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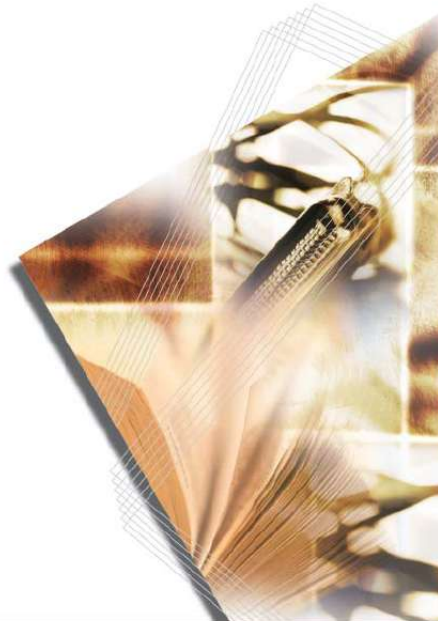
You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA FS-1018MFP. You'll find the answers to all your questions on the KYOCERA FS-1018MFP in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual KYOCERA FS-1018MFP**  
**User guide KYOCERA FS-1018MFP**  
**Operating instructions KYOCERA FS-1018MFP**  
**Instructions for use KYOCERA FS-1018MFP**  
**Instruction manual KYOCERA FS-1018MFP**



FS-1018MFP

## **Basic Operation Guide**



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org/copyleft/gpl.html) software as part of its firmware. For information on availability of the source code, see the Kyocera Mita dealer from which you purchased this product. iv BASIC OPERATION GUIDE Legal and Safety Information Legal Restriction On Copying . . . It may be prohibited to copy copyrighted material without permission of the copyright owner. It is prohibited under any circumstances to copy domestic or foreign currencies.

Copying other items may be prohibited. BASIC OPERATION GUIDE v Legal and Safety Information Energy Star Program We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program. The International Energy Star Program has as its basic goals the promotion of efficient energy use and the reduction of the environmental pollution that accompanies energy consumption by promoting the manufacture and sale of products that fulfill program standards. International Energy Star Program standards require that multifunction devices come equipped with Low Power Mode and Auto Sleep Mode. After a specified period of time since the last operation the machine remains in a waiting state but enters Lower Power Mode or Auto Sleep Mode and reduces power consumption. This product is equipped with the following features as a result of its compliance with International Energy Star Program standards: Low Power Mode The device automatically enters Low Power Mode after 5 minutes of machine inactivity. The period of time the machine is idle before entering Low Power Mode can be lengthened. Refer to Low Power Mode on page 4-17 for more information. Auto Sleep Mode The device automatically enters Auto Sleep Mode after 30 minutes of machine inactivity. The period of time the machine is idle before entering Auto Sleep Mode can be lengthened.

Refer to Auto Sleep Mode on page 4-18 for more information. Paper Recycling The Energy Star Program encourages use of environmentally friendly recycled paper. Your Sales or Service Representative can provide information about recommended paper types. vi BASIC OPERATION GUIDE Legal and Safety Information Safety Conventions Please read this Operation Guide before using the machine. Keep it close to the machine for easy reference. The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects. Also, to ensure correct and safe usage of the machine. The symbols and their meanings are indicated below. DANGER: Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points. WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points. Symbols The following symbols indicate that the related section includes safety warnings. Specific points of attention are indicated inside the symbol. .. [General warning] ...

. [Warning of danger of electrical shock] .... [Warning of high temperature] BASIC OPERATION GUIDE vii Legal and Safety Information The following symbols indicate that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol. ...

. [Warning of prohibited action] .... [Disassembly prohibited] The following symbols indicate that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol. ... . [Alert of required action] ....

[Remove the power plug from the outlet] .... [Always connect the machine to an outlet with a ground connection] Please contact your Service Representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing.

(Fee required.) viii BASIC OPERATION GUIDE Legal and Safety Information Caution Labels Caution labels have been attached to the machine at the following locations for safety purposes.



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Take care to avoid fire or electric shock when removing a paper jam or when replacing toner. Label 1 High temperature inside. Do not touch parts in this area, because there is a danger of getting burned. Label 2 High temperature inside. Do not touch parts in this area, because there is a danger of getting NOTE: Do not remove these labels. BASIC OPERATION GUIDE ix Legal and Safety Information Installation Precautions Environment CAUTION: Avoid placing the machine on or in locations which are unstable or not level. Such locations may cause the machine to fall down or fall over. This type of situation presents a danger of personal injury or damage to the machine.

Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock. Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire. To keep the machine cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the vents, to allow air to be properly ventilated out of the machine. Left: 11 13/16" 30 cm Rear: 11 13/16" 30 cm Front: 39 3/8" 100 cm Right: 11 13/16" 30 cm Other Precautions Adverse environmental conditions may affect the safe operation and performance of the machine. Install in an air-conditioned room (recommended room temperature: around 68 °F (20 °C), humidity: around 65 %), and avoid the following locations when selecting a site for the machine. . . . . Avoid locations near a window or with exposure to direct sunlight. Avoid locations with vibrations. Avoid locations with drastic temperature fluctuations.

Avoid locations with direct exposure to hot or cold air. Avoid poorly ventilated locations. x BASIC OPERATION GUIDE Legal and Safety Information During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Power Supply/Grounding the Machine WARNING: Do not use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock. WARNING: Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock.

WARNING: Always connect the machine to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative. Other Precautions Connect the power plug to the closest outlet possible to the machine.

The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

Handling of Plastic Bags WARNING: Keep the plastic bags that are used with the machine away from children. The plastic may cling to their nose and mouth causing suffocation. BASIC OPERATION GUIDE xi Legal and Safety Information Precautions for Use Cautions when Using the Machine WARNING: Do not place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the machine. This situation presents a danger of fire or electrical shock should they fall inside.

WARNING: Do not remove any of the covers from the machine as there is a danger of electrical shock from high voltage parts inside the machine.

WARNING: Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock. WARNING: Never attempt to repair or disassemble the machine or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness. WARNING: If the machine becomes excessively hot, smoke appears from the machine, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the power switch off ( ) immediately, be absolutely certain to remove the power plug from the outlet and then contact your service representative. WARNING: If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, s hermetically sealed within the protective housing and external cover.

In the normal operation of the product by a user, no radiation can leak from the machine. This machine is classified as a Class 1 laser product under IEC 60825. CAUTION: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure. This label is attached to the laser scanner unit inside the machine and is not in a user access area. The label shown below is attached on the rear side of the machine.

BASIC OPERATION GUIDE xv Legal and Safety Information Disconnection of Power CAUTION: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source. CAUTION: Der Netzstecker ist die Hauptsoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen. CE Declaration of Conformity DECLARATION OF CONFORMITY TO 89/336/EEC, 73/23/EEC and 93/68/EEC We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications. Limits and methods of measurement for immunity characteristics of information technology equipment EN55024 Limits and methods of measurement for radio interference characteristics of information EN55022 Class B technology equipment Limits for harmonic currents emissions for equipment input current 16A per phase EN61000-3-2

Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment EN61000-3-3 with rated current 16A Safety of information technology equipment, including electrical equipment EN60950 Radiation Safety of laser products, equipment classification, requirements and user's guide EN60825-1 xvi BASIC OPERATION GUIDE Introduction This Basic Operation Guide has the following chapters: · 1 Installation Contains initial installation and set-up procedures. · 2 Machine Parts Identifies the names and functions of the machine and operation panel.

· 3 Preparation Contains explanations on loading paper and attaching the Face-up Tray.



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· 4 Basic Operation Explains how to make simple copies and prints and how to scan originals. · 5 Optional Equipment Describes the available optional equipment. · 6 Maintenance Describes the maintenance and toner replenishment procedures. · 7 Troubleshooting Explains how to handle problems such as error indications or paper jams. · Appendix Contains machine specifications. BASIC OPERATION GUIDE xvii Introduction Guides included The following guides are included with this machine. Refer to the guide that corresponds to your particular objective. Basic Operation Guide (this guide) This Basic Operation Guide contains procedural steps for initial installation and set-up of the machine and connection to a computer. It also includes basic procedures for using the machine as a copier, printer and scanner and has a Troubleshooting section.

Advanced Operation Guide The Advanced Operation Guide contains explanations on copier, printer, and scanner functions as well as default settings adjusted on the machine. This guide is stored on the CD-ROM as a PDF document. KX Printer Driver Operation Guide Describes how to install and set-up the printer driver. This guide is stored on the CD-ROM as a PDF document. PRESCRIBE Technical Reference PRESCRIBE is the native language of the Kyocera Mita printers. This Technical Reference contains information about how printing is performed using the PRESCRIBE commands, as well as a font and emulation description. This guide is stored on the CD-ROM as a PDF document. PRESCRIBE Command Reference Gives a detailed explanation of the PRESCRIBE command syntax and parameters with the aid of print examples. This guide is stored on the CDROM as a PDF document. KM-NET for Clients Operation Guide KM-NET for Clients is a network printing utility intended to monitor and configure the printing system.

This guide describes how to install and operate KM-NET for Clients. This guide is stored on the CD-ROM as a PDF document. [CD-ROM drive]:\Document\Utility\Clients\ClientsE.pdf. KM-NET Direct Printing Operation Guide KM-NET for Direct Printing is a utility that allows you to directly print PDF files without starting Adobe Acrobat by directly sending a PDF file through the Windows spooler.

This guide describes how to install and operate KMNET for Direct Printing. This guide is stored on the CD-ROM as a PDF document. [CD-ROM drive]:\Document\Utility\D\_Printing\DirectPrintingE.pdf. xviii BASIC OPERATION GUIDE Introduction KM-NET for Accounting Operation Guide KM-NET for Accounting is a utility that tracks usage and supports department management.

This guide describes how to install and operate KM-NET for Accounting. This guide is stored on the CD-ROM as a PDF document. [CD-ROM drive]:\Document\Utility\Accounting\AccountingE.pdf. BASIC OPERATION GUIDE xix Introduction Conventions This manual uses the following conventions. Convention *Italic Typeface* Description Used to emphasise a key word, phrase or message. In addition, references to other publications are displayed in italic typeface. Used to emphasise the selection of a feature mode or key. Used to provide additional or useful information about a function or feature. Can also contain references to other publications.

Use to provide important information. Cautions are statements that suggest mechanical damage as a result of an action. Used to alert users to the possibility of personal injury. Example A Completed message displays and the Copy Basic screen returns. Bracket **Bold Text** Typeface Notes Press [Copy]. NOTE: For information about storing the pin, refer to step 10. Important Caution **IMPORTANT**: Ensure paper is not folded, curled, or damaged. CAUTION: Do not pull the cassette out when holding the front of the machine. Warning **WARNING**: High voltage is present in the charger section. xx BASIC OPERATION GUIDE Contents Making Full Use of Advanced Functions .

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2 xxii BASIC OPERATION GUIDE 1 Installation This chapter explains the following topics: · · Installation Procedure .....

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. 1-2 One Touch Key Sheet ....

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.. 1-8 BASIC OPERATION GUIDE 1-1 Installation Installation Procedure The following installation procedure must be performed prior to using the machine  
CAUTION: Hold both the front and rear sides of the machine when carrying it, as shown in the illustration. Do not pull the cassette out when holding the front of the machine. Ensure that the original cover is closed whenever transporting the machine. Do not attempt to carry the machine by holding only the top portion. Doing so may result in you dropping the machine and thereby damaging the machine and/or its covers. Unpacking the machine 1 Remove all the machine components from the box. 1 2 4 3 5 6 1 Toner Container 2 Power Cord 3 Main Body 4 One-touch Key Sheet 5 Basic Operation Guide 6 Cleaning Cloth (this guide) and CD-ROMs 1-2 BASIC OPERATION GUIDE Installation 2 Remove the protective sheet (A) and the 2 pieces of packing tape (B). (B) (A) (B) 3 Open the Original Cover.

(D) (D) (C) (C) (C) (C) (C) (C) (C) (C) (E) 4 5 Remove the 8 pieces of packing tape (C), the 2 pieces of protective packing (D) and the protective sheet (E). Pull the cassette out of the machine. BASIC OPERATION GUIDE 1-3 Installation 6 Remove the protective packing (F) from inside the cassette. (F) 7 Rotate the yellow transport pin (G) on the left side of the machine counter-clockwise to remove it and the paper tag (H). (H) (G) NOTE: For information about storing the pin, refer to step 10. 8 Open the Top Cover (I). (I) 9 Open the Front Cover (J). (J) 10 Store the yellow transport pin (G) (removed in step 7) on the inside of the front cover, as shown in the illustration. Ensure the pin is kept as it is essential that it is used whenever the machine is moved. (G) 1-4 BASIC OPERATION GUIDE Installation Installing the Toner Container 1 Remove the process unit (K) from the machine.

IMPORTANT: Place the process unit on a clean, level surface. Never expose the process unit to any sort of impact or shock. (K) The drum in the process unit is sensitive to light. Never expose the drum, even to normal office lighting (500 lux), for more than five minutes. 2 Move the lock lever (L) towards you into its release position (marked UNLOCK).

(L) 3 Shake the Toner Container horizontally back and forth 5 or 6 times to evenly distribute the toner inside. 4 Remove the orange protective seal (M). (M) BASIC OPERATION GUIDE 1-5 Installation 5 Align the knob on the left side of the container with the groove in the process unit and place the Toner Container into the process unit. 6 Push on the areas marked PUSH HERE until the container clicks into place. 7 Push the lock lever (L) back into the locked position (away from you).

(L) 8 Align the pins (N) on both sides of the process unit with the guides inside the machine, then slide the process unit into the machine until it stops. (N) (N) 9 Close the Front and Top Covers. 1-6 BASIC OPERATION GUIDE Installation Turning the Machine On 1 Connect the Power Cord. 2 Press the Power Switch to the ON position ( 1 ). 3 The machine will replenish the toner. When the toner has been replenished (15 minutes) and the machine is in a ready-to-use state, Ready to copy or Ready to send displays and the green Start indicator illuminates. 4 Load paper into the cassette. Refer to Loading Paper on page 3-2 for instructions. BASIC OPERATION GUIDE 1-7 Installation One Touch Key Sheet The One Touch Key sheet allows you to record destination information registered under the One Touch Keys. Place the sheet next to the One Touch Keys.

A-----B-----C-----D-----E-----F-----G-----H----- 1 Remove the One Touch Key sheet from the bottom side of the Operation Panel. 2 Enter the destination information on the One Touch Key sheet. NOTE: There are 4 spare One Touch Key sheets included with the machine. 3 Insert the sheet between the One Touch Keys from the bottom side of the Operation Panel. A---B---C---D---E---F---G---H--- 1-8 BASIC OPERATION GUIDE 2 Machine Parts This chapter explains the following topics: · Main Body .....

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... 2-5 BASIC OPERATION GUIDE 2-1 Machine Parts Main Body 1 7 8 3 2 4 5 6 9 10 11 1 2 3 4 5 6 7 8 9 Original Cover -- Open/close when you are positioning the original on the Platen. Platen -- Place originals here for copying. Ensure originals are facedown and align them against the left rear corner of the Platen. Original Size Indicator Plate -- Ensure originals are aligned against this plate when positioning them on the Platen. Operation Panel -- Perform operations here. Top Cover -- Open when you need to replace the Toner Container, or if a paper jam occurs inside the machine. Front Cover -- Open to replace the Toner Container, or if a paper jam occurs inside the machine. Process Unit -- Remove to replace the Toner Container or if a paper jam occurs inside the machine Charger Cleaner -- Slide this knob back and forth to clean the charger. Lock Lever -- Operate to replace the Toner Container. 10 Toner Container 11 Toner Container Release Lever -- Operate to replace the Toner Container. 2-2 BASIC OPERATION GUIDE Machine Parts 12 13 14 15 15 17 17 16 18 19 12 Output Tray -- Finished copies or printouts can be ejected and stored on this tray.



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The output tray has a storage capacity of approximately 150 sheets of standard paper (20lb or 80 g/m<sup>2</sup>). 13 Stopper Extension Lock -- Use this lock when loading Folio or Oficio II size paper in the cassette. 14 Paper Stopper -- Adjust to fit the length of the paper loaded in the cassette. 15 Paper Width Guides -- Adjust to fit the width of the paper loaded in the cassette. 16 Cassette -- Holds 250 sheets of standard paper (20lb or 80 g/m<sup>2</sup>). 17 Insert Guides -- Align to fit the width of paper loaded in the MP tray.

18 MP (Multi-Purpose) Tray -- Use when copying or printing onto small-size or special paper. 19 MP Tray Extension -- Pull out when using the MP tray. BASIC OPERATION GUIDE 2-3 Machine Parts 20 21 22 25 23 24 26 27 20 Document Processor Connector -- Attach the connection cable to install the optional Document Processor. 21 Parallel Interface Connector -- Use a parallel cable to connect to the parallel port of your computer. 22 USB Interface Connector -- Conforms to Hi-Speed USB2.0. Use a USB cable to connect with a USB port on your computer. 23 Right Cover Anchor Pin -- Remove this pin and open the right cover to access the additional memory slot. To add additional memory, contact your Service Representative or an Authorized Service Center. 24 Network Interface Connector -- Use a 10Base-T/100Base-TX network cable to connect the machine to a network.

25 Rear Cover (Face-up Tray) -- When open, it is used as the Face-up Tray. Finished copies or prints can be output face up to this tray. 26 Power Switch -- Press to on ( | ) to power on the machine. 27 Power Cord 2-4 BASIC OPERATION GUIDE Machine Parts Operation Panel 1. 2 4 5 6 7 8 9 10 11 12 13 14 Ready to copy.

\* A4 100% Zoom set: 1 A4 3 15 16 17 18 19 20 21 23 22 24 25 27 26 28 29 1 Status/Job Cancel Key and Indicator -- Press to access the Status Menu screen. (For information, refer to Chapter 4, Advanced Operation Guide.) 2 3 Copy Key and Indicator -- Press to use the copier functions. The indicator will light when the machine is in Copying Operation mode. E-Mail (Scan) Key and Indicator -- Press to use the scanner functions.

The indicator will light when the machine is in the Scanning Operation mode. One Touch Keys (1 to 8) -- The One Touch Keys can be used to register e-mail destination information. (For information, refer to Chapter 5, Advanced Operation Guide.) Enter information for the registered destinations on the supplied One Touch Key sheet and insert it between the One Touch Keys from the bottom side of the Operation Panel. Scan Color Select Key and Indicator -- Press to change the Scan Color mode. (For information, refer to Chapter 2, Advanced 4 5 Operation Guide.) 6 Scan Resolution Key and Indicator -- Press to change the Scan Resolution. (For information, refer to Chapter 2, Advanced Operation Guide.) 7 8 9 Function Key and Indicator -- Press to access the Function screen. Print Indicator -- Flashes green when the machine is processing a printing job.

Send/Receive Indicator -- Flashes green when the machine is sending or receiving data. BASIC OPERATION GUIDE 2-5 Machine Parts 10 Error Indicator -- Flashes red when an error occurs. Check the message display and follow instructions to correct the error. (Refer to page 7-5) A red light displays when the machine is experiencing a mechanical problem. Switch off the power ( | ) and then switch on ( | ) again. If the Error indication still displays, make a note of the message displayed. 11 System Menu/Counter Key and Indicator -- Press to change the display language and program default and other settings. (For information, refer to the Advanced Operation Guide.) 12 Keypad -- Use to enter the number of copies and other values. Also used to enter characters. 13 Reset/Power Key -- Press to reset all temporary selections made. The machine returns to the Initial Mode. Press for at least two seconds to engage auto sleep mode. To release the machine from auto sleep mode, press again. (Refer to Auto Sleep Mode on page 4-18.

) NOTE: Initial Mode is the state the machine enters after warm-up. If no operations are performed for a preset period of time, the machine returns to initial mode. Any settings that have been selected will be cleared. For more information, refer to the Advanced Operation Guide. 14 Main Power Indicator -- A red light displays when the power switch is on ( | ).

15 Original Quality Key and Indicator -- Press to select the Original Quality. (Refer to Basic Copying Procedure on page 4-2.) 16 Original Size Key and Indicator -- Press this key to light the indicator to select the size of the original. (For details, refer to the Advanced Operation Guide.) 17 Exposure Key and Indicator -- Press to change the Exposure setting. 18 Paper Select key and Indicator -- Press to switch paper feed between the cassette(s) and the MP tray. 19 Message Display -- Displays messages about machine operation and errors. (Refer to Message Display on page 2-7.) 20 Left Select Key -- Press to select options available on the bottom left of the display. If pressed when Cancel displays, the top screen for the current menu returns.

21 Right Select Key -- Press to select options available on the bottom right of the display. 22 Back Key -- Press to go back to the previous screen of the current menu. 23 Key - Press to move the display cursor to the left. Also used to verify, enter or delete an e-mail destination. 2-6 BASIC OPERATION GUIDE Machine Parts 24 Key -- Press to move the display cursor upwards. When setting the Zoom ratio, registering a custom paper size, or making settings for one of the timers, use this key to change the currently selected value. Hold down the key to continuously change the selected value. Key -- Press to move the display cursor downwards. When setting the Zoom ratio, registering a custom paper size, or making settings for one of the timers, use this key to change the currently selected value. Hold down the key to continuously change the selected value.

Key -- Press to move the display cursor to the right. currently displayed setting. 25 26 27 Enter Key -- Press to select the current default item or register the 28 Stop/Clear Key -- Press to stop scanning or copying. 29 Start Key and Indicator -- Press to start copying or scanning. The operation will begin immediately if pressed when the green indicator is lit.

Message Display The following examples explain the messages and icons used on the message display. 1 2 3 4 5 Ready to copy. A4 100% Zoom set : 1 A4 6 7 8 9 12 Ready to send. Dest. : 1 :h\_ptr@owl-net.

net Left Off Placemnt Subject 10 11 13 Copier Screen Scanner Screen Reference number 1 2 Meaning Indicates the current machine status. Also displays the title of the current menu when the Operation Panel is being used. Displays an icon indicating the source of paper feed selected.



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The meaning of each icon is described below. The standard paper cassette is selected. When the icon displays as , the cassette is empty. The optional paper feeder cassette is selected. When the icon displays as , the cassette is empty. The MP Tray is selected. BASIC OPERATION GUIDE 2-7 Machine Parts Reference number 3 4 5 6 7 8 9 10 11 12 Meaning Displays the original(s) size.

Displays the current setting for a menu that can be set using the left or right Select keys. Displays the title of the menu that can be set using the left or right Select keys. Indicates the keys which can be used when scrolling through menus or entering characters: or . Indicates if the current setting can be registered using the Enter key. Displays the number of copies. Displays the size of paper to be copied. Displays the number of destinations. Only 1 destination can be used on this machine. Displays the destination e-mail address. Displays Rear when top edge to rear has been selected as the original placement setting, and Left when top edge to left has been selected.

Displays On during a scan transmission (e-mail) if characters are entered in the Subject or the Message, and Off if no characters are entered. 13 2-8 BASIC OPERATION GUIDE 3 Preparation This chapter explains the following topics: . . . . . Loading Paper....

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..... 3-2 Using the Face-up Tray.

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... 3-7 Connecting the Cables.....

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..... 3-8 Connecting the Power Cord ..

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..... 3-9 Powering On .....

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... 3-10 Network Settings .....

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.....3-11 Setting the Time Zone....

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3-14 Setting the Date and Time .....

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..... 3-15 Summer Time Setting ...

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. 3-17 Setting the Default Operation Mode....

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.... 3-18 Character Entry .....

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..... 3-19 Language Selection Function..

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. 3-24 Other Settings .....

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.. 3-24 BASIC OPERATION GUIDE 3-1 Preparation Loading Paper Paper and media can be loaded in the Cassette or MP Tray. NOTE: For information about the types of media that can be used, refer to Chapter 5, Advanced Operation Guide. Prepare the Paper After removing paper from the packaging, fan through the sheets to separate prior to loading.

If using paper that has been folded or is curled, straighten it prior to loading. Failure to do so may result in a paper jam. If using paper that has already been copied or printed on, ensure staples or clips are removed. Loading Paper into a Cassette Standard paper (60 to 90 g/m<sup>2</sup>), thick paper (90 to 105 g/m<sup>2</sup>), recycled paper, or color paper can be loaded. Up to 250 sheets of standard paper (80 g/m<sup>2</sup>) can be loaded into each cassette at one time. The paper sizes which can be loaded are: A4, A5R, ISO B5, JIS B5, Folio, 16K, 8 1/2 × 14" (Legal), 8 1/2 × 11" (Letter), Executive, and 8 1/2 × 13" (Oficio II). NOTE: When loading paper for the first time, or when changing paper sizes, use the Operation Panel to register the paper size. Refer to page 35. 1 Pull the cassette completely out of the machine. IMPORTANT: When pulling the cassette out of the machine, ensure it is supported and does not fall out suddenly.

3-2 BASIC OPERATION GUIDE Preparation 2 Adjust the Paper Stopper located at the rear of the cassette by pressing the release buttons and sliding the stopper to fit the size of the paper being loaded. The paper sizes are marked on the base of the cassette - the factory default setting is A4/Letter. NOTE: For information on adjusting the Paper Stopper for Folio or Oficio II size paper, refer to page 3-4. 3 Adjust the paper width guides on both sides of the cassette by pressing the release buttons and sliding the guides to fit the width of the paper - the factory default setting is for A4/Letter. 4 Load the paper in the cassette, the leading edge must be aligned against the Paper Stopper. Ensure the paper doesn't catch on the overhanging tabs. IMPORTANT: Always adjust the paper stopper and paper width guides before loading paper to avoid skewed paper feed and/or a paper jam. Ensure the paper is placed securely against the paper stopper and the paper width guides with no gap. Ensure the side to be printed is facing downward and the paper is not folded, curled, or damaged. Do not load paper above the fill lines located on the width guides.

BASIC OPERATION GUIDE 3-3 Preparation 5 Push the cassette securely back into the machine until it stops. NOTE: If the machine is not being used for a prolonged period of time, remove all paper from the cassette(s) and reseal it in its original packaging to protect against moisture. Adjusting the Paper Stopper for Folio or Oficio II Size Paper 1 Remove the Stopper Extension Lock from the Paper Stopper. 2 Slide the Paper Stopper towards the rear of the cassette until the grooves in the Paper Stopper are aligned with the rear edge of the cassette. 3 Insert the Stopper Extension Lock into the holes in the Paper Stopper.

3-4 BASIC OPERATION GUIDE Preparation 4 Press down on the Stopper Extension Lock and slide the Paper Stopper towards the rear of the cassette, to lock into place. The Paper Stopper is now in position for Folio and Oficio II size paper. Loading Paper in the MP Tray Standard paper (60 to 90 g/m<sup>2</sup>), thick paper (90 to 163 g/m<sup>2</sup>), color paper, transparencies, and letterhead paper can be used in the MP Tray. Always use the MP tray when copying and printing onto special paper. The types of paper and the number of sheets that can be loaded are as follows: . . . Standard paper (80 g/m<sup>2</sup>): 50 sheets Thick paper (120 g/m<sup>2</sup>): 25 sheets Thick paper (160 g/m<sup>2</sup>): 10 sheets Transparencies: 1 sheet IMPORTANT: After loading the MP tray, use the Operation Panel to select the paper size.

(For details, refer to Chapter 5, Advanced Operation Guide.) To use non-standard size paper, register the default paper size. (For details, refer to Chapter 5, Advanced Operation Guide.) When using transparencies, use a type of film that can withstand the heat of the fixing process. The following products are recommended: Arkwright (LTR) and 3M PP2500 (A4). 1 Open the MP Tray until you hear it click into place. BASIC OPERATION GUIDE 3-5 Preparation 2 Pull out the MP Tray Extension and then flip it open. 3 Adjust the insert guides to fit the width of the paper. 4 Slide the paper along the insert guides and into the tray as far as it will go. IMPORTANT: Only load the MP Tray when you are planning to use it.

Do not leave paper in the MP tray for long periods of time. When loading the MP Tray, ensure the side to be copied or printed onto is facing upward. When using 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), or Folio size paper, it is recommended that you use the cassette(s). If you need to use the MP Tray and the paper does not feed smoothly, continue to support the paper by its trailing edge until all of the paper has been fed into the machine. 3-6 BASIC OPERATION GUIDE Preparation Using the Face-up Tray When copying and printing onto special paper, such as thick paper (90 to 163 g/m<sup>2</sup>) and transparencies, always use the Face-up Tray.



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The Face-up Tray can hold approximately 30 sheets of standard paper (80 g/m<sup>2</sup>), but only 1 sheet of special paper can be stored there at one time. NOTE: To avoid paper jams or damage to the machine, do not leave more than approximately 30 sheets of standard paper or one sheet of special paper in the Face-up Tray. 1 Open the Face-up Tray (located at the rear of the machine). 2 Perform the standard copying or printing procedure. Finished copies or prints will be delivered to the Face-up Tray.

**IMPORTANT:** Always close the Face-up Tray after use, it should not be left open. BASIC OPERATION GUIDE 3-7 Preparation Connecting the Cables The machine can be connected to a network or directly to a single computer. This section describes the procedures to make both types of connection. Connecting the Network Cable To connect the machine to a network, use a network cable (10Base-T or 100Base-TX). 1 Press the Power Switch located on the rear side of the machine to Off ( ), and remove the power cord from the outlet.

2 Connect the network cable to the Network Interface Connector on the rear side of the machine. 3 4 Connect the other end of the network cable to your network device (hub). Program the required network settings. Refer to Network Settings on page 3-11. Connecting the Parallel or USB Cable To connect the machine directly to your computer, use a parallel cable or a USB cable.

**IMPORTANT:** Always power off the machine ( ) and remove the power cord from the outlet before connecting the printer cable. 3-8 BASIC OPERATION GUIDE Preparation 1 Press the Power Switch located on the rear side of the machine to Off ( ), and remove the power cord from the outlet. 2 Connect the printer cable (not included) to the Parallel Interface Connector or USB Interface Connector located on the rear side of the machine. NOTE: Use a USB cable that complies with Revision 2.0 of USB standard (a rectangular Type A plug and a square Type B plug). The USB cable should be shielded and not be longer than 5 meters (16 feet). 3 1 Connect the other end of the printer cable to the Parallel Interface Connector or USB Interface Connector on your computer. Connecting the Power Cord Connect the power cord to the Power Cord Connector on the rear side of the machine. 2 Connect the other end of the power cord to a power outlet. BASIC OPERATION GUIDE 3-9 Preparation Powering On Press the power switch to the On ( ) position.

The machine begins to warm up. Once warm-up is complete, the Basic Screen displays. 3-10 BASIC OPERATION GUIDE Preparation Network Settings IP Address Setting Use the following procedure to register the IP Address. NOTE: The IP Address could differ depending on your network environment. Check with your Network Administrator before programming this setting. Any changes made to the network settings will become valid after you power the machine off then on. If you use the following procedure to register the IP Address manually, ensure the DHCP setting is Off and the TCP/IP setting is On, refer to Chapter 3, Advanced Operation Guide for details. 1 2 Press [System Menu / Counter]. The System Menu/Count screen displays. Press or to select System Setting and press [Enter].

The System Setting screen displays. Sys. Menu/Count.: \*Report Counter System Setting Exit 3 Press or to select Network Setting and press [Enter]. The Network Setting screen displays.

System Setting: \*Back Network Setting Parallel Setting Exit 4 Press or to select TCP/IP Setting and press [Enter]. The TCP/IP Setting screen displays. Network Setting: TCP/IP Setting: \*Back AppleTalk Set. TCP/IP TCP/IP DHCP Setting Exit BASIC OPERATION GUIDE 3-11 Preparation 5 Press or to select IP Address and press [Enter]. The IP Address screen displays.

TCP/IP Setting: \*TCP/IP DHCP IP Address Exit 6 Use the keypad to enter the address. Enter the first block of 3 digits in the highlighted area. IP Address: \* 0. 0. 0. Cancel 0. 0 7 Press and enter the next 3 digits of the IP Address. Press [Enter]. IP Address: \* 10. 0. Cancel 0.

0 8 Enter the digits for the next 2 blocks using the same procedure, then press [Enter]. A Completed message displays and the TCP/IP Setting screen returns. IP Address: 10. 168. Cancel 0. 123 NOTE: If you make an error when entering the IP Address, press return to the previous block of digits and reenter the correct number. to 3-12 BASIC OPERATION GUIDE Preparation Subnet Mask Setting Continue from the previous Step 8 to register the Subnet Mask address. NOTE: If you are not sure of the appropriate Subnet Mask address, contact your Network Administrator. 1 2 Access the TCP/IP Settings screen. Press or to select Subnet Mask and press [Enter].

The Subnet Mask screen displays. TCP/IP Setting: DHCP IP Address Subnet Mask Exit 3 Enter the Subnet Mask address using the same procedure used for the IP Address in steps 6 through 8 of IP Address Setting. Registering the Default Gateway Use the following procedure to register the Default Gateway address. If you are not sure of the appropriate Default Gateway address, contact your Network Administrator. 1 2 Access the TCP/IP Setting screen.

Press or to select Default Gateway and press [Enter]. The Default Gateway screen displays. TCP/IP Setting: \*IP Address Subnet Mask Default Gateway Exit 3 Enter the Default Gateway address using the same procedure used for the IP Address in steps 6 through 8 of IP Address Setting. BASIC OPERATION GUIDE 3-13 Preparation Setting the Time Zone Use the following procedure to designate the time zone that you are in. NOTE: COMMAND CENTER can also be used to program this setting, refer to the Advanced Operation Guide for information.

1 2 Press [System Menu/Counter]. The Sys. Menu/Count screen displays. Press or to select Date/Timer Set and press [Enter]. The Date/Timer Set screen displays. Sys. Menu/Count.: \*System Setting Adjust Date/Timer Set. Exit 3 Press or to select Time Zone and press [Enter]. The Time Zone screen displays.

Date/Timer Set.: Year/Time \* Date Format Time Zone Exit 4 Press or to select the Time Zone required and press [Enter]. A Completed message displays and the Date/Timer Set screen returns. Time Zone: -05:00 Indiana -05:00 Bogota -05:00 Estn Time Cancel 3-14 BASIC OPERATION GUIDE Preparation Setting the Date and Time It is recommended that you follow the instructions below to set the date and time correctly prior to using the machine for sending scan data by e-mail. NOTE: COMMAND CENTER can also be used to program this setting, refer to the Advanced Operation Guide for information. 1 2 Press the [System Menu / Counter] key. The Sys. Menu/Count screen displays. Press or to select Date/Timer Set and press [Enter]. The Date/Timer Set screen displays. Sys. Menu/Count.: \*System Setting Adjust Date/Timer Set.



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Exit 3 Press or to select Year/Time and press [Enter]. The Date Setting screen displays.

Date/Timer Set.: \*Back Year/Time Date Format Exit 4 Press or to register the current Year and press . Date Setting: Year Month Day 2004 04 15 (Time Zone:Greenwich ) Cancel 5 Press or to register the current Month and press . Date Setting: Year Month Day 2004 04 15 (Time Zone:Greenwich ) Cancel BASIC OPERATION GUIDE 3-15 Preparation 6 Press or to register the current Day and press [Enter]. The Time Setting screen displays. Date Setting: Year Month Day c15 2004 04 (Time Zone:Greenwich ) Cancel NOTE: To correct an error, press to return to the Year or Month setting. 7 Press or to register the current Hour and press . Time Setting: Hour Min Second 11 : 45 : 50 (Time Zone:Greenwich ) Cancel 8 Press or to register the current Minute and press . Time Setting: Hour Min Second 11 : c45 : 50 (Time Zone:Greenwich ) Cancel 9 Press or to register the current Second. Press [Enter]. A Completed message displays and the Date/Timer Set screen returns. Time Setting: Hour Min Second c 50 11 : 45 : (Time Zone:Greenwich ) Cancel NOTE: To correct an error, press setting. to return to the Hour or Minute 3-16 BASIC OPERATION GUIDE Preparation Summer Time Setting Use the following procedure to set the summer (daylight saving) time. NOTE: COMMAND CENTER can be used to program this setting, refer to the Advanced Operation Guide for information. 1 2 Press [System Menu / Counter].

The Sys. Menu/Count screen displays. Press or to select Date/ Timer Set and press [Enter]. The Date/Timer Set screen displays. Sys. Menu/Count.: \*System Setting Adjust Date/Timer Set. Exit 3 Press or to select Summer Time and press [Enter]. The Summer Time screen displays. Date/Timer Set. : \*Date Format Time Zone Summer Time Exit 4 Press or to select On or Off and press [Enter]. @@@@The Sys. Menu/Count screen displays. Press or to select Common Setting and press [Enter]. The Common Setting screen displays.

Sys. Menu/Count.: \*Adjust Date/Timer Set. Common Setting Exit 3 Press or to select Default Operat. and press [Enter]. The Default Operat. screen displays. Common Setting: Back Language Default Operat. @@@@Keypad - Use to enter characters. @@@@Select Key (right) - Press to switch between character entry modes. Key - Press to move the display cursor to the left. @@Key - Press to move the display cursor upwards. Key - Press to move the display cursor downwards. @@@@Press the right [Select] key to switch between character types. @+ ? } " , @ ~ # [ \$ .

@@Each time a key is pressed the character changes. For example, press key 1 twice to enter the character @. Use or another key to register each character after entry. This procedure is repeated until all the characters are entered. @@, - \_ ' ! ? @@@@\_ displays. Address Entry: h\_\* Cancel ABC Text 3 Press . @@t displays. Address Entry: h\_pt \* Cancel ABC Text 5 Press . The cursor moves one space to the right. @@t displays. Address Entry: h\_ptt Cancel ABC Text 7 Press 3 times. r displays. Address Entry: h\_ptr Cancel ABC Text 8 Press 2 times. @ displays. Address Entry: h\_ptr@ Cancel ABC Text BASIC OPERATION GUIDE 3-23 Preparation 9 Enter the remaining characters using the same procedure and press [Enter]. Registered displays and the Basic screen returns. Address Entry: h\_ptr@owl-net.net Cancel ABC Text Language Selection Function You can select the language that will be used in the message display. The following languages are available for selection: English, French (Français), German (Deutsch), Italian (Italiano), Nederlands (Nederlands), Spanish (Español), and Portuguese (Português). You can also download messages in other languages. Contact your dealer for information. Other Settings Various default settings on the machine can be adjusted to your preference. For information about adjustable default items, refer to Chapter 5, Advanced Operation Guide. 3-24 BASIC OPERATION GUIDE 4 Basic Operation This chapter contains explanations on the following topics: . . . . . Basic Copying Procedure.....

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.... 4-2 Canceling Copy.....  
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4-6 Making Zoom Copies .....

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.. 4-8 Using Collate Mode...  
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.....4-11 Combine Modes .....

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4-17 Auto Sleep Mode.....

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.. 4-18 Basic Scanning Procedure.....

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..... 4-19 Selecting Scan Color Mode.

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..... 4-23 Refer to the Advanced Operation Guide for details of the additional functions. BASIC OPERATION GUIDE 4-1 Basic Operation Basic Copying Procedure 1 Press the power switch to the On ( I ) position. At the end of warm-up, the Start indicator lights. 2 Select from the copier's various functions. 3 Press [Paper Select] to select the paper feed location, and press [Enter].

The Basic screen displays. If you select MP Tray, enter the size and type of paper or media being loaded. Paper Select: Plain \* A4 A5 Plain MP Tray Cancel  
NOTE: For details on entering the size and type of paper or media being used in the Cassette and MP Tray, refer to the Advanced Operation Guide You can change the default setting for which Cassette will be automatically selected. For details, refer to the Advanced Operation Guide. 4-2 BASIC OPERATION GUIDE Basic Operation 4 Press [Original Quality]. The Original Quality screen displays. 5 Press or to select the required option and press [Enter]. The Basic screen displays Original Quality: \*Text+Photo Photo Text Cancel Mode Text+Photo Photo Text Description Select for originals containing a mixture of both text and photographs. Select for originals containing mostly photographs. Select for originals containing mostly text.

NOTE: To adjust the default Copy Exposure in each of the Image Quality modes, refer to Chapter 5, Advanced Operation Guide. You can also select which Image Quality mode will be the default setting in the initial mode, refer to Chapter 5, Advanced Operation Guide for details. 6 Copy Exposure can be adjusted automatically or manually. Manual adjustment is set as the default mode initially. Usually there is no need to adjust the Copy Exposure, if it does require adjustments, refer to Chapter 1, Advanced Operation Guide.

BASIC OPERATION GUIDE 4-3 Basic Operation 7 Enter the number of copies required. Up to 999 can be entered. 8 Open the Original Cover and place the original face-down onto the Platen. Align the original flush up against the left rear corner of the Platen. NOTE: If the optional Document Processor is installed on your machine.

Refer to Document Processor on page 5-3. 9 Press [Start]. Copying begins immediately once the green Start indicator is lit. NOTE: To cancel copying press [Stop/Clear]. Refer to page 4-6. 4-4 BASIC OPERATION GUIDE Basic Operation 10 Finished copies are delivered to the Output Tray.



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*NOTE: To avoid paper jams or damage to the machine, do not leave more than approximately 150 sheets in the Output Tray. To deliver output face-up when copying onto label sheets, thick paper, and transparencies, use the Face-up Tray. Refer to Using the Face-up Tray on page 3-7. CAUTION: If the machine is not being used for an extended period of time (vacations, etc.*

*), remove the power plug from the outlet for safety purposes. BASIC OPERATION GUIDE 4-5 Basic Operation Canceling Copy 1 2 Press [Stop/Clear]. The Status Menu screen displays. Press [Select]. The Pausing Job List displays a list of copying jobs being processed. Pausing Job List: 0008 Copy 0009 Copy-A Doc-1 0010 Cancel Resume 3 4 Press or to select the copying job to cancel. Press the left [Select] key. A Cancel Job. Are you sure? message displays. Press the left [Select] key.*

*Cancel Job. \* Are you sure? 9 Yes No A Canceling message displays and the copying job is canceled. Canceling. \* 5 The message display returns to the Pausing Job List screen. If you want to cancel another job, repeat steps 2 through 5.*

*Pausing Job List: 0008 Copy 0010 Report 0011 Doc-1 Cancel Resume 4-6 BASIC OPERATION GUIDE Basic Operation 6 7 Press the right [Select] key. The Status Menu screen is displayed and processing of jobs is resumed. Press [Copy]. The Basic screen displays. BASIC OPERATION GUIDE 4-7 Basic Operation Making Zoom Copies It is possible to change the Zoom ratio in order to make copies of an enlarged or reduced size.*

*50 % 200 % The following modes are available for selecting the required Zoom ratio. Mode Standard Zoom mode Description Copies can be made at one of the fixed Zoom ratios. The following ratios are registered in the machine: 200 %, 141 % (A5 A4), 129 % (Statement Letter), 115 % (B5 A4), 100 % (default setting), 90 % (Folio A4), 86 % (A4 B5), 78 % (Legal Letter), 70 % (A4 A5), 64 % (Letter Statement), and 50 %. Variable Zoom mode The Zoom ratio can be set to any 1 % increment between 50 % and 200 %, as desired. Standard Zoom 1 Press [Copy]. 4-8 BASIC OPERATION GUIDE Basic Operation 2 Press the left [Select] key. Ready to copy. \* set: 1 A4 A4 100% Zoom 3 Press or to select Standard Zoom and then press [Enter]. The Standard Zoom screen displays. Zoom: \*100% Auto Standard Zoom Cancel 4 Press or to select a Standard Zoom ratio, then press [Enter].*

*A Completed message displays and the Copy Basic screen returns. Place the original on the Platen and press [Start]. Standard Zoom: \*200% 141% A5 >> A4 129% STMT >> LTR Cancel The original is copied using the selected Zoom ratio. Variable Zoom Use the following procedure to program Variable Zoom mode. 1 Press [Copy]. BASIC OPERATION GUIDE 4-9 Basic Operation 2 Press the left [Select] key. Ready to copy. \* set: 1 A4 A4 100% Zoom 3 Press or to select Zoom Entry, then press [Enter]. The Zoom Entry screen displays. Zoom: \*Auto Standard Zoom Zoom Entry Cancel 4 Press or to select a Zoom ratio in 1 % increments.*

*Then press [Enter]. A Completed message displays and the Copy Basic screen returns. Zoom Entry: \* (50 ~ 200) 150 % Cancel 4-10 BASIC OPERATION GUIDE Basic Operation Using Collate Mode Multiple originals can be scanned into memory in a single operation and the required number of copy sets created. The maximum number of originals which can be scanned depends on the machine's available memory. If the optional Document Processor is installed, Collate mode is selected automatically when originals are loaded in the Document Processor.*

*Original Collate: Off Collate: On Copy NOTE: Continuous Scan must be On if using Collate mode. For details, refer to Chapter 1, Advanced Operation Guide. 1 2 3 Press [Copy]. The Copy Basic screen displays. Press [Function].*

*Press or to select Collate and then press [Enter]. The Collate screen displays. Function: \*Zoom Combine Collate Exit 4 Press or to select On or Off and then press [Enter]. A Completed message displays and the Function screen returns. Collate: \* Off \*On Cancel BASIC OPERATION GUIDE 4-11 Basic Operation 5 6 Press the right [Select] key. The Copy Basic screen displays. Use the Numeric keys to enter the number of copies required. 7 Position the original. 8 Press [Start]. The original is scanned.*

*If using the Platen, a message displays Set original and press Start Key. 9 Place the next original on the Platen ready for scanning and press [Start]. The next original is scanned. Repeat until all the originals have been scanned. Set original and press Start key. \* Job No.: 123 Page: 1 Cancel End Scan 4-12 BASIC OPERATION GUIDE Basic Operation 10 When all originals have been scanned, press the right [Select] key. An Accepted message displays and copying commences. Set original and press Start key. \* Job No.*

*: 123 Page: 2 End Scan Cancel BASIC OPERATION GUIDE 4-13 Basic Operation Combine Modes The images from either 2 or 4 originals can be reduced and combined onto a single copy. The Border Line of each original can also be marked with a solid or dotted line. Mode 2 in 1 4 in 1 Description Copies two originals onto one sheet. Copies four originals onto one sheet. 2-in-1 Use this mode to copy two originals onto each sheet of copy paper.*

*Originals Copy Positioning the originals The following illustrations indicate how the orientation of the original will affect the resulting copies: Using the Platen Originals Copy Originals Copy NOTE: Ensure that the first page of the originals is scanned first. 4-14 BASIC OPERATION GUIDE Basic Operation Using the Document Processor Originals Copy Originals Copy NOTE: Refer to Chapter 1, Advanced Operation Guide for the procedure to set the Combine modes. 4-in-1 Use this mode to copy four originals onto each sheet of copy paper. Originals Copy BASIC OPERATION GUIDE 4-15 Basic Operation Position the originals Ensure to position the originals as shown in the following illustrations. Using the Platen Using the Document Processor NOTE: Ensure the originals are positioned so that the first page is scanned first.*

*Refer to Chapter 1, Advanced Operation Guide for the procedure to set the Combine modes. 4-16 BASIC OPERATION GUIDE Basic Operation Low Power Mode Low Power mode automatically puts the machine into an energysaving state if no operation has been performed for a preset period of time (between 1 minute and 240 minutes). The factory default setting is 5 minutes. The message display shows Low Power Mode, and nothing is shown on the Operation Panel. To enable copying or scanning, press any key on the Operation Panel. If the optional Document Processor is installed, copying will be enabled automatically when an original is loaded in the Document Processor. Low power \* NOTE: It is possible to set the amount of time before Low Power mode engages.*



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