMPLE                         |
| Machine No.  | SPL8811406                     |
| License Key  | 3171-6246-4236-9163-5966       |

Date of Issue : March 23, 2016 1:58:31 AM JST

Write the above license key in the space provided in License Certificate.  
Print this screen and keep it in a safe place.

 **Print** [Continue to issue other license key.](#)

Now, the issuing process is completed.

7. Print the Page and input the License Key number on the panel of your HyPAS enabled MFP to activate your Device.

## 2. Software Installation

All required files can be downloaded from “KDAConnect” Kyocera and Copystar Dealer Portal.

### 2.1 Prerequisites

PinPoint Scan 3 requires Microsoft .NET 4.6 to be installed on the workstation in order to function properly. If a workstation doesn’t have Microsoft .NET 4.6 installed, PinPoint Scan 3 will give an error and ask that Microsoft .NET 4.6 be installed before installing PinPoint Scan 3.

### 2.2 Server Software Installation Files

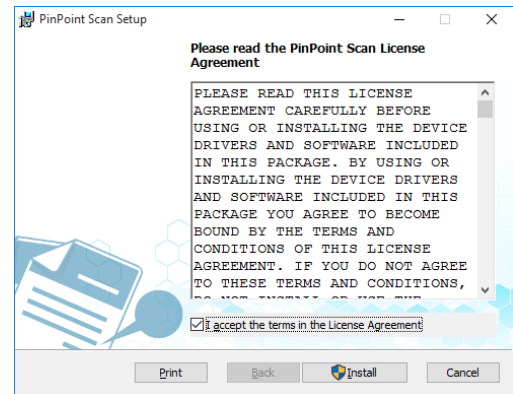
The PinPoint Scan 3 software can be installed on compatible network connected Windows workstations or Mac workstations (see [System Requirements on Page 5](#)).

### 2.3 PinPoint Scan 3 Installation on PC Workstations

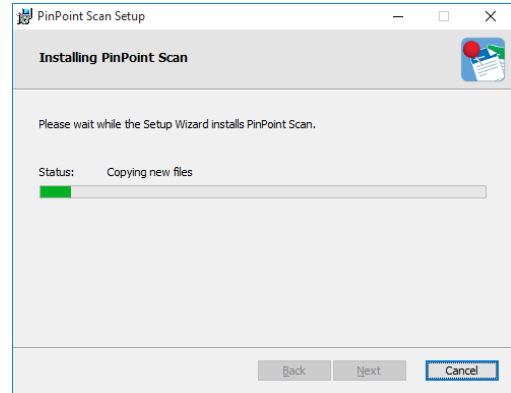
*NOTE: All previous versions of PinPoint Scan must be uninstalled, and the workstation rebooted in order to install PinPoint Scan 3.*

1. Double-click on “PinPoint Scan 3 PC Setup.exe” file to begin installation.
2. Read and accept the license agreement, Check the checkbox next to “I accept the terms in the License Agreement”, then click the “Install” button.

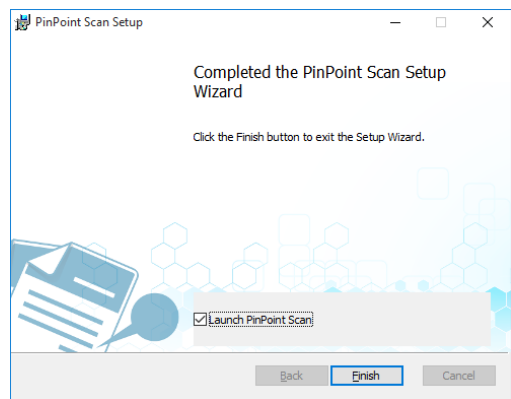
*NOTE: You must be signed in with local Administrator privileges in order to install PinPoint Scan 3 on the workstation.*



3. The installer will begin installation.



4. Click the "Finish" button to complete the installation. If desired, check the checkbox next to "Launch PinPoint Scan 3" to open the application's user interface and begin setting up PinPoint Scan 3 for use.



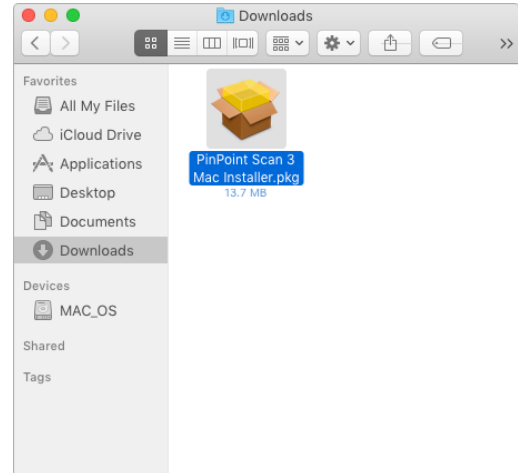
## 2.4 PinPoint Scan 3 Installation on Mac Workstations

*NOTE: All previous versions of PinPoint Scan must be uninstalled, and the workstation rebooted in order to install PinPoint Scan 3.*

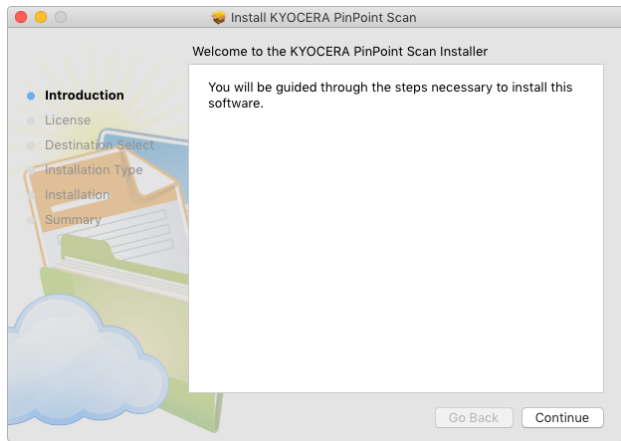
1. Copy "PinPoint Scan 3 Mac Installer.pkg" to a folder on the Mac.

2. Double-click on the .pkg file to start the installation process.

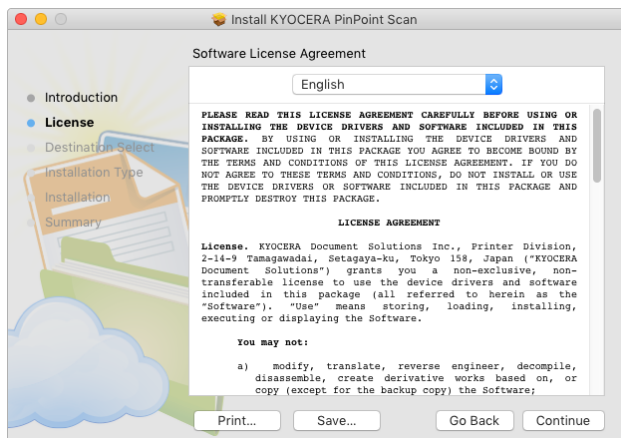
*NOTE: You must be signed in with local Administrator privileges in order to install PinPoint Scan 3 on the workstation.*



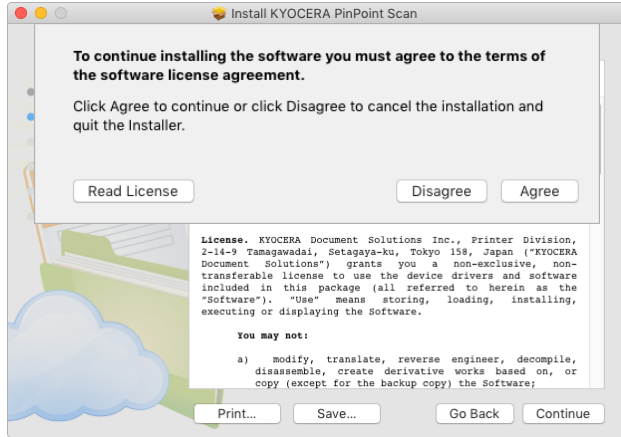
3. You will be greeted by the PinPoint Scan 3 Introduction Page. Click "Continue" on the lower right-hand corner of the window.



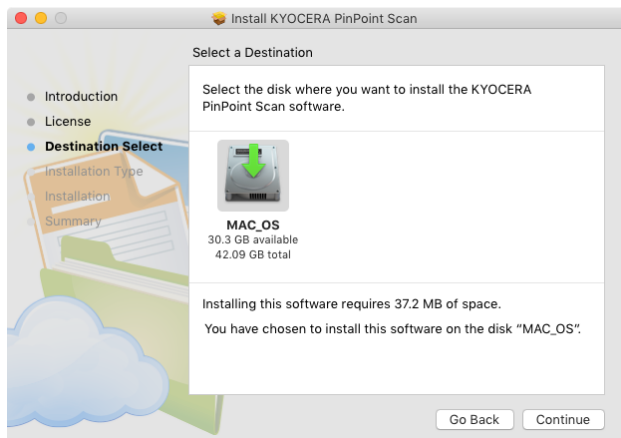
4. Read, print, or save the Software License Agreement. When ready, click "Continue" on the lower right-hand corner of the window.



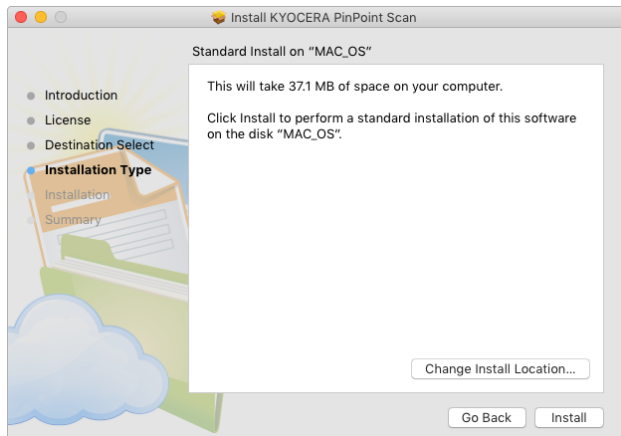
5. A pop-up window will ask if you would agree to the terms of the software license agreement. If you do, click “Agree” on the lower right-hand corner of the pop-up window to continue.



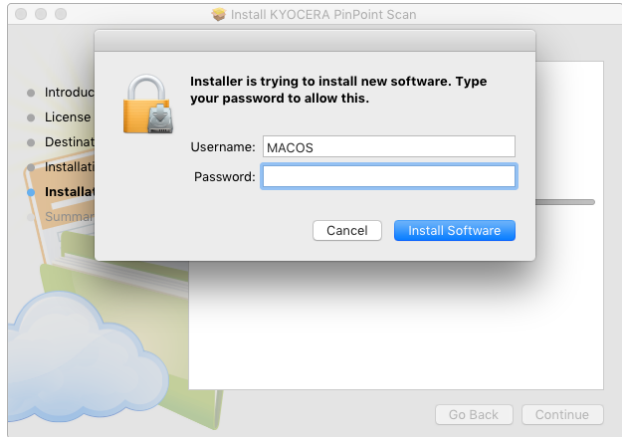
6. Select the disk destination for installation and click the “Continue” button on the lower right-hand corner of the window.



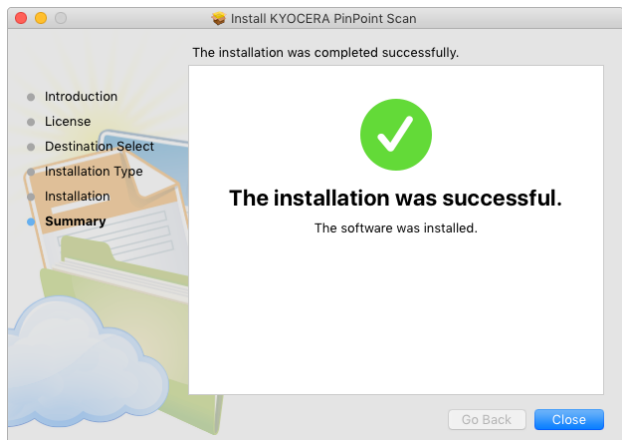
7. Click the “Install” button on the lower right-hand corner of the windows to begin installation.



8. If prompted, enter your password to continue installation and click the “Install Software” button on the lower right-hand corner of the pop-up window to begin the installation.



9. When PinPoint Scan 3 installs successfully you will be given a screen that states “The installation was successful” with a green checkmark icon. PinPoint Scan 3 is now installed on the workstation. To exit the installer, click the “Close” button on the lower right-hand corner of the window.



## 2.5 HyPAS Application File

Two 30-day full-featured trials are allowed per MFP. For use beyond the trial period, each MFP installation must be activated with a unique license key obtained after purchasing the corresponding item code.

## 2.6 HyPAS Application Installation

### 2.6.1 Installation on HyPAS-Capable MFPs

1. Download the PinPoint Scan 3 Package file from “KDAConnect” Kyocera and Copystar Dealer Portal and copy it to the root of a clean USB flash drive.
2. At the MFP control panel, open System Menu/Counter >Favorites/Application.

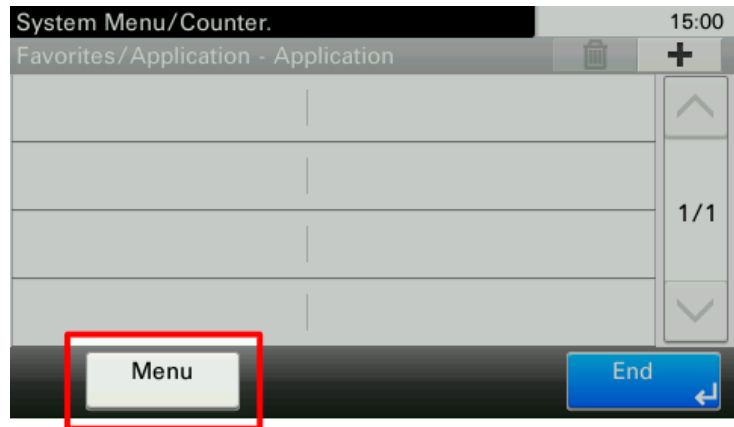


3. Log in as Administrator when prompted. The default login name is Admin, and the default password is Admin (Note: Enter capital A when entering 'Admin' as both login name and password fields are case-sensitive).

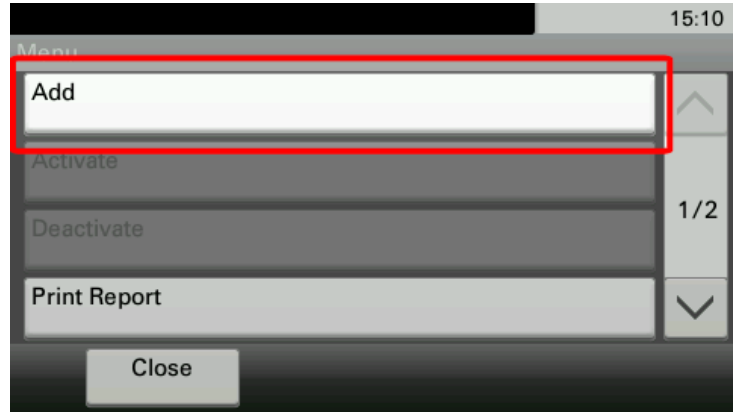
4. Press Application button.



5. Press Menu button.



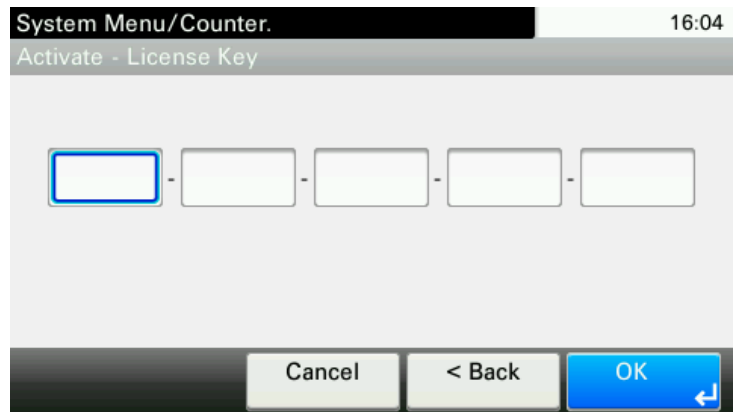
6. Press Add button.



7. Insert USB flash drive into the MFP.
8. A list showing the application will appear.
9. Select PinPoint Scan 3 and press Install.
10. After installation, press End to return to the Applications screen.
11. Select PinPoint Scan 3 and press Menu.
12. Press Activate. The MFP will prompt for Activation Mode. If a license key is available, enter the license key, then select Official. Otherwise, press the Trial button to activate one of the two 30-day trials. One trial can last for 30 days after which time the trial button will be disabled and the PinPoint Scan 3 service will no longer start. A license must be purchased from an authorized Kyocera or Copystar dealer in order to restart the PinPoint Scan 3 service.

13. If the Official button is pressed, the MFP will prompt for a license key. Enter it using the keypad and press the OK button.

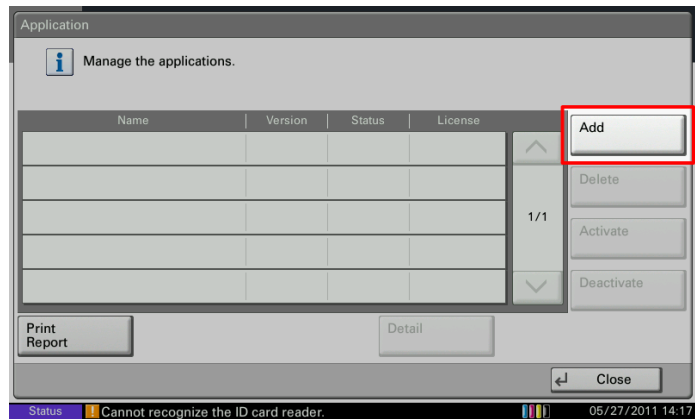
**NOTE:** License key can only be generated by authorized Kyocera or Copystar dealers.



After PinPoint Scan 3 is activated successfully, it can be executed from the main Application screen (opened by pressing the Application key on the control panel).

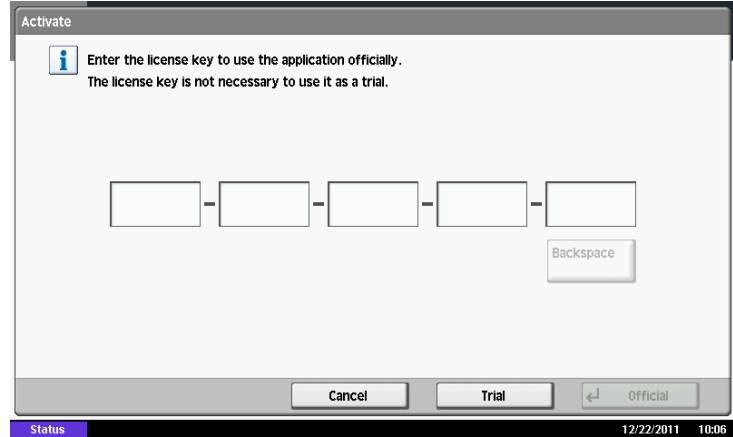
### 2.6.2 Installation on HyPAS-Enabled MFPs

1. Download the PinPoint Scan 3 Package file from “KDAConnect” Kyocera and Copystar Dealer Portal and copy it to the root of a clean USB flash drive.
2. At the MFP control panel, open System Menu > Applications.
3. Log in as Administrator when prompted. The default login name is Admin, and the default password is Admin (Note: Enter capital A when entering ‘Admin’ as both login name and password fields are case-sensitive).
4. Press the Add button.



5. Insert USB flash drive into the MFP.
6. A list showing the application will appear.
7. Select PinPoint Scan 3 and press Install.
8. After installation, press Close to return to the Application screen.

9. Select PinPoint Scan 3 and Press Activate. The MFP will prompt for Activation mode. If a license key is available, enter the license key, then select Official. Otherwise, press the Trial button to activate one of the two 30-day trials. One trial can last for 30 days after which time



the trial button will be disabled and the PinPoint Scan 3 service will no longer start. A license must be purchased from an authorized Kyocera or Copystar dealer in order to restart the PinPoint Scan 3 service.

10. After PinPoint Scan 3 is activated successfully, it can be executed from the home screen.

*NOTE: To setup PinPoint Scan 3 as the default screen of the MFP, open System Menu > Common Settings > Default Screen and select PinPoint Scan 3.*

## 2.7 Upgrading PinPoint Scan 3 HyPAS Application

Whenever the PinPoint Scan 3 HyPAS Application is upgraded, the MFP will need to be restarted in order for the application to function properly. Please make sure to restart the MFP after the PinPoint Scan 3 application has been upgraded.

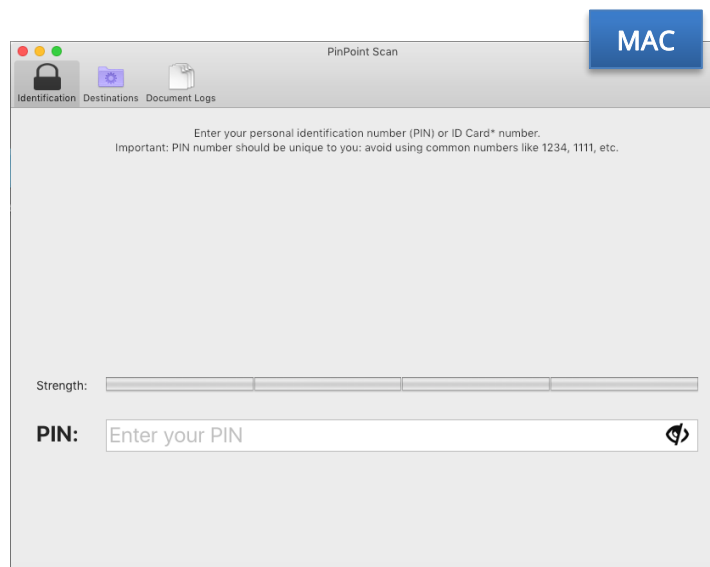
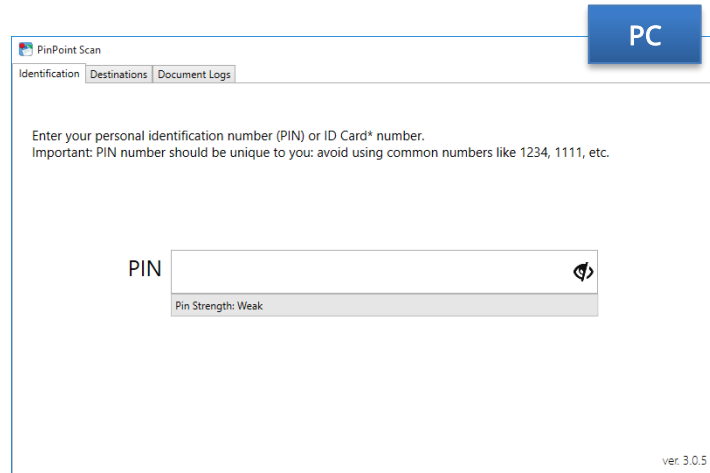
### 3. PinPoint Scan 3 Tabs and Settings

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.

#### 3.1 Identification Tab

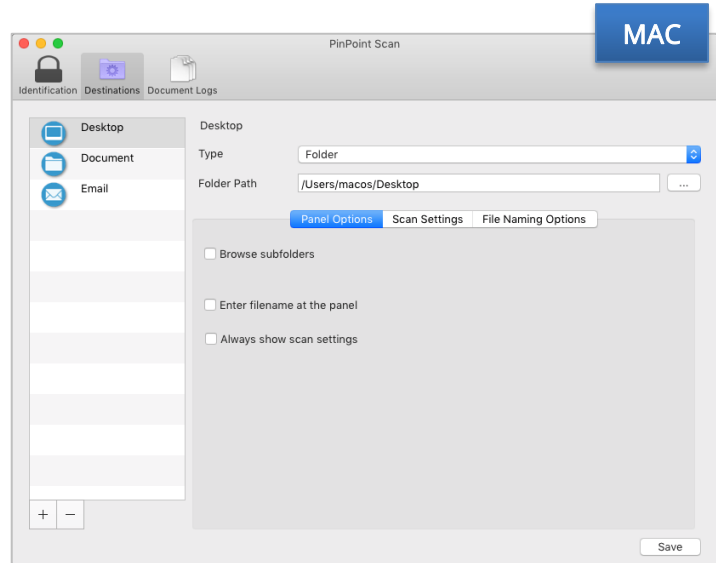
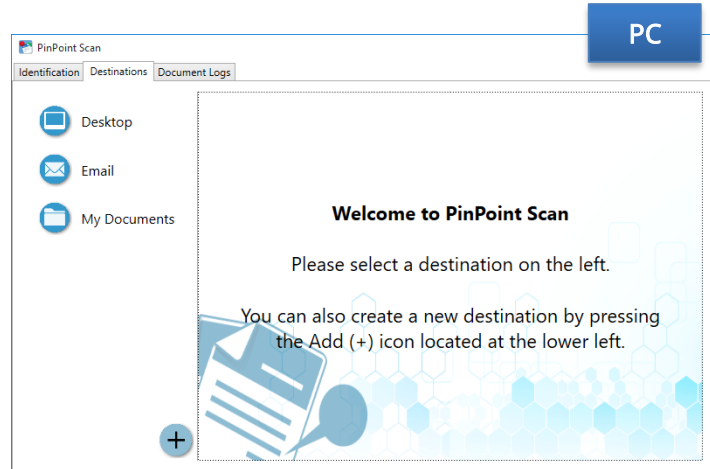
The Identification Tab is the first tab to be displayed when opening PinPoint Scan 3 and is used to set the personal PIN number for the user or PC. The personal PIN Number needs to be configured first in order for the PinPoint Scan 3 HyPAS application on the MFP to determine which user is using the application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

Number should be unique to you, and it must be 4 to 16 numeric characters.



## 3.2 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.



### 3.2.1 Destination Workflow Types

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



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.



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.

### 3.2.2 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.

### 3.2.3 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.

### 3.2.4 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 needed in order to utilize PinPoint Scan 3's Cloud Storage Account Integration feature.*

*Dropbox NOTE: If a Dropbox hot folder is moved, 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.*

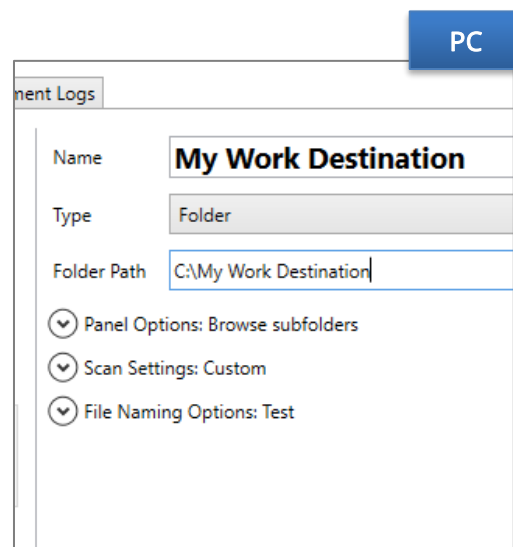
### 3.2.5 Nuance PaperPort Integration

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 needed in order to utilize PinPoint Scan 3's Nuance PaperPort Integrations feature.*

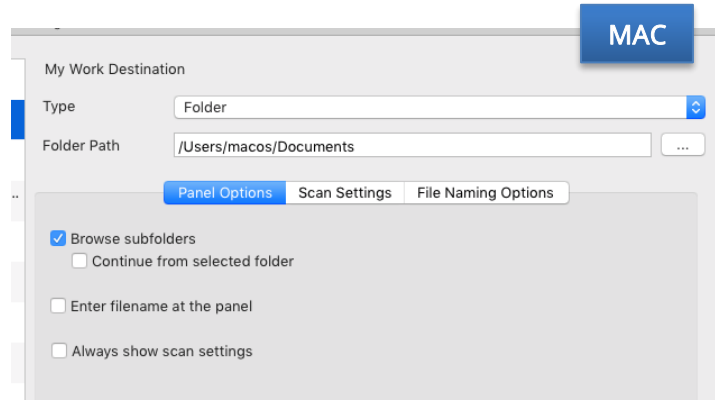
### 3.2.6 Destination Settings

All destination types can have 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.





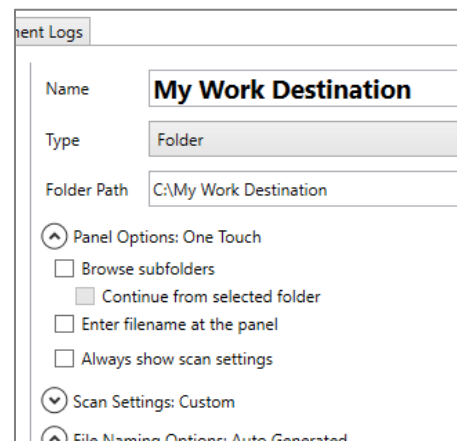
Since some settings are dependent on other settings being enabled certain settings may not be available to a workflow. For instance, an application destination workflow will not have the choice to enable the “Browse Subfolders” setting since there are not folders in the workflow to browse.



### Panel Options

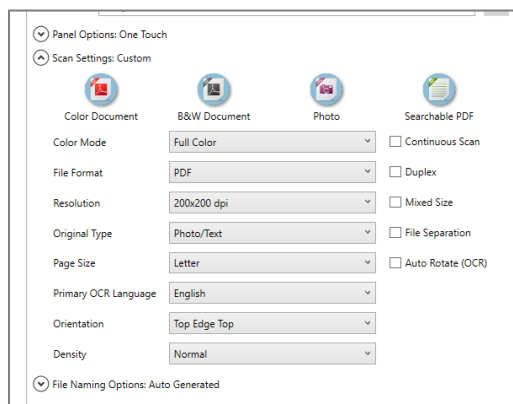
Options configured under this menu will be reflected next to the menu title. If no options are configured under Panel Options, the workflow will be considered a One Touch workflow, and the words “One Touch” will display next to the menu title. Refer to [Page 16](#) for more information on One Touch workflows.

|                                      |  |
|--------------------------------------|--|
| <b>Browse Subfolder</b>              | <i>Browse the folder structure on the MFP panel (only available with Folder workflow type)</i>   |
| <b>Continue from selected folder</b> | <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> |
| <b>Enter file name at the panel</b>  | <i>Allows the user to enter the file name at the MFP panel</i>   |
| <b>Always show scan settings</b>     | <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.

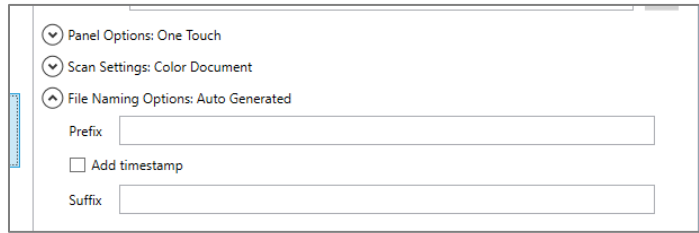


*\*Requires Scan Extension Kit*

|                             |  |        |             |        |      |       |          |    |    |    |        |                  |                  |      |      |       |           |    |    |     |      |
|-----------------------------|--|--------|-------------|--------|------|-------|----------|----|----|----|--------|------------------|------------------|------|------|-------|-----------|----|----|-----|------|
| <b>Color Mode</b>           | Monochrome, Grayscale, Full Color, Auto Monochrome, Auto Grayscale   |        |             |        |      |       |          |    |    |    |        |                  |                  |      |      |       |           |    |    |     |      |
| <b>File Format</b>          | PDF, TIFF, JPEG, Searchable PDF*   |        |             |        |      |       |          |    |    |    |        |                  |                  |      |      |       |           |    |    |     |      |
| <b>Resolution</b>           | 200x200 dpi, 300x300 dpi, 400x400 dpi, 600x600 dpi,  |        |             |        |      |       |          |    |    |    |        |                  |                  |      |      |       |           |    |    |     |      |
| <b>Original Type</b>        | Photo, Text, Photo/Text, for OCR   |        |             |        |      |       |          |    |    |    |        |                  |                  |      |      |       |           |    |    |     |      |
| <b>Page Size</b>            | <table border="0"> <tr> <td>Letter</td> <td>Statement R</td> <td>A4 R</td> <td>B5 R</td> <td>16K R</td> </tr> <tr> <td>Letter R</td> <td>A3</td> <td>A5</td> <td>B6</td> <td>Oficio</td> </tr> <tr> <td>Legal (8.5"x14")</td> <td>Ledger (11"x17")</td> <td>A5 R</td> <td>B6 R</td> <td>Folio</td> </tr> <tr> <td>Statement</td> <td>A4</td> <td>B5</td> <td>16K</td> <td>Auto</td> </tr> </table> | 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 |
| 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   |      |       |          |    |    |    |        |                  |                  |      |      |       |           |    |    |     |      |
| <b>Primary OCR Language</b> | English, Spanish, Portuguese, French   |        |             |        |      |       |          |    |    |    |        |                  |                  |      |      |       |           |    |    |     |      |
| <b>Orientation</b>          | Top Edge Top, Top Edge Left  |        |             |        |      |       |          |    |    |    |        |                  |                  |      |      |       |           |    |    |     |      |
| <b>Density</b>              | Normal, Darker +1, Darker +2, Darker +3, Lighter -3, Lighter -2, Lighter -1  |        |             |        |      |       |          |    |    |    |        |                  |                  |      |      |       |           |    |    |     |      |
| <b>Continuous Scan</b>      | Check to allow the user to scan more pages than allowed by the document feeder threshold   |        |             |        |      |       |          |    |    |    |        |                  |                  |      |      |       |           |    |    |     |      |
| <b>Duplex</b>               | Check to turn duplex scanning ON   |        |             |        |      |       |          |    |    |    |        |                  |                  |      |      |       |           |    |    |     |      |
| <b>Mixed Size</b>           | Check to turn Mixed Size scanning ON   |        |             |        |      |       |          |    |    |    |        |                  |                  |      |      |       |           |    |    |     |      |
| <b>File Separation</b>      | Check to allow the user to scan a stack of documents all at once and have each page saved as a separate file   |        |             |        |      |       |          |    |    |    |        |                  |                  |      |      |       |           |    |    |     |      |
| <b>Auto Rotate (OCR)</b>    | Check to have pages automatically rotated when using OCR   |        |             |        |      |       |          |    |    |    |        |                  |                  |      |      |       |           |    |    |     |      |

### 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



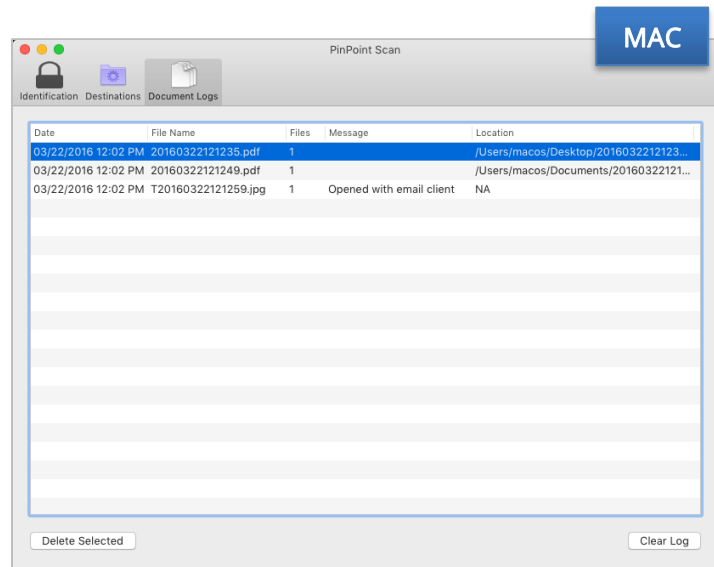
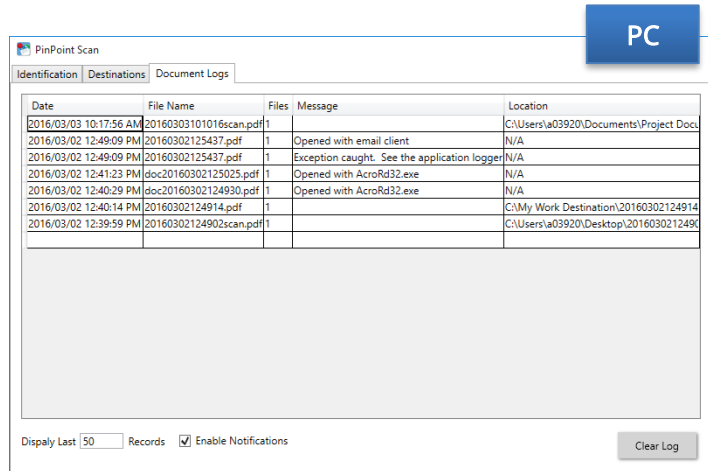
hasn't been configured to allow the user to enter the file name at the MFP panel, PinPoint Scan 3 will automatically generate a file name and the words "Auto Generated" will be displayed next to the menu title.

|                |   |
|----------------|---|
| 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")       |

### 3.3 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.

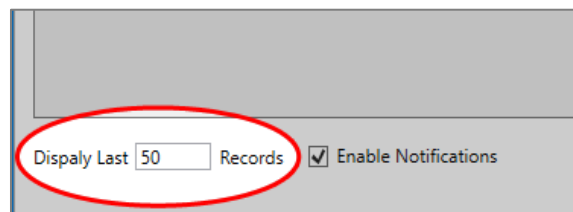


#### 3.3.1 Document Logs Settings

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

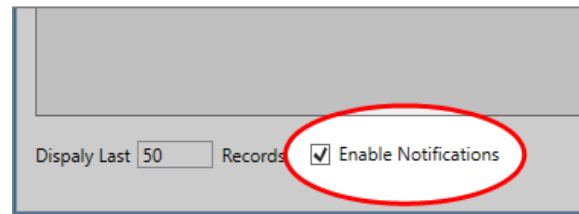
##### Display Last Records

Users can change the number 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.



## 4. Using PinPoint Scan 3 on a PC Workstation

### 4.1 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 exist in the task bar. Double click the PinPoint Scan 3 icon to launch PinPoint Scan 3.*

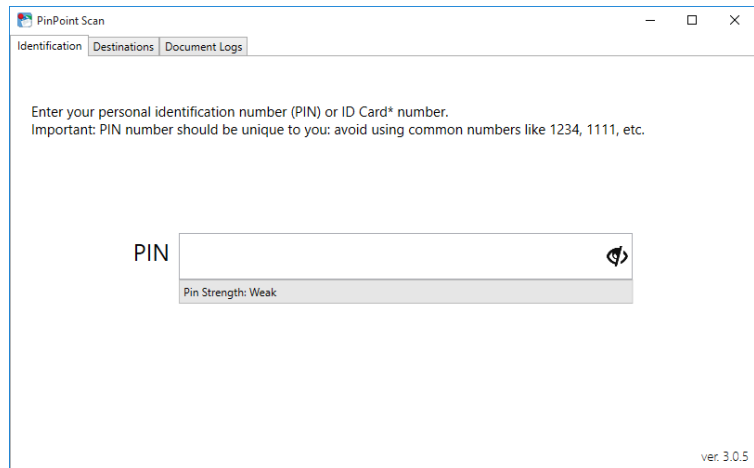


### 4.2 Setting the PIN Number


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 show the level of security the entered PIN number will provide by a color code:



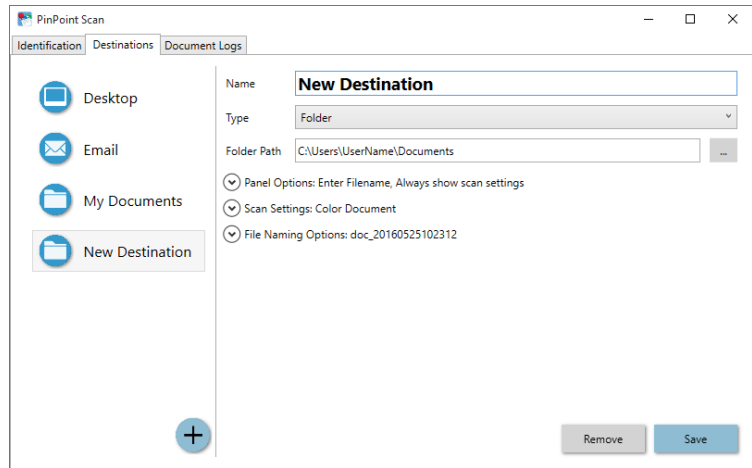
- Gray = Weak
- Yellow = Moderate
- Green = Strong

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.

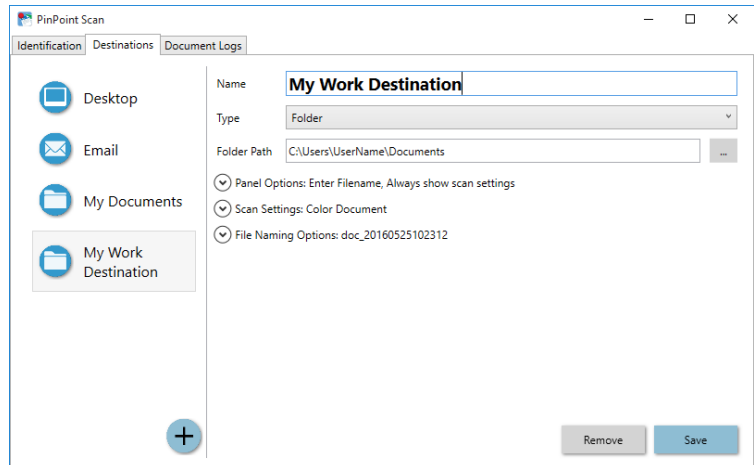
*NOTE: Alpha characters are not supported when creating a PIN Number.*

### 4.3 Add a New Destination

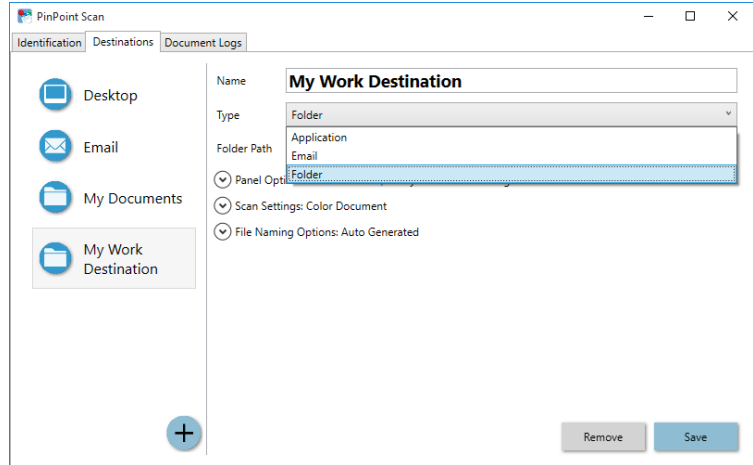
1. To create a new destination, click the '+' icon in the lower right corner of the destination list. A new destination will be added with the default name "New Destination" and the destination configuration panel will be displayed to the right of the workflow list.



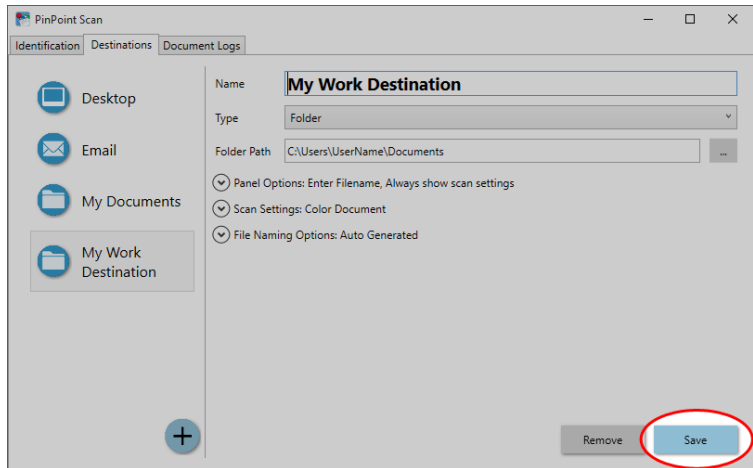
2. By default, the destination name will be "New Destination". Destination names can be changed by simply clicking in the text box and changing the name. Destination names are limited to 24 characters.



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



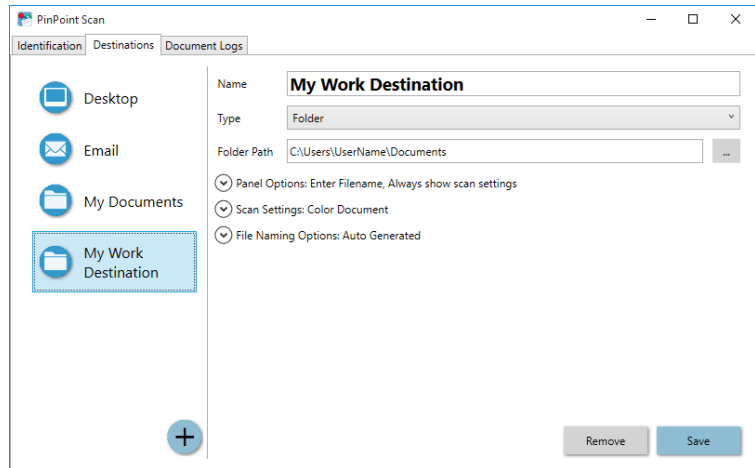
4. When all settings are configured press the "Save" button on the lower right-hand corner of the window. Your destination will now be accessible on the MFP panel.



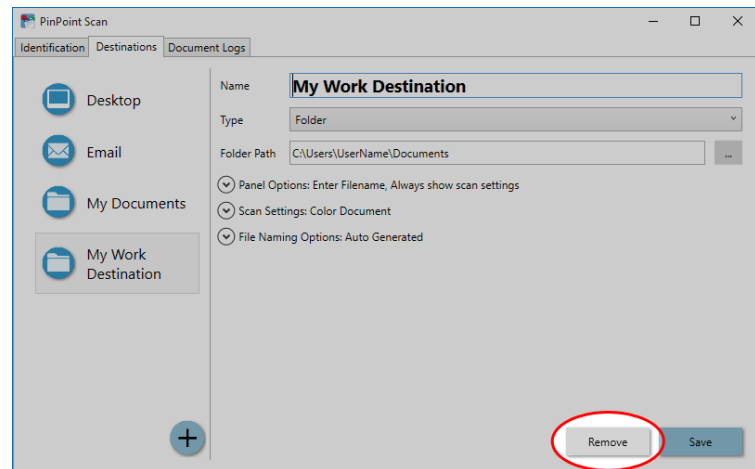


## 4.4 Remove a Destination

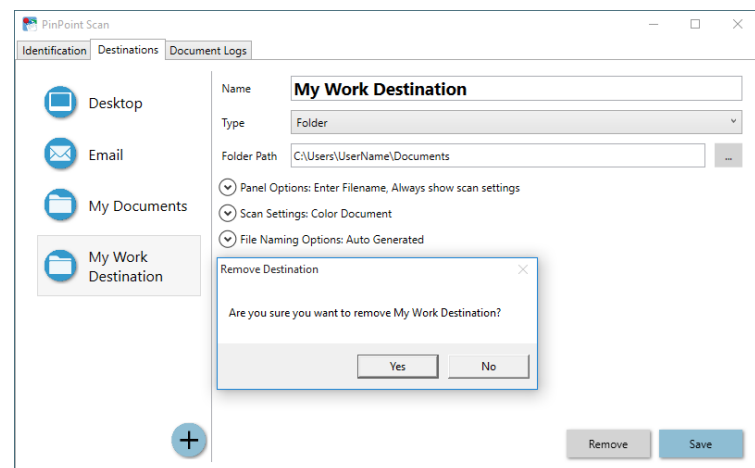
1. In the destination list, select the workflow you wish to remove.



2. 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.

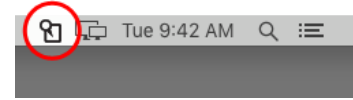


## 5. Using PinPoint Scan 3 on a Mac Workstation

### 5.1 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".*

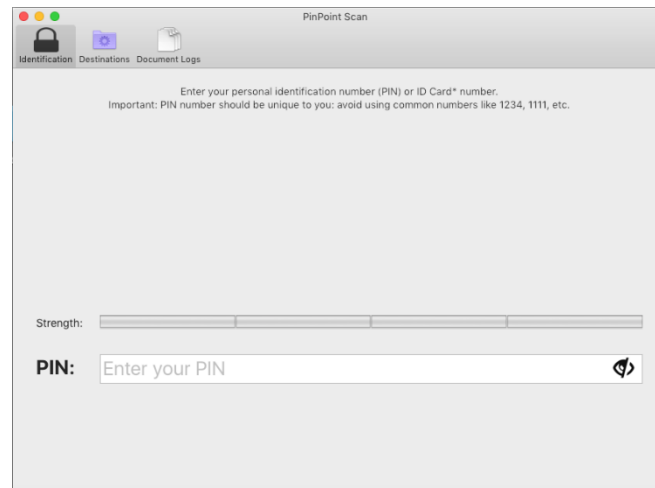



### 5.2 Setting the PIN Number

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

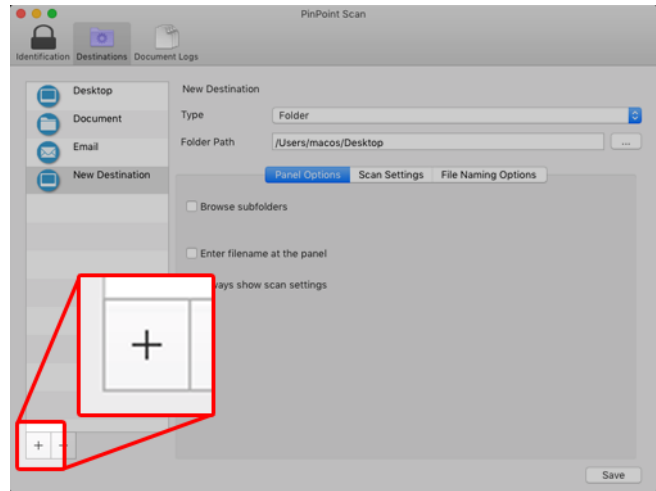


Keep this PIN number on record in a safe place. You will need it to scan from the MFP. To display the PIN, click the Eye icon (  ) in the PIN text box. Click the Eye icon again to hide the PIN.

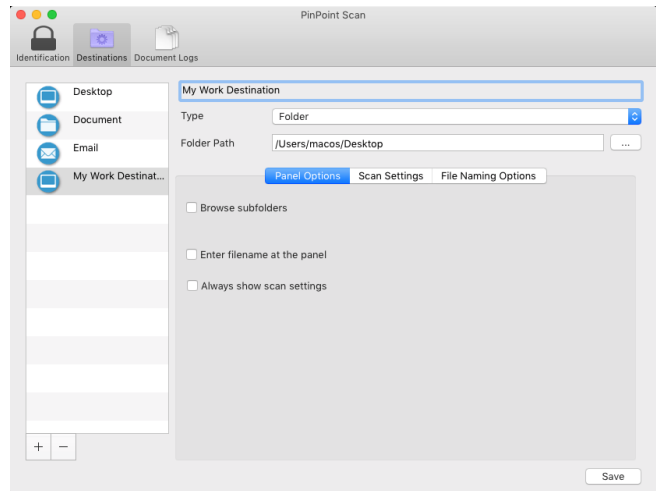
*NOTE: Alpha characters are not supported when creating a PIN Number.*

### 5.3 Add a New Destination

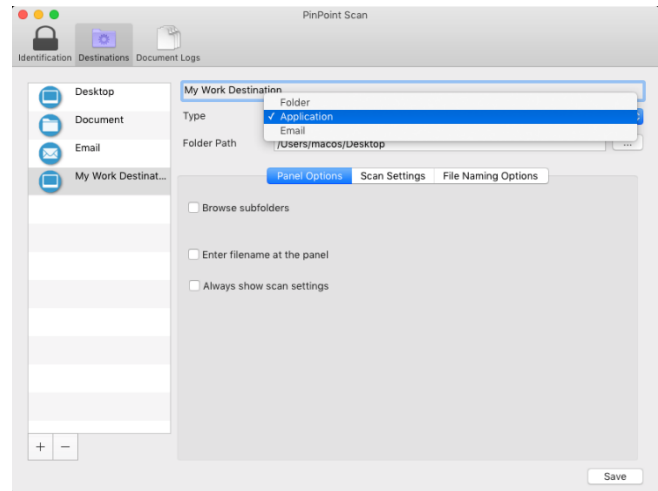
1. To create a new destination, click the '+' icon in the lower left-hand corner of the destination list. A new destination will be added with the default name "New Destination" and the destination configuration panel will be displayed to the right of the workflow list.



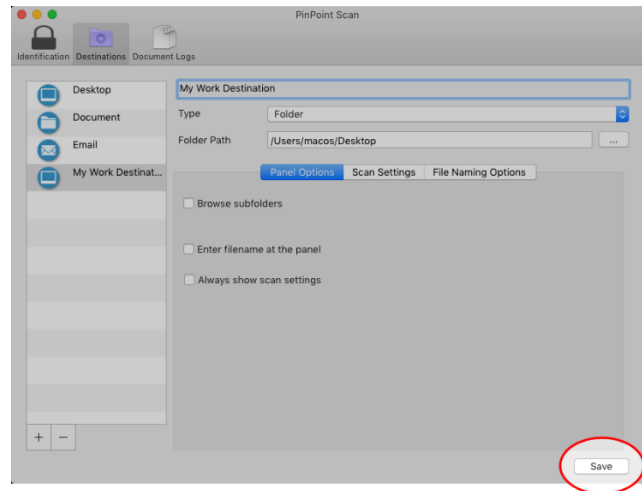
2. A destination name can be entered where "New Destination" is displayed in bold letters. Destination names are limited to 24 characters.



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

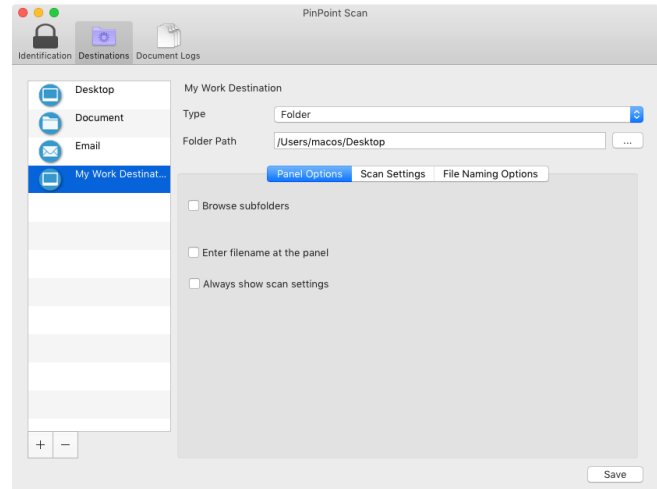


4. When all settings are configured press the "Save" button on the lower right-hand corner of the window. Your destination will now be accessible on the MFP panel.

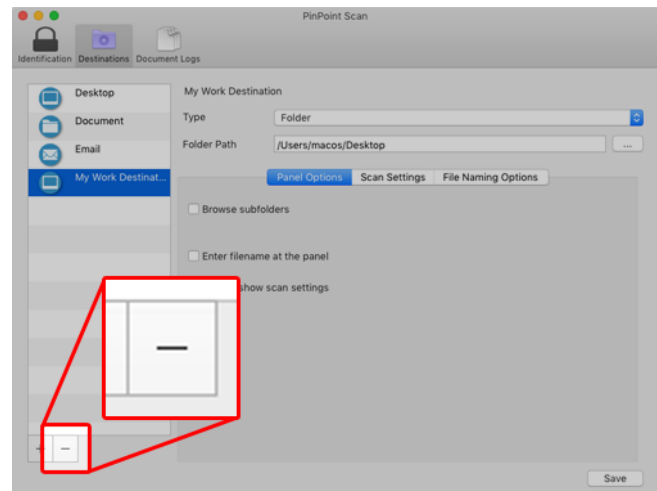


## 5.4 Remove a Destination

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



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




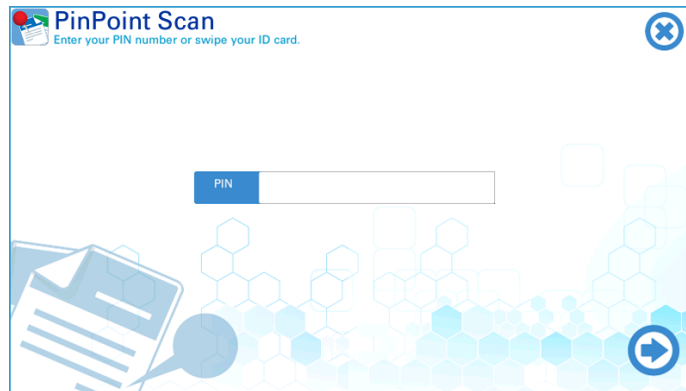
## 6. Using PinPoint Scan 3 on the MFP

### 6.1 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.



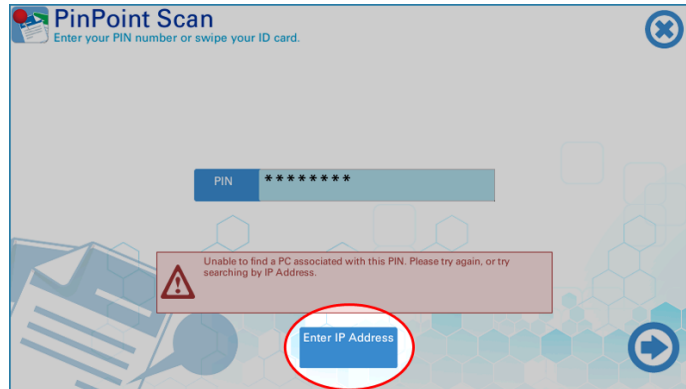
3. Once the MFP connects to the user’s workstation, the control panel will display the destination icons.




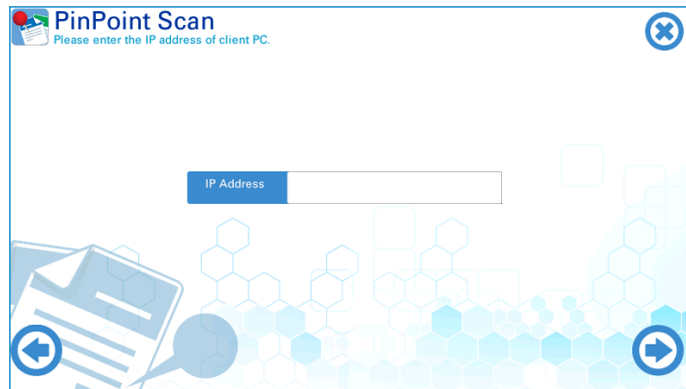
## 6.2 Connect to Workstation using IP Address

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.*

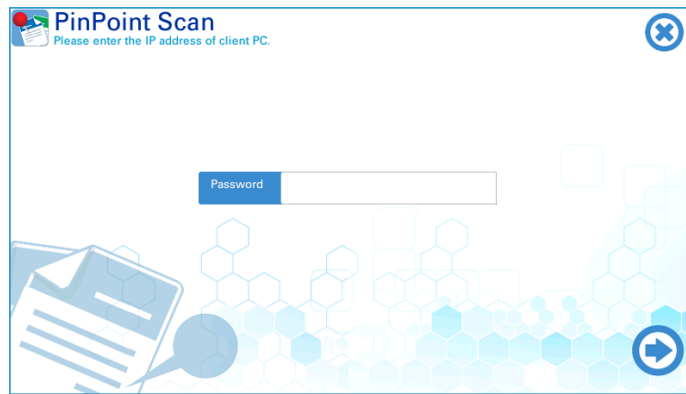
### 6.3 Connect to Workstation using Proximity Card

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.

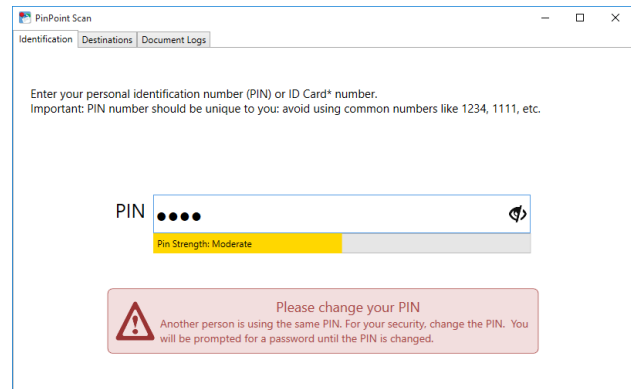
*NOTE: In order to use proximity cards, the MFP requires the installation of Kyocera’s Card Authentication Solution. Please refer to Card Authentication manual for the supported Card Authentication Solution.*

### 6.4 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.





## 7. Scanning to the Workstation

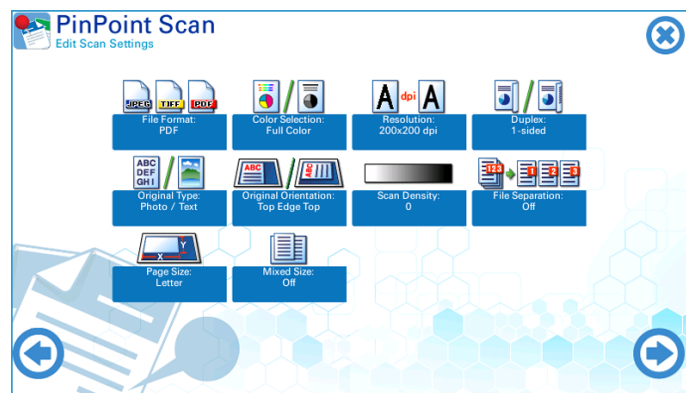
Once logged in to PinPoint Scan 3 on the MFP, the user will see a list for their destinations. To begin a workflow, simply select the destination you wish to use. The steps required to complete the scan may differ depending on the options configured for each workflow. These steps will cover what is necessary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

### 7.1 Scan to Desktop

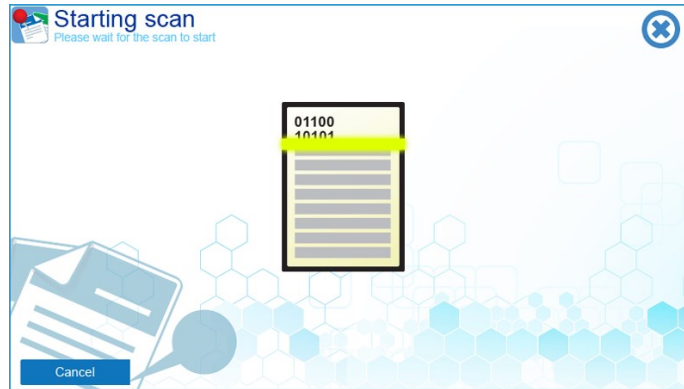
1. Select the PinPoint Scan 3 Application icon on the MFP.
2. Log in to your account using either your PIN, IP Address, or Proximity Card.
3. Place documents in the document processor or on the platen glass.
4. Select the "Desktop" workflow.



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.

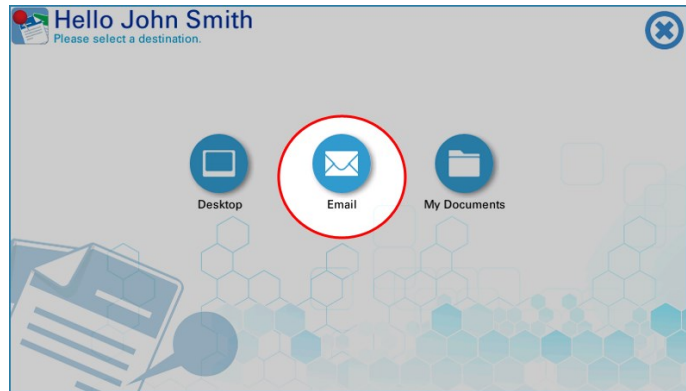



6. Scan will begin and upon completion you will be returned to your destinations screen.

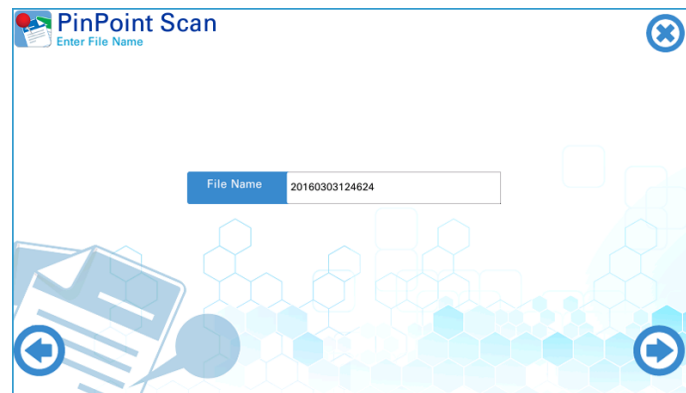


## 7.2 Scan to E-mail

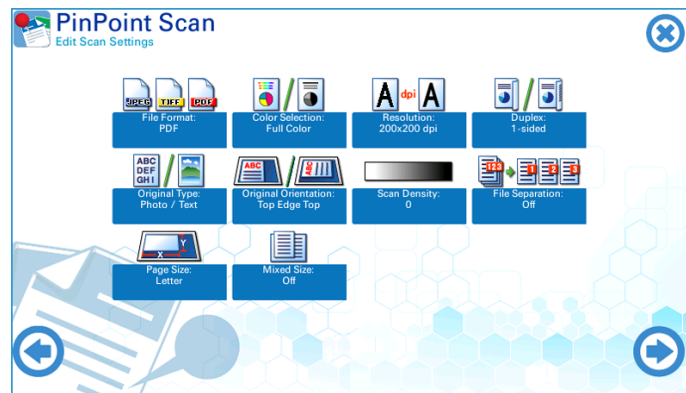
1. Select the PinPoint Scan 3 Application icon on the MFP.
2. Log in to your account using either your PIN, IP Address, or Proximity Card.
3. Place documents in the document processor or on the platen glass.
4. Select the "Email" workflow.



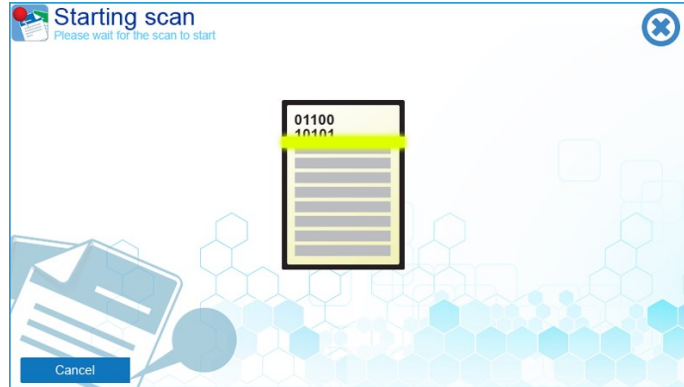
5. Enter a file name if desired then press the  button on the panel to continue.



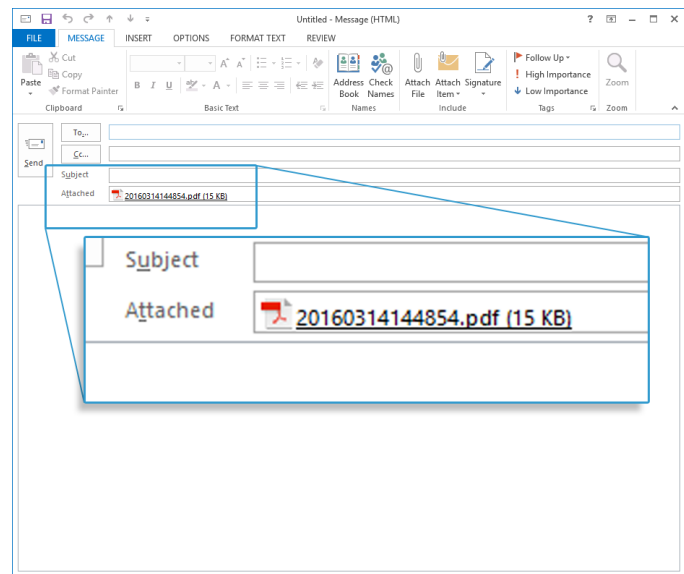
6. Review and/or change the scan settings then press the scan button on the lower right-hand corner of the panel screen to begin the scan.



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

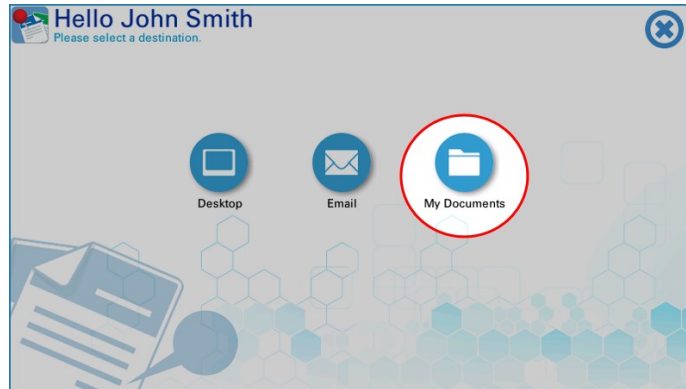



8. PinPoint Scan 3 will open a new email message on the workstation and the scan will be attached as an attachment.



### 7.3 Scan to My Documents

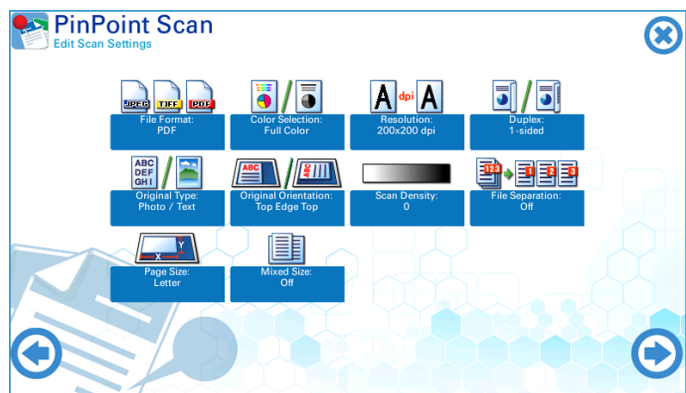
1. Select the PinPoint Scan 3 Application icon on the MFP.
2. Log in to your account using either your PIN, IP Address, or Proximity Card.
3. Place documents in the document processor or on the platen glass.
4. Select the “My Documents” workflow.



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.

## 7.4 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.



## 7.5 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.



## 8. Troubleshooting

### 8.1 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.

### 8.2 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.

### 8.3 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.



## 9. PinPoint Scan Network Communication Protocol

PinPoint Scan 3.4 for both macOS and Windows communicates with the MFP using the TLS 1.2 protocol. For this reason, any MFP or device that does not support TLS 1.2 will not work with PinPoint Scan 3.4.

### 9.1 Port and Network Protocol

- UDP Multicast on group: 239.255.255.248 and port: 5360.
- UDP unicast on port 5360.
- TCP port 19091 (and above).

### 9.2 MFP HyPAS application Start up



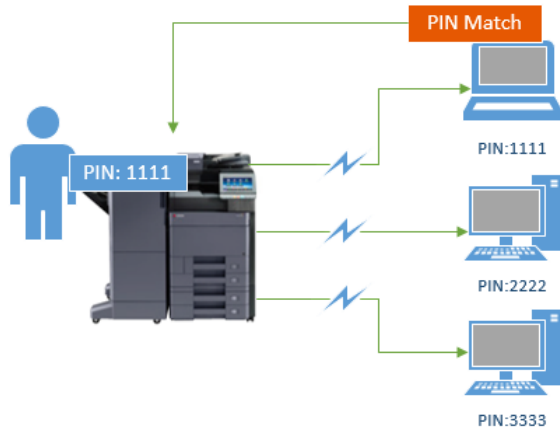
1. PinPoint Scan HyPAS application loads when MFP is powered on
2. App announces its presence on the network by sending out a UDP Multicast message to group: 239.255.255.248 on port 5360.

### 9.3 PC/MAC application start up



1. PinPoint Scan client application starts when user logs into PC/MAC
2. Client app announces its presence on the network by sending out a UDP Multicast message to group: 239.255.255.248 on port 5360.

#### 9.4 Connecting to PC/MAC from the MFP panel



1. User enter PIN at Panel
2. PinPoint Scan application sends UDP Unicast message on port 5360 with irreversible hashed PIN.
3. PC/MAC client with matching PIN will respond back to the MFP.
4. After verification, MFP and PC establish a HTTPS communication channel on TCP port 19091 (or higher).
5. All further communication including image transfer occurs on this channel.

## 10. Support

### PinPoint Scan Support:

Contact your authorized Kyocera or Copystar Dealer.

For a listing of authorized Kyocera Dealers:

<https://www.kyoceradocumentsolutions.us/en/about-us/contact-us/dealer-locator.html>

For a listing of authorized Copystar Dealers:

<https://www.copystar.com/en/about-us/contact-us/dealer-locator.html>

or

### Contact Kyocera Technical Support

#### Phone

Monday - Friday 9 am - 6 pm EST

1-800-255-6482

#### Web

<https://www.kyoceradocumentsolutions.us/en/about-us/contact-us.html>

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Kyocera Document Solutions Inc. is a core company of Kyocera Corporation, a leading supplier of semiconductor packages, industrial and automotive components, electronic devices, solar power generating systems and mobile phones. During the year ended March 31, 2020, Kyocera Corporation's consolidated sales revenue totaled \$14.7 billion. Kyocera appears on the "Derwent Top 100 Global Innovators 2018-19" list by Clarivate Analytics and is ranked #655 on Forbes magazine's 2019 "Global 2000" list of the world's largest publicly traded companies.

[For MF communications, please consult with your internal risk or legal teams as to what additional language is appropriate.]