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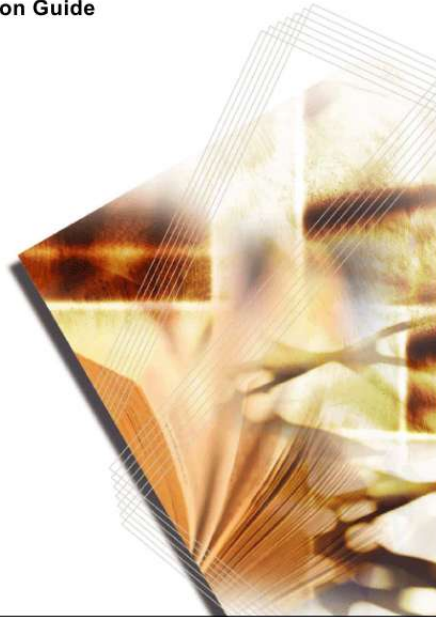
You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA FS-1116MFP. You'll find the answers to all your questions on the KYOCERA FS-1116MFP in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual KYOCERA FS-1116MFP**  
**User guide KYOCERA FS-1116MFP**  
**Operating instructions KYOCERA FS-1116MFP**  
**Instructions for use KYOCERA FS-1116MFP**  
**Instruction manual KYOCERA FS-1116MFP**

 **KYOCERA**

FS-1016MFP  
FS-1116MFP

**Operation Guide**



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<http://yourpdfguides.com/dref/1321552>

**Manual abstract:**

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..... @@Additional pages may be inserted in future editions. @@No responsibility is assumed if accidents occur while the user is following the instructions in this manual. No responsibility is assumed for defects in the printer's firmware (contents of its read-only memory).

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It is prohibited under any circumstances to copy domestic or foreign currencies. Copying other items may be prohibited. USB This product has been certified by the USB Implementers Forum, Inc. OPERATION GUIDE v Legal and Safety Energy Star Program We have determined as a participating company in the International Energy. NOTE: Do not remove these labels.

Label 1 High temperature inside. Do not touch parts in this area, because there is a danger of getting burned. ...

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Label 2 Do not touch the support area for the scan unit as there is a danger that your fingers or other objects may become caught or pinched, and this can result in injury. ....

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..... viii OPERATION GUIDE Legal and Safety 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. Rear: 25cm Right: 30cm Left: 30cm Front: 100cm 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 71.6°F (22°C), humidity: around 60%RH), 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. OPERATION GUIDE ix Legal and Safety 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. 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.

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. x OPERATION GUIDE Legal and Safety 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.

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. 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. 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. 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 (O) immediately, be absolutely certain to remove the power plug from the outlet and then contact your service representative. If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, turn the power switch off (O) immediately.

Next, be absolutely certain to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative. Do not remove or connect the power plug with wet hands, as there is a danger of electrical shock. Always contact your service representative for maintenance or repair of internal parts. OPERATION GUIDE xi Legal and Safety CAUTION Do not pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (Always grasp the power plug when removing the power cord from the outlet.) Always remove the power plug from the outlet when moving the machine. If the power cord is damaged, there is a danger of fire or electrical shock. If the machine will not be used for a short period of time (overnight, etc.

), turn the power switch off (O). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the machine is not in use. Always hold the designated parts when lifting or moving the machine. For safety purposes, always remove the power plug from the outlet when performing cleaning operations. If dust accumulates within the machine, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the machine. Other

Precautions Do not place heavy objects on the machine or cause other damage to the machine.

Do not open the upper front cover, turn off the power switch, or pull out the power plug during copying.

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When lifting or moving the machine, contact your service representative. Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity. Do not attempt to perform any operations not explained in this handbook.

xii OPERATION GUIDE Legal and Safety CAUTION Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful. Cautions when Handling Consumables CAUTION Do not attempt to incinerate the Toner Container. Dangerous sparks may cause burns. Keep the Toner Container out of the reach of children.

If toner happens to spill from the Toner Container, avoid inhalation and ingestion, as well as contact with your eyes and skin. . . . If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician. If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician. If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician. If toner does happen to get on your skin, wash with soap and water. Do not attempt to force open or destroy the Toner Container. Other Precautions After use, always dispose of the Toner Container in accordance with Federal, State and Local rules and regulations.

Store all consumables in a cool, dark location. If the machine will not be used for an extended period of time, remove the paper from the cassette, return it to its original package and reseal it. OPERATION GUIDE xiii Legal and Safety Laser Safety (Europe) Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine. This machine is classified as 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. xiv OPERATION GUIDE Legal and Safety Safety Instructions Regarding the Disconnection of Power (Europe) 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. VORSICHT: Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen.

DECLARATION OF CONFORMITY TO 89/336/EEC, 73/23/EEC, 93/68/EEC and 1999/5/EC 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 technology EN55022 Class B equipment Limits for harmonic currents emissions for equipment input current 16A per phase Limitation of voltage fluctuations and flicker in lowvoltage supply systems for equipment with rated current 16A Safety of information technology equipment, including electrical equipment Radiation Safety of laser products, equipment classification, requirements and user's guide EN61000-3-2 EN61000-3-3 EN60950-1 EN60825-1 OPERATION GUIDE xv Legal and Safety Safety of Laser Beam (USA) 1. Safety of laser beam This equipment has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S.DHHS (Department of Health and Human Services) in 1968.

This indicates that the product is safe to use during normal operation and maintenance. The laser optical system, enclosed in a protective housing and sealed within the external covers, never permits the laser beam to escape. 2. The CDRH Act A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.

S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States. On this copier, the label is on the rear. 3. Optical unit When checking the optical unit, avoid direct exposure to the laser beam, which is invisible.

Shown at left is the label located on the cover of the optical unit. 4. Maintenance For safety of the service personnel, follow the maintenance instructions in the other section of this manual. xvi OPERATION GUIDE Legal and Safety 5. Safety switch The power to the laser unit is cut off when the upper front cover is opened. Safety Instructions Regarding the 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. ATTENTION: Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement : ils ne mettent pas l'appareil hors tension. WARNING This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures: . . . Reorient or relocate the receiving antenna. Increase the separation between the equipment and receiver. Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help. CAUTION: The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.



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The above warning is valid only in the United States of America. Mercury Warning The lamp(s) inside this product contain mercury and must be recycled or disposed of according to local, state or federal laws. OPERATION GUIDE xvii Legal and Safety Introduction Included Manuals Included manuals are different depending on models.

Model FS-1016MFP FS-1116MFP Included Manual Operation Guide (this document) Operation Guide (this document) Facsimile Operation Guide Operation Guide (this document) Describes how to load paper or how to operate copying, printing, or scanning and explains how to handle problems. Facsimile Operation Guide Describes how to use fax function and explains how to handle problems. Overview of Operation Guide This Operation Guide has following chapters: 1 2 3 4 5 6 7 8 9 Machine Parts - identifies the names and functions of the machine and operation panel. Loading Paper - contains explanations on loading paper and attaching the manual feed tray. Preparations - contains information on setting the machine up ready for use. Copy Functions - explains how to make copies. Scanning Functions - explains how to scan originals. Printing Functions - explains how to make prints. Using QLINK - explains how to use QLINK software. System Settings - explains the procedures to make the various settings.

Maintenance - describes the maintenance and toner replenishment procedures. or paper jams. 10 Troubleshooting - explains how to handle problems such as error indications 11 Specifications - contains machine specifications. xviii OPERATION GUIDE Legal and Safety Conventions This manual uses the following conventions. Convention Italic Typeface Description Example Used to emphasize a key word, Open the Front Cover. phrase or references to additional For details on Auto Sleep, refer to Sleep information. Mode on page 8-1. Courier Typeface Used to denote messages or Access 13. Sleep Mode. names displayed on the operation panel.

Bracket Bold Text Used to denote operation panel Typeface keys. Bold Typeface Used to emphasize buttons or items to be selected in dialog boxes, and titles displayed in dialog boxes. Press [Copy Mode] to select the desired mode. Click Next. Notes Used to provide additional or useful information about a function NOTE: For information about storing the pin, refer to step 10.

or feature. Can also contain references to other publications. Used to provide important information. IMPORTANT: Ensure paper is not folded, curled, or damaged. Important Caution Cautions are statements that suggest mechanical damage as a CAUTION: Do not pull the cassette out when holding the front of the machine.

result of an action. Used to alert users to the possibility of personal injury. Warning WARNING: High voltage is present in the charger section. OPERATION GUIDE xix Legal and Safety Accessing Menu Items When you configure the machine, you do so by accessing a menu item and making your setting from there. Each configuration instruction in this guide tells you to access the menu item and provides a route map to direct you to that item. An example of a route map and its significance is shown below. . [Menu] or This represents the operation panel button to be pressed. Press the left or right button until 1. Common Setup is displayed.

1. Common Setup [OK] or Press the left or right button until 12. Paper Size is displayed. 12. Paper Size [OK] xx OPERATION GUIDE 1 Machine Parts Main Body 7 1 2 5 4 3 6 1 2 3 4 Scan Unit Front Cover Cassette Manual Feed Tray 5 6 7 Toner Container Developer Unit Drum Unit 11 12 8 9 10 13 14 8 9 10 11 Shipping Lock Original Size Indicator Plate Operation Panel Original Cover 12 Platen 13 Output Tray 14 Paper Stopper OPERATION GUIDE 1-1 Machine Parts 15 16 17 18 19 15 USB Interface Connector 16 5V DC Output (for Print Server IB-110) 17 Rear Cover 18 Power Switch 19 Power Cord Receptacle Document Processor 1 2 3 4 5 1 2 3 Original Table Original Insert Guides Left Cover 4 5 Ejection Extension Original Eject Table 1-2 OPERATION GUIDE Machine Parts Operation Panel FS-1116MFP 1 2 3 4 5 6 7 8 9 10 / 11 12 13 14 15 16 17 18 19 20 FS-1016MFP 1 2 3 4 5 6 7 8 9 10 / 11 12 13 14 15 16 17 18 19 20 1 2 3 4 5 6 7 8 9 10 Copy Mode Key and Indicator Collate Key and Indicator Combine Key and Indicator SCAN Key and Indicator COPY Key and Indicator Key Key Numeric Keys EcoPrint Key and Indicator Stop/Clear Key 11 12 13 14 15 16 17 18 19 20 Exposure Adjustment Key Zoom Key Paper Jam Indicator Toner Indicator Scan To PC Key Message Display Menu Key Cancel Key OK Key Start Key NOTE: When copying in EcoPrint mode, press [EcoPrint] on the operation panel, refer to EcoPrint Mode on page 4-6. Set by the Printer Driver when you print in EcoPrint mode from the personal computer, refer to Printing Functions on page 6-1. Message Display The message display on the operation panel shows: · · Status information, the messages listed below which are displayed during normal operation. Error codes, when the printer requires the operator's attention. For further information refer to Maintenance and Error Messages on page 10-3. OPERATION GUIDE 1-3 Machine Parts Status Information Message Warming Up Meaning The machine is warming up and is not ready.

When the machine is switched on for the first time, this message will take several minutes. A4 01 The machine is ready to use. This is the ready screen in the copy mode. The machine is in Auto Sleep. The machine wakes from Auto Sleep whenever a key on the operation panel or a print job is received. The machine then warms up and goes on-line. For details on Auto Sleep, refer to Sleep Mode on page 81. The machine is in Low Power Mode. The machine is skipping the data. The machine is making the copy.

The machine is printing the received data from your computer. The machine is scanning the original. 100% ..... Sleeping Low Power Canceling... Copying Printing Scanning Error Codes Refer to Troubleshooting section. 1-4 OPERATION GUIDE 2 Loading Paper Paper Cassette - 250 sheets (80g/m<sup>2</sup>) - 60 to 105g/m<sup>2</sup> - A4, B5 (JIS), A5, Letter, Legal, Folio and Oficio II Manual Feed Tray - 1 sheet - 60 to 163g/m<sup>2</sup> - A4, B5 (JIS), A5, Letter, Legal, Folio, Oficio II, Statement, Executive, A6, B6, B5 (ISO), Envelope #10, Envelope #9, Envelope Monarch, Envelope #6, Envelope C5, Envelope DL and 16K Paper Specifications The following table summarizes the basic paper specifications: Item Weight Thickness Dimensional Accuracy Squareness of Corners Moisture Content Direction of Grain Pulp Content Specification Cassette: 60 to 105g/m<sup>2</sup> Manual Feed Tray: 60 to 163g/m<sup>2</sup> 0.086 to 0.110mm ±0.7mm 90° ±0.

2° 4 to 6% Long grain 80% or more NOTE: For further information about the sizes and types of media that can be used, refer to Specifications, on page 11-1.



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**OPERATION GUIDE 2-1 Loading Paper Before Loading Paper** Set the paper in the cassette with the side which faced the top of its packaging facing up. **NOTE:** Please set paper according to the instruction when paper side is directed. When you open a new package of paper, fan through the sheets to separate them slightly prior to loading. If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause paper jams. **IMPORTANT:** When using paper that has been run through a copier before, check it to make sure that all staples and paper clips have been removed. Attempting to copy paper that has fasteners attached may result in poor images or malfunctions. Straighten out any creases or curls in the paper before loading it into the cassette. Failure to straighten out creases and curls may lead to paper misfeeds.

**Loading Paper into a Cassette** 1 Pull the cassette completely out of the printer. **IMPORTANT:** When pulling the cassette out of the printer, ensure it is supported and does not fall out. 2 Press the release button and adjust the paper length guide to the paper size required. 2-2 **OPERATION GUIDE Loading Paper** 3 Adjust the position of the width guides located on the left and right sides of the paper cassette. Press the release button on the left guide and slide the guides to the paper size required.

**NOTE:** The paper sizes are marked on the cassette. If using Folio or Oficio II paper, remove the green stopper from the paper length guide and fix into position on the paper length guide. Pull the paper length guide towards the rear until it stops. 1 2 4 Load the paper in the cassette. **IMPORTANT:** Always adjust the paper length and width guides before loading paper to avoid skewed paper feed and/or a paper jam.

Do not load paper above the triangle mark located on the width guide. Ensure the side to be printed is facing down and the paper is not folded, curled, or damaged. 5 Push the cassette back into the printer until it stops. There is a paper gauge on the right side of the front of the cassette to indicate the remaining paper supply. **Manual Feed Tray Paper** placed on the Manual Feed Tray is automatically fed and overrides the paper cassette. **OPERATION GUIDE 2-3 Loading Paper** 1 Pull out the cassette to access the Manual Feed Tray. 2 Pull the Manual Feed Tray up and out. 3 Pull out the front of the Manual Feed Tray. 4 Push the cassette back into the printer. 5 Adjust the paper width guides and slide the paper into the tray as far as it will go.

The side to be printed should be face up. Ensure the paper width guides are flush against the edge of the paper. 2-4 **OPERATION GUIDE Loading Paper** Envelopes should be fed in the face-up position, right edge first. **NOTE:** Prior to purchasing envelopes, print a sample to check quality. **IMPORTANT:** Slide the paper firmly into the tray until it stop. Load one sheet or envelope at a time. Start printing after loading the Manual Feed Tray. 6 After use, move the width guides fully outwards and close the Manual Feed Tray. **NOTE:** For further information about the sizes and types of media that can be used, refer to Specifications on page 11-1. 7 Pull out the paper stopper.

**Manual Duplex** Use Manual Duplex if you require printing on both sides of the paper. For Manual Duplex, load one sheet on the Manual Feed Tray at a time. 1 Load one sheet on the Manual Feed Tray in the face-up position and print the front side first. **OPERATION GUIDE 2-5 Loading Paper** 2 Load the printed sheet in the printed face-down position on the Manual Feed Tray again, and print the rear side. Long edge binding or Short edge binding can be selected depending on the orientation of the sheet.

**Binding Orientation Long Edge Binding** How to Load Short Edge Binding **Selecting Paper Size** After loading paper, you need register the paper size. The paper size that can be used are: A4, Letter, Legal, A5, B5, OficioII, Executive, Statement, Folio, B6, A6, ISO B5, Envelope C5, Envelope #10, Envelope DL, Envelope #9, Monarch, Envelope #6, 16K [Menu] or 1 2 Access 12. Paper Size. If you are unsure how to use this route map refer to Accessing Menu Items on page xx. Press or to select the paper size and press [OK].

The display returns to the ready screen. 1. Common Setup [OK] or 12. Paper Size [OK] 2-6 **OPERATION GUIDE Loading Paper** **Selecting Media Type** You can select the media type. The media type that can be used are: PLAIN, TRANSP., PREPRINT, BOND, RECYCLED, VELLUM, ROUGH, LETTERHD, COLOR, PREPUNCH, ENVELOPE, CARDSTOCK, COATED, THICK, HIGH QLT, CUSTOM [Menu] or 1 2 Access 15. Media Type. If you are unsure how to use this route map refer to Accessing Menu Items on page xx. Press or to select the media type and press [OK]. The display returns to the ready screen.

1. Common Setup [OK] or 15. Media Type [OK] **OPERATION GUIDE 2-7 Loading Paper** 2-8 **OPERATION GUIDE** 3 Preparations **Connecting the Cables** The machine can be connected to a computer. **Connecting the USB Cable** To connect the machine directly to your computer, use the USB cable. 1 Turn the machine off, remove the power cord from the outlet and turn the computer off. 2 Connect the USB cable to the USB interface connector located at the rear side of the machine. 3 Connect the other end of the USB cable to the USB interface connector on your computer. **Connecting the Power Cord** Connect the power cord to the rear of the machine. Connect the other end to a suitable power outlet. **OPERATION GUIDE 3-1 Preparations** **Turning the Machine On** Turn the power switch on.

The machine will begin to warm up after which the ready screen is displayed. **Loading Software** **Installing the Printer Driver and Scanner Driver.** Ensure the machine is plugged in and connected to the computer's USB port before installing software from the CD-ROM. Required operating systems (OS) for using the Software: Microsoft Windows 98SE/Me/2000/XP Examples of the operations given in this guide are for the Windows XP. Essentially the same operations are used for Windows 98SE/Me/2000 environments.

1 Switch on the PC and activate Windows. **NOTE:** If the Welcome to the Found New Hardware Wizard dialog box displays, select Cancel. 2 Insert the CD-ROM (Product Library) into the CD-ROM drive. Once the installation program launches, the License Agreement Notice is displayed. **NOTE:** If the installation program fails to launch, use Windows Explorer to access the CD-ROM and double-click Setup.exe. 3 Click View License Agreement to display and read it. 3-2 **OPERATION GUIDE Preparations** 4 Click Accept to proceed. 5 Click Select Language. 6 7 Click the language to be used. Click Install Software. The Installation Wizard starts. 8 9 Click Next. For the simple, default installation, select Express Mode and click Next. **NOTE:** If you selected Custom Mode, select Universal serial bus (USB) to select the connection method, and follow the onscreen instructions.



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For details, refer to Custom Installation on page 3-4. OPERATION GUIDE 3-3 Preparations 10 Click Install. The installation program installs the software.

NOTE: When installing software for Windows XP, if a software installation warning for an unsigned device driver is displayed, click Continue Anyway to bypass the warning and install the driver. All device drivers have been fully tested. 11 When the installation is complete, the Installation Completed window is displayed. Click Finish to leave the install program and return to the disc main menu. Custom Installation The Custom Mode is the user selection mode and can be customized the install options. 1 2 3 4 5 6 7 Follow steps 1 to 8 of Loading Software on page 3-2. Select Custom Mode and click Next. Select Universal serial bus (USB) and click NEXT. Select the software packages you wish to install, and clear the ones you do not want installed. Click Next. Click Install. The installation program installs the software.

When the installation is complete, the Installation Completed window is displayed. Click Finish to leave the install program and return to the disc main menu. Remove Software When you fail in the installation of Software, please uninstall it once. 1 2 3 3-4 Follow steps 1 to 6 of Loading Software on page 3-2. Click Remove Software.

Select the software packages you wish to uninstall, and click Uninstall. OPERATION GUIDE Preparations 4 5 Click Next. Click Finish to leave the install program and return to the disc main menu. OPERATION GUIDE 3-5 Preparations 3-6 OPERATION GUIDE 4 Copy Functions Basic Copying Procedure To change the default settings for the machine, refer to System Settings. 1 2 Turn the machine on. At the end of warm-up, the ready screen will be displayed. Select from the copier's various functions. 3 Press [Copy Mode] to select the desired mode. Mode (text and photo mode) (photo mode) (text mode) Description Select for originals containing a mixture of both text and photographs. Select for originals containing mostly photographs.

Select for originals containing mostly text. 4 Adjusting Copy Exposure. The Copy Exposure (density) is adjusted manually. To make the copy darker, press [Darker]. To make the copy lighter, press [Lighter]. OPERATION GUIDE 4-1 Copy Functions 5 Enter the number of copies required. Up to 99 can be entered. / 6 Open the original cover and place the original face down onto the platen against the left rear corner of the platen. Close the original cover. 7 Press [Start].

Copying begins immediately. To cancel copying, press [Stop/Clear]. / Completed copies are delivered to the output tray. Placing Originals in the Document Processor The document processor automatically feeds and scans multiple sheet originals one by one. IMPORTANT: Be sure that the document processor is closed whenever transporting the machine.

Acceptable Originals . . . . Use sheet originals only Paper weight: 60 to 105g/m<sup>2</sup> Paper sizes: Legal (Maximum), Statement and A5R (Minimum) Maximum number which can be set at one time: 50 sheets 4-2 OPERATION GUIDE Copy Functions Originals to Avoid Be sure not to use the following originals in the document processor. . . . . Originals with punched holes or perforations. Transparencies. Soft originals such as carbon or vinyl paper, or other originals that are curled, wrinkled or creased. Irregularly shaped originals, wet originals, or originals that have adhesive tape or glue on them. Originals with clips or staples. Remove the clips or staples, and straighten any curls, wrinkles or creases, before placing them in the document processor. Failure to do so may result in the originals being jammed. Originals with cut-out sections or that have a slippery surface on either side. Originals on which any correction fluid is still wet. Folded originals - smooth out the folds before setting them in the document processor. Failure to do so may result in the originals being jammed. 1 2 3 Check that there are no other originals remaining in the document processor. Be sure to fan through the originals a few times to separate the sheets before placing them in the document processor. Adjust the original insert guides to fit the width of original to be copied.

4 Pull the ejection extension when using A4. 5 OPERATION GUIDE AB C Arrange the originals in order and place them face up on the original table. Slide the leading edge of the originals securely into the document processor as far as they will go. 4-3 Copy Functions Placing a Thick Original on the Platen When copying from an original which cannot be placed in the document processor (books, magazines, etc.), open the document processor and place the original directly on the platen. Close the document processor after use. Zoom Copies It is possible to change the zoom ratio in order to make copies of an enlarged or reduced size. The following modes are available for selecting the desired zoom ratio. 25% 400% Mode Standard Zoom Description Copies can be made at one of the fixed zoom ratios. The following ratios are registered in the machine: Original 100% Fit To Paper Letter - Statement 64% A4 - A5 70% Statement - Letter 129% A5 - A4 141% The zoom ratio can be set to any 1% increment between 25% and 400%, as desired and shown below.

Custom Variable Zoom NOTE: Fit To Paper is used when original that there are characters and illustrations in a full form is copied. The blank part of the print is calculated, and original is reduced and copied. It is not a function to enlarge or reduce by the automatic operation according to the paper size. Standard Zoom 1 2 3 4-4 Press [Zoom]. Press or to select the desired zoom ratio.

Press [OK]. The message display returns to the ready screen. The new zoom ratio is registered. OPERATION GUIDE Copy Functions To start copying, place the original on the platen and press [Start]. Variable Zoom Perform the following procedure to make settings for the Variable Zoom mode. 1 2 3 Press [Zoom]. Press or to select Custom and press [OK]. Enter the desired ratio using numeric keys. / 4 Press [OK]. The message display returns to the ready screen. The new zoom ratio is registered. To start copying, place the original on the platen and press [Start]. Collate Mode Multiple originals can be collated. Originals Copies 1 Press [Collate] to select . or 2 3 Enter the desired number of copies.

Place the original on the platen and press [Start]. Scanning of the first original will start. Replace the first original with the next one and press [Start]. Scanning will start. OPERATION GUIDE 4-5 Copy Functions 4 Once all of the originals have been scanned, press . Copying starts. Scanned pages are printed. / Combine Mode The images from either 2 or 4 originals can be reduced and combined onto a single copy.



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*Mode Description Copies four originals onto one sheet. Copies two originals onto one sheet.*

*Copies one original onto one sheet. NOTE: Combine Mode does not support the Collate Mode or Zoom Mode. When an original set in the Document Processor, the Combine mode automatically starts scanning all the page. 1 Press [Combine] to select the desired mode. 2 3 4 EcoPrint Mode Enter the desired number of copies.*

*Place the original on the platen and press [Start]. Scanning will start. Replace the first original with the next one and press [Start]. Scanning will start. Scanned pages are printed every two or four page.*

*EcoPrint enables the machine to consume less toner for a page to save your printing costs. This will cause images to be printed lighter than normal without affecting print speed. Press [EcoPrint], the printing image becomes lighter, but readable. 4-6 OPERATION GUIDE 5 Scanning Functions This product allows you to operate the scanner from within a TWAIN or plug-in software application. As the scanner driver is not a stand-alone software, it has to be started from within a TWAIN-compliant software application and then the scanner driver is able to scan and load the image to your computer. The command to start the scanner driver may vary due to different software applications. @@Pull down the File menu and choose Select Source.*

*@@@@@@@@@Select a scanning resolution on the Resolution drop-down menu. @@@@@@@@@@The shading of the original will be reproduced. @@@@@@@@@@The higher the value, the brighter the image.*

*@@The higher the contrast, the bigger the different gray scales. @@@@Mirror The Mirror command reverses the image (create a mirror image). @@This will then be the cropping area for all of the scanned documents. @@Units The Units button indicates the measuring system that is in use (Inch, Cm, or Pixel).*

*Descreen Click the Descreen button to access a drop-down menu that allows you to specify the type of document you are scanning in order to eliminate the moiré pattern commonly found in printed matter. You can specify Newspaper, Magazine, or Catalog. Moiré pattern is an undesirable pattern resulting from the incorrect screen angle of the overprinting halftone. Sharpen Click the Sharpen button to access a drop-down menu that allows you to specify a level to sharpen the scanned image. You can specify a Sharpen setting of Light, More, Heavy, or Extra Heavy. OPERATION GUIDE 5-3 Scanning Functions Color*

*Adjustment Click the Color Adjustment button to enable the button for the Hue, Saturation, and Lightness feature.*

*NOTE: The Advanced Settings button must be enabled in order to use the Hue Saturation, and Lightness feature. Auto Level Click the Auto Level button to add shadow to reveal more details in an image. Advanced Settings Click the Advanced Settings button to view the advanced settings buttons for Highlight/Shadow Levels, Curves, Color Balance, Hue/Saturation/Lightness, Color Drop-out, and Custom Settings (six buttons on the right side of the TWAIN dialog box). Highlight/Shadow This feature is available when 8-Bit Gray, 8-Bit Color, or 24-Bit Color is selected on the Image Type drop-down menu.*

*Highlight refers the lightest point in a scanned image; shadow refers the darkest point.*

*Click the Highlight/Shadow button to access Highlight/Shadow Levels dialog box. You can type values in the text boxes or you can place the mouse cursor over the line, click the right mouse button, and drag the line to specify the values you want. Use the Highlight and Shadow settings together to extend the range of color and reveal more details in a color image. Curves When you select the Curves button, a dialog box appears that allows you to adjust the midtone of the image without losing details in the lightest and darkest areas. Select Curve or Line, depending on if you want a curved or an angled setting.*

*Place the mouse cursor over the line, click the right mouse button, and drag the line to set the curve you want. Color Balance When you select the Color Balance button, a dialog box appears that allows you to adjust the color of the image so that it comes close to that of the original. The default parameters are used to adjust the image. You can type values in Color Levels text boxes or you can drag the sliding arrow under the color. 5-4 OPERATION GUIDE Scanning Functions Hue/Saturation/Lightness Click this button to adjust the hue, saturation, and lightness of an image. This button is enabled when the Color Adjustment button is selected. You can type values in the text boxes or you can drag the sliding arrow under the each item. Hue - specify a value in Hue box to adjust the hue up to 360° by clicking on the desired color on the color wheel or selecting a setting on the drop-down menu. The level of intensity for a color simultaneously changes when the hue adjustment is made. Saturation - specify a value in Saturation box to adjust the saturation level of the color.*

*The level of saturation indicates whether the color is pale or rich. Lightness - specify a value in Lightness box to adjust the color strength. NOTE: These options are available only when the Color Adjustment button is enabled. Color Drop-out This feature is available when Black and White or 8-Bit Gray is selected on the Image Type drop-down menu. Click the Color Drop-out button to access a dialog box that allows you to choose to remove the R (Red), G (Green), or B (Blue) color channel while scanning. Increasing the brightness after removing one of the color channels will make the image clearer. Custom Settings Click the Custom Settings button to access a dialog box where you can save your scan settings and configuration settings. There are two tabs: Scan Settings and Configuration Settings. Scan Settings Scan Settings tab allows you to save your scanning feature settings in a file, load an existing file, or delete an existing file. Saving a scan settings file Type a name for your settings in File Name text box and click Save.*

*Your settings will be saved and the file name will appear in the list box. OPERATION GUIDE 5-5 Scanning Functions Using a scan settings file You can use an existing settings file. Right-click the file name for the settings you want to use and click Load. The settings in the file will automatically be specified in the scanning features dialog box. Right-click a file name and press [Delete] on the computer keyboard to delete the file.*

*You cannot delete the default scan settings file default.av2. Deleting a scan settings file Configuration Settings Configuration Settings tab allows you to customize some special settings. Hint Setting Check Show Hints box if you want to have flags that show the name of an item appear when you place the mouse cursor on an item in the dialog box. Click Apply to save the changes.*

*Lock Scaling Click this button to fix the output width and height despite the selected scan size. The scale value automatically changes when you apply this option and simultaneously resize the selected area.*



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*Scanner Information* Click the *Information* button to access a window that gives you information about the scanner and driver. 5-6 OPERATION GUIDE 6  
*Printing Functions* This section explains how to customize the installed printer driver settings and how to make prints. *Printing Preferences Basic Tab*  
*Orientation* Use to select the output orientation. *Copies* Use to select the number of prints required. If sets are required, select *Collate*. Using *Reverse Order*  
prints in a reversed order. *Imaging* Use to select the *Print Quality* required. Adjusts the *Brightness* of a output.

The darkest setting is 7 and the brightest is 1. Choose 4 for a regular level of brightness. Using *EcoPrint* produces a lighter density output to increase the life  
of the toner container. Using *Reverse Image* produces a reversed black and white negative effect. *Paper Tab Original Size* Use to select the original size.  
*Media Type* Use to select the media type. OPERATION GUIDE 6-1 *Printing Functions Layout Tab N-up* Use to select *N-Up* to print up to 9 images on one  
sheet. Enabling the *Print Borders* displays the page borders of each page. *Output Paper Size* Use to enlarge or reduce the image between 25% and 400%.

*Effect Tab Watermark* Use to select and edit watermarks.

*New/Add* allows you to add a new watermark. *Edit* allows you to change the watermark. *Delete* allows you to delete any watermark in the list. *Printing a*  
*Document* 1 2 3 4 Ensure the paper required is loaded in the machine. From the application *File* menu, select *Print*.

The *Print* dialog box displays. Select the drop down list of printer names. All the printers installed are listed. Select your printer. Select the options required,  
enter the number of copies required and if printing more than one set, select *Collate*.

Select *OK* to start printing. NOTE: If a paper jam occurs or the paper runs out, the *Status Monitor* is displayed. This enables you to monitor and manage  
printer activity. You can exit the *Status Monitor* by clicking *Delete*, dealing with the paper jam or paper empty. 6-2 OPERATION GUIDE 7 Using *QLINK* The

*QLINK* is a software utility that allows you to quite easily, with very few mouse clicks, access the most frequently used scanning applications. Using the  
*QLINK* eliminates the need to manually launch the specific applications and allows you to scan a document directly to a folder on your computer. The *QLINK*  
provides three categories of operations, as shown below: 1 2 3 *MFP Button Setting Section - Configure [Scan To PC]* on the operation panel. *Copy Function*  
*Section- Enhanced copy functions*, such as *Four/Two* or *Oneon-One Copying*. *Scan Function Section - Scan* directly to a file, or email. *User-defined buttons*  
allow you to configure a button to meet your own application requirements.

3 1 2 Two of the three sections in the above *QLINK* figure have a number of different buttons which are predefined for the most frequently used applications.  
The *Scan Function* section contains one button for *Send to file*, one button for *Send to email*, and three user-defined buttons with which you can assign your  
desired application. The *Copy Function* section contains three buttons for 4 to 1 copying. The *MFP* button setting section contains a big button, called *Scan*  
to, which allows you to configure *[Scan To PC]* on the operation panel. To Start the *QLINK* Double-click , and then click the small *QLINK* icon located in the  
status area and the *QLINK* appears. OPERATION GUIDE 7-1 Using *QLINK MFP Button Setting Section Using the Scan To PC Button on the Operation*  
*Panel to Scan Using [Scan to PC]* eliminates the need to manually launch the specific applications and allows you to scan a document directly to a folder on  
your computer. 1 2 3 4 5 Place the original face up in the *Document Processor*, or face down on the platen. Press *[Scan to PC]* on the operation panel. Press  
or to select an application item in the message display. Press *[OK]* to confirm your selected application item.

Press *[Start]* to start the scanning process. *Configuring the Scan To PC Button* When the *QLINK* is displayed, click the *Scan to* on the *QLINK*, and *Edit*  
*Application list* appears, as shown below: *New Application* *New Application* allows you to add your extra desired application item. *Edit* *Edit* allows you to  
change your application item or its properties in the list. 7-2 OPERATION GUIDE Using *QLINK* Click one of the applications in the list and then *Edit* to  
launch *Preferences* dialog box, as shown below: *Program path* *Program name* *Program name on MFP LCD* *Scan* Select the path where your application's  
executable file is located in your computer by clicking *Browse*. Your application's original name is shown here.

Set a name for your application, which will appear on the message display. Adjust all other preferred scanner settings, including *Original Image Type*,  
*Original Size*, *Resolution*, *Brightness*, and *Contrast*. By selecting from *File Format* pull down list, you can save your original as *PDF*, *BMP*, *JPEG* and *TIFF*.  
You can select another folder/directory where the scanned file will be sent by clicking *Browse*. *File Format* *File Path* *Delete* *Delete* allows you to delete any  
application item in the list.

*OK* This button is to save your updated settings. OPERATION GUIDE 7-3 Using *QLINK Copy Function Section* The three copy buttons in the *QLINK* can be  
customized to allow you to take advantage of the features built into this machine's printer driver to do the *Combine* function if you load originals in the  
*Document Processor*. By following the figure directions below, click one of the three copy buttons in the *QLINK* to copy. Prints 1 original image reduced to fit  
onto one sheet of paper. Prints 2 original images reduced to fit onto one sheet of paper. Prints 4 original images reduced to fit onto one sheet of paper.

*Configuring the Copy Function* To configure any of the three copy buttons in the *QLINK*, right-click it and click *Configuration*. *Copy* dialog box for this  
button appears, as shown below: *Scanner Setting* By clicking the arrow sign beside the drop-down list, you can choose from the following original image  
types: If the content in the original is occupied by photo images only or by photo images with a little text on it, select *Photo* to get a photo-concentrated image  
copy. On the contrary, *Text* option helps you get a text-concentrated copy. However, if the proportion of the photo image is almost the same as that of text in  
the original to be copied, it is recommended to select *Mixed* in order to get the most optimal printout with photo and text mixed.

7-4 OPERATION GUIDE Using *QLINK Advanced Setting* This button is to show the *Scan preference* dialog box, as shown below: You can make good use of  
this *Scan preference* dialog box to adjust all other preferred scan settings, including *Original Size*, *Resolution*, *Brightness*, and *Contrast*. *Copy Setting Copies*  
*Scale(%)* *Printer* Selects the number of copies. Increase or decrease copy scaling.



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To update the default printer properties, click Properties, and an example of printer driver property window is displayed as shown below: Collate OK Enables the collate function. This button is to save your updated settings. OPERATION GUIDE 7-5 Using QLINK Scan Function Section Send to email Send to email enables you to scan a page or document directly into the E-mail application, Outlook Express, as a standard attachment. To scan your originals to the E-mail application in the QLINK, click Send to email. NOTE: If your Outlook Express application does not work, try to launch it before clicking Send to email. Send to file Send to file enables you to scan an image and save it to any directory on your hard disk. This allows you to easily archive your paper documents.

To scan your originals to a file in the QLINK, click Send to file. User define Buttons There are up to three user-defined buttons on the QLINK. You can set your own preferences and configuration to fit your required application. To configure a User define Button, right click one of the three User define buttons and then click Configuration. An Application dialog box as an example appears, depending on the previously selected or default application item.

Select Scan To Send The drop-down list allows you to select one of your preferred applications. The list contains the 8 default application items, which are frequently used scanning applications. This button is to save your updated settings. OK To scan your originals to the application for which a User define Button is defined in the QLINK, click a User define Button. 7-6 OPERATION GUIDE 8 System Settings This chapter explains the procedures to make the various settings that are required in relation to the overall operation of this machine.

Message Language You can select the language of the message display from English, Français, Deutsch, Italiano, Nederlands, Español, Dansk, Svenska, Norsk, Polski, Cestina, Magyar, Suomi, Lithuanian, , ngilizce, , Português, Português(SA). [Menu] or 1 2 Access 11. Language. If you are unsure how to use this route map refer to Accessing Menu Items on page xx. Press or to select the language to be used in the display and press [OK]. 1. Common Setup [OK] or The display changes to the selected language and returns to the ready screen. 11. Language [OK] Sleep Mode The machine has an Auto Sleep Timer that is used to conserve power when it is not operating. You can adjust this time to between 5 minutes and 2 hours before the machine enters sleep mode.

The factory default time is 15 minutes. When you change this time, the transition time of Low Power Mode changes. Sleep Mode Transition Time Off 5 min 15 min 30 min 1 hr 2 hr Low Power Mode Transition Time Off 2.5 min 7.5 min 15 min 0.5 hr 1 hr OPERATION GUIDE 8-1 System Settings [Menu] or 1 2 Access 13. Sleep Mode. If you are unsure how to use this route map refer to Accessing Menu Items on page xx. Press or to select the time for the Sleep Mode to engage and press [OK]. The display returns to the ready screen.

1. Common Setup [OK] or 13. Sleep Mode [OK] Toner Install If you replace the toner container, you must reset the toner counter as explained below. [Menu] or 1 2 Access 14. Toner Install.

If you are unsure how to use this route map refer to Accessing Menu Items on page xx. Press or screen. to select On and press [OK]. The display returns to the ready 1. Common Setup [OK] or 14.

Toner Install [OK] Buzzer The Buzzer can be set to sound when a key on the operation panel is pressed or in cases when errors occur, etc. [Menu] or 1 2 Access 16. Buzzer. If you are unsure how to use this route map refer to Accessing Menu Items on page xx. Press or screen. to select On or Off. Press [OK]. The display returns to the ready 1. Common Setup [OK] or 16. Buzzer [OK] Drum Reset Perform the drum reset procedure when the drum unit has been replaced.

CAUTION: If this procedure has not been performed, the machine cannot set the proper main charger current control and a print quality problem may occur. 8-2 OPERATION GUIDE System Settings [Menu] or 1 2 Access 17. Drum Reset. If you are unsure how to use this route map refer to Accessing Menu Items on page xx. Press or screen. to select On and press [OK]. The display returns to the ready 1. Common Setup [OK] or 17. Drum Reset [OK] Drum Refresh The drum refresh is cleaning the drum surface. If potential printing quality problems has occurred, perform the drum refresh.

Refer to General Guidelines on page 10-1. [Menu] or 1 2 Access 18. DrumRefresh. If you are unsure how to use this route map refer to Accessing Menu Items on page xx. Press or screen.

to select On or Off. Press [OK]. The display returns to the ready 1. Common Setup [OK] or 18. DrumRefresh [OK] Drum Control The drum control is cleaning the drum surface automatically when the machine is turned on.

You can adjust the cleaning time from 0, 90, 155 seconds. [Menu] or 1 2 Access 19. DrumControl. If you are unsure how to use this route map refer to Accessing Menu Items on page xx. Press or to select the cleaning time. Press [OK]. The display returns to the ready screen. 1. Common Setup [OK] or 19.

DrumControl [OK] Eco Fuser When this mode is selected On, the fuser heater is switched off during sleep mode to save power consumption.

However, warm-up time becomes longer than Off. OPERATION GUIDE 8-3 System Settings [Menu] or 1 2 Access 110. Eco Fuser. If you are unsure how to use this route map refer to Accessing Menu Items on page xx. Press or screen. to select On or Off. Press [OK]. The display returns to the ready 1. Common Setup [OK] or 110. Eco Fuser [OK] Copy Setup Changing Function Defaults For functions that you use often, changing the default value to the setting will minimize the time required to make that setting each time the corresponding function is used.

The following table shows the functions for which the default values can be changed and their available settings. The factory default settings are shown with an asterisk (\*). Function 21. Def Copy Mode \* Available Settings Text Photo Text + Photo 1 to 7 (Default setting is 4) \* Original(100%) Custom(25%-400%) Fit To Paper LTR To STM A4 To A5 STM To LTR A5 To A4 On Off On Off Reference page 4-1 22. Def Exposure 23.

Def Zoom page 4-1 page 4-4 24. Def Collate \* 25. Def EcoPrint \* [Menu] or page 4-5 page 4-6 1 2 3 Access 2. Copy Setup. If you are unsure how to use this route map refer to Accessing Menu Items on page xx.

Press or to select the default setting that you want to change and press [OK]. The screen for the selected default setting is displayed. Press or to select the new default setting and press [OK]. The display returns to the ready screen. 2. Copy Setup [OK] 8-4 OPERATION GUIDE System Settings Printing the Report Pages The following table shows the reports that are available for printing.



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