



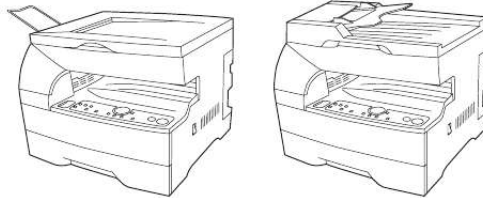
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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA KM-1810. You'll find the answers to all your questions on the KYOCERA KM-1810 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KYOCERA KM-1810
User guide KYOCERA KM-1810
Operating instructions KYOCERA KM-1810
Instructions for use KYOCERA KM-1810
Instruction manual KYOCERA KM-1810

1510/1810

INSTRUCTION HANDBOOK



Please read the instruction handbook before using the copier.
Keep it close to the copier for easy reference.



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Manual abstract:

S. @@No part of this material may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without permission in writing from the Publisher. Legal Restriction On Copying · It may be prohibited to copy copyrighted material without permission of the copyright owner. · It is prohibited under any circumstances to copy domestic or foreign currencies. · Copying other items may be prohibited. Please read the instruction handbook before using the copier. Keep it close to the copier for easy reference. The sections of this handbook and parts of the copier marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the copier. 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 m symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol. .

.....
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... [General warning]

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.. [Warning of danger of electrical shock]

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. [Warning of high temperature] The symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol. ..

.....
.....

... [Warning of prohibited action]

.....
.....

... [Disassembly prohibited] The G symbol indicates 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 copier to an outlet with a ground connection] Please contact your service representative to order a replacement if the safety warnings in the handbook are illegible or if the handbook itself is missing. (fee required) CONTENTS CHAPTER 1 IMPORTANT! PLEASE READ FIRST. ..

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... · *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 cover, to allow air to be properly ventilated out of the copier.*

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... · *I 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.*

..... · *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.*



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If an earth connection is not possible, contact your service representative. .

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..... Other precautions · Connect the power plug to the closest outlet possible 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.
Rear: 1113/16", 30 cm Left: 1911/16", 50 cm Right: 1113/16", 30 cm I Handling of plastic bags 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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..... Front: 393/8", 100 cm 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 68°F(20°C), humidity: around 65%RH) 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. 1-2 PRECAUTIONS FOR USE I Cautions when using the copier WARNING · DO NOT place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the copier. This of situation presents a danger of fire or electrical shock should they fall inside.

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..... · DO NOT remove any of the covers from the copier as there is a danger of electrical shock from high voltage parts inside the copier. ..

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..... · 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. .

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..... · NEVER attempt to repair or disassemble the copier 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. .

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... · If the copier becomes excessively hot, smoke appears from the copier, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main switch OFF (O) immediately, remove the power plug from the outlet and contact your service representative.

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· If anything harmful (paper clips, water, other fluids, etc.) falls into the copier, turn the main switch OFF (O) immediately. Next, remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative. .

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· 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.

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.... 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 copier. If the power cord is damaged, there is a danger of fire or electrical shock. ...

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... · If the copier will not be used for a short period of time (overnight, etc.), turn the main switch OFF (O). I (Copied originals are stored here.) 6 DF original switchback cover (Open this cover to remove a misfed original from the DF.) 7 Operation panel (Contains the keys and indicators for operating the copier.) 8 Left cover handle (Hold to open the left cover.) 9 Left cover (Open when a paper misfeed occurs.

) 0 Multi-Bypass (Load paper here when copying onto small-size or special paper.) ! Insert guides (Align the guides with the paper width when loading paper on the multi-bypass.) @ Support guide (Pull out when loading paper into the multi-bypass.) # Toner container \$ Waste toner tank % Cleaning shaft (Pull out and push back in several times after toner container replacement or when copy images are soiled with toner.) ^ Front cover (Open to replace the toner container and waste toner tank.) & Main switch (Turn ON (I) before starting to make copies.) * Copy storage section (Copied paper is stored here.) (Drawer (Holds up to 250 sheets of standard paper [standard paper as specified by our company].)) Platen (Set originals here for copying. Place originals face-down with the edges aligned with the size scales on the left and rear sides of the platen.

) / Original size scales (Be sure to align the original with these when setting the original on the platen.) ∓ Length guide (Adjust to the length of the paper to be set in the drawer.) < Width guide (Adjust to the width of the paper to be set in the drawer.) > Width adjustment lever (Hold the lever and adjust the width guide to the width of the paper to be set in the drawer.) fi Length guide storage section (Store the length guide here when it is not used.

) fl Drawer bottom plate (Push down when loading paper.) Handles for transport (The handles are located on the right and left sides of the copier. Hold these two handles when moving the copier.) -- Original holder (15 ppm copier) (Copied originals are ejected onto this holder.) 2-2 CHAPTER 2 NAMES OF PARTS Inch specifications) (* ! 0^ 9 4 / % & @ \$ # 7 8 6 5 3 2 1 European metric specifications) (* ! 0^ 9 4 / % & @ \$ # 7 8 6 5 3 2 1 Asia and Oceania metric specifications) (* ! 0^ 9 4 / % & @ \$ # 7 8 6 5 3 2 1 2-3 CHAPTER 2 NAMES OF PARTS (2) Operation panel 1 Start key (indicator) (Press to start copying.

Copying is possible when the indicator is lit green.) 2 Stop/Reset key (Stop: Interrupts or aborts copying and printing. Reset: Cancels settings and returns the copier in the initial mode.) 3 Size Select key (Press when copying using the standard zoom mode. See page 4-3.) 4 Data/On-line indicator (Lights while using the optional printer function or receiving data from a computer.) 5 Printer key (Press to use the optional printer function.) 6 Number of Copies/Zoom (+) key (Press to increase the number of copies or magnification ratio.) 7 Number of Copies/Zoom (-) key (Press to decrease the number of copies or magnification ratio.) 8 Zoom Input/Enter key (Press when copying using the zoom copy mode.

See page 4-3.) 9 Copy quantity/magnification display (Displays the number of copies to be made and magnification ratio for reduction/enlargement copying. When displaying a magnification ratio, % will light.) 0 Add Toner indicator (Lights when the level of toner becomes low. See page 3-7.) ! Memory Overflow/Data Error indicator (Lights when the memory becomes full while scanning originals. Also lights when an error occurs while using the optional printer function.) @ Paper Select key (Press to select a drawer or the multi-bypass.



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The indicator for the selected paper source will light.) # Upper drawer indicator (Lights when the upper drawer is selected; flashes when a paper misfeed occurs or paper is used up.

) \$ Lower drawer indicator (Lights when the optional lower drawer is selected; flashes when a paper misfeed occurs or paper is used up.) % Multi-bypass indicator (Lights when the multi-bypass is selected (see page 3-3); flashes when a paper misfeed occurs or paper is used up.) ^ DF indicator (Lights green when an original is placed in the DF; lights red when an original misfeed occurs.) & Misfeed indicator (Lights when a misfeed occurs.) * Image mode selection key (Press to select the type of the original.

) (2 in 1/4 in 1 key (Press when using the 2 in 1 or 4 in 1 function. See page 5-1.)) Sort key (indicator) (Press to sort copies into separate sets. See page 5-4.) / Copy exposure adjustment keys (Press the left key to make the copy density lighter; press the right key to make it darker.

) G Initial mode (at the end of warm-up or when the Reset key is pressed) In the initial mode, the upper drawer is selected as the paper feed drawer, the number of copies is set to "1" and the image mode is set to "Text & Photo". * If the optional drawer is installed, the drawer selected in the initial mode can be changed (see "Default drawer" on page 6-2). * The image mode selected in the initial mode can be changed (see "Image mode" on page 6-1). G Auto clear function About 90 seconds after copying stops, the copier will automatically return to the same settings as those after warm-up. (However, the exposure mode will not change.) Copying can be performed at the same settings (copy mode, number of copies and exposure) if copying is started before the auto clear function clears settings. G Automatic drawer switching function If two drawers contain paper of the same size and the paper in one drawer runs out during copying, this function switches paper feed from the empty drawer to the full drawer without interrupting copying. * This function requires the optional drawer. * The automatic drawer switching function can be disabled (see "Automatic drawer switching" on page 6-2). 2-4 CHAPTER 3 PREPARATIONS BEFORE USE 1.

How to load paper Paper can be loaded into the drawer and the multi-bypass. 2 Press the drawer bottom plate down and lock it there. (1) Precautions for loading paper After unpacking the paper, ruffle it several times and then load into the tray. 3 Holding the width adjustment lever, move it to align the width guide with the required paper width. Paper sizes are marked inside the drawer. (2) Loading paper into the drawer Up to 250 sheets of standard paper (64 to 80 g/m²/standard paper as specified by our company) or colored paper can be loaded into the drawer. Set the drawer paper size according to the size of paper to be loaded (see "Upper drawer paper size" and "Lower drawer paper size (optional)" on pages 6-2, 6-3 and 6-7). It is set to 8 1/2" x 11" (letter)/ A4 at the factory. (Inch specifications) * The drawer can hold paper of 8 1/2" x 14" (legal), 8 1/2" x 11" and 5 1/2" x 8 1/2" (vertical) sizes. (Metric specifications) * The drawer can hold paper of A4, A5 (vertical) and folio sizes.

4 While squeezing the presses on the sides, remove the length guide and then insert it into the holes of the required paper length. Paper sizes are marked inside the drawer. 1 Pull the drawer out toward you as far as it will go. * If the optional drawer is installed, do not pull more than one drawer out at a time. 3-1 CHAPTER 3 PREPARATIONS BEFORE USE * If the paper reaches the right-hand wall of the drawer, the length guide is not used.

Store it in the space shown in the illustration. 6 NOTE Gently push the drawer back in. * If you force the drawer in, the paper may come out from under the claw. 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. 5 Set the paper flush against the left-hand wall of the drawer. (3) Loading paper into the multi-bypass Standard paper (60 - 160 g/m²/standard paper as specified by our company), colored paper and special paper can be loaded into the multi-bypass. The multi-bypass can hold up to 50 sheets of standard paper of 64 to 80 g/m². (Inch specifications) The multi-bypass can hold paper of any size from 8 1/2" x 14" (legal) to 5 1/2" x 8 1/2" (vertical). (Metric specifications) The multi-bypass can hold paper of any size from folio to A6 (vertical). The types of special paper that can be used with the multi-bypass and the number of sheets that can be loaded are as follows: · Transparencies: 1 sheet · Standard paper (160 g/m²): 1 sheet * When copying onto special paper, be sure to use the multi-bypass. IMPORTANT * Load paper so that it is kept under the claw of the drawer. * When loading paper into the drawer, make sure that the copy side is facing upward (the copy side is the side facing upward when the package is opened.) * Check that the length and width guides securely contact the paper.

If there is a gap, adjust the position of the length or width guide to close it. * Load paper all at once and do not add paper until all sheets are used up. If you add paper to a drawer that still contains paper, a paper misfeed may occur. * Do not use paper with curls, creases, folds, or with rough or uneven edges caused by improper cutting. Depending on the type, cut condition, or storage condition of the paper, copied paper may become extremely curled or a paper misfeed may occur. Should such problems occur, remove the paper from the drawer and turn the paper upside down. 1 Open the multi-bypass. 3-2 CHAPTER 3 PREPARATIONS BEFORE USE 2 Pull out the support guide. IMPORTANT * When loading paper into the multi-bypass, make sure that the copy side is facing downward. (The copy side is the side facing upward when the package is opened.

) If the leading edge of the paper is curled, straighten it out before loading the paper in the multi-bypass. * Do not leave paper loaded in the multi-bypass when it is not used. If you do, a paper misfeed may occur. * When loading paper into the multi-bypass, place it lengthwise as shown in the illustration. Do not load paper widthwise.

Copier 3 Adjust the insert guides to the width of the paper to be loaded. Copier G Setting the paper size for the multi-bypass Set the paper size for the multi-bypass according to the paper to be loaded. 4 Insert the paper along the insert guides as far as it will go. 1 When you select the multi-bypass by pressing the Paper Select key, the multi-bypass indicator flashes and the current paper size of the multi-bypass is indicated on the copy quantity/magnification display.



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(Inch specifications) -L-: Legal, letter -S-: Statement XXX: Setting of non-standard size paper width for multibypass (Metric specifications) -A4: A4 -A5: A5 -A6: A6 -FL: Folio XXX: Setting of non-standard size paper width for multibypass * Setting of non-standard size paper width for multi-bypass will not be displayed if "OFF" is selected in "Turning multibypass non-standard size paper setting ON/OFF" (see page 6-3).

(English text panel) (Symbol panel) 3-3 CHAPTER 3 PREPARATIONS BEFORE USE 2 Select the paper size by changing the display indication using the Paper Select key. (Inch specifications) (Metric specifications) 1 Open the multi-bypass. The display indication can also be changed using the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key. (English text panel) (Symbol panel) 2 Pull out the support guide. 3 3 Press the Zoom Input/Enter key. The multi-bypass indicator will light and normal copying enabled. (English text panel) (Symbol panel) Adjust the insert guides to the width of the envelope to be loaded. 4 Set the envelope with the print side face-down and the flap toward you and then insert it along the insert guides as far as it will go. * Incorrectly loading envelopes can result in printing in the wrong orientation or on the wrong side. G Setting envelopes When using the optional printer function, envelopes can be set in the multi-bypass.

NOTE The types of envelopes that can be used are COM-10, Monarch, DL and C5. Up to 6 envelopes can be loaded in the multi-bypass at a time. 3-4 CHAPTER 3 PREPARATIONS BEFORE USE 2. How to set originals (1) Setting originals into the DF Precautions for the use of DF Do not use any of the originals given below with the DF. Also do not set originals with punch holes or tear-off strips positioned as the leading edge. · Transparency films · Carbon paper and extremely creased or folded originals, originals of soft material such as vinyl · Non-square originals, wet originals, originals with adhesive tape or glue · Originals bundled with a paper clip or staple (if inevitable, remove the paper clip or staple and straighten out the creases and folds before setting the originals) · Clipped out originals, originals with slippery surfaces · Originals with still-wet whiteout · Originals with creases (if inevitable, straighten out the creases before setting the originals) G 18 ppm copier The DF automatically feeds multiple sheet originals one by one for scanning. Originals that can be used with the DF (Inch specifications) · Sheet originals only · Original weights: Single-sided original of 50 to 120 g/m² · Original sizes: 8 1/2" x 11", 5 1/2" x 8 1/2" (vertical), 8 1/2" x 14" · Capacity: Up to 30 sheets of standard paper of 50 to 80 g/m² As many sheets of standard paper of 80 to 120 g/m² (excluding 80 g/m²) as can be loaded up to the limit indicated on the sticker attached on the rear original insertion guide 1 sheet of special paper (art paper, thermal paper) (Metric specifications) · Sheet originals only · Original weights: Single-sided original of 50 to 120 g/m² · Original sizes: A4, A5 (vertical), folio · Capacity: Up to 30 sheets of standard paper of 50 to 80 g/m² As many sheets of standard paper of 80 to 120 g/m² (excluding 80 g/m²) as can be loaded up to the limit indicated on the sticker attached on the rear original insertion guide 1 sheet of special paper (art paper, thermal paper) Setting originals 1 Adjust the original insertion guides to the original size. * Before setting the originals in the DF, check that no original from the previous operation remains on the original eject cover. Originals remaining on the original eject cover may cause an original misfeed. 2 Set the originals on the original table in correct sequence with the side to be copied facing upward.

Securely insert the leading edge of the originals into the DF as far as they will go. IMPORTANT Do not set originals exceeding the limit indicated on the sticker attached on the rear original insertion guide. Setting more originals than specified may cause an original misfeed. 3-5 CHAPTER 3 PREPARATIONS BEFORE USE G 15 ppm copier When an original is set in the DF, copying will automatically start (see "DF auto start" on page 6-3). * Enlargement and reduction copying is not possible when the DF is used.

Originals that can be used with the DF (Inch specifications) · Sheet originals only · Original weights: Single-sided original of 50 to 120 g/m² · Original sizes: 8 1/2" x 11", 8 1/2" x 14" · Capacity: 1 sheet (Metric specifications) · Sheet originals only · Original weights: Single-sided original of 50 to 120 g/m² · Original sizes: A4, folio · Capacity: 1 sheet Setting an original * Before setting an original in the DF, check that no original remains on the original holder. Originals remaining on the original holder may cause an original misfeed. * The original holder can hold up to 10 originals. Set the original against the rear of the DF with the side to be copied facing downward. (2) Setting an original on the platen When using an original that cannot be set in the DF, such as a book or magazine, open the DF and place it on the platen.

1 Holding the DF open/close handle, open the DF. * Before opening the DF, check that no original is present on the original table or original eject cover. If present, the originals may fall off when the DF is opened. 2 Set the original with the side to be copied facing downward. Be sure to align a corner of the original with the rear left corner of the platen. * On rare occasions, the copy image may become slightly distorted when the DF is used depending on the condition of the original. If this problem occurs, make copies by placing originals on the platen. IMPORTANT 15 ppm copier Do not touch the gear near the rear left corner of the platen. If you do, your hands may be soiled or injury may result. IMPORTANT When copying two or more originals, wait until the preceding original is completely ejected before setting another original in the DF.

Setting an original while another original is being ejected may cause an original misfeed. CAUTION DO NOT leave the document feeder open as there is a danger of personal injury. 3-6 CHAPTER 3 PREPARATIONS BEFORE USE 3. Replacing the toner container and waste toner tank When the level of toner becomes low, the Add Toner indicator lights and a toner replacement message is printed out. When the message is printed, replace the toner container and waste toner tank immediately. It is still possible to make copies, one at a time, with the indicator lit. However, if copying is continued under this condition, the Start indicator will eventually go off and copying will become disabled.



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Be sure to replace the waste toner tank when replacing the toner container. Use the new waste toner tank that is supplied with the toner container. The toner replacement message is as follows: "Replace waste toner tank at the time of toner container exchange surely, and do charge wire cleaning."

* Replenish toner only when the Add Toner indicator is lit. * Replace the toner container with the main switch turned ON (I). (English text panel) (Symbol panel) 1 Open the front cover. 2 Remove the waste toner tank. 3 CAUTION Do not incinerate toner and toner containers.

Dangerous sparks may cause burns. Close the opening of the waste toner tank with its seal. 1 2 WARNING High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock. CAUTION Do not incinerate toner and toner containers.

Dangerous sparks may cause burns. 3-7 CHAPTER 3 PREPARATIONS BEFORE USE 4 Slide the toner container to the left and then pull it out toward you. 7 Install the toner container. * First insert the toner container into the copier as far as it will go and then slide it to the right as indicated by the marked arrows. WARNING High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock. 8 Install the waste toner tank. 5 Gently pull the cleaning shaft out as far as it will go and push it back in 2 to 3 times. NOTE If the waste toner tank is not installed correctly, the front cover will not close. IMPORTANT Do not pull the cleaning shaft with force or pull it out completely.

9 NOTE Close the front cover. Toner replenishment requires 2 to 3 minutes. 6 Hold the new toner container vertically and tap the top 15 times. Turn the container upside-down and tap the top 15 times. Then, hold the container horizontally and shake it from side to side 10 times. If the Add Toner indicator does not turn off 2 to 3 minutes after the start of toner replenishment, repeat step 6. 3-8 CHAPTER 4 BASIC OPERATIONS 1. Basic copying procedure 1 4-1 (English text panel) (Symbol panel) 1. Warm-up Turn the main switch ON (I). When warm-up ends, the Start indicator lights.

* If you set an original and press the Start key before warm-up ends, copying automatically starts at the end of warm-up. 2 (English text panel) (Symbol panel) 4. Copy quality selection Copy quality can be selected according to the original type. Press the image mode selection key to light the respective indicators. To adjust automatically: Auto Exp.

indicator Text and photo originals: Text & Photo indicator Photo originals: Photo indicator Text originals: Text indicator * The copy exposure can be adjusted in all image modes (see "Auto exposure adjustment", "Text and photo original exposure adjustment", "Text original exposure adjustment" and "Photo original exposure adjustment" on pages 6-1 and 6-2). * The image mode used in the initial mode can be selected (see "Image mode" on page 6-1). 4-2 2. Function selection Set copy functions as desired. (English text panel) (Symbol panel) 3 (English text panel) (Symbol panel) When the Auto Exp. , Text & Photo, Photo and Text indicators are all turned off, the copier is in the economy mode. In the economy mode, the image density becomes lighter to reduce toner consumption. Use this mode when high quality printing is not required. 3. Paper size selection Select the paper source that contains the paper to be used from the upper drawer, lower drawer (optional) and multi-bypass using the Paper Select key. * The drawer to be selected by default can be specified (see "Default drawer" on page 6-2). 4-1 CHAPTER 4 BASIC OPERATIONS 5 (English text panel) (Symbol panel) 8 (English text panel) (Symbol panel) 5. Copy exposure adjustment Copy exposure can be selected for all the image modes excluding the auto exposure mode. To make the copy density darker, press the right copy exposure adjustment key to move the indication on the exposure scale to the right; to make the copy density lighter, press the left copy exposure adjustment key to move the indication on the exposure scale to the left. * The number of exposure adjustment levels can be selected from 3 and 5 (see "Exposure steps" on page 6-1).

8. Starting copying Press the Start key. Copying is possible when the indicator is lit green. 6 (English text panel) (Symbol panel) 9 6. Setting the number of copies Pressing the Number of Copies/Zoom (+) key increases the number of copies and pressing the Number of Copies/Zoom (-) key decreases the number of copies. If you hold down the Number of Copies/Zoom (+) key for approximately 2 seconds when the number of copies is "1", the number jumps to "99"; if you hold down the Number of Copies/Zoom (-) key for approximately 2 seconds when the number of copies is "99", the number jumps down to "1". Display the desired number of copies on the copy quantity display. The number of copies can be set to up to 99. * It is possible to lower the limit on the number of copies that can be set at a time (see "Copy limit" on page 6-3). 9.

At the end of copying Copied sheets are ejected onto the copy storage section. * Up to 100 sheets of standard paper (80 g/m²) can be stored. Note that the number of sheets that can be stored varies depending on the condition of the paper used. 7 7. Setting originals Set the original into the DF (Document Feeder) or on the platen (see "2. How to set originals" on page 3-5). * With the 15 ppm copier, copying can be started simply by placing an original in the DF. Proceed to step 9. CAUTION If the copier will not be used for a short period of time (overnight, etc.), turn the main 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 copier is not in use. 4-2 CHAPTER 4 BASIC OPERATIONS 2. Enlargement/reduction (1) Zoom copy The zoom ratio can be set to any value from 50 to 200% in 1% increments. (2) Standard zoom copy Copying is possible using the ratios preset in the copier. Available ratios (Inch specifications) 200%: 129%: 5 1/2" x 8 1/2" P 8 1/2" x 11" 100%: Initial setting 78%: 8 1/2" x 14" P 8 1/2" x 11" 50%: (Metric specifications) 200%: 141%: A5 P A4 100%: Initial setting 70%: A4 P A5 50%: 1 Press the Zoom Input/Enter key. The zoom ratio appears on the copy magnification display, with "%" lit. (English text panel) (Symbol panel) 1 Press the Size Select key. The zoom ratio appears on the copy magnification display, with "%" lit. (Inch specifications) (Metric specifications) 2 Change the displayed zoom ratio using the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key.



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(English text panel) (Symbol panel) 2 Each time you press the Size Select key, the standard zoom ratios appear on the copy magnification display in order. Display the desired zoom ratio. (English text panel) (Symbol panel) 3 Press the Zoom Input/Enter key. The zoom ratio will be set and the display indication changes from the magnification to the number of copies. (English text panel) (Symbol panel) 3 Press the Zoom Input/Enter key. The zoom ratio will be set and the display indication changes from the magnification to the number of copies. 4-3 CHAPTER 4 BASIC OPERATIONS 3. @@@@To make copies again, set the main switch to the ON (I) position. @@@@The result is a lower electricity bill. @@@@* The original and copy paper must be a standard size.

G 2 in 1 Use this mode to copy two originals onto one sheet. @@@@The number of copies appears on the display. @@(English text panel) (Symbol panel) 7 When scanning of the first original ends, "1" (number of scanned originals) appears on the display. Place the next original. When using the platen, press the Start key.

Repeat the same procedure for all the originals. (English text panel) (Symbol panel) 5 Set the originals. * Before setting originals on the platen, make sure they are in the correct sequence. * With the 15 ppm copier, if "ON" is selected for "DF auto start", scanning starts automatically when an original is set in the DF (see page 6-3). Proceed to step 7.

8 When scanning of all the originals ends, press the Zoom Input/Enter key or 2 in 1/4 in 1 key. Copying will start. (English text panel) (Symbol panel) 6 Press the Start key. * If originals are set in the DF on the 18 ppm copier, originals are scanned one by one and copied. (English text panel) (Symbol panel) 5-3 CHAPTER 5 FUNCTIONS 2. Sort copying Copies can be sorted into the required number of sets by storing original images in the memory before performing copying. 4 Press the Start key. * If originals are set in the DF on the 18 ppm copier, originals are scanned one by one and copied. (English text panel) (Symbol panel) * The 15 ppm copier requires the optional memory copy board to perform sort copying. 1 Press the Sort key to light the indicator.

* With the 18 ppm copier, the Sort indicator automatically turns on when originals are set in the DF. (English text panel) (Symbol panel) 5 When scanning of the first original ends, "1" (number of scanned originals) appears on the display. Place the next original. When using the platen, press the Start key. Repeat the same procedure for all the originals. (English text panel) (Symbol panel) 2 3 Set the number of copies to be made. 6 Set the originals. * When using the platen, make sure that the originals are in the correct sequence. * With the 15 ppm copier, if "ON" is selected for "DF auto start", scanning starts automatically when an original is set in the DF (see page 6-3). Proceed to step 5.

When scanning of all the originals ends, press the Zoom Input/Enter key or Sort key. Copying will start. (English text panel) (Symbol panel) 5-4 CHAPTER 6 COPIER DEFAULT SETTING 1. Default settings The state the copier is in at the end of warm-up or when the Reset key is pressed is called the initial mode, and the function settings that are automatically set for the initial mode are called the default settings. The default settings can be changed according to how you wish to use the copier.

Setting codes are provided for the default setting items that have selection items. Only the number of the setting code appears on the copy quantity display. See the "Setting code" column in the table below for the meanings of those numbers. Initial settings are indicated with an asterisk (*). Default code F01 Setting item User status report Setting contents Prints the details of the default settings.

Setting code F02 Image mode Selects the image mode at power-on. 1: Auto Exposure 2: Text & Photo* 3: Photo 4: Text F03 Exposure steps Changes the number of exposure steps for the manual exposure mode. 1: 3 steps* 2: 5 steps F04 Auto exposure adjustment Adjusts the overall exposure when using the auto exposure mode. The larger the setting code number, the darker the copy density. 1: 1 Light 2: 2 3: 3* 4: 4 5: 5 Dark F05 Text and photo original exposure adjustment Adjusts the exposure for when text and photo original is selected for the image mode. The larger the setting code number, the darker the copy density. 1: 1 Light 2: 2 3: 3* 4: 4 5: 5 Dark 6-1 CHAPTER 6 COPIER DEFAULT SETTING Default code F06 Setting item Photo original exposure adjustment Setting contents Adjusts the exposure for when photo original is selected for the image mode. The larger the setting code number, the darker the copy density. Setting code 1: 1 Light 2: 2 3: 3* 4: 4 5: 5 Dark F07 Text original exposure adjustment Adjusts the exposure for when text original is selected for the image mode. The larger the setting code number, the darker the copy density.

1: 1 Light 2: 2 3: 3* 4: 4 5: 5 Dark F08 Default drawer Specifies the paper feed drawer to be selected automatically when warm-up ends or when the Reset key is pressed. * This setting item will not be displayed if the optional drawer is not installed. 1: Upper drawer* 2: Lower drawer F09 Automatic drawer switching Sets whether or not to use the automatic drawer switching function (see page 2-4). * This setting item will not be displayed if the optional drawer is not installed. 1: ON* 2: OFF F10 Upper drawer paper size Sets the size of paper loaded in the upper drawer. (Inch) 1: 8 1/2" x 14" 2: 8 1/2" x 11"* 3: 5 1/2" x 8 1/2" (Metric) 1: A4* 2: A5 3: Folio 6-2 CHAPTER 6 COPIER DEFAULT SETTING Default code F11 Setting item Lower drawer paper size (optional) Setting contents Sets the size of paper loaded in the lower drawer. * This setting item will not be displayed if the optional drawer is not installed. Setting code (Inch) 1: 8 1/2" x 14" 2: 8 1/2" x 11"* 3: 5 1/2" x 8 1/2" (Metric) 1: A4* 2: A5 3: Folio F12 Turning multi-bypass nonstandard size paper setting ON/OFF Set to "ON" when using non-standard size paper with the multi-bypass. 1: ON 2: OFF* F13 Non-standard size paper width setting for multi-bypass Sets the paper width for the multi-bypass to use non standard size paper. * The maximum paper length is 14"/355. 6 mm. * This setting item will not be displayed if "OFF" is selected in "Turning multi-bypass non-standard size paper setting ON/OFF". (Inch) 4.13" to 8.50" (4.

13" *) (Metric) 105 to 216 mm (105 mm*) * The maximum width of the print area is 210 mm, with respect to the paper centerline. F14 Copy limit Limits the number of copies that can be made at a time.



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1 to 99 copies (99 copies*) F15 DF auto start Set to "OFF" when not wanting copies to be made automatically when an original is placed in the DF. * This setting item is not displayed on the 18 ppm copier. 1: ON* 2: OFF F16 Layout (4 in 1) When using the 4 in 1 layout copying function (see page 5-1), the page arrangement can be selected.

1 Originals of landscape orientation Original insertion direction 1: Landscape 2: Portrait* 2 Originals of portrait orientation Original insertion direction * With the 15 ppm copier, this setting item will not be displayed if the optional memory copy board is not installed. 6-3 CHAPTER 6 COPIER DEFAULT SETTING Default code F17 Setting item Layout (borderline) Setting contents Selects the type of borderline for layout copying (see page 5-1). * With the 15 ppm copier, this setting item will not be displayed if the optional memory copy board is not installed. Setting code 1: None* 2: Solid line 3: Dotted line F18 Silent mode Selects the length of time from when copying ends to when entering the silent mode, which stops the motors inside the copier. When "0 seconds" is selected, the motors stop immediately after copying has been finished. 1: 0 seconds 2: 5 seconds 3: 10 seconds* 4: 15 seconds 5: 30 seconds F19 Auto shut-off Turns the auto shut-off function (page 4-4) ON or OFF. The auto shut-off function automatically turns the main switch OFF if copying is not performed for a certain period of time. * If auto shut-off interferes with your copying operations, turn this function OFF. It is recommended to set a longer interval for triggering the auto shut-off rather than turn it OFF. 1: ON* 2: OFF F20 Auto preheat time Selects the length of time from when copying ends to when the energy saver (auto preheat) function (page 4-4) is triggered.

1: 5 minutes 2: 10 minutes 3: 15 minutes* 4: 20 minutes 5: 25 minutes 6: 30 minutes 7: 35 minutes 8: 40 minutes 9: 45 minutes F21 Auto shut-off time Selects the length of time from when the copier is not used to when the auto shut-off function (page 4-4) turns the main switch OFF automatically. The auto shut-off function can also be turned OFF. If turned OFF, this setting cannot be made (see "Auto shut-off"). * This setting item will not be displayed if "OFF" is selected for "Auto shut-off". * It is recommended to set a long period of time to trigger the auto shut-off if the copier is used frequently, and set a short period of time if the copier is used only occasionally. * For how to cancel the auto shut-off function, see "Auto shut-off". 1: 15 minutes 2: 30 minutes* 3: 45 minutes 4: 60 minutes 5: 75 minutes 6: 90 minutes 7: 105 minutes 8: 120 minutes 6-4 CHAPTER 6 COPIER DEFAULT SETTING Default code F22 Setting item Preheat recovery time Setting contents Selects the mode of the energy saver (auto preheat) function (page 4-4) from the recovery priority mode and power save priority mode. The length of time that the copier uses to recover from the energy saver (auto preheat) function can be selected between within 10 seconds (recovery priority mode) and within 30 seconds (power save priority mode). Setting code 1: Recovery priority mode 2: Power save priority mode* F23 Viewing total counter value Displays the total number of copies made. The total number of copies are displayed on the copy quantity display three digits at a time.

Example When the total number of copies is 1,234 "---" R "001" R "234" * The total counter value can also be checked in the following way: 1 Hold down the Stop/Reset key for 5 seconds. 2 The total counter value is displayed. F24 Toner counter report Prints a report on the toner consumption ratio. Using this toner consumption ratio, you can manage when the toner container needs replacing. If the toner consumption ratio is very high, it is recommended to combine the use of the economy mode (page 4-1) with the regular use.

F25 Toner replacement message output setting When the toner is used up and toner container replacement is required, a message requesting the user to replace the toner container will be printed. Select "OFF" when not printing the message. 1: ON* 2: OFF F26 Paper feed shifting adjustment (upper drawer) Adjusts displacement of the copy image. -3.0 to 3.

0 (0*) in increments of 0.1 6-5 CHAPTER 6 COPIER DEFAULT SETTING Default code F27 Setting item Paper feed shifting adjustment (lower drawer) Setting contents Adjusts displacement of the copy image. * This setting item will not be displayed if the optional drawer is not installed. Setting code -3.0 to 3.0 (0*) in increments of 0.1 F28 Paper feed shifting adjustment (multi-bypass) Adjusts displacement of the copy image. * Be sure to use 8 1/2" x 11" (letter)/A4 paper. -3.0 to 3.

0 (0*) in increments of 0.1 F29 Inch/metric specifications setting Switches the copier specifications setting between inch and metric. * Since the specifications setting is made at the factory, it is not necessary to make this setting under normal circumstances. * If "A" and "011" alternate on the copy quantity display, the copier initializes the data to remedy an error. If this occurs, make the specifications setting. 1: Inch 2: Metric 3: Metric (Japan) F30 Folio length setting (drawer) When folio is selected as the paper size, this sets the length of folio. * This setting item is available only when metric is selected for the copier specifications. 1: 210 mm* 2: 216 mm F31 Folio length setting (bypass) When folio is used, this sets the length of folio. * This setting item is available only when metric is selected for the copier specifications. 200 to 216 mm (210 mm*) 6-6 CHAPTER 6 COPIER DEFAULT SETTING 2.

How to make default settings 1 Hold down both of the copy exposure adjustment keys for 3 seconds. "F00" (default code) appears on the copy quantity display. (English text panel) (Symbol panel) 4 5 When the report is printed out, the display returns to that for step 2. To make other settings, perform the respective procedures (see below). To end the making of default settings, proceed to step 17.

Enter the paper width by pressing the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key. The paper width can be set from 4.13" to 8.50" (105 to 216 mm). (Inch specifications) (Metric specifications) 2 The default code changes each time the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key is pressed.

Select a default code by referring to the table shown in "1. Default settings". (English text panel) (Symbol panel) 6 7 Press the Zoom Input/Enter key. The display returns to that for step 2. To end the making of default settings, proceed to step 17. Enter the copy limit (99 copies or lower) by pressing the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key.



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(English text panel) (Symbol panel) 3 Press the Zoom Input/Enter key. If "F01" or "F24" is selected, a report will be printed out. Proceed to step 4. If "F13" is selected, proceed to step 5.

If "F14" is selected, proceed to step 7. If "F26", "F27" or "F28" is selected, proceed to step 9. If "F31" is selected, proceed to step 13. If a code other than the above is selected, proceed to step 15. (English text panel) (Symbol panel) 8 Press the Zoom Input/Enter key. The display returns to that for step 2. To end the making of default settings, proceed to step 17. 6-7 CHAPTER 6 COPIER DEFAULT SETTING 9 Press the Start key. The image pattern shown in the illustration will be printed out. * When adjusting paper feed shifting of the multi-bypass, be sure to use 8 1/2" x 11" (letter)/A4 paper.

14 15 Press the Zoom Input/Enter key. The display returns to that for step 2. To end the making of default settings, proceed to step 17. The setting code changes each time the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key is pressed. Select a setting code by referring to the table shown in "1.

Default settings". (English text panel) (Symbol panel) Image center 10 11 Fold the paper precisely into two to obtain the center line of the paper and then compare it with the center line of the image. Adjust the value using the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key. Adjustment can be made between -3.0 and 3.

0 (changing the value by 0.1 moves the image center line by 0.1 mm). 16 17 Press the Zoom Input/Enter key. The display returns to that for step 2. To end the making of default settings, proceed to the next step. When "F00" appears, press the Zoom Input/Enter key. The display indication changes from the default code to the number of copies. (English text panel) (Symbol panel) 1 2 + If the image looks like 1, increase the value. If the image looks like 2, decrease the value.

12 13 Press the Zoom Input/Enter key. The display returns to that for step 2. To end the making of default settings, proceed to step 17. Set the length of folio (200 to 216 mm) by pressing the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key. (English text panel) (Symbol panel) * You can also end the making of default settings by pressing the Stop/Reset key. 6-8 CHAPTER 7 WHEN A PROBLEM OCCURS 1. Error and status indications When any of the indications listed in the table below appears on the operation panel, take the corrective action as instructed. Indication "A" and "100" alternate on the copy quantity display. Action Turn the main switch OFF and ON and check that the lamp under the platen turns on during copying. If the lamp turns on, leave the power turned on for approximately 1 hour.

If the same indication appears again, contact your service representative. If the lamp does not turn on, contact your service representative. Page "C" and "610", "620", "630" or "710" alternate on the copy quantity display. Contact your service representative. "A" and "310", "400", "401" or "510" alternate on the copy quantity display.

Turn the main switch OFF and ON. If the same indication appears again, contact your service representative. 7-1 CHAPTER 7 WHEN A PROBLEM OCCURS Indication "A" and "011" alternate on the copy quantity display. Action If this indication appears, turn the main switch OFF and ON. An error message will automatically be printed out.

The copier initializes the data to remedy the error. Make the specifications setting (F29 Inch/metric specifications setting) before using the copier again. If the same indication appears again or if the same indication appears frequently, contact your service representative. The error message is as follows: "Default data was initialized. Need initial setting to use the machine. Input F29: User Code. cf. User manual." Page 6-6 6-7 "A" and "040", "041" or "043" alternate on the copy quantity display. When you installed the memory copy board/DIMM, it was not installed correctly.

Check the installation of the memory copy board/DIMM and turn the main switch OFF and ON. If the same indication appears when the memory copy board/DIMM is installed correctly, remove the memory copy board/DIMM, print a user status report and contact your service representative with the details on the report. 6-1 6-7 The Add Toner indicator lights. Making copies is still possible, one at a time, for some time with the indicator lit but copying will eventually be disabled. Replace the toner container and waste toner tank as soon as possible. * If you replace the toner container with the main switch turned OFF (O), the Add Toner indicator may not go out. In this case, open and close the front cover. Toner is being replenished inside the copier. Wait a few minutes. * Although the lamp under the platen may remain lit while "AP" is displayed, it is not a problem.

3-7 "AP" appears on the copy quantity display. "PF" appears on the copy quantity display. · A paper misfeed occurred in the drawer of the flashing indicator. Remove the misfed paper. · The drawer of the flashing indicator is not inserted correctly.

Close the drawer securely. · There is no paper in the drawer of the flashing indicator. Load paper. 7-4 3-1 "E07" appears on the copy quantity display. The set paper size is different from that of the paper used.

Check the paper size setting and the actual paper size, and set the paper size to the size of the actual paper or use a paper of the set size. 3-3 6-2 6-3 6-7 "E30" appears on the copy quantity display. The tape in the developing section has not been removed. (See the installation manual.) 7-2 CHAPTER 7 WHEN A PROBLEM OCCURS Indication "E70" appears on the copy quantity display. Action While using the DF, the last of the ejected originals failed to be copied. Set that original back onto the original table and resume the copying operation. Page 7-7 7-8 "E71" appears on the copy quantity display. Originals that were not copied can be copied. Set all the ejected originals back onto the original table and resume the copying operation.

7-7 7-8 "E72" appears on the copy quantity display. While using the DF, an original is still in the original insertion section. Remove that original and set it back onto the original table and then resume the copying operation. 7-7 7-8 "E90" appears on the copy quantity display. The memory is full. To make copies of the scanned originals: Press the Enter key.



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All the scanned originals will be copied. When copying ends, set the remaining originals and press the Start key. The copying operation resumes. To make copies from the beginning again: Press the Reset key, reduce the number of originals and repeat copying operation again.

"J96", "J97", "J98" or "J00" appears on the copy quantity display. Open the drawer and left cover and check for any misfed paper. If the same indication appears, contact your service representative. 7-4 "OP" appears on the copy quantity display. The front or left cover is open.

Close the cover. "OP1" appears on the copy quantity display. The DF original switchback cover is open. Close the cover. "OP2" appears on the copy quantity cover.

The left cover of the optional drawer is open. Close the cover. 7-3 CHAPTER 7 WHEN A PROBLEM OCCURS 2. When paper misfeeds If a paper misfeed occurs, copying will stop. An indication signaling a paper misfeed appears on the operation panel and an indicator lights showing the location of a paper misfeed. Remove the misfed paper by referring to "(3) Removal procedures" on page 7-5, with the main switch in the ON (I) position. 3214 (1) Misfeed location indications 1 Misfeed in paper feed section (page 7-5) "PF" appears on the copy quantity display and the upper drawer indicator, lower drawer indicator or multi-bypass indicator flashes green. 2 Misfeed in left cover (page 7-5) "J15", "J20", "J21", "J22", "J30", "J40", "J50" or "J95" appears on the copy quantity display and the misfeed indicator lights red. 3 Misfeed in DF (page 7-7) "J70", "J72" or "J73" appears on the copy quantity display and the DF indicator lights red. * When "E70", "E71" or "E72" is displayed, see page 7-3.

4 Misfeed in drawer <optional> (page 7-8) "J15" appears on the copy quantity display and the lower drawer indicator flashes green. * When "J96", "J97", "J98" or "J00" is displayed, see page 7-3. (2) Cautions WARNING High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock. CAUTION The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned. * Do not reuse misfed paper. * If paper is torn during removal, be sure to remove all loose scraps from inside the copier, or they could cause misfeed later. * After misfed paper has been removed, warm-up will begin. The misfeed indicator will turn off and the copier will return to the same settings prior to the misfeed.

7-4 CHAPTER 7 WHEN A PROBLEM OCCURS (3) Removal procedures 1 Misfeed in paper feed section G Misfeed in drawer If the upper drawer indicator flashes green when the drawer is used, a misfeed has occurred in the drawer. Remove the misfed paper using the procedure given below. G Misfeed in multi-bypass If the multi-bypass indicator flashes green when the multi-bypass is used, a misfeed has occurred in the multi-bypass. Remove the misfed paper using the procedure given below. 1 Remove all the paper remaining in the multi-bypass.

NOTE If a paper misfeed occurs in the lower drawer, remove the misfed paper using the same procedure. 1 Open the drawer. 2 Check that the indicator showing the location of the paper misfeed has turned off and re-load the paper into the multibypass. 2 Misfeed in left cover If the misfeed indicator lights red, a misfeed has occurred in the left cover. Remove the misfed paper using the procedure given below.

2 Remove the misfed paper while taking care not to tear it. * If the paper should be torn, remove all the scraps from the inside the copier. 1 Open the multi-bypass. 3 Close the drawer slowly. * Check that the paper is kept under the claw of the drawer. If not, reload the paper. 2 Open the left cover. 7-5 CHAPTER 7 WHEN A PROBLEM OCCURS WARNING High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock. IMPORTANT The drum 1 is highly sensitive to light and dirt.

Be careful not to expose it to strong light such as room lighting or to touch the drum with the hands. CAUTION The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned. 1 3 Holding the green handles, lower the two fixing section release levers. 5 Holding the green handle, open the ejection guide. 4 Remove the misfed paper while taking care not to tear it. If the paper is not easy to remove, proceed to the next step. If the paper is removed successfully, proceed to step 9. * If the paper should be torn, remove all the scraps from the inside the copier. CAUTION The copier's fixing unit is extremely hot.

Take sufficient care when working in this area, as there is a danger of getting burned. 6 Remove the misfed paper while taking care not to tear it. 7-6 CHAPTER 7 WHEN A PROBLEM OCCURS 7 Close the ejection guide. 3 Misfeed in DF If the DF indicator lights red, a misfeed has occurred in the DF. Remove the misfed original using the procedure given below.

G 18 ppm copier Remove all the originals from the original table. 1 8 Lift the fixing section release levers. 2 Open the DF original switchback cover. NOTE If the fixing section release levers are lowered, the left cover does not close. 3 Remove the misfed original.

9 10 11 Close the left cover and multi-bypass. Pull the drawer out and check that no paper is misfed. Close the drawer slowly. 4 Close the DF original switchback cover. Set the misfed original together with those moved back onto the original table and resume the copying operation. 7-7 CHAPTER 7 WHEN A PROBLEM OCCURS G 15 ppm copier Remove the original on the original table to the right or left, whichever direction that is easier to remove the original, and open and close the DF. 1 2 Place the original on the original table again and resume the copying operation. 4 Misfeed in drawer <optional> If the lower drawer indicator flashes green, a misfeed has occurred in the lower drawer. Remove the misfed paper using the procedure given below. 1 Open the left cover of the optional drawer.

2 Remove the misfed paper while taking care not to tear it. * If the paper should be torn, remove all the scraps from the inside the copier. 3 Close the left cover of the optional drawer. 7-8 CHAPTER 7 WHEN A PROBLEM OCCURS 3. Troubleshooting If trouble occurs, carry out the applicable checks and actions given below. If the trouble persists, print out a user status report and contact your service representative.



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