



KYOCERA
HOMEPOINT™

SET UP AND OPERATION GUIDE

HomePOINT

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KYOCERA Document Solutions America, Inc.

Software Solutions Group

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1. Introduction

1.1 Software

KYOCERA HomePOINT enables you to easily scan and store documents within your network home folder. All documents can be digitized without having to install software on local workstations, any special middleware or server add-ons – enabling businesses to further leverage their existing IT infrastructure. The advanced version of KYOCERA HomePOINT also allows you to browse through sub-folders within your network home folder, create new sub-folders and even access and print PDF documents that are already in your home folder – eliminating the need to return to your desk and use your PC or workstation to complete the task. For a more streamlined experience, you can use HID cards to login to the application.

1.2 This Guide

This document describes the components, functions, installation requirements and setup procedures needed to deploy KYOCERA HomePOINT Advanced and KYOCERA HomePOINT.

Since KYOCERA HomePOINT offers multiple configuration options, it is essential to understand the workflow and configuration options to deploy this solution correctly.

The installation and set-up of KYOCERA HomePOINT is the responsibility of a trained service technician. Please contact your authorized Kyocera or Copystar dealer for assistance with installation and service.

1.3 What's New

Administrator can now setup a suffix in scan settings of the configuration web page to be appended to user home folders automatically.

1.4 Supported MFP Models

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

NOTE: Supported models are subject to change without notice. Please refer to the KYOCERA Document Solutions America, Inc. web site for up-to-date information on supported models.

1.5 System Requirements

1. File shares supported
 - a. Windows® Shared Folders
 - b. Windows Distributed File Systems
2. File servers supported
 - a. Windows XP SP3 (x86 & x64) - Professional edition
 - b. Windows Vista Pro SP2 (x86 & x64) - Professional, Enterprise and Ultimate editions
 - c. Windows 7 SP1 (x86 & x64) - Business, Enterprise and Ultimate editions
 - d. Windows Server 2003 SP3 (x86 & x64) - Standard, Enterprise, Data Center, Storage Server, Small Business Server editions
 - e. Windows Server 2003 R2 SP1 (x86 & x64) - Standard, Enterprise, Data Center, Storage Server, Small Business Server editions
 - f. Windows Server 2008 SP2 (x86 & x64) - Standard, Enterprise, Data Center, Storage Server, Small Business Server, Essential Business Server editions
 - g. Windows Server 2008 R2 SP1 (x64) - Foundation, Standard, Enterprise, Data Center, Storage Server
 - h. Windows Server 2012 (x64) - Foundation, Essentials, Standard, Data Center editions
3. Authentication supported
 - a. Active Directory
4. Authentication protocols supported
 - a. NTLM v2
 - b. Kerberos

1.6 Licensing

KYOCERA HomePOINT is available in two versions and both versions require licensing per MFP

1. KYOCERA HomePOINT is a value-add version that supports only scanning
2. KYOCERA HomePOINT Advanced is the full version of the application and supports scanning, printing, folder creation, and folder browsing.

Please contact your authorized Kyocera of Copystar dealer for more information on how to purchase and license KYOCERA HomePOINT.

The software can be evaluated, free of charge, during a 30-day trial period. The application will be disabled when the trial period expires and will require a license key to be entered to continue using the application.

1.7 On-line Activation

HomePOINT 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 KDACentral.

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 KDACentral.com

What's Required:

- License Certificate
- Product ID Number
- MFP Serial Number

HomePOINT 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' is 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 content area contains the following text: '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 text is a section titled 'Enter Product ID' with a sub-instruction: 'Enter "Product ID" indicated on License Certificate and click Next.' There are four input fields for the Product ID, each containing a portion of the ID: 'GC0S', '.22HB', '.4FC2', and '.N2K3'. A 'Next' button with a red arrow is located at the bottom right.

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 at the top shows 'Verify product' highlighted in red. Below the progress bar, there is a 'Verify product' section with the instruction: 'Your purchased product is as below.' Below this instruction 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, there is a note: 'If it is OK, click Next.' At the bottom left, there is a 'Back' button with a red arrow pointing left. At the bottom right, there is a 'Next' button with a red arrow pointing right.

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	GC08-22HB-4FC2-N2K3
SAMPLE	
Machine No.	SPL8811406

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

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

6. Your License Key is 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 : November 4, 2008 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. Operation

2.1 Typical Workflow

2.1.1 Scanning



2.1.2 Printing



2.2 User Login

2.2.1 User Registration / Password Change

1. Launch HomePOINT
2. Click "New" in the User Selection screen
3. Select a Domain
4. Enter User Name and Password
5. Press Login

NOTE: User password will be updated when the user login correctly.

2.2.2 User Registration / Password Change with AccessLock 4.3.0+

1. Login via AccessLock
2. Start HomePOINT application
3. Login
 - a. If first time user, user name and password page will show up
 - b. If active directory password has changed, user name and password page will show up
 - c. If password is valid, HomePOINT will login user automatically

NOTE: Access Lock 4.3.0+ and HomePOINT Advanced 1.1.0 are required to enable automatic login with Access Lock

2.3 File Browsing

KYOCERA HomePOINT folder browsing functionality

1. Folder creation: Is compliant with Windows file naming conventions
2. Search: Enables users to search current directory file names only. Application does not allow searching PDF files
3. Scan to folder: This will create a new file in current directory
4. Previous folder: Users can view directory one level up
5. File print: Enables user to print PDF file

2.4 Scanning

1. To start click the “Scan” Button in the File Browser screen
2. Once the scan settings page loads, select the desired settings to apply to the scanned document
 - a. Supported Scan Settings
 - i. Continuous scan
 - ii. File Formats: TIFF, JPEG, PDF, High Compression PDF, Searchable PDF (OCR)
 - iii. Resolution: 200, 300, 400, 600 dpi
 - iv. Color: Full color, Gray, Monochrome, Auto-gray, Auto-mono
 - v. Other options: Duplex, Page Orientation, Feed Orientation, Page size, Original type File name entry
3. Click on the “Next” button to start scanning
4. When the scan feed is done, click the “Done” button to finish the scan or “Scan More” to add additional pages to the document.

NOTE: File browsing, folder creation and printing capabilities are available with KYOCERA HomePOINT Advanced only.

NOTE: When scanning “PDF w/ OCR” or a large number of documents, scanning can take a considerable amount of time to process and transmit.

2.5 MFP Setup

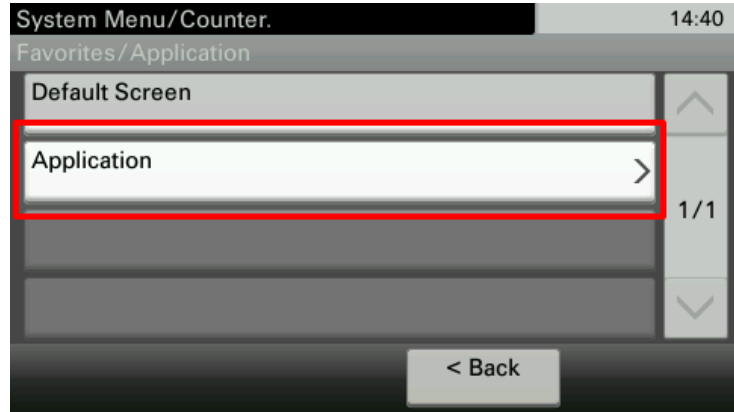
1. MFP firmware must be updated to the latest available version
2. Setup MFP DNS
3. The MFP must be connected to a network, configured to have a valid IP address
4. MFP should be able to reach the active directory servers being used
5. MFP should be able to reach network file servers
6. If SSL security is enabled on the MFP, both “HTTP and HTTPS” protocols must be enabled (System Menu > System > Network > Secure Protocol).

2.6 HyPAS Application Installation

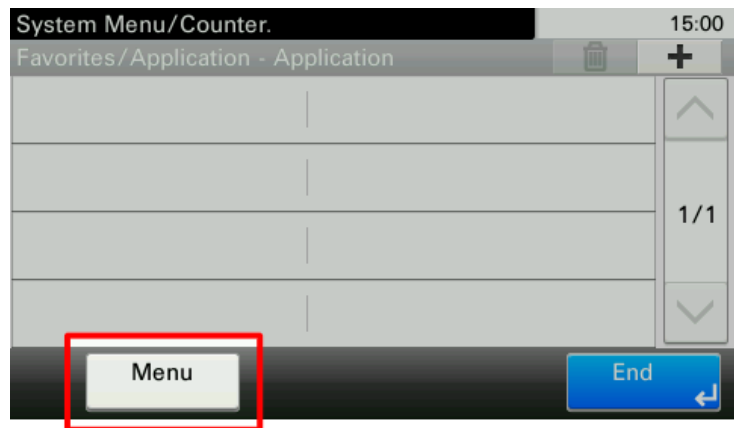
2.6.1 Installation on HyPAS-Capable MFPs

1. Copy HomePOINT Package file 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).

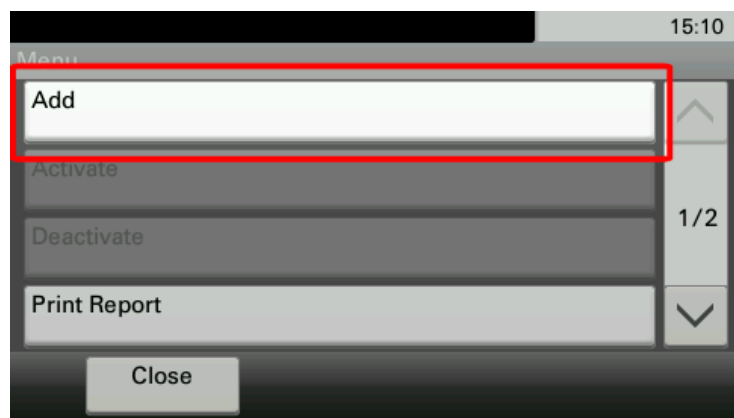
4. Press Application button.



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 HomePOINT and press Install.

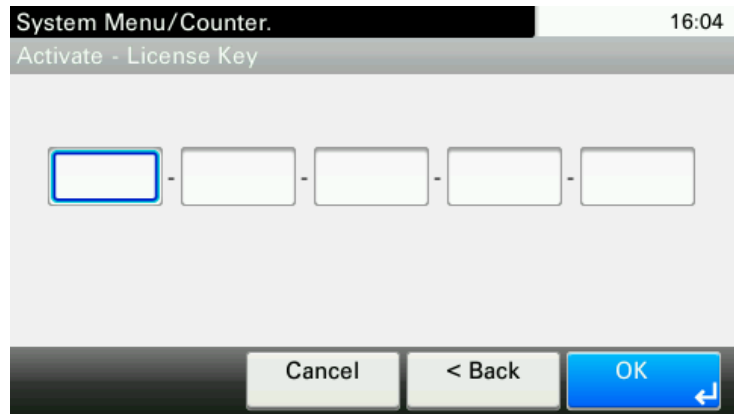
10. After installation, press End to return to the Applications screen.

11. Select HomePOINT and press Menu.

- 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 HomePOINT service will no longer start. A license must be purchased from an authorized Kyocera or Copystar dealer in order to restart the HomePOINT service.

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

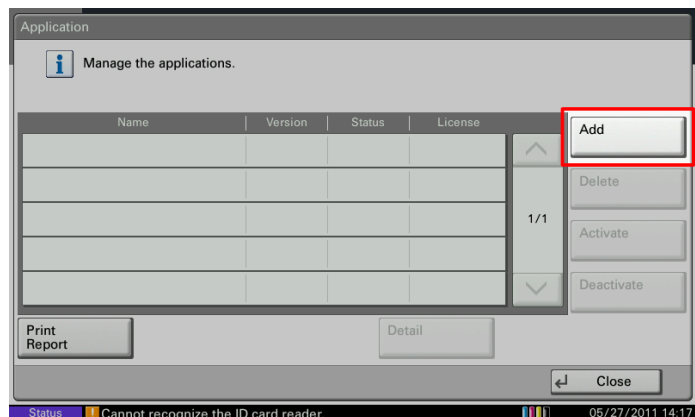
*NOTE: License key can only be generated by authorized Kyocera or Copystar dealers.



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

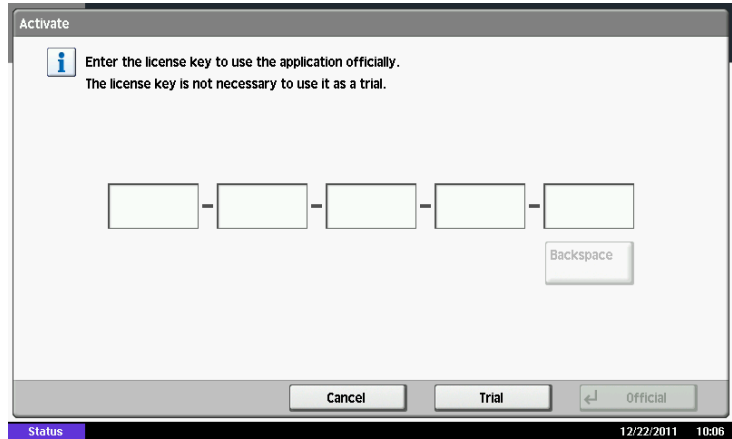
2.6.2 Installation on HyPAS-Enabled MFPs

- Copy HomePOINT Package file to the root of a clean USB flash drive.
- At the MFP control panel, open System Menu > Applications.
- 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).
- Press the Add button.



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

9. Select HomePOINT 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 HomePOINT service will no



longer start. A license must be purchased from an authorized Kyocera or Copystar dealer in order to restart the HomePOINT service.

10. After HomePOINT is activated successfully, it can be executed from the home screen.

2.7 File Server Setup

1. Active Directory User should have read, write, and execute rights to their network shared path.

3. Configuration

3.1 KYOCERA HomePOINT Configuration Web Page

Administrators can access the KYOCERA HomePOINT Configuration web page using a browser such as FireFox (version 17 or newer) or Internet Explorer (versions 8 and 9 or newer).

Configuration page URL: **http://<MFP IP address>:8080/HomePOINT/Config.jsp**

Replace <MFP IP Address> with the IPV4 address of the MFP.

NOTE: Configuration page address is case-sensitive.

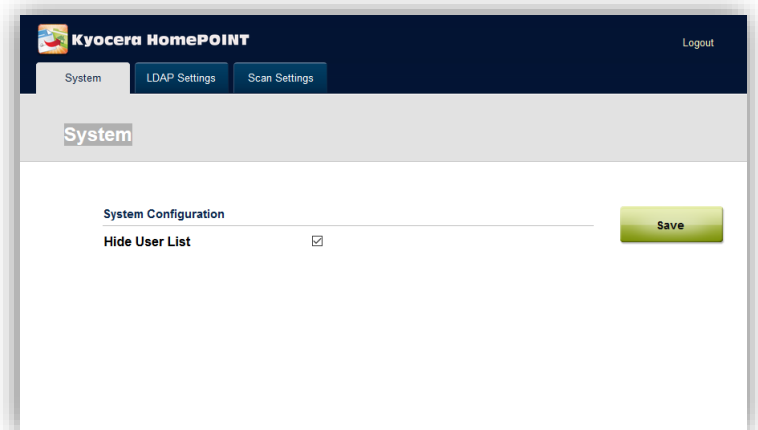
To begin configuration, please login with the MFP administrator's username and password. Only one configuration session is allowed at any time. Any previously opened sessions will be terminated. Session will timeout after five minutes if the user has not interacted with the MFP actions that contacts the MFP.



The screenshot shows the 'HomePOINT Administrator' login interface. It features a logo with a red arrow pointing to a document icon. Below the logo are two input fields: 'User Name:' and 'Password:'. A blue 'Login' button is positioned below the password field. At the bottom, there is a copyright notice for 2013 KYOCERA Document Solutions America, Inc. and the KYOCERA logo.

3.2 System Setting

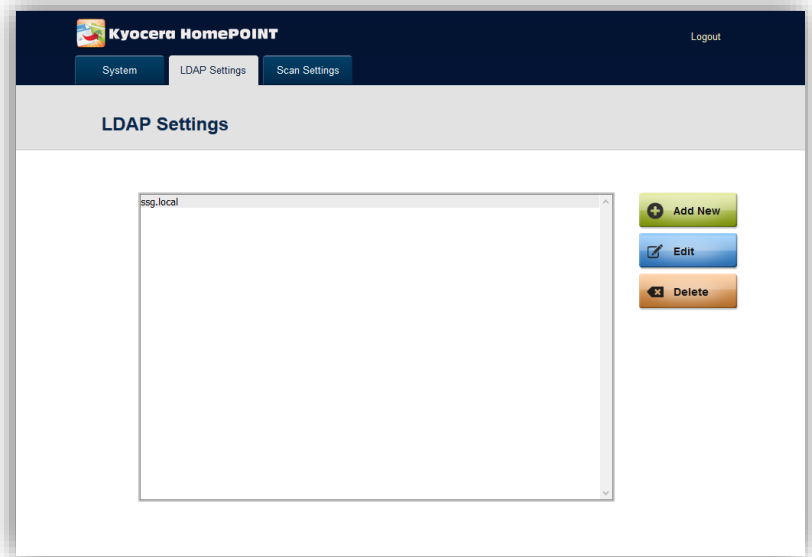
In System Settings the Administrator can enable or disable the cached user list in the Biscom sending option.



The screenshot displays the 'System Configuration' page within the HomePOINT administrator interface. The top navigation bar includes 'System', 'LDAP Settings', and 'Scan Settings'. The 'System' tab is active. The main content area shows a 'System Configuration' section with a 'Hide User List' checkbox that is checked. A green 'Save' button is located to the right of the checkbox.

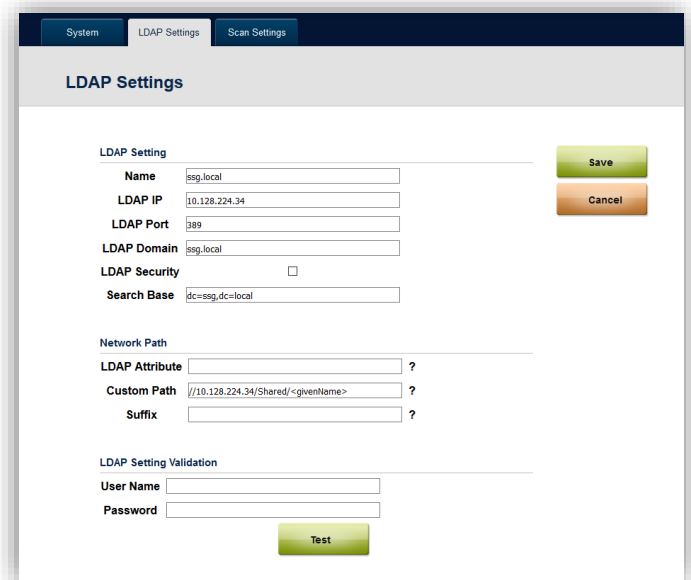
3.3 LDAP Setting

LDAP Settings tab is for adding, deleting and editing LDAP settings. This information will be used during user login.



3.3.1 LDAP Properties

1. Name:- Profile Name as shown on domain selection in the MFP Login Screen
2. LDAP IP: Active Directory IP address
3. LDAP Port: Active Directory port
4. LDAP Domain: Active directory domain name
5. LDAP Security: Enable/disable security
6. Search Base: Active Directory hierarchical structure for user account entries



3.3.2 Network Path

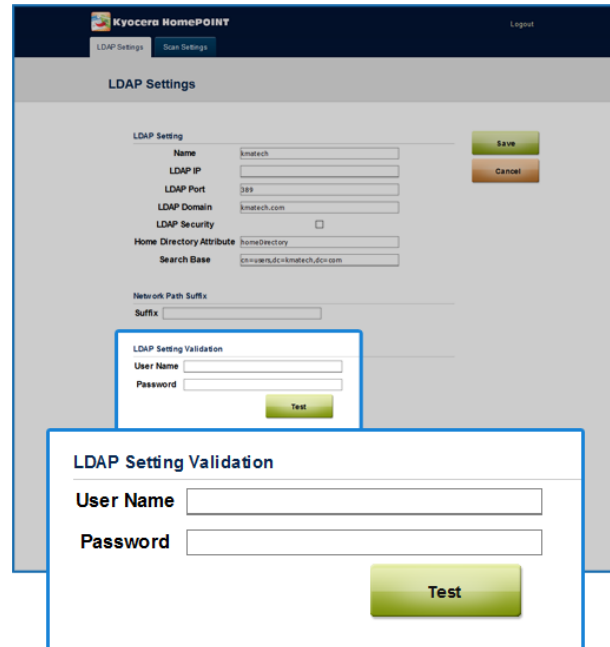
7. LDAP Attribute: LDAP attribute containing user's network path(UNC formatted). Typically, "homeDirectory"
8. Custom Path: This value will be in SMB format. This is used to dynamically create an SMB path using a user's LDAP Attributes.
 - a. For example, //HostPC/SharedFolder/<givenName> will be transformed to //HostPC/SharedFolder/Jenny
 - b. LDAP attributes must inside <LDAP Attribute>
 - c. * Custom Path will be used only if LDAP Attribute is empty.
9. Suffix: Value that will be appended to the user's network path.
 - a. i.e. User's homeDirectory is C:\Home and Suffix is "/ScannedByHomePOINT", the destination at the MFP will be "C:\Home\ScannedByHomePOINT"

- b. If the path suffix does not exist, it will be created by HomePOINT.

LDAP Validation

To validate the values, enter user name and password, then click “Test” button. This will bind to the Active Directory server. If the bind is successful the settings are valid, otherwise fix properties.

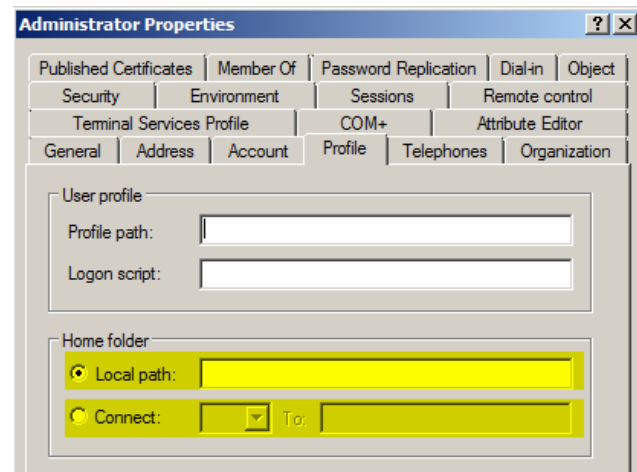
NOTE: This only validates the values and does not validate the Home Directory Attribute, since that is on a per user basis.



Home Directory

User Profile must have a “Home Folder” associated to their account to use this application. The network path added during a Logon script will not be detected.

Configure “**Home Folder**” property by selecting either “**Local Path**” or “**Connect**”. For “**Local Path**”, enter the path to a directory located on the same PC. The local folder must be shared, and the share name must match the folder name. For “**Connect**”, select any drive letter and specify a UNC path to a shared network folder.



NOTE: The home folder’s security and sharing settings must grant read & write access to the user.

3.4 Scan Settings

This page is for setting up default scan setting. Setting conflicts will be automatically fixed.

NOTE: On certain models, orientation attribute will not be added to the scan setting.

Default Scan Settings	
Color Setting	Monochrome
File Format	PDF
Resolution	300x300 dpi
Duplex	One-sided
Original Type	Photo / Text
Orientation	Top Edge Top
Page Size	Letter (8.5x11)
Feed Orientation	Vertical

Save

4. Troubleshooting

Unable to login to HomePOINT configuration page

Symptom:

Attempts to Login fail with “Login failed. Please enter username and password again”.

Try:

Enter the username and password of a valid MFP administrator level account. The login for default Administrator account is: User name = Admin, Password = Admin (Note the capital ‘A’).

Unable to access Folder

Symptom:

Error on file browser appears, “Access is denied for <FILE_NAME>”

Try:

User may not have READ access to the folder. Check user rights.

Unable to create folder from the file browser screen

Symptom:

When trying to create folder in the file browser screen, user gets “ERROR Access is denied.” message.

Try:

User may not have write access to the folder. Check user rights.

Scan fails after pressing done

Symptom:

MFP Error message pops up after pressing done.

Try:

User may not have write access to the folder. Check user rights.

Able to login but file list is empty

Symptom:

User is able to login, but File Browser is empty.

Try:

Setup DNS on the MFP’s Command Center.

5. Support

For KYOCERA HomePOINT Support:

Contact your authorized Kyocera or Copystar Dealer.

For a listing of authorized Kyocera Dealers:

<https://usa.kyoceradocumentsolutions.com/en/where-to-buy.html>

For a listing of authorized Copystar Dealers:

<https://copystar.com/en/where-to-buy.html>

or

Contact KYOCERA Technical Support

Phone

Monday - Friday 9 am - 6 pm EST

1-800-255-6482

Web

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

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