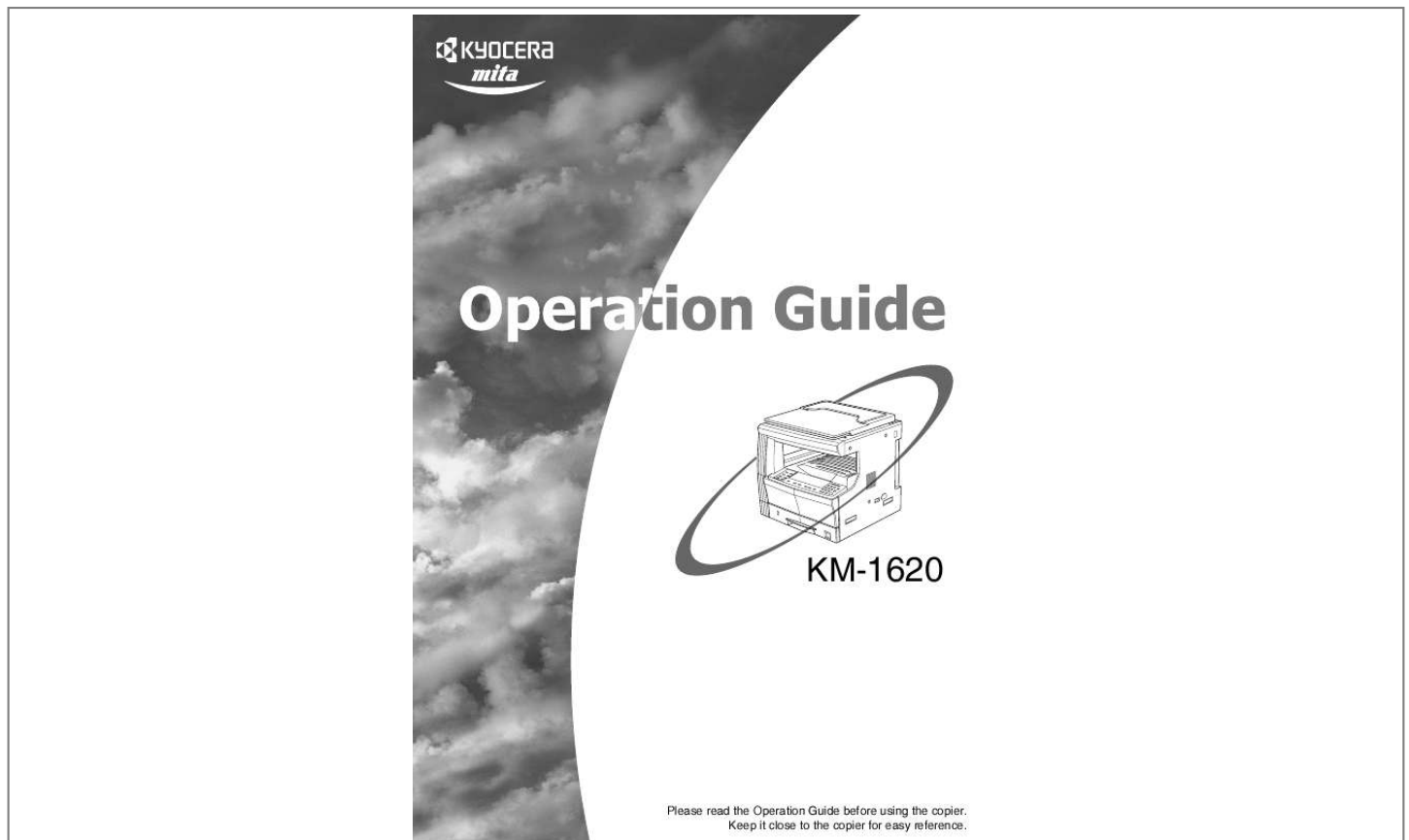




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User manual KYOCERA KM-1620
User guide KYOCERA KM-1620
Operating instructions KYOCERA KM-1620
Instructions for use KYOCERA KM-1620
Instruction manual KYOCERA KM-1620



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Manual abstract:

@@@@@@@@ - Copying other items may be prohibited. v About this User's Manual This User's Manual has been divided into a number of chapters in order to allow even first-time users of the copier to use the product efficiently and effectively. The content of these chapters is summarized below to be used as a reference when using this manual. Section 1 **IMPORTANT! PLEASE READ FIRST.** This chapter contains essential information for the purchaser of this copier. Precautions to be observed when installing and handling the copier as well as those necessary to its safe operation are described in this chapter. Section 2 **NAMES OF PARTS** The names of the various sections of the copier and operation panel as well as their operations are explained in this chapter. Section 3 **PREPARATIONS** Loading paper for use in the copier is also covered here. Section 4 **BASIC OPERATION** All steps leading up to making simple copies are explained in this chapter. Section 5 **COPY FUNCTIONS** Convenient copier functions that are useful are described within this chapter.

Section 6 **COPIER MANAGEMENT** Changing the Default Settings, methods to adjust the copier to make it even easier to use and the procedures for Department Management settings are covered in this chapter. Section 7 **OPTIONAL EQUIPMENT** Convenient optional equipment that can be used with the copier is introduced in this chapter. Section 8 **TROUBLESHOOTING** This chapter outlines the troubleshooting procedures to deal with paper misfeeds and error displays. Section 9 **MAINTENANCE AND OPERATION INFORMATION** Maintenance of the copier, toner replacement and copier specifications are explained in this section. Symbols This manual uses symbols to indicate essential and supplementary items that must be observed.

The symbols and their meanings are as follows. **IMPORTANT!** Items which must be observed in order to prevent trouble and prohibited items are described. **Supplementary Information** Supplemental explanations and information that will serve as a reference are described. i **CONTENTS** Energy Star Program ..

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.v Please read this Operation Guide before using the copier. Keep it close to the copier for easy reference.....

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... 9-12 ii Making Full use of the copier's advanced functions 1 The copier will automatically select the paper that is the same size as the original <Auto Paper Selection Mode> (Refer to P.4-1) 2 Making clear copies of photograph originals <Image Quality Selection> (Refer to P.4-2) A variety of magnification/reduction methods · Enlargement/Reduction for specified drawer sizes <Automatic Magnification Selection Mode> (Refer to P.4-4) 11" × 17": 129% (A3: 141%) 8 1/2" × 11" (A4) 3 5 1/2" × 8 1/2": 64% (A5: 70%) · Reduction/Enlargement in the range from 50 to 200% <Zoom Mode> (Refer to P.4-4) 4 Making 2-Sided Copies from various types of originals <2-Sided Copy Mode> (Refer to P.5-1) # 5 Copying each image of open-faced (book, etc.) or 2-Sided originals onto separate sheets <Page separation/Split copy Mode> (Refer to P.5-4) 1 2 1 2 50% ! " ! # " 2 1 1 2 200% 6 Shifting the image to create margins for copies <Margin Mode> (Refer to P.5-6) 7 The edges of the original can be lightened during copying to eliminate shading <Border Erase Mode> (Refer to P.5-8) 8 2 or 4-page originals can be combined onto a single sheet <Combine/Merge Copy Mode> (Refer to P.5-10) 2 1 1 2 9 Automatic sorting can be performed <Sort Mode> (Refer to P.5-15) 10 The amount of toner consumed can be reduced <Eco-copy> (Refer to P.5-17) 11 Memorizing frequently used settings <Program Function> (Refer to P.5-18) 3 2 1 3 2 1 3 2 1 3 2 1 3 2 1 iii 12 Using department ID-Codes to A full range of optional equipment is manage the number of copies made by available each department · Document Processor <Copy Management Mode> (Refer to P.7-1) (Refer to P.6-1) 13 · Paper Feeder (Refer to P.



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7-4) · Duplex Unit (Refer to P.7-4) · Key Counter (Refer to P.7-4) iv "Low Power Mode" When 15 minutes have elapsed since the last usage, the machine is automatically switched into "Low Power Mode". Note that the time before switching to "Low Power Mode" can be lengthened. Please refer to P.4-7 "Low Power Mode" and P.

6-31 "Low Power Mode Transition Time" for details. Our company is a participant in the International Energy Star Program and we have determined that this product is compliant with the standards set forth by the International Energy Star Program. Energy Star Program "Off Mode" When 30 minutes hLabel4 Label5 Sections identified by this label operate at high temperatures. There is the risk of being burned so do not touch anything within. High temperature in the upper part of this section.

There is the risk of being burned so do not touch anything within. Note: Do not remove any of these labels. 1-1 INSTALLATION PRECAUTIONS Environment CAUTION Avoid placing the copier on or in locations which are unstable or not level. Such locations may cause the copier to fall down or fall over. This type of situation presents a danger of personal injury or damage to the copier.

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.. 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.

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... Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire. To keep the copier cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the left and right sides, to allow air to be properly ventilated out of the copier....

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.. During copying, some ozone is released, but the amount will not cause any ill effect to one's health. If, however, the copier 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 copier 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. ..

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.... 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.

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Always connect the copier 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....

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.... Other precautions Connect the power plug to the outlet closest to the copier.

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. *

Additional space will be required when the Document Processor is to be installed. Handling of plastic bags Other precautions Adverse environmental conditions may affect the safe operation and performance of the copier. Install in an air-conditioned room (recommended room temperature: around 73.4°F (23°C), humidity: around 50%) and avoid the following locations when selecting a site for the copier. · 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. WARNING Keep the plastic bags that are used with the copier away from children. The plastic may cling to their nose and mouth causing suffocation...

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. If the copier will not be used for a short period of time (overnight, etc.), turn the power switch OFF (). 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 copier is not in use.

.... HOLD the designated parts only when lifting or moving the copier.....

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... For safety purposes, always REMOVE the power plug from the outlet when performing cleaning operations. .

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... If dust accumulates within the copier, 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 copier....

*... DO NOT leave the Document Processor open as there is a danger of personal injury.....
... Other precautions DO NOT place heavy objects on the copier or cause other damage to the copier.*



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DO NOT open the front cover, turn off the power switch, or pull out the power plug during copying.

When lifting or moving the copier, 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. CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

*1-3 Do not look directly at the light from the scanning lamp. Doing so may cause pain in the eyes or eyestrain. Cautions when handling consumables
CAUTION DO NOT attempt to incinerate the toner containers or the waste toner box. Dangerous sparks may cause burns.....*

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..... Keep the toner containers and the waste toner box out of the reach of children....

..... If toner happens to spill from the toner container or the waste toner box, avoid inhalation or ingestion, as well as contact with your eyes and skin. .

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. 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 containers or the waste toner box..

..... Other precautions After use, ALWAYS dispose of the toner containers and the waste toner box in accordance with Federal, State and Local rules and regulations. Store all consumables in a cool, dark location. If you will not be using the copier for a prolonged period of time, remove all paper from the drawer(s) and the multi-bypass tray and seal in its original packaging. 1-4 Laser Safety Laser radiation can 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 a Class 1 laser product under IEC 60825. CAUTION Performance of procedures other than those specified in this manual may result in hazardous radiation exposure. This label is attached to the laser scanner unit inside the machine and is not in a user access area. The label shown below is attached on the right side of the machine. 1-5 CAUTION! The power plug is the main disconnect device! Other switches on the equipment are only functional switches and are not suitable for disconnecting the equipment from the power source.

*VORSICHT! Der Netzstecker ist die Hauptsoliervorrichtung! Die anderen Schalter auf dem Gerat sind nur Funktionsschalter und konnen nicht verwendet werden, um den Stromfluss im Gerat zu unterbrechen. 1-6 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 Limits and methods of measurement for radio interference characteristics of information technology equipment Limits for harmonic currents emissions for equipment input current 16A per phase Limitation of voltage fluctuations and flicker in low-voltage 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 EN55024 EN55022 Class B EN61000-3-2 EN61000-3-3 EN60950 EN60825-1 1-7
Section 1 IMPORTANT! PLEASE READ FIRST.*

1-8 Section 2 NAMES OF PARTS Main Body (1) (2) (3) (8) (9) (10) (7) (4) (6) (1) Original Cover Open/Close this to set the copy original on the glass platen.

(2) Copy Store Section Finished copies will be accumulated here. Up to 250 (80 g/m²) sheets of standard paper can be accumulated here. (3) Operation Panel Contains the keys and indicators for operating the copier. (4) Drawer Holds up to 300 sheets (80 g/m²) of standard copy paper.

(5) Paper Width Guides Grasp the guides to adjust them to the width of the paper. (6) Paper Stopper Grasp the guides and adjust them to the length of the paper. (7) Left Cover Handle Lift up this handle to open the left cover. (8) Multi-bypass tray Load paper here when copying onto small-size or special paper.

(9) Multi-bypass extension Pull this out when setting paper sizes larger than 8 1/2" × 11"/A4R on the multi-bypass tray.

(10) Insert Guides Adjust this to the paper width for multi-bypass tray operation. (5) 2-1 Section 2 NAMES OF PARTS (19) (11) (12) (15) (16) (13) (14) (17) (18) (11) Platen Set the original here. Place the copy original face down and align it so that it is flush against the left rear corner of the platen. (12) Original

Size Indicator Plate Be sure to align the original flush with this plate when setting it. (13) Left Cover Open this when a copy jam occurs. (14) Waste Toner Box (15) Toner Container Release Lever Use this when replacing the toner container. (16) Toner Container (17) Cleaning shaft Pull this out and then press it back in after replacing the toner container or when blemishes appear on copies. (18) Front Cover Open this when cleaning or replacing the toner container or waste toner box. (19) Power Switch Turn this switch ON (1) before beginning copying operations. 2-2 Section 2 NAMES OF PARTS Operation Panel Inch specifications (27) (35) (31)(30) (23) (22) (26) (25) (24) (17) (15)(13) (14) (16) (7) (6) (5) (21) (20) (19) (18) (3) (34) (33) (1) (2) (32) (29) (28) (12) (11) (10) (9) (8) (4) (1) [Start] Key (Indicator) Press this to begin copying.

When this indicator is pressed after it has changed to a green color, copying will begin immediately. (2) [Stop/Clear] Key Interrupts/Stops copying. Pressing on this key for 3 seconds will display the Total Count. Refer to P.6-34. (3) [Reset] Key Press this key to reset all functions and return to the Default Setting Mode. (Refer to P.2-4 "Regarding the Default Setting Mode (the mode after warm-up processing has been completed or the [Reset] key pressed)".) (4) Keypad Press this key to set the number of copies to be produced or to enter numbers. (5) [Energy Saver] Key (Indicator) Press this key to enter the Low Power Mode. The "Conserve Power" indicator will be lit while in either the Low Power or OFF Mode. Press the key once to exit the OFF Mode. (Refer to P.4-7.) (6) [Interrupt] Key (Indicator) Press this when an interrupt copy operation is to be carried out.



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The Interrupt indicator will light up. (Refer to P.4-6.) (7) [Management] Key When in Department Management Mode, press this key after the copy operation has finished. This will display the Department Code Input screen.

(Refer to P.6-6.) (8) [Auto Exposure] Key Press this key to enter the Auto Exposure Mode. This will detect the correct exposure for the original and set the optimal exposure for copying it. (Refer to P.4-2.) (9) Exposure Adjustment Key/Exposure Display Press this to adjust the exposure. The Exposure Display shows the current exposure for copying. (Refer to P.4-2.

) Press the key for 3 seconds to enter the Default Settings Mode. (10) [Eco-copy] Key Press this to make copies using a reduced amount of toner. (Refer to P.5-17.) (11) Image Quality Selection Key Press this in order to select the image quality to match the type of original to be copied. (Refer to P.4-2.) (12) [Program] Key Press this to use a stored program for the copying operation. The indicator will light up when in Program Mode. (Refer to P.5-18.) (13) No. of Copies/Zoom Display This displays the number of copies. When the Zoom magnification is displayed the % symbol will be lit. (14) Zoom (+) Key Press this in order to increase the magnification for the copy.

When in Default Settings Mode, this is used to select setting items. (15) Zoom () Key Press this in order to reduce the Zoom magnification for the copy. When in Default Settings Mode, this is used to select setting items. (16) [Recall%/Enter] Key When this is pressed while the No. of Copies is displayed, the Zoom percentage will be displayed.

When in the Default Settings Mode, press this to confirm the items that have been set. (17) Zoom Selection Key Press this to switch between 1:1 (100%) and Automatic Sizing selection. (Refer to P.4-4.) (18) [Paper Select] Key Press this to select the paper size. The paper size can be selected by changing the drawer (paper supply level). The currently selected paper size will be lit. (Refer to P.4-1.) Pressing on this key for 3 seconds will display the drawer paper size selected in the Default Settings Mode.

(Refer to P.3-3.) (19) Paper Supply Indicator This will turn to red when there is no paper in the drawer (paper supply level). (20) Paper Supply Level Indicator The indicator for the paper supply drawer (supply level) selected will be lit green. (21) Paper Misfeed Indicator The location of the paper misfeed will be lit red when a paper misfeed occurs. (Refer to P.8-3.) (22) Multi-bypass Indicator This will be lit green while Multi-bypass is selected. (23) [Original Size Select] Key Press this to select the size of the original. 2-3 Section 2 NAMES OF PARTS Metric specifications (27) (35) (31)(30) (23) (22) (26) (25) (24) (17) (15)(13) (14) (16) (7) (6) (5) (21) (20) (19) (18) (3) (34) (33) (1) (2) (32) (29) (28) (12) (11) (10) (9) (8) (4) (24) Toner Disposal Indicator This will be lit red when the Waste Toner Box is full.

(25) Add Toner Indicator This will blink red when only a little toner is left. It will stay lit when no further copies can be produced. (26) Memory Overflow Indicator This will be lit red when the amount of available memory is exceeded during memory copy mode. (27) Maintenance Indicator This will flash red when the time for a maintenance inspection draws near. In addition, it will be lit red when it is time for a maintenance inspection.

(28) [Auto Selection] Key Press this when making copies of originals of different sizes. The Mixed Original Sizes Indicator will light up. This can be used when the optional Document Processor is installed. (Refer to P.7-3.

) (29) Combine/Merge Copy Key Press this when Combine/Merge copies (2 in 1 or 4 in 1) are to be made. (Refer to P.5-10.) Pressing this for 3 seconds will display the Default Setting Mode's Combine/Merge Copy item. (Refer to P.5-13.) (30) 2-Sided Copy Key Press this to match the original type when making copies of both sides. (Refer to P.5-1.) Pressing this for 3 seconds will display the Default Setting Mode's 2-Sided Copy item.

(Refer to P.5-3.) (31) Split Copy Key Press this to match the original type when making split copies. (Refer to P.5-4.) (32) [Sort] Key Press this when copies are to be sorted. (Refer to P.5-15.) (33) Border Erase Key Press this to match the original type when making copies in which the borders are to be lightened. (Refer to P.

5-8.) Pressing this for 3 seconds will display the Default Setting Mode's Border Width item. (Refer to P.5-8.) (34) [Margin] Key Press this to shift the image to create a margin.

(Refer to P.5-6.) Pressing this for 3 seconds will display the Default Setting Mode's Margin Width item. (Refer to P.5-6.

) (35) Paper Type Selection Key Select the paper type when thick or thin paper, etc. are to be copied. Regarding the Default Setting Mode (the mode after warm-up processing has been completed or the [Reset] key pressed) The copier has been set at the factory to automatically select a magnification ratio of 1:1 for the same size of paper as the original in the [Auto Paper Select] Mode with the No. of Copies at "1" and [Text & Photos Mode] for the Image Quality. Notes · The Default Setting Mode can be changed in the Default Settings. · In the case where an optional drawer is present, the drawer selected in the Default Setting Mode can be changed. (Refer to P.6-20 "Selected Drawer ".) · The Image Quality Mode selected in the Default Setting Mode can be changed. (Refer to P.

6-12 "Original Image Quality "). · The Default Setting for the copy Exposure Adjustment can be changed to the [Auto Exposure Mode]. (Refer to P.6-13 "Exposure Mode ".) Regarding the Auto-clear function After the copy has been produced and a fixed interval (10 - 270 seconds) has elapsed, the copier will automatically revert to the state it was in when warm-up processing was completed. (However, the copy Exposure Mode and the Image Quality will not revert back to their original state. Copies can still be repeatedly produced with the same Copy Mode, No. of Copies, copy Exposure and other settings if the Auto-clear function has not been activated. Note Please refer to P.6-30 "Auto Clear Time " Turning OFF the Auto-clear Function P.

6-29 "Auto Clear Setting " for information on changing the time interval before the Auto-clear function activates. Custom Sizes Paper and original sizes that are not displayed on the Operation Panel can be registered as Custom Sizes. (Refer to P.3-6.) 2-4 Section 2 NAMES OF PARTS Regarding the Automatic Drawer Switching Function When multiple drawers containing the same paper size have been set, in the event the drawer supplying the paper becomes empty during copying, the paper feeding will be automatically be switched to another drawer.

Notes · An optional drawer is required to do this. · The Automatic Drawer Changing Function can also be turned off if not needed. (Refer to P.6-20 "Auto Drawer Switching ".



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) · The paper has to be oriented in the same direction.

2-5 Section 2 NAMES OF PARTS 2-6 Section 3 PREPARATIONS Loading Paper Paper can be loaded into the copier via the drawer or multi-bypass tray. Note when adding paper Fan through the stack of paper a few times after taking it out of its package before loading it into the drawer or multi-bypass tray. **IMPORTANT!** Special Types of Paper The size of the paper to be accommodated by the drawer or multi-bypass tray can be set. (Refer to P.3-5 "Multi-bypass Tray Size Input" and P.3-6 "Inputting Custom Sizes".) Set the paper in the drawer with the side which faced the top of its packaging facing up. Loading into a Drawer Regular paper, recycled paper and colored paper can be loaded into the drawer. Up to 300 sheets of regular paper (80 g/m²) or 100 sheets of thick paper (90 - 105 g/m²) can be set. Sizes which can be loaded are: 11" × 17" to 5 1/2" × 8 1/2", Oficio II, A3 - A5R and Folio.

IMPORTANT! · When loading paper for the first time or when changing paper sizes, use the operation panel to indicate the drawer size. (Refer to P.3-3 "Drawer Size Detection".) This can also be set in the Default Settings Mode. (Refer to P.6-21 "Drawer Paper Size (Drawers 1 to 4)".) [Inch specifications] · When using sizes that are Oficio II, A3 to A5R, set the size. (Refer to P.3-6 "Inputting Custom Sizes".) This can also be set in the Default Settings Mode. (Refer to P.6-23 "Custom Size (1 to 2)".) [Metric specifications] · When using sizes that are Oficio II, 11" × 17" to 5 1/2" × 8 1/2", set the size. (Refer to P.3-6 "Inputting Custom Sizes".)

) This can also be set in the Default Settings Mode. (Refer to P.6-23 "Custom Size (1 to 2)".) **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 drawer. Failure to straighten out creases and curls may lead to paper misfeeds. · Leaving paper out of its package under high temperature and high humidity conditions may lead to problems caused by ambient moisture. After loading paper into drawers, store the remaining paper sealed in the paper storage bag. Also, before leaving the copier in disuse for a prolonged period of time, remove the paper from the drawer(s) and seal it in the paper storage bag to protect it from moisture. 3-1 Section 3 PREPARATIONS 1 Pull the drawer all the way out towards you. 5 Set the paper straight from the upper part. Note Do not pull out several drawers at one time. **IMPORTANT!** · Be careful not to bend and crease the paper when inserting it into the drawer. Creases in the paper may lead to paper misfeeds.

· The maximum paper limit indicator (1) is on the Width Guide. Make sure that the paper loaded is below the maximum limit indicator. · When loading paper into the drawer, set it so that the side which was facing upwards in its packaging faces up. · Always match the Width and Length Guides to the paper size before loading the paper. Failure to do so may result in paper skewing or jamming. · Make sure that the Length and Width Guides are flush against the paper. If there is space between the Guide and the paper, adjust the Length or Width Guide to eliminate it. If the Guides are not firmly set against the paper, a size that is different from that in the drawer may be displayed on the Paper Selection display. · When the paper has become wrinkled from moisture, set the paper so that the wrinkled side is towards the Length Guide. 2 Push down on the drawer base plate and secure it.

3 Grasp the Width Size Adjustment tab and match the paper size to the Width Guide. The paper sizes are impressed in the drawer. (1) 4 Grasp the Length Size Adjustment tab and match the paper size to the Length Guide. The paper sizes are impressed in the drawer. Note When loading paper into the drawer, set it so that the side that is to be copied faces upwards.

3-2 Section 3 PREPARATIONS 6 Set the accompanying paper sheet so that the paper size set in the drawer can be identified from the front of the drawer. 2 Press either the Zoom (+) or Zoom () key to display the "F17 (Drawer 1 Paper Size)". Inch specifications Metric specifications 7 Gently push in the drawer. Note When setting the size of the optional drawer (2 - 4), display F18 (Drawer 2 Paper Size), F19 (Drawer 3 Paper Size) and F20 (Drawer 4 Paper Size). 3 Press the [OK] key.

Inch specifications Metric specifications Note When the copier will not be used for a long period of time, remove the paper from the drawer or feeder, put it in a storage bag and seal the bag in order to protect the paper from humidity. Drawer Size Detection Set the Size Detection on the operation panel to match the size of the paper loaded in the drawer. The copier has been set at the time of shipping for automatic detection in inch units for inch specifications, or in centimeter units (AB columns) for metric specifications. 4 Press either the Zoom (+) key or the Zoom () key and select the drawer size. The drawer sizes displayed are as given in the table below. Inch specifications Metric specifications 1 Press the [Paper Select] key for 3 seconds. The Default Settings Mode will be displayed. Inch specifications Metric specifications Display (AtI) (AtC) (o2r) Drawer Size Automatic Detection in inch units Automatic Detection in centimeter units (AB columns) Oficio II 3-3 Section 3 PREPARATIONS 5 The display will blink and copying can begin. Inch specifications Metric specifications 1 Open the Multi-bypass tray. Note Setting paper on the multi-bypass tray In addition to regular Paper and recycled paper, special paper (45 - 160 g/m²) can also be set.

Up to 50 sheets of regular weight (80 g/m²) paper (25 sheets of 11" × 17", 8 1/2" × 14" or A3, B4, Oficio II, Folio) can be set. The paper sizes that can be used are: 11" × 17" to 5 1/2" × 8 1/2", A3 to B6R, A6R, Oficio II, Postcard and Folio. When making copies onto special paper, always use the Multi-bypass tray. When setting paper sizes greater than 8 1/2" × 11"/A4R, pull out the Multi-bypass tray Support Tray to match the paper size. Note The types of special paper that can be loaded and their respective quantities are as follows. Color Paper: 50 sheets Postcards: 15 sheets Thin Paper/Thick Paper (45 - 160 g/m²): 50 sheets 5 sheets (quantity differs depending on paper size and thickness) **IMPORTANT!** · Set the paper size and type according to that set in the Paper Feed.



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(Refer to P.3-5 "Multi-bypass Tray Size Input".) This can also be set in the Default Settings Mode. (P.

6-22 "Multi-bypass Tray Paper Size") · When using non-standard size paper, register the paper size as Custom (1, 2). (Refer to P.3-6 "Inputting Custom Sizes".) This can also be set in the Default Settings Mode. (P.

6-23 "Custom Size (1 to 2)") · When loading the thick paper (90 - 160 g/m²) or thin paper (45 - 63 g/m²), set the Paper Type. (Refer to P.3-7 "Selecting Special Paper Types".) · When "Postcard" has been set for either Custom 1 or 2 during the Custom Size input, selecting Custom 1 or 2 (Postcard) using the [Paper Select] key will cause the Thick Paper display to light up. (Refer to P.

3-6 "Inputting Custom Sizes".) 2 Adjust the Insert Guides to the width of the paper being set. 3-4 Section 3 PREPARATIONS 3 Use the Insert Guides to push the paper in until it reaches the point where it stops. 3 Press either the Zoom (+) key or the Zoom () key and select the paper size. The paper sizes displayed are as given in the table below. Inch specifications Metric specifications IMPORTANT! Always straighten out postcards and other types of thick paper that are curved before using them. There may be cases in which the feeding operation cannot be carried out due to the quality of the paper. Display: Paper Sizes Inch specifications (UnI): Universal Size (Ldr): Ledger Horizontal (LGr): Legal Horizontal (Ltr): Letter Horizontal (LtE): Letter Vertical (Str): Statement Horizontal (Cu1): Custom 1 (Cu2): Custom 2 Metric specifications (UnI): Universal Size (A3r): A3 Horizontal (A4r): A4 Horizontal (A4E): A4 Vertical (A5r): A5 Horizontal (b4r): B4 Horizontal (b5r): B5 Horizontal (For): Folio Horizontal (Cu1): Custom 1 (Cu2): Custom 2 IMPORTANT! · When loading paper into the drawer, set it so that the side which was facing upwards in its packaging faces downwards. If the front of the paper is bent backwards, straighten it out before setting it. · Check to make sure there are no creases, etc.

in the paper. Creases in the paper may lead to paper misfeeds. Multi-bypass Tray Size Input Adjust the paper in the Multi-bypass Tray and register the paper size using the Operation Panel. IMPORTANT! Use the illustration below as a reference when setting the paper in the "vertical direction" in the Multi-bypass Tray. 1 Press the [Paper Select] key for 3 seconds. The Default Settings Mode will be displayed. Inch specifications Metric specifications 4 2 Check to make sure that "F21 (Multi-bypass Tray Paper Size)" is displayed and then press the [OK] key. Inch specifications Metric specifications Press the [OK] key. The display will blink and copying can begin. Inch specifications Metric specifications 3-5 Section 3 PREPARATIONS Inputting Custom Sizes Sizes that are not displayed on the Operation Panel are registered as Custom Sizes.

4 1 Press the [Exposure Adjustment] keys on both sides for 3 seconds. "F00 (Default Setting Mode)" will be displayed in the No. of Copies display. Inch specifications Metric specifications Press either the Zoom (+) key or the Zoom () key and select the size. The paper sizes displayed are as shown in the table below.

When selecting Irregular Sizes, carry out the following procedure. In the case of the selection of other sizes, proceed to Step 9. Inch specifications Metric specifications Display: Sizes 2 Inch specifications Press either the Zoom (+) or Zoom () key to display the "F22 (Custom1 Size)". Inch specifications Metric specifications (b5E): B5 Vertical (b6r): B6 Horizontal (A6r): A6 Horizontal (PoS): Postcard (Ldr): Ledger Horizontal (LGr): Legal Horizontal (Ltr): Letter Horizontal (LtE): Letter Vertical (Str): Statement Horizontal (o2r): Oficio II (CPF): 11" × 15" Horizontal (InP): Irregular Size Metric specifications (A3r): A3 Horizontal (A4r): A4 Horizontal (A4E): A4 Vertical (A5r): A5 Horizontal (b4r): B4 Horizontal (b5r): B5 Horizontal (b5E): B5 Vertical (b6r): B6 Horizontal (A6r): A6 Horizontal (PoS): Postcard (For): Folio Horizontal (o2r): Oficio II (CPF): 11" × 15" Horizontal 3 Press the [OK] key. Inch specifications Metric specifications (InP): Irregular Size 5 Press the [OK] key.

The Width can be input after 2 blinks. Inch specifications Metric specifications 3-6 Section 3 PREPARATIONS 6 Press either the Zoom (+) or Zoom () key and input the Length Size (Y Direction). 3.88 - 11.63(")/98 - 297 (mm): The range in which setting is possible. Inch specifications Metric specifications 10 Press either the Zoom (+) or Zoom () key to display "F00". Inch specifications Metric specifications 11 7 Press the [OK] key. The Width can be input after 2 blinks. Inch specifications Metric specifications Press the [OK] key. Copying can be begun.

Inch specifications Metric specifications 8 Press either the Zoom (+) or Zoom () key and input the Width Size (X Direction). 5.88 - 17.00(")/148 - 432 (mm): The range in which setting is possible. Inch specifications Metric specifications Selecting Special Paper Types Select the Paper Type when copying on special types of paper such as thick paper and thin paper. When the Paper Type has been selected, the copier will change the fixing temperature to match the paper. 1 Press the Paper Type Selection key and select the type of paper. The indicator for the type of paper selected will light up. 9 Press the [OK] key. The display will blink and the copier will return to the Default Settings Mode.

Inch specifications Metric specifications 2 Proceed with the copying operation. Notes · When Paper Type has been selected, the copying speed is reduced. · When "Postcard" has been set for either Custom 1 or 2 during the Custom Size input, selecting Custom 1 or 2 (Postcard) using the [Paper Select] key will cause the Thick Paper display to light up. (Refer to P.3-6 "Inputting Custom Sizes".

) 3-7 Section 3 PREPARATIONS 3-8 Section 4 BASIC OPERATION Basic Copying Procedure 1 Warm-up 3 Selecting Functions Turn ON (I) the Power Switch. The Start key will light up after warm up has been completed. Select any of the various functions available. · Making enlarged and reduced copies (Refer to P.4-4.

) · Interrupt Copying (Refer to P.4-6.) · Making 2-Sided copies from various types of originals (Refer to P.5-1.)* · Page Separation/Split Copy Modes (Refer to P.5-4.) · Making a margin space on the copies (Refer to P.5-6.) · Making copies with clean edge (Refer to P.5-8.

) · Fitting the image of either two or four originals onto a single copy page (Refer to P.5-10.) · Automatic Sorting of copy sets (Refer to P.5-15.) * The Duplex Unit (option) is necessary.



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2 Setting the Original 4 Set the copy original on the glass platen. Align the original so that the left rear corner is flush against the original size indicator. Paper Selection Inch specifications Metric specifications Note Please refer to P.7-2 "Setting Originals in the Document Processor" for the procedure used for placing the original when using the optional Document Processor. When Automatic Paper Selection is lit, a paper size identical to the original will be automatically selected.

Press the [Paper Select] key in order to select a different paper size to copy. Notes · It is possible to turn off the Automatic Size Selection function. (Refer to P.6-19 "Drawer Selection".) · It is also possible to select the drawer that is to be automatically given priority for use.

(Refer to P.6-20 "Selected Drawer".) 4-1 Section 4 BASIC OPERATION 5 Image Quality Selection Pressing the [Auto Exposure] key will detect the copy exposure and set it to the optimal setting. Notes · The exposure can be adjusted when the overall exposure is too light or too dark using Auto Exposure. (Refer to P.

6-14 "Auto Exposure Adjustment".) · The Copy Exposure Adjustment can be set to Auto Exposure Mode when setting the Default Settings. (Refer to P.6-13 "Exposure Mode".) · Pressing the Exposure Adjustment key will move the scale in increments of 0.5 and allow even finer adjustment of the exposure. (Refer to P.6-14 "Exposure Steps".) · When the Photo Mode has been selected using Image Quality Selection, Auto Exposure cannot be selected. The Image Quality can be selected to match the type of original to be copied.

Press the Image Quality Mode Selection key to light up the Image Quality Mode to be used. Text & Photo Mode: Use this when the original contains a mixture of text and photos. Photo Mode: Use this when copying a photograph taken with a camera. Text Mode: Use this when copying originals that contain a large amount of text. 7 Setting the Number of Copies Notes · The Image Quality Mode selected in the Default Setting Mode can be changed. (Refer to P.6-12 "Original Image Quality".) · The density of each of the Image Quality Modes can be adjusted. (Refer to P.6-15 "Text & Photo Mode Exposure Adjustment", P. 6-16 "Photo Exposure Adjustment" and P.6-16 "Text Adjustment Exposure".) · When horizontal lines stand out in Photo Mode, select Dithering (Refer to P.6-18 "Photo Processing"). Note, however, that the images will be rougher when Dithering is used.

Press the numerical keypad to input and display the desired number of copies. Up to 250 copies can be set at a single time. Note The maximum number of copies that can be made at one time can also be restricted. (Refer to P.6-24 "Copy Limit".)

6 Adjusting Copy Exposure 8 Start Copying The Copy Exposure (density) is adjusted manually. To make the copy darker, press the Exposure Adjustment key on the right and move the exposure scale to the right. To make the copy lighter, press the Exposure Adjustment key on the left and move the exposure scale to the left. Press the [Start] key When the Start indicator lights green copying can be begun. 4-2 Section 4 BASIC OPERATION 9 Completion of the Copying Procedure The finished copy will be ejected into the copy store section. IMPORTANT! Up to 250 regular paper copies (80 g/m²) can be stored. Note, however, that the number of copies that can be stored may differ with the condition of the paper used. CAUTION When the copier will not be used for a period of time, such as at night, turn off the power switch. When it will not be used for longer periods of time such as during long holiday periods, remove the plug from the outlet in the interest of safety. 4-3 Section 4 BASIC OPERATION Making enlarged and reduced copies Automatic Magnification Selection Mode Reduction/Enlargement is done to match the selected Paper Size (Drawer).

11" × 17": 129% (A3: 141%) 8 1/2" × 11" (A4) 3 Press the [Paper Select] key and select the paper. The magnification for the copy will be displayed in accordance with the paper size. Inch specifications Metric specifications 5 1/2" × 8 1/2": 64% (A5: 70%) 4 Press the [Start] key to begin copying. IMPORTANT! When this is to be used as the default Mode, set the P.6-21 "Auto Sizing" to on. Zoom Mode The magnification can be changed within the range from 50 to 200% in 1 percent increments 1 Set the original. The original's size will be automatically detected. 50% 200% 2 IMPORTANT! Press the Zoom Selection key to light up the Automatic Magnification Selection display. Inch specifications Metric specifications When the magnification is changed in the Auto Paper Select Mode, the magnification for the selected paper size is also changed to match the magnification. 1 2 Set the original.

Press the Zoom (+), Zoom () or Recall%/Enter key. The copy magnification will be displayed in the No. of Copies display and "%" will light up. Inch specifications Metric specifications 4-4 Section 4 BASIC OPERATION 3 Change the zoom percentage displayed using the Zoom (+) or Zoom () key. The percentage can also be input using the Keypad.

Inch specifications Metric specifications 4 Press the [OK] key. After the zoom percentage has been confirmed the display changes back to the No. of Copies display. Inch specifications Metric specifications 5 Press the [Start] key to begin copying. 4-5 Section 4 BASIC OPERATION Interrupt Copying Interrupt Copying is useful when you want to make a copy of a different original at different settings during copying operations.

After the Interrupt Copy has been produced, the copying operation resumes at the same settings in effect prior to the interruption. 4 After the Interrupt copy has been produced, pressing the [Interrupt] key will cause the display to light up. Replace it with the original that had been put aside and press the [Start] key to resume copying. Press the [Start] key to resume copying. 1 Press the [Interrupt] key. The Interrupt indicator will blink. It will stay lit when the Interrupt operation becomes possible. 2 3 Temporarily storing the original during copy operations. Set the original for the Interrupt operation and copy it. 4-6 Section

4 BASIC OPERATION Low Power Mode Pressing the [Energy Saver] key will put the copier into a resting state even when the Power Switch is ON.

The No. of Copies display on the Operation Panel will change to "- -", the Conserve Power indicator will light up and all other indicators will be turned off. Press any key on the Operation Panel or open and close the Original Cover in order to resume copying operations. In the case where the optional Document Processor is installed, placing an original in the Document Processor will also revert the copier to the state where copies can be made.



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The recovery time before copies can be made is within 10 seconds. Note A function to automatically enter the Low Power Mode after a set interval in which no copies have been produced has passed is also included. (Refer to P.6-14 "Exposure Steps".) 4-7 Section 4 BASIC OPERATION Auto Off Mode The Auto

Off Function is a function that automatically turns the copier off after a set period of time (1 to 240 minutes) has passed. "-" is displayed in the No. of Copies display and all other indicators are unlit. This has been set to 30 minutes at shipping. Inch specifications Metric specifications Auto Off Mode The Auto Off Function is a power-saving function that automatically puts the copier into Off Mode when no copying operations have been performed for a set period of time. In the case of copiers, the amount of time spent idling rather than copying is large, so the amount of power consumed during idle operation makes up the largest share of their power usage. The consumption of power during idling or when someone forgets to turn the copier off after work can be reduced through the copier unit automatically entering the Off Mode and the electric bill reduced as a result.

Notes · The time interval before the Auto Off Mode engages can be changed. (Refer to P.6-31 "Off Mode Transition Time".) · The Auto Off Mode can be deselected. (Refer to P.

6-29 "Auto Off Setting".) Notes · In the Off Mode state, the supply of electrical power to everything except the operating section is stopped. When the Power Switch is turned off, the supply of power to everything, including the operating section, is stopped. · The No. of Copies display will show a "-" for approximately 5 seconds after the Power Switch has been turned off. Press the [Energy Saver] key in order to resume copying operations. The recovery time before copies can be made is within 19.8 seconds. 4-8 Section 5 COPY FUNCTIONS Making 2-Sided copies from various types of originals Copies of both sides can be made from open-faced originals as well as from 2-in-1 originals. Making 2-Sided copies from an open-faced (book, etc.

) original The double-page original of books, magazines, etc. can be copied onto both sides of the paper by pressing the Start key one time. Original Finished Product Spread Spread: Front and Back Note The Duplex Unit (option) is necessary. Making 2-Sided copies from a 2-Sided original Front and Back side copies are made in the same way as duplex copies. Left Binding 1 2 12 Spread Spread: Front and Back Right Binding Original Finished Product Left-Right Binding *1 Left-Right Binding 2 1 21 Notes [Inch specifications] · The original sizes that can be used are 11" × 17" and 8 1/2" × 11". The paper sizes that can be used are 11" × 8 1/2". A3, B4, A4R, B5R and A5R Original sizes and A4 and B5 paper sizes can also be used when Custom Size is set. · The paper size can be changed and the magnification adjusted to fit the size of the paper. [Metric specifications] · The original sizes that can be used are A3, B4, A4R, B5R and A5R. The paper sizes that can be used are A4 and B5.

11" × 17" and 8 1/2" × 11" Original sizes and 11" × 8 1/2" paper sizes can also be used when Custom Size is set. · The paper size can be changed and the magnification adjusted to fit the size of the paper. Left-Right Binding *2 Top Binding Top Binding *2 Left-Right Binding Top Binding *1 Top Binding *1 2-Sided Copy reverse side rotation setting: OFF *2 2-Sided Copy reverse side rotation setting: ON Notes [Inch specifications] · The paper sizes that can be used are 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 11" × 8 1/2" and 5 1/2" × 8 1/2" sizes. A3 to A5R sizes can also be used when Custom Size is set. · The Duplex Unit (option) is necessary.

[Metric specifications] · The paper sizes that can be used are from A3 to A5R. 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 11" × 8 1/2" and 5 1/2" × 8 1/2" sizes can also be used when Custom Size is set. · The Duplex Unit (option) is necessary. 5-1 Section 5 COPY FUNCTIONS Making 2-Sided copies from one-sided originals 2-Sided Copy one side of an original to the front and back sides. When the number of pages is an odd number, the back side of the last page is copied as a blank page.

Original # " ! # 1 Set the original. Copy " Note The back side copy can also be rotated 180 degrees and copied. (1) Original Left/Right Binding Finished Left/Right Binding: Setting the 2-Sided Copy reverse side setting to OFF will result in the reverse side being copied as is. (2) Original Left/Right Binding Finished Top Binding: Setting the 2-Sided Copy reverse side setting to ON will result in the reverse side being copied after being rotated 180 degrees. The finished copy is bound at the top, and each page spread copied in the same direction. Original Copy Note The underside Rotate Copy can also be set in the Default Setting Mode. (Refer to P.6-24 "2-Sided Copy Reverse Side Rotation".) The value set in the Default Setting Mode will inherit the value that is set at the time when the copy is made. 2 Press the 2-Sided Copy key, select the type of original, and select [2-Sided 2-Sided], [Book 2-Sided] or [1-Sided 2-Sided] to light up the corresponding display.

(1) ghi def abc ghi (2) abc def def ghi abc Notes · Set the original in the optional Document Processor when making copies from 2-in-1 originals. · When the optional Document Processor is used and [2-Sided 2-Sided] is selected "E71" will be displayed in the No. of Copies display until the original has been set in place. 3 Input the number of sets of copies using the Keypad. 5-2 Section 5 COPY FUNCTIONS 4 Press the [Start] key. The copier will begin scanning the original. 2-Sided Copy Reverse Side Rotation Setting Follow the procedure below to change the rotation setting for the reverse side when making 2-Sided copies. 1 Press the 2-Sided Copy key for 3 seconds. The Default Setting Mode for the reverse side setting of 2-Sided Copies will be displayed. When an original has been set in the optional Document Processor copying will begin automatically.

When the original has been set on the platen and the scanning of the original completed, "1-" (No. of Originals Read In) is displayed and the 2-Sided Copy display blinks. When this occurs, carry out the following procedure. Inch specifications Metric specifications 2 Press either the Zoom (+) or Zoom () key and select either "on" in the case where the reverse side is to be rotated or "oFF" when it isn't to be rotated.



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Inch specifications Metric specifications 5 Replace the original with the next one and press the [Start] key.

The copier will scan the original. 3 Press the [OK] key. The display will blink and the copier will return to the state where copying can be continued. *Inch specifications Metric specifications* 6 If there are no more originals to be scanned, press either the 2-Sided Copy key or the [OK] key. The copier will begin copying.

5-3 Section 5 COPY FUNCTIONS Copying two-page originals onto separate sheets: Page Separation/Split Copy Modes Page separation/Split copy from book originals Copy books, magazines, etc. with two facing pages of an open-faced original onto separate sheets of paper. Original 1 2 1 Set the original. Copy 1 2 2 1 2 1 Note Set the original in the optional Document Processor when making copies from Front and Back originals. Notes [*Inch specifications*] · The original sizes that can be used are 11" × 17" and 8 1/2" × 11". The paper sizes that can be used are 11" × 8 1/2". A3, B4, A4R, B5R and A5R Original sizes and A4 and B5 paper sizes can also be used when Custom Size is set. · The paper size can be changed and the magnification adjusted to fit the size of the paper. [*Metric specifications*] · The original sizes that can be used are A3, B4, A4R, B5R and A5R. The paper sizes that can be used are A4 and B5.

11" × 17" and 8 1/2" × 11" Original sizes and 11" × 8 1/2" paper sizes can also be used when Custom Size is set. · The paper size can be changed and the magnification adjusted to fit the size of the paper. 2 Press the Split Copy key, select the type of original, and select [2-Sided 2-Sided] or [Book 1-Sided] to light up the corresponding display. Note When the optional Document Processor is used and [2-Sided 1-Sided] is selected [E71] will be displayed in the No. of Copies display. Page separation/Split copy from 2-sided originals The original is copied separately as simplex pages. 3 Press the [Start] key. The copier will begin copying. In the case where Sort Copies has been set, proceed to Step 4. Original 1 Copy 1 2 2 Note The Document Processor (option) is necessary. 5-4 Section 5 COPY FUNCTIONS 4 Replace the original with the next one and press the [Start] key. The copier will scan the original. 5 If there are no more originals to be scanned, press the [OK] key. The copier will begin copying. 5-5 Section 5 COPY FUNCTIONS Making a margin space on the copies Standard Margin [*Inch specifications*] The position of the image of the original is shifted for copying and a 0.

13/0.25/0.38/0.50/0.63/0.

75 (") (1/8-inch increments) width binding margin created. [*Metric specifications*] The position of the image of the original is shifted for copying and a 1 to 18 mm (1 mm increments) width binding margin created. Note The Binding Margin can also be set in the Default Settings Mode. (Refer to P.6-25 "Margin Shift".) The value set in the Default Setting Mode will inherit the value that is set at the time when the copy is made. 2 Press the [Margin] key. The Margin Shift display will light up. Original Copy 3 Press the [Start] key. The copier will begin copying.

Note If the left width of the Binding Margin is set when setting the 2-Sided Copy, the right side of the Binding Margin will be set automatically for the reverse side by the 2-sided copy rotational setting in the case where it is rotated. 1 Set the original. Setting the Margin Use the procedure given below to change the Margin. 1 Press the [Margin] key for 3 seconds. The Default Settings Mode for the Margin will be displayed. IMPORTANT! Place the original so that the side to be set for the Margin shift is on the right side (on the left side, in the case of the optional Document Processor) and check its position after setting it. If the original is placed in the wrong direction, the Binding Margin will not be produced in the position set. 5-6 Section 5 COPY FUNCTIONS 2 Press either the Zoom (+) key or the Zoom () key and select the binding margin width. [*Inch specifications*] 0.13/0.

25/0.38/0.50/0.63/0.75 ("): the range in which the margin can be set.

[*Metric specifications*] A margin from 1 - 18 (mm) can be set. *Inch specifications Metric specifications* 3 Press the [OK] key. The display will blink and the copier will return to the state where copying can be continued. *Inch specifications Metric specifications* 5-7 Section 5 COPY FUNCTIONS Making copies with clean edges Erasing blemishes from edges of copies (Sheet erase mode) [*Inch specifications*] Use this to remove the dark shading that appears around sheet originals during copying. Select the border width to be erased from among 0.

13/0.25/0.38/0.50/0.63/0.75 ("). ((A) in the illustration is the Border Width.) [*Metric specifications*] Use this to remove the dark shading that appears around sheet originals during copying. Select the border width to be erased from 1 - 18 (mm). ((A) in the illustration is the Border Width.

) Original Copy 1 Set the original. Note The Border Width can also be set in the Default Settings Mode. (Refer to P.6-26 "Border Width".) The value set in the Default Setting Mode will inherit the value that is set at the time when the copy is made. (A) (A) 2 Press the [Border Erase] key and select the type of border erase to be performed to light up either the [Sheet Border Erasure] or [Book Border Erasure] display. Erasing blemishes from the edges and middle of copies made from books (Book erase mode) [*Inch specifications*] Use this to get a clean copy of thick books. Select the outer border width from among 0.13/0.25/0.38/0.50/0.63/0.75 ("). The center border width will be 2-times that of the outer border width ((A) in the illustration is the outer border width and (B) is the center border width.

) [*Metric specifications*] Use this to get a clean copy of thick books. Select the outer border width from 1 - 18 (mm). The center border width will be 2-times that of the outer border width ((A) in the illustration is the outer border width and (B) is the center border width.) Original Copy 3 Press the [Start] key. The copier will begin copying.

Setting the Border Width Use the procedure given below to change the Border Width. 1 Depress the [Border Erase] key for 3 seconds. The Default Settings Mode for the Border Width will be displayed. (A) (B) (A) Note Only standard sizes can be used as the Original size. 5-8 Section 5 COPY FUNCTIONS 2 Press either the Zoom (+) key or the Zoom () key and select the border width. [*Inch specifications*] Select from 0.13 ("), 0.25 ("), 0.38 ("), 0.50 ("), 0.

63 (") or 0.75 ("). [*Metric specifications*] Select from 1 - 18 (mm). *Inch specifications Metric specifications* 3 Press the [OK] key.



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