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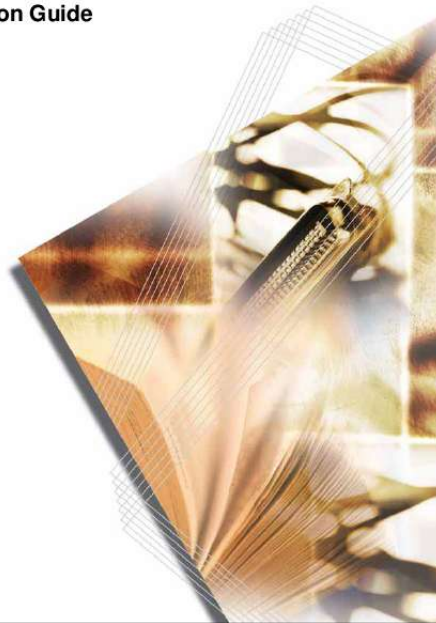
You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA FS-1118MFP. You'll find the answers to all your questions on the KYOCERA FS-1118MFP in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KYOCERA FS-1118MFP
User guide KYOCERA FS-1118MFP
Operating instructions KYOCERA FS-1118MFP
Instructions for use KYOCERA FS-1118MFP
Instruction manual KYOCERA FS-1118MFP



KM-1820
FS-1118MFP

Operation Guide



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Manual abstract:

.....
.....
.....
.....
.....
.....
.....
.....

... 1-1 Operation Panel.....

.....
.....
.....
.....
.....
.....

..... 1-4 Message Display.....

.....
.....
.....
.....
.....
.....

..... 1-5 2 Loading Paper Loading Paper Into a Cassette.....

.....
.....
.....
.....
.....
.....

... 2-1 Adjusting the Paper Stopper for Folio or Oficio II Size Page.....

.....
.....
.....

2-3 Loading Paper on the MP Tray.....

.....
.....
.....
.....

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

.....
.....
.....
.....
.....
.....

..... 2-5 3 Preparations Connecting the Cables.....

.....
.....
.....

.....
.....
.....
..... 3-1 Connecting the Network Cable .

.....
.....
.....
.....
.....
.....
..... 3-1 Connecting the Parallel or USB Cable ..

.....
.....
.....
.....
..... 3-1 Connecting the Power Cord

.....
.....
.....
..... 3-2 Turning the Machine On

.....
.....
.....
.....
..... 3-2 Accessing Menu Items .

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

.....
.....
.....
..... 3-4 Registering the IP Address .

.....
.....
.....
..... 3-4 Registering the Subnet Mask

.....
.....

..... 3-4 Registering the Default Gateway . . .

.....
.....
.....

3-5 Date and Time Settings

.....
.....
.....
.....

..... 3-5 Setting the Time Zone .

.....
.....
.....

..... 3-5 Summer Time Setting

.....
.....
.....
.....
.....

. 3-6 Setting the Current Date and Time

.....
.....
.....

. . 3-6 Default Operation Mode . . .

.....
.....
.....
.....

. 3-7 Character Entry

.....
.....
.....
.....

.....
.. 3-8 Keys Used for Entering Characters ...

.....
.....

.....
.....

..... 3-8 Available Characters ..

.....
.....

.....
.....

..... 3-9 List of Character Assignments

.....
.....

.....
.....

3-9 Entering Characters

.....
.....

.....
.....

.....
.. 3-10 Selecting Message Language ...

.....
.....

.....
.....

.....
.....

3-11 Other Settings

.....
.....

.....
.....

.....
.....

. 3-11 4 Basic Operation Basic Copying Procedure

.....
.....

.....
.....

.....
.....

... 4-1 Canceling Copy

.....
.....

.....
4-8 Auto Sleep

.....
.....
.....
.....
.....
.....

..... 4-8 Basic Scanning Procedure.....

.....
.....
.....
.....
.....

..... 4-9 Scan to E-mail ..

.....
.....
.....
.....
.....
.....

4-9 OPERATION GUIDE iii Scan to Folder

.....
.....
.....
.....
.....

4-11 Recipient Selection from One-Touch Keys

.....
.....
.....

4-13 Scan with TWAIN Driver

.....
.....
.....
.....
.....

..... 4-13 Selecting Color Scan Mode

.....
.....
.....

..... 4-13 Basic Printing Procedure

.....
.....
.....
.....

.....
.....
.....
. 4-14 Installing the Printer Driver
.....

.....
.....
.....
.....

.....
. 4-14 Printing from Application Software . .
.....
.....
.....

.....
.....
.....
. . . . 4-14 5 Maintenance Cleaning the Machine

.....
.....
.....
.....

.....
.....
.....
5-1 Toner Container Replacement

.....
.....
.....
.....

.....
. 5-1 Online Help Messages .
.....
.....
.....

.....
.....
.....
.....

.....
. 5-1 Replacing Toner Container
.....
.....
.....

.....
.....
.....
. 5-2 Cleaning the Charger and the Registration Roller . .

.....
.....
.....
.....

.....
. . . 5-4 Reinstalling the Transport Pin
.....

.....
.....

.. 5-5 6 Troubleshooting General Guidelines

.....
.....
.....

6-1 Maintenance and Error Messages

.....
.....
.....

..... 6-3 Paper Jam

.....
.....

.....
.....
.....

. 6-7 Jam Location Indicators

.....
.....

.....
.....
.....

..... 6-7 Online Help Messages

.....
.....
.....

.....
.....
.....

.. 6-7 MP Tray and Inside Machine

.....
.....
.....

.....
.....
.....

... 6-7 Cassette

.....
.....
.....

.....
.....
.....
.....

6-9 Face-up Tray

.....
.....
.....

.....
.....
.....
.....

... 6-9 Optional Document Processor

.....
.....
.....

.....
.....
.....

.. 6-10 7 Specifications Main Body

.....
.....
.....
.....

.....
.....
.....

..... 7-1 Copying Functions ...

.....
.....
.....
.....

.....
.....
.....

..... 7-2 Printing Functions

.....
.....
.....
.....

.....
.....
.....

... 7-3 Scanning Functions

.....
.....
.....
.....

.....
.....
.....

7-3 Document Processor (Option)

.....

.....
.....
.....

..... 7-4 Paper Feeder (Option) .

.....
.....
.....

.....
.....
.....

.... 7-4 Environmental Specifications

.....
.....
.....

.....
.....
.....

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By opening this diskette package, you agree to accept the terms and conditions of this Agreement. 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 a Low Power Mode where printer and fax functions remain in a waiting state but energy consumption is still reduced after a certain amount of time elapses since the device was last used, as well as a Sleep Mode where printer and fax functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time. 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 when 5 minutes have passed since the device was last used. The amount of time of no activity that must pass before Low Power Mode is activated may be lengthened. For further information refer to Low Power Mode on page 4-8. Auto Sleep The device automatically enters Sleep Mode when 30 minutes have passed since the device was last used. The amount of time of no activity that must pass before Sleep Mode is activated may be lengthened.

For further information refer to Auto Sleep on page 4-8. OPERATION GUIDE vii Legal and Safety Paper Recycling The Energy Star Program encourages the use of environmentally friendly recycled paper. Your sales or service representative can provide information about recommended paper types. 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, and 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] 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] viii OPERATION GUIDE Legal and Safety 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) OPERATION GUIDE ix Legal and Safety IMPORTANT - PLEASE READ FIRST.

CAUTION LABELS Caution labels have been attached to the machine at the following locations for safety purposes. Be sufficiently careful to avoid fire or electric shock when removing a paper jam or when replacing toner. 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.

..... Label 2 High temperature inside. Do not touch parts in this area, because there is a danger of getting burned. ..

.... x 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. 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 73.4 °F (23 °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.



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OPERATION GUIDE xi 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.

xii 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 xiii 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. 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. xiv 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 xv 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.



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This label is attached to the laser scanner unit inside the machine and is not in a user access area. The labels shown below are attached on the rear side of the machine. xvi 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 Hauptsoliervorrichtung! 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 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 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 EN60825-1 OPERATION GUIDE xvii Legal and Safety Safety of Laser Beam (USA) 1. Safety of laser beam This copier 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. xviii 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. 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 xix Legal and Safety Warranty (USA) 1820 KYOCERA LIMITED WARRANTY 1 Kyocera Mita America, Inc. and Kyocera Mita Canada, Ltd. (both referred to as Kyocera) warrants the Customer's new Multifunctional Product (referred to as MFP), and the new accessories installed with the initial installation of the MFP, against any defects in material and workmanship for a period of one (1) year, or 100,000 copies/prints from date of installation by an Authorized Kyocera Dealer for the 1820, whichever first occurs. In the event the MFP or an accessory is found to be defective within the warranty period, Kyocera's only obligation and the Customer's exclusive remedy shall be replacement of any defective parts. It is understood that Kyocera shall have no obligation to furnish labor. This warranty is valid only as to the original retail purchaser (referred to as the Customer) of a new Kyocera MFP in the United States of America or Canada, based upon the country of purchase. In order to obtain performance of this warranty, the Customer must immediately notify the Authorized Kyocera Dealer from whom the product was purchased.

If the Kyocera Dealer is not able to provide service, write to Kyocera at the address below for the name and address of the Authorized Kyocera Dealer in your area or visit our website at www.kyoceramita.com. This warranty does not cover MFP's or accessories: (a) which have become damaged due to operator negligence, misuse, accidents, improper storage or unusual physical or electrical stress, (b) which have used parts or supplies which are not genuine Kyocera brand parts or supplies, (c) which have been serviced by a technician not employed by Kyocera or an Authorized Kyocera Dealer, or (d) which have had the serial number modified, altered, or removed. This warranty does not cover process unit. Kyocera shall give the Customer a separate warranty for this item.

This warranty gives the Customer specific legal rights. The Customer may also have other rights, which vary from state to state, or province to province. Neither the seller, nor any other person is authorized to extend the time period, or expand this warranty on behalf of Kyocera. THIS WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES AND (CONDITIONS), EXPRESS OR IMPLIED, AND KYOCERA SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY (OR CONDITION) OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

THIS WARRANTY SHALL NOT EXTEND TO, AND KYOCERA SHALL NOT BE LIABLE FOR, ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH MAY ARISE OUT OF THE USE, OR INABILITY TO USE, OF THE MFP. 2 3 4 5 6 7 xx OPERATION GUIDE Legal and Safety Introduction This Basic Operation Guide has following chapters: 1 2 3 4 5 6 Machine Parts - identifies the names and functions of the machine and operation panel. Loading Paper - contains explanations on loading paper and attaching the Face-up Tray. Preparations - contains information on setting the machine up ready for use. Basic Operation - explains how to make simple copies and prints and how to scan originals.

Maintenance - describes the maintenance and toner replenishment procedures. Troubleshooting- explains how to handle problems such as error indications or paper jams. Appendix A - Specifications - contains machine specifications Guides included The following guides are included with this machine.



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Refer to the guide that corresponds to your particular objective. Installation Guide This Guide contains instructions for assembling and installing the machine.

Operation Guide (This guide) This Operation Guide contains explanations on the initial installation and set-up of this machine, the procedure to connect it to a computer, and the basic procedures for using this machine as a copier, printer, and scanner as well for resolving problems if trouble occurs. Advanced Operation Guide The Advanced Operation Guide contains explanations on copier, printer, and scanner functions as well as default settings that can be adjusted on this machine. This guide is stored on the CD-ROM as a PDF document. Kyocera Extended Driver (KX Driver) User Guide Describes how to install and set 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 printers. This Technical Reference contains the information about how the printing is performed using the PRESCRIBE commands as well as the font and emulation description. This guide is stored on the CD-ROM as a PDF document. OPERATION GUIDE xxi Legal and Safety 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 CD-ROM 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. KM-NET for 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 KM-NET for Direct Printing. This guide is stored on the CD-ROM as a PDF document. Network FAX Driver Operation Guide Describes how to use the Network FAX Driver to send documents created on a network computer directly from that computer to the other fax machine. This guide is stored on the CD-ROM as a PDF document. Conventions This manual uses the following conventions. Convention Italic Typeface Description Example A Completed message displays and the Used to denote messages or names displayed on the operation Copy Basic screen returns.

panel, names of machine parts and for references to additional information and other publications. Used for emphasis and to denote buttons on the operation panel. To cancel copying, press Stop/Clear. Bold Typeface 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. xxii OPERATION GUIDE 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 Platen Original Size Indicator Plate Operation Panel Top Cover Front Cover Process Unit Charger Cleaner Lock Lever 10 Toner Container 11 Toner Container Release Lever OPERATION GUIDE 1-1 Machine Parts 12 13 14 15 15 17 17 16 18 19 12 Output Tray 13 Stopper Extension Lock 14 Paper Stopper 15 Paper Width Guides 16 Cassette 17 Paper Width Guides (MP Tray) 18 MP (Multi-Purpose) Tray 19 MP Tray Extension 1-2 OPERATION GUIDE Machine Parts 20 21 22 23 24 26 27 25 20 Document Processor Connector 21 Parallel Interface Connector 22 USB Interface Connector 23 Right Cover Anchor Pin 24 Network Interface Connector 25 Rear Cover (Face-up Tray) 26 Power Switch 27 Power Cord Receptacle OPERATION GUIDE 1-3 Machine Parts Operation Panel 5 1 2 3 4 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 1 2 3 4 5 6 7 8 9 10 11 Status/Job Cancel Key and Indicator Copy Key and Indicator One-touch Keys (1 to 8) Scan Color Select Key and Indicator Program Key and Indicator Scan Resolution Key and Indicator Function Key and Indicator Print Indicator Send/Receive Indicator Memory Indicator Error Indicator: Flashing red indicates an error has occurred. Continuous red indicates a mechanical problem. Turn the power switch off and then back on. 17 18 19 20 21 22 23 24 25 26 27 28 Send Key and Indicator Original Quality Key and Indicator Original Size Key and Indicator Exposure Key and Indicator Paper Select Key and Indicator Message Display Left Select Key Right Select Key Key Back Key Key Key 29 Enter Key 30 Key For further information refer to Maintenance and Error 31 Stop/Clear Key Messages, on page 6-3. 32 Start Key and Indicator 12 13 14 15 16 System Menu/Counter Key and Indicator Log Out Key and Indicator Numeric Keys Reset/Power Key Main Power Indicator 1-4 OPERATION GUIDE Machine Parts Message Display The following examples explain the messages and icons used on the message display. 1 2 3 4 5 Ready to copy. * Set : 1 A4 A4 100% Zoom Ready to send. 6 7 10 Dest.

: 3 :h_ptr@owl-net.net Left Off Subject Placemnt 8 9 11 5 Copier Screen Send Screen Reference number Meaning Indicates the current status of the machine. Also displays the title of the current menu whenever the operation panel is being used. Displays an icon that indicates the currently selected source of paper feed. The meaning of each icon is as indicated below. The standard paper cassette is currently selected. When this icon is displayed as , there is no paper is the cassette. The paper cassette for the optional paper feeder is currently selected. When this icon is displayed as , there is no paper is the cassette.

The MP Tray is currently selected.

1 2 3 4 5 6 7 8 9 10 11 Displays the size of the original(s). Displays the current setting when there is a corresponding menu that can be selected using the left or right Select keys. Displays the title of the corresponding menu that can be selected using the left or right Select keys. Displays the number of copies.

Displays the paper size to be copied.

Displays the number of destinations. Displays the destination. Displays Italic 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 when the e-mail subject or message field contains an entry or Off when there is no entry.

OPERATION GUIDE 1-5 Machine Parts 1-6 OPERATION GUIDE 2 Loading Paper Paper can be loaded into the cassette or on the MP tray.



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For details on the media types that can be used, refer to the Advanced Operation Guide. After taking new paper out of its packet, fan it to separate the sheets before loading it. If you are using paper that has been folded or is curled, straighten it out before loading it. Failure to do so may result in a paper jam. If you will not be using the machine for a prolonged period of time, remove all paper from the machine and seal in its original packaging to protect it against moisture. Be sure to remove any staples or paper clips to avoid a reduction in print quality or damage to the machine. Loading Paper Into a Cassette For details of the paper size and type that can be loaded into a cassette, refer to the Advanced Operator Guide. 1 Carefully pull the cassette all the way out of the machine. 2 Adjust the paper length by pressing in on the release buttons and sliding paper stopper to fit the size of the paper. The paper sizes are marked on the bottom of the cassette.

The default settings are for A4/US Letter paper. Refer to Adjusting the Paper Stopper for Folio or Oficio II Size Page on page 2-3 OPERATION GUIDE 2-1 Loading Paper 3 Adjust the paper width by pressing in on the release buttons and sliding the guides to fit the width of the paper. 4 Place the paper in the cassette, with side to be printed downward, so that the leading edge is aligned against the paper stopper. Be sure that none of the paper gets caught on the overhanging tabs, that there is no gap between the paper and the stopper or guides and that it does not exceed the level of the lines located on the width guides. 5 Push the cassette securely all the way back into the machine until it stops. 6 Register the paper size loaded in the cassette. Refer to the Advanced Operation Guide. 2-2 OPERATION GUIDE Loading Paper Adjusting the Paper Stopper for Folio or Oficio II Size Page 1 Slide the paper stopper towards the rear of the cassette until the grooves that are cut into the paper stopper are aligned with the rear edge of the cassette. 2 Remove the stopper extension lock from the paper stopper. 3 Insert the stopper extension lock into the holes in the paper stopper.

4 Press down on the stopper extension lock and slide the paper stopper towards the rear of the cassette to set the lock into place. The paper stopper is now in position for Folio and Oficio II size paper. Loading Paper on the MP Tray For details of the paper size and type that can be loaded into the MP tray, refer to the Advanced Operator Guide. 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 using Legal, Oficio II or Folio size paper, it is recommended that you use the cassette(s). OPERATION GUIDE 2-3 Loading Paper 1 Open the MP tray towards you until it click into place. 2 Pull out the MP tray extension and then flip it open. 3 Adjust the paper width guides to fit the width of the paper. 4 Slide the paper, with the side to be copied or printed onto is facing upward, along the paper width guides, as far as it will go.

2-4 OPERATION GUIDE Loading Paper Using the Face-up Tray When copying and printing onto special paper, such as thick paper (90 to 163 g/m²), and transparencies, always use the face-up tray. The face-up tray has a storage capacity of approximately 30 sheets of standard paper (80 g/m²) but only 1 sheet of special paper should be stored there at one time. 1 Open the face-up tray (located at the rear of the machine). 2 Perform the standard copying or printing procedure. Completed pages will be output onto the face-up tray. OPERATION GUIDE 2-5 Loading Paper 2-6 OPERATION GUIDE 3 Preparations Connecting the Cables The machine can be connected to a network or directly to a computer. Connecting the Network Cable When connecting the machine to the network, use the appropriate network cable (10BASE-T or 100BASE-TX). 1 Turn the machine off, and remove the power cord from the outlet. 2 Connect the network cable to the network interface connector at the rear side of the machine. 3 4 Connect the other end of the network cable to your network device.

Make network settings on the operation panel - refer to Network Settings on page 34. Connecting the Parallel or USB Cable To connect the machine directly to your computer, use either a parallel cable or USB cable. For details refer to the Advanced Operation Guide. 1 Turn the machine off, remove the power cord from the outlet and turn the computer off. OPERATION GUIDE 3-1 Preparations 2 Connect the printer cable to the appropriate connector located at the rear side of the machine. Parallel Cable USB Cable 3 Connect the other end of the printer cable to the appropriate 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. Turning the Machine On Turn the power switch on. The machine will begin to warm up after which the basic screen is displayed.

3-2 OPERATION GUIDE Preparations 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. . System Menu/ Counter or This represents the control panel button to be pressed.

Press the up or down button until System Setting is displayed. System Setting Enter or Press the up or down button until Network Setting is displayed. Network Setting Enter or Press the up or down button until TCP/IP Setting is displayed. TCP/IP Setting Enter or Press the up or down button until IP Address is displayed. IP Address Enter OPERATION GUIDE 3-3 Preparations Network Settings Registering the IP Address Check the IP address with your network administrator before performing this setting.

This will only function if the DHCP setting is Off and the TCP/IP setting is On. Any changes made to the network settings will become valid after you turn the power to the machine off and then back on again. To manually register the IP address. System Menu/ Counter or 1 Access IP Address. If you are unsure how to use this route map refer to Accessing Menu Items on page 3-3. System Setting Enter or 2 3 Use the numeric keys to enter each segment of the IP address in turn, pressing or [*] to move between segments. Press Enter on completion. If you make an error in entering a portion of the IP address, press the previous block of digits and re-enter the correct number. to return to Network Setting Enter or 4 Register the Subnet Mask - refer to Registering the Subnet Mask on page 3-4.

TCP/IP Setting Enter or IP Address Enter Registering the Subnet Mask System Menu/ Counter or 1 Access Subnet Mask.



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If you are unsure how to use this route map refer to Accessing Menu Items on page 3-3. System Setting Enter or 2 3 Use the numeric keys to enter each segment of the Subnet Mask in turn, pressing or [*.] to move between segments. Press Enter on completion. If you make an error in entering a portion of the Subnet Mask, press to the previous block of digits and re-enter the correct number. to return Network Setting Enter or 4 TCP/IP Setting Enter or Register the Default Gateway - refer to Registering the Default Gateway on page 3-5. Subnet Mask Enter 3-4 OPERATION GUIDE Preparations Registering the Default Gateway . System Menu/ Counter or 1 Access Default Gateway. If you are unsure how to use this route map refer to Accessing Menu Items on page 3-3.

System Setting Enter or 2 3 Use the numeric keys to enter each segment of the Default Gateway in turn, pressing or [*.] to move between segments. Press Enter on completion. If you make an error in entering a portion of the Default Gateway, press return to the previous block of digits and re-enter the correct number. to Network Setting Enter or 4 TCP/IP Setting Enter or When you complete all of the network setting, press right Select.

The message display returns to the basic screen. Default Gateway Enter Date and Time Settings Setting the Time Zone You can also make this setting using COMMAND CENTER. For details on COMMAND CENTER, refer to the Advanced Operation Guide. System Menu/ Counter or 1 Access Time Zone. If you are unsure how to use this route map refer to Accessing Menu Items on page 3-3.

Date/Timer Set Enter or 2 3 4 Press or to select the time zone that you are in. Press Enter. @@screen. Press right Select. The message display returns to the basic screen. Time Zone Enter OPERATION GUIDE 3-5 Preparations Summer Time Setting You can also make this setting using COMMAND CENTER. For details on COMMAND CENTER, refer to the Advanced Operation Guide. . System Menu/ Counter or 1 Access Summer Time. If you are unsure how to use this route map refer to Accessing Menu Items on page 3-3.

Date/Timer Set Enter or 2 3 4 Press or to select either On or Off. Press Enter. @@screen. Press right Select. The message display returns to the basic screen. Summer Time Enter Setting the Current Date and Time You can also make this setting using COMMAND CENTER. For details on COMMAND CENTER, refer to the Advanced Operation Guide. NOTE: Periodically check the time that is shown in the message display and adjust as necessary to match the current time. System Menu/ Counter or 1 Access Year/Time. If you are unsure how to use this route map refer to Accessing Menu Items on page 3-3.

Date/Timer Set Enter or 2 3 4 5 6 To set the date, for each field press display the correct value then press or as many times as necessary to move to the next field. Year/Time Enter When the date is correct, press Enter. The time setting screen (hour:minute:second) is displayed. To set the time, for each field press display the correct value then press or as many times as necessary to move to the next field. Press Enter.

@@screen. Press right Select. @@@@The message display shows Completed and returns to Common Setting. Press right Select.

@@@@Numeric Keys -- Use these to enter characters.

@@@@Back Key -- Press this to go up one level on the current menu. Key -- Press this to move the display cursor up. Key -- Press this to move the cursor down. @@@@Press right Select to switch between types of characters. @! * > | + ? } " , @ ~ # [\$. @@@@, - _ ' ! ? (space) 0 0 Switch between upper/lowercase * or . (decimal point) # Entering Characters This section explains the procedure to enter characters using the numeric pad. This is necessary for entering details such as an e-mail address and host name. Each character is entered by pressing the associated key on the numeric keys as many times as necessary in order to display the required character - refer to List of Character Assignments on page 3-9. You can change between character types by pressing right Select - refer to Available Characters on page 3-9.

Once the required character is displayed, press a different key or press to enter the next character. To repeatedly enter the same character, press to move the cursor and then enter that character again. Example To enter h_ptr@owl.net: 1 2 3 4 5 6 7 8 9 With the Address Entry screen displayed - refer to Basic Scanning Procedure on 2 times. h is displayed. page 4-9. Press Press Press Press Press Press Press 4 times. _ is displayed. . p is displayed.

. t is displayed. . The cursor will move one space to the right. .

t is displayed. 3 times. r is displayed. 2 times. @ is displayed.

Enter the rest of the characters in the same way, and press Enter. Completed will appear and the message display returns to the basic screen. 3-10 OPERATION GUIDE Preparations Selecting Message Language You can select the language of the messages display by following the procedure in the Advanced Operation Guide. You can optionally download messages in other languages. Contact your dealer for information. The following languages are available for selection: English, Français, Deutsch, Italiano, Nederlands, Español, Português, and the downloaded languages. Other Settings Various default settings can be adjusted to your preference in this machine. For details on the adjustable default items and corresponding setting methods, refer to the Advanced Operation Guide. OPERATION GUIDE 3-11 Preparations 3-12 OPERATION GUIDE 4 Basic Operation Basic Copying Procedure To change the default settings for the machine, refer to the Advanced Operation Guide. 1 2 Turn the machine on.

At the end of warm-up, the Start indicator will light. Select from the copier's various functions. 3 Press Paper Select to select the paper feed location, and press Enter. The message display returns to the basic screen. If you select the MP Tray, you need to select both the size and media type to be used. 4 Press Original Quality. The Original Quality screen is displayed. 5 Press or to select the desired mode and press Enter. The message display returns to the basic screen. Mode Text+Photo (text and photo mode) Photo (photo mode) Text (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. OPERATION GUIDE 4-1 Basic Operation 6 The copy exposure can be adjusted either automatically or manually. This machine is initially set for manual exposure adjustment. Normally there will be no need for you to adjust the copy exposure.

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 against the left rear corner of the platen.



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Close the original cover. 9 Press Start.

Copying begins immediately. To cancel copying, press Stop/Clear. Refer to Canceling Copy on page 4-3. Completed copies are delivered to the output tray. 4-2 OPERATION GUIDE Basic Operation Canceling Copy 1 Press Stop/Clear. The Pausing Job List screen will be displayed. 2 3 4 5 6 7 8 Press or to select the copying job to cancel. Press left Select. Cancel Job. Are you sure? is displayed.

Press left Select. Canceling is displayed and the copying is canceled. The Pausing Job List screen is displayed. If you want to cancel another job, repeat steps 2 through 5. Press right Select. The Status Menu screen is displayed and processing of jobs is resumed. To enable copying again, press Copy. The message display returns to the basic screen. OPERATION GUIDE 4-3 Basic Operation 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.

Mode Standard Zoom 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 %. The zoom ratio can be set to any 1 % increment between 50 % and 200 %, as desired and shown below. 50 % Variable Zoom 200 % Standard Zoom 1 Press Copy. 2 3 4 5 6 Press left Select.

Press or to select Standard Zoom. Press Enter. Press or to select the desired zoom ratio. Press Enter. The message display shows Completed and returns to the basic screen.

The new zoom ratio is registered. To start copying, place the original on the platen and press Start. 4-4 OPERATION GUIDE Basic Operation Variable Zoom Perform the following procedure to make settings for the Variable Zoom mode. 1 Press Copy. 2 3 4 5 6 Press left Select. Press or to select Zoom Entry. Press Enter. Press ratio. or , as appropriate, to change the displayed zoom ratio to the desired Press Enter. The message display shows Completed and returns to the basic screen.

The new zoom ratio is registered. To start copying, place the original on the platen and press Start. OPERATION GUIDE 4-5 Basic Operation Collate Mode Multiple originals can be collated. To use the collate mode turn the continuous scan function on. For details, refer to the Advanced Operation Guide.

Originals Copies 1 Press Copy. 2 Press Function. 3 4 5 6 7 8 9 Press or to select Collate. Press Enter. Press or to select On.

Press Enter. The message display shows Completed and returns to the Function screen. Press right Select. 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. 10 Once all of the originals have been scanned, press right Select (End Scan). Copying starts.

Scanned pages are printed. 4-6 OPERATION GUIDE Basic Operation Print Override Mode The print override mode temporarily stops processing of the current job to enable copies of a more urgent job to be made. After the print override processing is completed, the interrupted job will be resumed. 1 Press Function. 2 3 4 5 6 7 8 9 Press or to select Print Override. Press Enter. Press or to select On. Press Enter. Press right Select. The message display shows Completed and returns to the Function screen.

Enter the desired number of copies. Place the original on the platen and press Start. Completed copies are delivered to the output tray. When the interruption is completed, perform steps 1 through 4 to switch Print Override mode Off. OPERATION GUIDE 4-7 Basic Operation Low Power Mode The machine has a Low Power Timer that is used to conserve power when the machine is not in operation. You can adjust the length of time (between 1 minute and 240 minutes) the machine waits before entering low power mode. The factory default time is 5 minutes. For details, refer to the Advanced Operation Guide. The machine wakes from low power mode whenever any one of the keys on the operator panel is pressed, an original is set from document processor, the cassettes or MP tray are opened or closed, or a print job is received. Auto Sleep The machine has an Auto Sleep Timer that is used to conserve power when the machine is not in operation.

You can adjust the length of time (between 1 minute and 240 minutes from the last activity) the machine waits before auto sleep is activated. The factory default time is 30 minutes. For details, refer to the Advanced Operation Guide. To engage auto sleep manually, press and hold Reset/Power for at least three seconds. The auto sleep mode will engage immediately.

The machine wakes from auto sleep mode automatically if a print job is received or whenever you press Reset/Power. 4-8 OPERATION GUIDE Basic Operation Basic Scanning Procedure You can scan documents and send them to e-mail addresses or a folder. The folder can be on a PC or FTP server. The recipients address can be entered from an internal address book, external address book (LDAP) or using a one-touch key. Refer to the Advanced Operation Guide for the registration method to an address book and one-touch keys.

The scanner can be operated from a PC connected locally through a USB connection using a Kyocera TWAIN driver contained in attached CD-ROM. The format of the scanned image is selectable. The initial format is PDF. Scan to E-mail The following procedure explains the method for attaching scan data to e-mail for transmission. Scan to e-mail works within the following environments: · It must have a network environment in which this machine can connect to a mail server. It is recommended that the machine be used in an environment in which it can connect to the mail server at any time over a LAN. The SMTP settings must be completed. Use COMMAND CENTER, to register the IP address and the host name of the SMTP server. Refer to the Advanced Operation Guide. There may be a times where transmission is not possible due to the size of each e-mail item.

· Recipient Entry from the Operation Panel An e-mail address is entered directly from the operation panel, and the procedure to transmit is explained. Refer to Recipient Selection from Address Book on page 4-10 for the procedure for using the Address Book and to the Advanced Operation Guide for information on registering an address in the address book. 1 Press Send. 2 Press . OPERATION GUIDE 4-9 Basic Operation 3 4 5 6 Press or to select E-mail and press Enter. Enter the destination e-mail address. Refer to Character Entry on page 3-8 for information on entering characters. Once you have completed entering the address, press Enter.



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To enter a subject and/or message, press right Select. If you do not need subject and message, go directly to step 10 without pressing right Select. Enter the subject for the e-mail when the subject input screen is displayed (60 characters maximum). 7 8 9 Press Enter. Enter the desired message for the e-mail when the message input screen is displayed (60 characters maximum). Press Enter. The Completed screen is displayed, and the message display returns to the basic screen.

Place the original on the platen and press Start. The scanned image is sent to the destination e-mail address as an attachment. The image (PDF) is named as doc plus the date and time at which it was transmitted. For example, a PDF attachment named doc04252005101530.pdf is a file sent on 2005 April 25th at 10:15:30.

Recipient Selection from Address Book 1 Press Send. 2 Press . 3 4 5 Press or to select Address Book or Ext Address Book. Press Enter. Press or to select a desired name. 4-10 OPERATION GUIDE Basic Operation 6 7 8 9 Press Enter. Press or to select E-mail. Press Enter. Completed will appear and the message display returns to the basic screen. Place the original on the platen and press Start.

The scanned image is sent to the destination e-mail address as an attachment. The image (PDF) is named as doc plus the date and time at which it was transmitted. For example, a pdf attachment named doc04252005101530.pdf is a file sent on 2005 April 25th at 10:15:30. Scan to Folder The following procedure explains the method for scanning data to a folder on a PC or FTP server. The scanned data can only be sent to one folder at a time. Refer to Recipient Selection from Address Book on page 4-10 for the procedure for using the Address Book and to the Advanced Operation Guide for information on registering an address in the address book. Entering a Recipient Address from the Operation Panel 1 Press Send. 2 Press . 3 4 5 6 7 OPERATION GUIDE Press or to select Folder.

or or to select SMB. to select FTP. For transmission to a shared PC folder, press the For transmission to a shared FTP folder, press the Press Enter. Enter the host name or the IP address of the host and press Enter. Enter the path name where the file is to be stored and press Enter.

4-11 Basic Operation 8 9 10 11 Enter the login user name and press Enter. If you also have a domain name, enter it after the user name. Enter the login password and press Enter. Press Enter. Place the original on the platen and press Start.

The scanned image is sent to the destination e-mail address as an attachment. The image (PDF) is named as doc plus the date and time at which it was transmitted. For example, a pdf attachment named doc04252005101530.pdf is a file sent on 2005 April 25th at 10:15:30. Recipient Selection from Address Book 1 Press Send. 2 Press . 3 4 5 6 7 8 Press or to select a desired name. Press Enter. Press or to select the folder. Press Enter.

Login User Name input screen is displayed. Enter the login user name and press Enter. If you also have a domain name, enter it after the user name. Enter the login password and press Enter. 4-12 OPERATION GUIDE Basic Operation 9 Place the original on the platen and press Start. The scanned image is sent to the destination e-mail address as an attachment. The image (PDF) is named as doc plus the date and time at which it was transmitted. For example, a pdf attachment named doc04252005101530.pdf is a file sent on 2005 April 25th at 10:15:30. Recipient Selection from One-Touch Keys Frequently used recipients can be registered into the one-touch keys.

If two or more one-touch keys are chosen a simultaneous transmission can take place. Refer to the Advanced Operation Guide for the registration procedure for the one-touch keys. 1 Press Send. 2 3 Press the one-touch key on which the destination is registered. Place the original on the platen and press Start.

The scanned image is sent to the destination e-mail address as an attachment. The image (PDF) is named as doc plus the date and time at which it was transmitted. For example, a pdf attachment named doc04252005101530.pdf is a file sent on 2005 April 25th at 10:15:30. Scan with TWAIN Driver Be sure that you connect your PC with the machine using the USB cable and install the Kyocera TWAIN Driver.

The scan can be carried out from any TWAIN compatible application program. Refer to Advanced Operation Guide for the installation procedure and the usage of Kyocera TWAIN Driver. Selecting Color Scan Mode The following color modes are available for scanning: Mode Full Color Grayscale Monochrome Description The original will be scanned in full color. The scanning exposure will be set to Manual. The shading of the original will be reproduced. The scanning exposure will be set to Manual. The original will be scanned in monochrome. The resulting file size for the scan data will be smaller in comparison with the other color modes. Refer to the Advanced Operation Guide. OPERATION GUIDE 4-13 Basic Operation Basic Printing Procedure Be sure that the machine's printer cable or network cable and the power cord are properly connected.

Installing the Printer Driver To use the printer function, the printer driver must be installed. For information on how to install the printer driver software, refer to the Kyocera Extended Driver Operation Guide. Printing from Application Software 1 2 3 4 5 Be sure that paper of the size specified for the document in the application is in the machine. Select Print from the File menu. The Print dialog box is displayed. Choose this machine from the printer names drop-down list. Specify the number of copies to print in Number of copies and any other options you want to use. For details, refer to the Kyocera Extended Driver Operation Guide. Click the OK button. 4-14 OPERATION GUIDE 5 Maintenance Cleaning the Machine CAUTION: For safety purposes, always remove the power cord from the outlet when performing cleaning.

Always use a soft cloth dampened with alcohol or mild detergent to clean the machine. Open the original cover and wipe the platen and the original cover, as shown in the illustration. If the optional document processor is installed in your machine, open the document processor and wipe the gray portion, as shown in the illustration. If copies appear soiled while using the optional document processor the slit glass is dirty. Toner Container Replacement If Replace Toner appears on the message display, replace the toner container and clean the charger and registration roller.

Refer to Cleaning the Charger and the Registration Roller on page 5-4. Online Help Messages When Replace Toner is displayed, press left Select (Help) to display the procedure to replace the toner container. Press to display the next step or press to display the previous step. Press Enter to exit the online help message display. OPERATION GUIDE 5-1 Maintenance Replacing Toner Container 1 Open the top cover.



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