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Card Authentication Kit (B) OPERATION GUIDE



KYOCERA
Document Solutions

Card Authentication Kit (B) Operation Guide

Introduction

Thank you for purchasing our Card Authentication Kit (B).

This product enables you to use the ID card user authentication system.

Precautions

To install the optional function, you need the **License Key**. Please access the designated website of your dealer or service representative, and register "**Machine No.**" indicated on your machine and "**Product ID**" indicated on the **License Certificate** supplied with the product to issue the **License Key**.

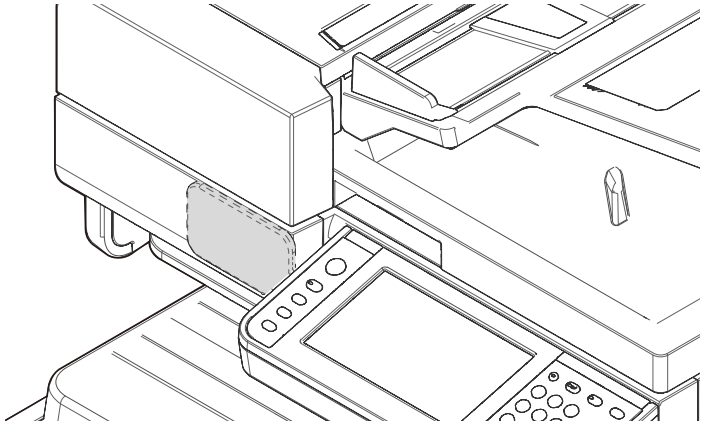
For ID card reading, refer to the instructions of the card reader.

For User Login setting and user registration, refer to *User Authentication and Accounting (User Login, Job Accounting)* in the *Operation Guide* of the machine.

To make local authentication using your ID card, you need to register the ID card information in the Local User List you are pre-registered on. For registration procedure, refer to the *To register the ID card information*.

To make network authentication using your ID card, you need to install the KYOCERA Net Manager on the network authentication server. Register the user from the server and enter the ID card's ID number. Refer to the *KYOCERA Net Manager Install Manual* for details.

Installing the ID card reader



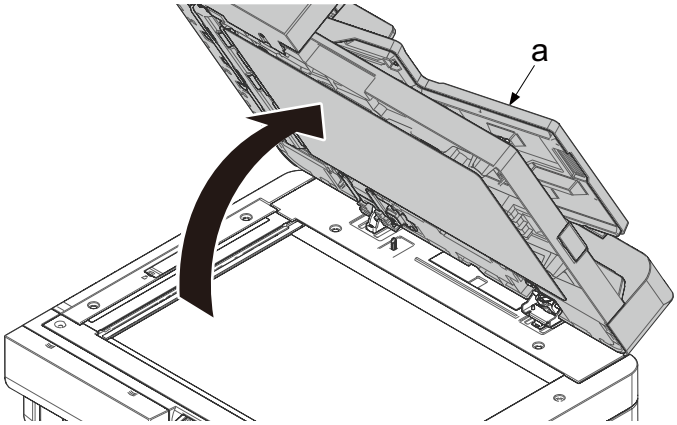
ID card reader installation requires the following parts supplied with the machine, housed within the card reader cover:

- Velcro Tape 2 pairs

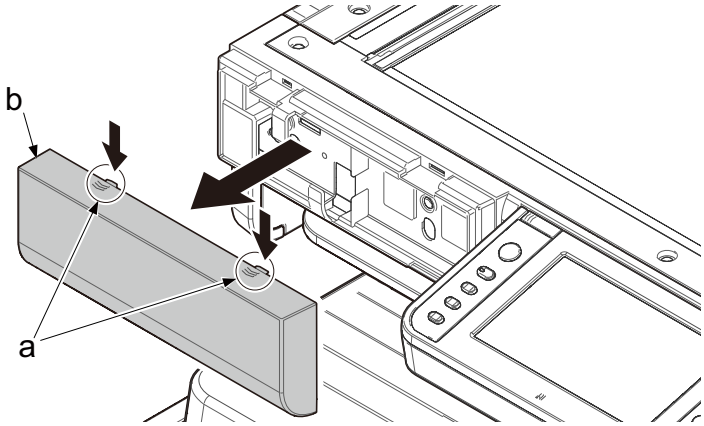
1 Turn off the power switch and disconnect the power plug.

NOTE: The confirmation message for power supply off is displayed. It takes about 3 minutes for power off.

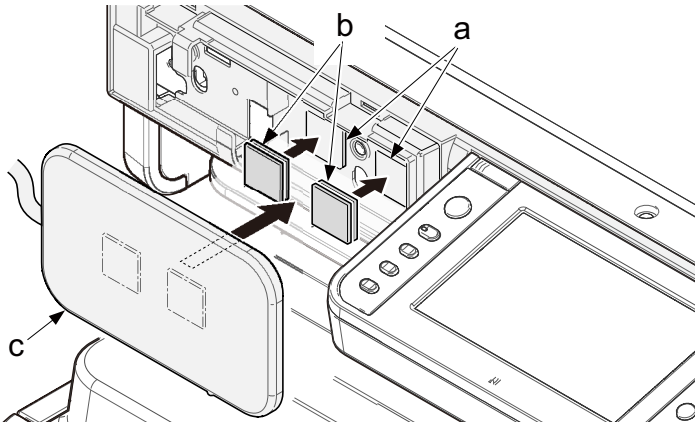
2 Open the document processor (a).



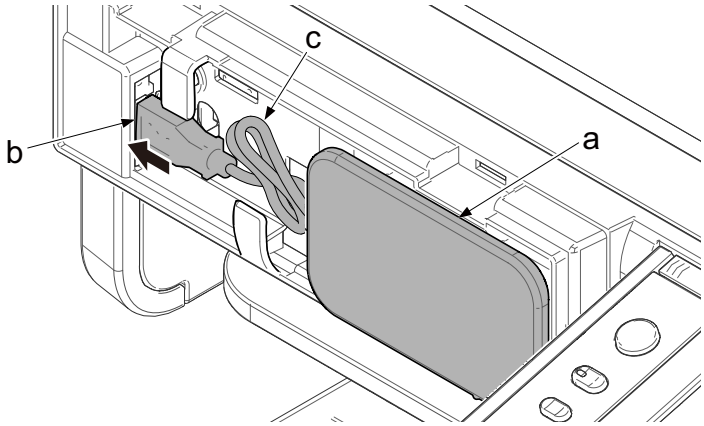
3 Release two hooks (a) by pushing them down and remove the card reader cover (b) in the direction of the arrow.



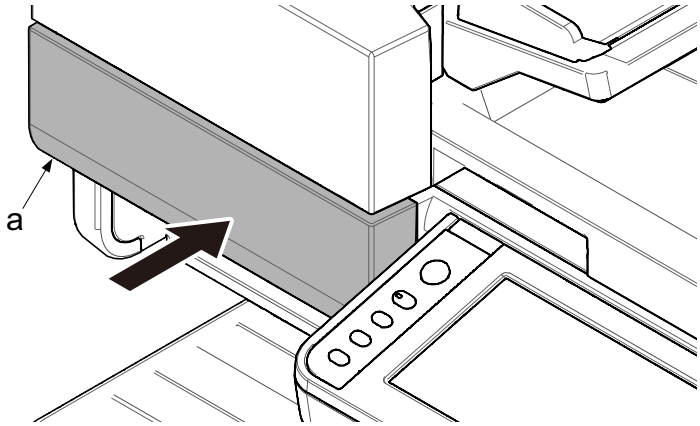
4 Attach a pair of the Velcro tape (b) to each of two projection parts (a). Be sure to attach the large sized tape on the projection part (a). Next, attach the card reader (c) to the Velcro tape (b) to become the center position.



5 Connect the USB connector (b) to the main unit, wind the excess portion of the cable (c) and install the card reader (a).



6 Reattach the card reader cover (a) and close the document processor.



Activation of Card Authentication Kit(B)

Activate the ID CARD from the operation panel on the machine.

1 Press the **System Menu/Counter** key and then press [System/Network]. If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to log in with administrator privileges.

2 Press [Optional Function].

3 The optional function screen is displayed. Select CARD AUTHENTICA... and press [Activate].

4 Select [Official] and press [Next].

NOTE: To use the application as a trial, select [Trial] without entering the license key.

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5 The **License Key** entry screen is displayed. Enter the **License Key** using the numeric keys and press [OK].

6 The confirmation screen appears. Confirm the product name CARD AUTHENTICATION KIT(B) and press [Yes].

Setting User Login

Make the settings of Local Authentication or Network Authentication of User Login in User Login/Job Accounting on the machine.

NOTE: For User Login setting, refer to *User Authentication and Accounting (User Login, Job Accounting)* in the *Operation Guide* of the machine.
When you enable *User Login* on the machine, you need to make the setting of user account for the printer driver in order to print by the computer. For details, refer to the *Printer Driver User Guide*, *Device Settings*, and *Administrator Settings*.

Registering/deleting the ID card information

The procedures below are to register or delete the card information of a pre-registered user.

For new registration or change of user information on *Local User List*, refer to *Management* in the *Operation Guide* of the machine.

To register the ID card information

To login using the ID card, you need to register the ID card information in the user information.

Follow the steps below.

1 Press the **System Menu/Counter** key.

NOTE: If *Local Authentication* has been set in *User Login*, the *ID Card Login* screen appears. Refer to *Login* on the back side or the procedure of *Keyboard Login*, and login using the ID card registered with administrator privileges or using the login user name.
To enter your login user name and login password, refer to the machine's Operation Guide.

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2 Press [User Login/Job Accounting].

NOTE: If *User Login* is disabled, the *ID Card Login* screen appears. Refer to *Login* on the back side or the procedure of *Keyboard Login*, and login using the ID card registered with administrator privileges or using the login user name.
To enter your login user name and login password, refer to the machine's Operation Guide.

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3 Press [User Login Setting] and then press [Local User List].

4 Select the user for whom you wish to register the ID card information, and press .

5 Press [∨] or [∧], and then press [ID Card info.].

6 Hold the ID card to be registered over the card reader, and then press [OK]. Reading is completed and returns to the detail screen.

7 Press [Save]. The confirmation screen appears.

8 Press [Yes]. The ID card information is now registered.

To delete the ID card information

You can delete the ID card information registered in the user information.

Follow the steps below.

1 Perform the step 1 to 3 of *To register the ID card information*.

2 Select the user from whom you wish to delete the ID card information, and press .

3 Press or , and then press [ID Card info.].

4 Press [Delete].

5 In the confirmation screen, press [Yes] and then press [OK]. The screen returns to the detail screen.

6 Press [Save]. The confirmation screen appears.

7 Press [Yes]. The ID card information is now deleted.

Login

After installing the Card Authentication Kit (B) and setting User Login, *Use ID card to login.* will appear when you use the machine.

To login, hold the ID card over the ID card reading part.

Caution: Do not attempt to read two ID cards at once.

NOTE: When *Additional Authentication* is set to *Use Password*, the Login Password is entered after authentication using the ID card. For the setting procedure, refer to *Additional Authentication*.

Keyboard Login

You can login by entering the login user name and login password without using the ID card.

NOTE: You can make the login permission or prohibition setting. For the setting procedure, refer to *Keyboard Login setting*.

Follow the steps below.

1 Select the [Menu] in the ID card login screen.

2 Press [Keyboard Login].

3 Enter the login user name and login password, and then press [Login].

NOTE: To return to the ID Card Login screen, press [ID Card Login].

Logout

After completing the procedure, press the **Authentication/ Logout** key on the control panel.

Keyboard Login setting

You can make the Keyboard Login permission or prohibition setting.

Follow the steps below.

1 Press the **System Menu/Counter** key.

NOTE: If *Local Authentication* has been set in *User Login*, the *ID Card Login* screen appears. Refer to *Login* or refer to the procedure of *Keyboard Login*, and login using the ID card registered with administrator privileges or using the login user name.

2 Press [User Login/Job Accounting].

NOTE: If *User Login* is disabled, the *ID Card Login* screen appears. Refer to *Login* or refer to the procedure of *Keyboard Login*, and login using the ID card registered with administrator privileges or using the login user name.

3 Press [User Login Setting] → [ID Card Setting], and then press [Keyboard Login].

4 Press [Permit] or [Prohibit].

Additional Authentication

This sets whether or not to require the entry of a Login Password after authentication using an ID card. When set to *Use Password*, the Login Password entry screen is displayed after the ID card is authenticated.

Follow the steps below.

1 Press the **System Menu/Counter** key.

NOTE: If *Local Authentication* has been set in *User Login*, the *ID Card Login* screen appears. Refer to *Login* or refer to the procedure of *Keyboard Login*, and login using the ID card registered with administrator privileges or using the login user name.

2 Press [User Login/Job Accounting].

NOTE: If *User Login* is disabled, the *ID Card Login* screen appears. Refer to *Login* or refer to the procedure of *Keyboard Login*, and login using the ID card registered with administrator privileges or using the login user name.

3 Press [User Login Setting] → [ID Card Setting], and then press [Additional Authentication].

4 Press [Off] or [Use Password].

NOTE:To use PIN code authentication, you must enable network authentication and set the server type to [Ext.]. For details, refer to the machine's Operation Guide.

Responding to Error Messages

If the panel displays any of these message, follow the corresponding procedure.

Error Message	Corrective Actions
Cannot recognize.	Make sure your ID card has been registered.
This ID card is already registered to another user.	Your ID card has already been registered. Change it to another ID card.
Cannot read data in this ID card.	In registration process, the ID card information was not read correctly. Hold again the ID card over the ID card reading part. If the same message still appears, the ID card may not be compatible with this product. Change it to another ID card.

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