



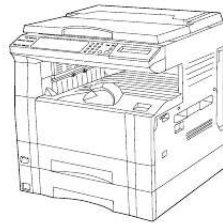
Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA KM-2030. You'll find the answers to all your questions on the KYOCERA KM-2030 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-2030
User guide KYOCERA KM-2030
Operating instructions KYOCERA KM-2030
Instructions for use KYOCERA KM-2030
Instruction manual KYOCERA KM-2030



INSTRUCTION HANDBOOK
KM-2030



* The above illustration includes the optional original cover.

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



[You're reading an excerpt. Click here to read official KYOCERA KM-2030 user guide](http://yourpdfguides.com/dref/2727332)
<http://yourpdfguides.com/dref/2727332>

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 symbols and their meanings are indicated below. @@@@Specific points of attention are indicated inside the symbol. .

.....

.....

..... [General warning] .

.....

.....

.... [Warning of danger of electrical shock] .

.....

..... [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 q 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 1-1 CAUTION LABELS .

.....

.....

.....

.....

. 1-1 INSTALLATION PRECAUTIONS

.....

.....

.. 1-2 PRECAUTIONS FOR USE ...

.....

.....

.....

.....

.....

.. 1-3 CHAPTER 6 COPIER MANAGEMENT ...

.....

.....

. 6-1 1. Copy management ...

.....

.....

.....

.....

.....

.....

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

2-1 2. Operation panel

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

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

..... 2-3 CHAPTER 3 HOW TO LOAD PAPER ...

. 3-1 1. How to load paper

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

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

.... 3-1 (1) Precautions for loading paper

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

.... 3-1 (2) Loading paper into the drawer

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

... 3-1 (3) Loading paper into the multi-bypass

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

... 3-2 q Setting the paper size for the multi-bypass ..

.... 3-3 q Setting envelopes .

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

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

.... 3-4 2. Replacing the toner cartridge and waste toner tank

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

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

... 3-5 CHAPTER 7 OPTIONAL EQUIPMENT .. 7-1 (1) ADF (Automatic document feeder)

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

.. 7-1 1 Originals that can be used with the DF ...

..... 7-1 2 Precautions for the use of DF ..

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

... 7-1 3 DF part names

.....
.....

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

. 7-4 (9) Printer network board

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

... 7-4 (10) Network scanner ..

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

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

. 7-4 CHAPTER 4 BASIC OPERATION 4-1 1.

Basic copying procedure

.....
.....

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

.. 4-1 2. Enlargement/reduction

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

..... 4-4 (1) Auto magnification selection mode ..

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

4-4 (2) Zoom copy mode

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

.....
.....

.... 4-4 (3) Standard zoom mode .

.....
.....

.....
.....

.....
.....

. 4-5 (4) Size zoom mode

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

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

. 4-5 3. Interrupt copying

.....

.....
.. 5-6 5. One copy from two or four originals [Layout copy] ... 5-7 (1) 2-UP

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

.....
.... 5-7 (2) 4-UP .

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

... 5-7 6. Sorting automatically [Sort copy]

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

.... 5-9 7. Rotate copy

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

..... 5-10 8. Auto selection mode

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

... 5-10 CHAPTER 8 WHEN A PROBLEM OCCURS ..

.....
..... 8-1 1. Error messages .

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

..... 8-1 2. When paper misfeeds

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

LABELS Caution labels have been attached to the copier at the following locations for safety purposes. BE SUFFICIENTLY CAREFUL to avoid fire or electric shock when removing a paper jam or when replacing toner. Label 2 High temperature inside. Do not touch parts in this area, because there is a danger of getting burned. ...

.....

.....

..... Label 1 High voltage inside.

NEVER touch parts in this area, because there is a danger of electric shock.



[You're reading an excerpt. Click here to read official KYOCERA](#)

[KM-2030 user guide](#)

<http://yourpdfguides.com/dref/2727332>

See page 5-10.) NOTE · The automatic drawer switching function can be disabled. (See "\$ AUTO DRAWER SWITCH" on page 6-19.

) Message display 1 Displays messages regarding the machine status and required operations. 2 Displays copy modes. APS (auto paper selection mode) AMS (auto magnification selection mode) 1:1 (manual copy mode) 3 Displays magnification ratio. 4 Displays the original size, paper size and preset magnification ratios. 5 Displays the number of copies to be made.

2-4 CHAPTER 3 HOW TO LOAD PAPER 1. How to load paper Paper can be loaded into the two drawers and the multi-bypass. 2 Press the drawer bottom plate down and fix it there. (1) Precautions for loading paper After unpacking the paper, fan it several times and then load into the tray. 3 (2) Loading paper into the drawer Up to 250 sheets of standard paper (75 or 80 g/m²/standard paper as specified by our company) or colored paper can be loaded into the each drawer. (Inch specifications) * The each drawer can be set to hold paper of any desired size from 11" x 17" to 5 1/2" x 8 1/2". (Metric specifications) * The each drawer can be set to hold paper of any desired size from A3 to A5R. IMPORTANT · Set the type of paper (standard paper, recycled paper, letterheads or colored paper) to be loaded in the drawer in "5 PAPER TYPE (1ST to 4TH)" on page 6-14. Hold the width adjustment lever and move it to align the width guide with the required paper width. Paper sizes are marked inside the drawer.

4 Hold both sides of the length adjustment plate and move it to align with the required paper length. 1 Pull the drawer out toward you as far as it will go. * Do not pull more than one drawer out at a time. 3-1 CHAPTER 3 HOW TO LOAD PAPER 5 Set the paper flush against the left-hand wall of the drawer. 7 NOTE Gently push the drawer back in. * Check that the paper is kept under the claws of the drawer. If not, reload the paper. · Before leaving the copier in disuse for a prolonged period of time, remove the paper from the drawer(s) and seal it in its original packaging to protect from moisture. IMPORTANT ·

There is a sticker (1 in the illustration) indicating paper capacity attached to the inside of the drawer. Do not load paper above this limit.

· 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 adjustment plate makes secure contact with the paper. If there is a gap, adjust the position of the length adjustment plate. (3) Loading paper into the multi-bypass Special paper as well as standard paper can be loaded into the multibypass.

When copying onto transparencies or thick paper, be sure to use the multi-bypass. NOTE · Number of sheets of standard paper, colored paper and letterheads that can be loaded into the multi-bypass differ depending on the paper size. 11" x 17" and 8 1/2" x 14" (A3, B4 and Folio): 25 sheet 11" x 8 1/2" and 5 1/2" x 8 1/2" (A4 to A6R): 50 sheets · The types of special paper and the number of sheets that can be loaded in the multi-bypass are: · Transparencies: 1 sheet · Standard paper (120g/m², 160g/m²): 1 sheet IMPORTANT · When loading special paper such as transparencies and thick paper in the multi-bypass, select the type of paper in "6 PAPER TYPE (BYPASS)" on page 6-14. 1 6 Set the supplied paper size sheet so that the size of the paper loaded can be checked by looking at the front of the drawer. Open the multi-bypass.

3-2 CHAPTER 3 HOW TO LOAD PAPER 2 Adjust the insert guides to the size of the paper to be loaded. q Setting the paper size for the multi-bypass By setting either the transparency mode or thick paper mode and the paper size for the multi-bypass, the multi-bypass can be automatically selected according to the original size such as when the auto paper selection mode is selected. 1 Press and hold the Paper Select key for 3 seconds. The screen to set the paper size and select either the transparency or thick paper mode appears. NOTE · When loading B4 or larger paper, pull out the support guide. 2 When using transparencies or thick paper, first select the mode by pressing the cursor up or down key and then select the paper size. The setting of transparencies or thick paper will be reset when the Clear All key is pressed or by the auto clear function. When using standard paper or other types of paper, select the size from those given below. If "No size designation" is selected, the width will be determined by the position of the insert guides of the multi-bypass. This size setting will not be reset by the auto clear function.

It will be stored for the next use. 3 Insert the paper along the guides as far as it will go. BYPASS PAPER SIZE SELECTION NO SIZE DESIGNATION OHP FILM THICK PAPER CUSTOM SIZES A3 A4 A4R A5R B4 B5 B5R B6 Folio LENGTH WIDTH 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. 3 Press the cursor right or cursor left key and select the paper length, which is shown highlighted. The paper length can be set to any value from 100 to 297 mm in 1 mm increments. 3-3 CHAPTER 3 HOW TO LOAD PAPER 4 5 6 Press the cursor down key. 3 Open the envelope and set it with the print side face-down and its flap opposite to the insertion slot and then insert it along the insert guide as far as it will go. Press the cursor right or cursor left key and select the paper width, which is shown highlighted.

The paper width can be set to any value from 148 to 420 mm in 1 mm increments. Press the enter key. NOTE · Incorrectly loading envelopes can result in printing in the wrong orientation or on the wrong side. q 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. 1 Open the multi-bypass. 2 Align the insert guides with the envelope size. 3-4 CHAPTER 3 HOW TO LOAD PAPER 2. Replacing the toner cartridge and waste toner tank If "ADD TONER TO RESUME COPYING" appears on the message display, replenish the toner.

Although several copies can be made after the message appears, it is recommended to replace the toner cartridge immediately. After replacing the toner cartridge, be sure to also replace the waste toner tank. * Replenish toner only when the message is displayed. 3 Pull the old toner cartridge out toward you.

CAUTION Do not incinerate toner and toner containers.



[You're reading an excerpt. Click here to read official KYOCERA KM-2030 user guide](http://yourpdfguides.com/dref/2727332)
<http://yourpdfguides.com/dref/2727332>

Dangerous sparks may cause burns. **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. 1 Open the front cover. 4 Tap the new toner cartridge on the top 5 or 6 times and shake it from side to side 8 to 10 times.

2 Turn the toner cartridge release lever to the right as far as it will go. The old cartridge will be unlocked. 5 Fit the new toner cartridge into the copier. * Align the arrow on the top of the toner cartridge with the cutout in the copier and then insert the cartridge into the copier. 3-5 CHAPTER 3 HOW TO LOAD PAPER 6 Turn the toner cartridge release lever to the left as far as it will go. The new toner cartridge is now be locked. 9 While holding the waste toner tank release lever up, fit the new waste toner tank into the copier. 7 While holding the waste toner tank release lever 1 up, remove the waste toner tank. 10 Gently pull the cleaning shaft as far as it will go and then push it back in. 8 Close the opening of the waste toner tank with its seal.

IMPORTANT · Do not pull the cleaning shaft with force or pull it out completely. **CAUTION** Do not incinerate toner and toner containers. Dangerous sparks may cause burn. 11 Close the front cover. 3-6 CHAPTER 4 BASIC OPERATION 1.

Basic copying procedure 1 3 1. Warm-up Turn the main switch ON (1). At the end of warm-up, "READY TO COPY." will appear on the message display. 3. Function selection Select from the copier's various functions. **NOTE** · If originals are set and the Start key is pressed while the copier is still warming up, copying will begin as soon as warm-up ends. 2 Enlargement/reduction (see page 4-4) Interrupt copying (see page 4-6) Duplex copying from various originals (see page 5-1) Copying two-page originals as separate pages (see page 5-4) Making a margin space for binding (see page 5-5) Making copies with clean edges (see page 5-6) One copy from two or four originals (see page 5-7) Sorting automatically (see page 5-9) Rotate copy (see page 5-10) Auto selection mode (see page 5-10) 2. Setting originals Set originals on the platen or in the DF (document feeder). When setting the original on the platen, adjust it with the original size scales based on the left rear position. **NOTE** · See the references given below for how to set originals in the DF. If the ADF (automatic document feeder) is installed, see page 7-1. If the RADF (reversing automatic document feeder) is installed, see the instruction handbook provided with the RADF. 4-1 CHAPTER 4 BASIC OPERATION 4 5-2 4. Paper size selection When "APS" appears on the message display, paper of the same size as the original is automatically selected.

To copy the original's image onto a different size paper without changing the size of the image, press the Paper Select key for the desired size of paper, and press the Manual key. To make copies of the same size as the originals with images of the same size, no special settings are required. To have the copy exposure adjusted automatically, press the copy quality selection key and set the auto exposure mode. The Auto Exp. indicator will light. In the auto exposure mode, the brightness of the original is detected and the most suitable exposure selected. It is also possible to make clean copies without the original background or color. **NOTE** **NOTE** · Automatic paper selection can also be turned off. (See "7 PAPER SELECTION" on page 6-12.) · A drawer (paper feed drawer) to be selected automatically can be specified without setting any originals.

(See "@ DEFAULT DRAWER" on page 6-13.) · When the copies are too dark/light overall, exposure will be adjusted. (See "3 A.E." on page 6-12.

) · The default setting of the copy exposure adjustment can be set to auto exposure. (See "1 EXPOSURE MODE" on page 6-11.) 5-1 6 5. Copy exposure adjustment In the initial mode, one of the Copy exposure indicators is lit and the copy exposure can be adjusted manually. By moving the cursor on the exposure scale to the right, copies become darker.

By moving it to the left, copies become lighter. 6. Copy quality selection Copy quality is selected according to the original. Press the copy quality selection key to light the following indicators. Text mode: Text indicator Photo mode: Photo indicator Text & Photo mode: Text & Photo indicator Ecoprint mode: Turn all the copy quality indicators off by pressing the copy quality selection key. The density of copied images will be slightly lighter in ecoprint mode to reduce toner consumption. **NOTE** · Exposure adjustment is selected from 5 or 9 levels. (See "2 EXPOSURE STEPS" on page 6-11.) **NOTE** · The default copy quality mode used in the initial mode can be selected. (See "1 EXPOSURE MODE" on page 6-11.

) · The copy exposure can be adjusted in all copy quality modes. (See "4 MIX ORI.DENSITY", "5 PHO ORI.DENSITY" and "6 TXT ORI.DENSITY" on page 6-12.) 4-2 CHAPTER 4 BASIC OPERATION 7 7. Setting the number of copies Use the numeric keys to enter the desired number of copies on the message display. Up to 250 copies can be set. **NOTE** · It is possible to lower the limit on the number of copies that can be set at a time. (See "9 COPY LIMIT" on page 6-13.

) **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. 8 8.

Starting copying Press the Start key. If the Start indicator is lit green and "READY TO COPY." is displayed on the message display, copying is possible. 9 9. At the end of copying Finished copies are ejected onto the copy store section.

IMPORTANT · Up to 250 sheets can be stored. Note that the number of sheets that can be stored varies depending on the condition of the paper used. 4-3 CHAPTER 4 BASIC OPERATION 2. Enlargement/reduction (1) Auto magnification selection mode The original image is enlarged/reduced automatically according to the selected paper size. 2 Press the Paper Select key to specify the paper size. The magnification ratio will be displayed. 3 **IMPORTANT** · When using this mode regularly, make sure that "AMS" has been selected in "8 AMS MODE" on page 6-12. Copying will start when the Start key is pressed. (2) Zoom copy mode The zoom ratio can be set to any value from 50 to 200% in 1% increments. 1 Set the original(s).

The size of the original will be automatically detected and the same size paper as the original will be selected.



[You're reading an excerpt. Click here to read official KYOCERA KM-2030 user guide](http://yourpdfguides.com/dref/2727332)
<http://yourpdfguides.com/dref/2727332>

1 NOTE · If "100%" has been selected in "8 AMS MODE" on page 6-12, press the Manual key to display "AMS". Set the original(s). 2 Press the Zoom (+) or Zoom () key to change the displayed zoom ratio. Press the Paper Select key to change the paper size. 3 Copying will start when the Start key is pressed. 4-4 CHAPTER 4 BASIC OPERATION (3) Standard zoom mode Enlargement/reduction copying is possible using the ratios preset in the copier. Available ratios Reduction 50% : A3 A5 70% : A3 A4, A4 A5 75% : 11" × 15" A4 90% : Folio A4 Enlargement 106% : 11" × 15" A3 127% : Folio A3 141% : A4 A3, A5 A4 200% : A5 A3 (4) Size zoom mode When the sizes of the original and copy paper are selected, the zoom ratio is automatically set. 1 2 Set the original(s). Press the Preset R/E key.

The zoom mode setting screen will appear in the message display. 1 2 Set the original(s). Press the Original key to select the original size. 3 Press the cursor up or down key to select the desired magnification ratio and then press the enter key. The message display will return to the "READY TO COPY."

" screen, with the selected ratio displayed. 3 Press the Paper Select key to select the paper size. When the paper size is selected, the zoom ratio will be displayed. NOTE · The zoom ratio can be changed in increments of 1% from the selected ratio by pressing the numeric keys or the Zoom (+) and Zoom () keys. 4 Copying will start when the Start key is pressed.

4 Copying will start when the Start key is pressed. 4-5 CHAPTER 4 BASIC OPERATION 3. Interrupt copying Interrupt copying is useful if, during one copy job, other originals need to be copied at different settings. The interrupted copy job can be resumed at the same settings as before after the rush job is finished. 4 When copying ends, press the Interrupt key again, and replace the newly copied original(s) with the one(s) removed before. Then, press the Start key. The interrupted copy job will be resumed. 1 Press the Interrupt key to light the indicator. The "INTERRUPT MODE." screen will appear.

2 Remove the present original(s) and put it (them) aside. 3 Set the new original(s) and execute copying. 4-6 CHAPTER 4 BASIC OPERATION 4. Energy saver (preheat) function This function turns the machine off to save energy by pressing the Energy Saver (preheat) key, while leaving the main switch turned ON. When this function is activated, the Energy Saver (preheat) indicator is the only indicator lit on the operation panel. 5. Auto shut-off function This function automatically turns the main switch OFF (O) if no copying operation is performed for a certain period (15 to 240 minutes). To make copies again, set the main switch to the ON (I) position. To resume copying after the energy saver (preheat) function has been activated, press the Energy Saver key again. It takes about 30 seconds for the copier to recover from the energy saver (preheat) function.

NOTE · The auto energy saver function can be set to trigger after no copying has been done for a certain period of time. (See "9 PREHEAT TIME" on page 6-18.) q Auto shut-off function The auto shut-off function is a power saving feature which automatically turns the main switch OFF (O) when a certain time elapses without copying being performed. Copiers are generally in the standby mode more than operation mode, and power consumption in the standby mode accounts for a large part of overall consumption. Having the copier turn OFF (O) automatically reduces unnecessary power consumption in the standby mode or at night if the copier is left on.

The result is a lower electricity bill. NOTE · To change the time remaining until the auto shut off function operates, see "0 SHUT-OFF TIME" on page 6-18.

To cancel the auto shut-off function, see "2 AUTO SHUT-OFF" on page 6-16. 4-7 CHAPTER 5 FUNCTIONS 1. Duplex copying from various originals [Duplex copy] Duplex copies can be made from two-page originals or one-sided originals with the optional duplex unit.

(2) Duplex copying from a book original Facing pages of a magazine or book are copied on both sides of the paper by a single press of the Start key.

IMPORTANT · Duplex copies cannot be made with the multi-bypass. (1) Duplex copying from two-sided originals A two-sided original is copied onto both the front and back side of the paper. The copy looks just like the original. IMPORTANT · The paper size used in this mode is limited to A4. IMPORTANT · The paper sizes that can be used are A3 to A5R. 5-1 CHAPTER 5 (3) Duplex copying from one-sided originals The one-sided original is copied on both sides (back and front) of the paper. When an odd number of originals are copied, the back side of the last page is blank. FUNCTIONS 1 2 Set the original(s). Press the Duplex/Split Page key to light the indicator.

The function selection screen will appear. NOTE · The back side copy can also be rotated 180 degrees. 1 Normal: The back side comes out in the same direction as the original. 2 Rotate: The back side is rotated 180 degree with respect to the original. When bound at the top, the copies are oriented in the same direction. 3 Make sure that "2-SIDED COPY" is selected and press the enter key. The duplex copy setting screen will appear. 4 Press the cursor down key to select the duplex copy mode. 5 Press the enter key. If "1-SIDED ORIG.

> DUPLEX" was selected, go to the next step. If "DUPLEX ORIG.> DUPLEX" or "BOOK ORIGINAL" was selected, the message display will be changed to the "DUPLEX MODE." screen. 5-2 CHAPTER 5 FUNCTIONS 6 Select whether to rotate the back side of the copy 180 degree or not.

7 8 Press the enter key. The message display will be changed to the "DUPLEX MODE." screen. Press the Start key. Scanning of the originals will start. When setting the original in the DF, copying will be performed. When setting the original on the platen, go to the next step. 9 Replace the original and press the Start key. Scanning of the originals will start. @@ Copying will start. 5-3 CHAPTER 5 FUNCTIONS 2. Copying two-page originals as separate pages [Page separation copy mode] (1) Page separation copies from book originals Facing two-page of a magazine, book or the like is divided down the middle and copied onto two separate sheets of paper. 1 Set the original(s). NOTE · When copying from a book, set the book as illustrated. IMPORTANT · The available size of originals is limited to A3, A4R, and A5R, and paper size is limited to A4.

2 Press the Duplex/Split Page key to light the indicator. The function selection screen will appear. (2) Page separation copies from two-sided originals Each face of a two-sided originals is copied onto a separate sheet of paper.



[You're reading an excerpt. Click here to read official KYOCERA KM-2030 user guide](http://yourpdfguides.com/dref/2727332)
<http://yourpdfguides.com/dref/2727332>

The message display will return to the screen in step 4. Press the cursor up key to select "END", and press the enter key. The message display will return to the screen in step 2. 7 8 11 Press the cursor up key to select "END", and press the enter key. Press the enter key.

Enter the new limit with the numeric keys. @@@@ @@@@ @@@@ @@@@ @@@@ @@@@ @@@@ @@@@ @@@@ @@@@ q Clearing copy counts Display the copy management selection screen. q Viewing copy counts Display the copy management selection screen. (See page 6-3.) 1 2 Press the cursor down key to select "REFERENCE". 3 4 Press the enter key. Press the cursor down key to select "COUNTS CLEAR". 3 4 Press the enter key. Press the cursor down key to view the number of copies in all the departments and select "TOTAL: ALL ID-CODES". To view the number of copies by one department each, select "ID-CODE LIST".

5 Press the enter key. 6-6 CHAPTER 6 COPIER MANAGEMENT 5 6 7 Press the enter key. If having selected "TOTAL: ALL ID-CODES", go to the next step. If having selected "ID-CODE LIST", go to step 9. The total number of copies will appear on the message display. The number of copies by size will appear at the bottom. Press the cursor down key to view the number of copies of the size other than those appearing on the message display. When finished viewing, press the cursor up key to select "END". 13 Press the cursor up key to select "END", and press the enter key. q Printing copy management list Display the copy management selection screen.

(See page 6-3.) 1 IMPORTANT · Make sure that A4 size paper is set in the drawer. 2 8 9 Press the enter key. The message display will return to the screen in step 4. Go to step 12.

Press the cursor down or up key to select the ID-code to be displayed. Press the cursor down key to select "PRINT MANAGEMENT LIST". 3 NOTE · When no ID-code is registered, " " will appear and the cursor will not move. Press the enter key. Printing will start.

After the list has been printed, the display will return to the screen in step 2. 10 11 12 After finished viewing, press the cursor up to select "END". Press the enter key. The message display will return to the screen in step 4. Press the cursor up key to select "END", and press the enter key. The message display will return to the screen in step 2. NOTE · Select the paper to be used and press the Start key if A4 size paper is not loaded. 4 Press the cursor up key to select "END", and press the enter key. 6-7 CHAPTER 6 q Turning copy management ON/OFF Display the copy management selection screen. (See page 6-3.)

) COPIER MANAGEMENT 1 (4) Making copies when the copier is in the copy management mode When the copier is in the copy management mode, "ENTER 4-DIGIT CODE WITH #-KEYS" will appear on the message display. NOTE · Copy management ON or OFF appears in the upper right-hand of the screen. See the following procedures to turn copy management ON/OFF. 1 Enter the ID-code for your department with the numeric keys. 2 Press the cursor down key to select "COPY MANAGEMENT ON/OFF". 3 4 Press the enter key. Press the cursor down or up key to select "ON" or "OFF". 2 If "READY TO COPY." appears, carry out copying in the usual manner. NOTE 5 6 Press the enter key.

The display will return to the screen in step 2. Make sure that "END" has been selected and press the enter key. When "OFF" is selected, the message display will return to the "READY TO COPY." screen. · When copying is finished, press the Energy Saver (preheat) key.

If the auto clear function works, the copier will return to the previous state. 6-8 CHAPTER 6 COPIER MANAGEMENT 2. Default settings The state the copier is in at the end of warm-up or after the Clear All key has been pressed is called "initial mode". The functions and values that are automatically preset for the initial mode are called "default settings". "COPY DEFAULT" and "MACHINE DEFAULT" are set in the default settings.

They can be changed as desired to suit the copying needs. (1) Copy default settings The following 14 types of settings can be changed in the copy default setting mode. Set them as desired, in order to gain full use of your copier. Copy default setting 1 EXPOSURE MODE Content of copy default setting Selects the copy exposure mode at power-on from auto exposure mode (page 4-2), mixed (text and photo) mode (page 4-2), photo mode (page 4-2) and text mode (page 4-2). Setting range AUTO/MIXED/PHOTO/TEXT Default setting Page MIXED 6-11 2 EXPOSURE STEPS Changes the number of exposure steps in the manual exposure mode. 5 STEPS/9 STEPS 5 STEPS 6-11 3 A.E. Changes the overall exposure when using the auto exposure mode. 1 to 5 3 (center) 6-12 4 MIX ORI.DENSITY Adjusts the exposure of the original when selecting photo & text mode in the copy quality selection (page 4-2).

1 to 5 3 (center) 6-12 5 PHO ORI.DENSITY Adjusts the exposure of the original when photo mode is selected in the copy quality selection (page 4-2). 1 to 5 3 (center) 6-12 6 TXT ORI.DENSITY Adjusts the exposure of the original when text mode is selected in the copy quality selection (page 4-2). 1 to 5 3 (center) 6-12 7 PAPER SELECTION Specifies whether the drawer with paper of the same size as the original is automatically selected or whether paper size is selected manually. AUTO/MANUAL AUTO 6-12 8 AMS MODE Sets whether to enlarge/reduce the image of the original (see "(1) Auto magnification selection mode" on page 4-4.) or copy it at the same size when an original has been set and the Paper Select key is pressed. AMS/100% AMS 6-12 9 COPY LIMIT Limits the number of copies that can be made at a time. 1 to 250 SETS 250 SETS 6-13 0 MARGIN WIDTH Sets the initial value of the margin width for the left margin in the margin copy mode (page 5-5). 1 to 18 mm (1-mm increments) 6 mm 6-13 6-9 CHAPTER 6 Copy default setting ! BORDER WIDTH Content of copy default setting Sets the initial value of the border erase width for the sheet erase or book erase in the border erase mode (page 5-6). COPIER MANAGEMENT Default setting Page 6 mm 6-13 Setting range 6, 12, 18 mm @ DEFAULT DRAWER Specifies the paper feed drawer to be selected automatically when warm-up ends or when the Clear All key is pressed. Paper feed drawer 3 and 4 can be selected only when the optional drawer is installed. SOURCE 1 to SOURCE 4 SOURCE 1 6-13 # OUTPUT FORM Sets whether or not to perform sort copying (page 5-9). SORT: ON/ SORT: OFF SORT: OFF 6-13 \$ ROTATE SORT Sets whether the normal sort copy (page 5-9) or rotate sort copy (page 5-9) is used when the sort mode is selected.



[You're reading an excerpt. Click here to read official KYOCERA KM-2030 user guide](http://yourpdfguides.com/dref/2727332)
<http://yourpdfguides.com/dref/2727332>

· This setting is not displayed when the copier is equipped with the optional finisher.

ON/OFF OFF 6-13 6-10 CHAPTER 6 COPIER MANAGEMENT (2) How to set the copy default setting mode 6 7 NOTE Press the enter key. 1 Press the */Language key to light the indicator. The management mode selection screen will appear. Make settings as explained below. · (>) displayed in each setting screen indicates the present setting value.

· After finishing each setting, the display will return to the screen in step 5. If changing other settings, repeat step 5 to 7. 8 Press the cursor up key to select "END" and press the enter key to finish settings. 2 Press the cursor down key to select "COPY DEFAULT". 1 EXPOSURE MODE Press the cursor down or up key to select "AUTO", "MIXED", "PHOTO" or "TEXT". 1 3 4 Press the enter key. 2 Enter the management code "2000" with the numeric keys. Press the enter key. 2 EXPOSURE STEPS Press the cursor down or up key to select "5 STEPS" or "9 STEPS". 1 NOTE · The 4-digit management code can be changed.

(See "@ MANAGEMENT CODE CHANGE" on page 6-18.) 5 Press the cursor down or up key to select the copy default setting to be changed. See "(1) Copy default settings" on page 6-9 for settings that can be changed. 2 Press the enter key. 6-11 CHAPTER 6 3 A.E. COPIER MANAGEMENT 1 Press the cursor right or left key to move the cursor on the exposure scale. Move the cursor to the right to make copies darker, and to the left to make copies lighter. 6 TXT ORI.DENSITY Press the cursor right or left key to move the cursor on the exposure scale.

Move the cursor to the right to make copies darker, and to the left to make copies lighter. 1 2 Press the enter key. 2 Press the enter key. 4 MIX ORI.DENSITY Press the cursor right or left key to move the cursor on the exposure scale.

Move the cursor to the right to make copies darker, and to the left to make copies lighter. 1 7 PAPER SELECTION Press the cursor down or up key to select "AUTO" or "MANUAL". 1 2 2 Press the enter key. Press the enter key. 8 AMS MODE Press the cursor down or up key to select "AMS" or "100%".

5 PHO ORI.DENSITY Press the cursor right or left key to move the cursor on the exposure scale. Move the cursor to the right to make copies darker, and to the left to make copies lighter. 1 1 2 2 Press the enter key. Press the enter key. 6-12 CHAPTER 6 COPIER MANAGEMENT 9 COPY LIMIT Enter the maximum number of copies that can be made with the numeric keys. 1 @ DEFAULT DRAWER Press the cursor down or up key to select the drawer (paper feed drawer) to be automatically selected. 1 2 Press the enter key. 2 Press the enter key. 0 MARGIN WIDTH Press the cursor right or left key to select the margin width.

The width can be set between 6 mm and 18 mm in 1 mm increments. 1 # OUTPUT FORM Press the cursor down or up key to select "SORT: ON" or "SORT: OFF". 1 2 Press the enter key. 2 Press the enter key. ! BORDER WIDTH Press the cursor down or up key to select the border erase width. The width can be selected from 6, 12 and 18 mm. \$ ROTATE SORT Press the cursor down or up key to select "ON" or "OFF". 1 1 2 2 Press the enter key. Press the enter key. 6-13 CHAPTER 6 (3) Machine default settings The following 15 types of settings can be changed in the machine default setting mode.

Set them as desired, in order to gain full use of your copier. COPIER MANAGEMENT Machine default setting 1 STATUS REPORT Content of machine default setting Prints contents of machine default settings as a status report. Setting range ----- Default setting Page ----- 6-16 2 AUTO SHUT-OFF Turns the auto shut-off function (page 4-7) On or Off. The auto shut-off function automatically turns off the main switch 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 prolong the time interval that triggers auto shut-off before actually turning it off. ON/OFF ON 6-16 3 SPECIAL PAPER In case of selecting the paper size on the message display, displays (*) next to the paper size of the drawer if it contains special paper such as colored paper or recycled paper. Drawer 3 or 4 can be selected only when the optional drawer has been installed. · If special paper is loaded in the drawer, select the paper type in "5 PAPER TYPE (1ST to 4TH)". SOURCE 1 to SOURCE 4 Not set 6-17 4 APS Selects whether paper in the drawer set in "3 SPECIAL PAPER" is used or not in the auto paper selection mode or automatic drawer switching (page 2-4).

ON/OFF OFF 6-17 5 PAPER TYPE (1ST to 4TH) Selects the type (standard or special) of paper to be loaded in the drawer. · The settings for Drawers 3 and 4 are not displayed when the copier is not equipped with the optional drawers for Drawers 3 and 4. PLAIN, RECYCLED, LETTERHEAD, COLOR PLAIN

6-17 6 PAPER TYPE (BYPASS) Selects the type (standard or special) of paper to be loaded in the multi-bypass. PLAIN, TRANSPARENCY, LABELS, RECYCLED, ROUGH, LETTERHEAD, COLOR, ENVELOPE, CARDSTOCK PLAIN 6-17 7 SELECT EJECTOR OF FAX Selects whether to eject fax outputs to the copier or either the finisher or job separator. · This setting is not displayed when the copier is not equipped with the optional fax board and finisher or job separator. INNER TRAY, FINISHER, JOB SEPARATOR INNER TRAY -- 8 SELECT EJECTOR OF COPY Selects whether to eject copied paper to the copier or either the finisher or job separator. · This setting is not displayed when the copier is not equipped with the optional finisher or job separator. INNER TRAY, FINISHER, JOB SEPARATOR INNER TRAY 6-18 9 PREHEAT TIME Selects a certain length of time from when copying ends to when the energy saver function (page 4-7) is actuated. 5 to 45 MIN. (5-minute increments) 15 MIN.

6-18 6-14 CHAPTER 6 COPIER MANAGEMENT Machine default setting 0 SHUT-OFF TIME Content of machine default setting Selects a certain length of time from when the copier is not used to when the auto shut-off function (page 4-7) switches off the power automatically. The auto shut off function can be turned off as well. This setting cannot be used in that case ("2 AUTO SHUT-OFF"). The initial setting is 30 minutes. · It is recommended to prolong time interval that triggers the auto shutoff if the copier is used frequently, whereas shorten it if it is not used frequently. · See "2 AUTO SHUT-OFF" to release the auto shut-off function.



[You're reading an excerpt. Click here to read official KYOCERA KM-2030 user guide](http://yourpdfguides.com/dref/2727332)
<http://yourpdfguides.com/dref/2727332>

Setting range 15 to 240 MIN. (5-minute increments) Default setting Page 30 MIN. 6-18 ! DISPLAY CONTRAST ADJUST. Changes the display contrast when the message display is not seen clearly.

1 to 7 4 (center) 6-18 @ MANAGEMENT CODE CHANGE Changes the management code that accesses the management mode (page 6-1) and management mode in this default setting (page 6-9). · If management code is changed, keep a note of the new one. 2000 6-18 # SILENT MODE The copier can be switched to the silent mode, which stops the motor inside the copy machine immediately after copying has been finished. When "ON" is selected, the motor stops immediately after copying has been finished. ON/OFF OFF 6-18 \$ AUTO DRAWER SWITCH Selects whether the automatic drawer switching function (page 2-4) is used or not.

ON/OFF ON 6-19 % COUNTER REPORT Prints the toner counter report. ----- 6-19 6-15 CHAPTER 6 (4) How to set the machine default setting mode COPIER MANAGEMENT 6 7 NOTE Press the enter key. 1 Press the */Language key to light the indicator. The management mode selection screen will appear. Make settings as explained below.

· (>) displayed in each setting screen indicates the present setting value. · After finishing each setting, the display will return to the screen in step 5. If changing other settings, repeat step 5 to 7. 8 Press the cursor up key to select "END" and press the enter key to finish settings. 2 Press the cursor down key to select "MACHINE DEFAULT". 1 STATUS REPORT Press the cursor down key to select "STATUS REPORT". 1 3 4 Press the enter key. 2 Enter the management code "2000" with the numeric keys. NOTE Press the enter key. The status report is printed.

After finishing printing, the display will return to the screen in step 1. · If no A4 paper is set, a confirmation display will appear. Select the paper size to be used and press the Start key. NOTE · The 4-digit management code can be changed. (See "@ MANAGEMENT CODE CHANGE" on page 6-18.) 2 AUTO SHUT-OFF Press the cursor down or up key to select "ON" or "OFF". 1 5 Press the cursor down or up key to select the machine default setting to be changed. See "(3) Machine default settings" on page 6-14 for the settings that can be changed. 2 Press the enter key. 6-16 CHAPTER 6 COPIER MANAGEMENT 3 SPECIAL PAPER Press the cursor down or up key to select the paper feed drawer to be marked with (*).

1 5 PAPER TYPE (1ST to 4TH) Press the cursor down or up key to select the paper type. 1 2 Press the cursor right or left key. The mark (*) will appear beside the paper feed drawer. Press the cursor right or left key again to cancel it. 2 NOTE Press the enter key.

· The setting procedure for the paper type is the same for Drawers 1, 2, 3 and 4. NOTE · More than two marks can be put. 6 PAPER TYPE (BYPASS) Press the cursor down or up key to select the paper type. 1 3 4 APS Press the cursor up key to select "END" and press the enter key. 1 Press the cursor down or up key to select "ON" or "OFF".

2 Press the enter key. 7 SELECT EJECTOR OF FAX The optional fax board and job separator must be installed to perform this setting. If not, this setting will not be displayed. 2 Press the enter key. 6-17 CHAPTER 6 8 SELECT EJECTOR OF COPY Press the cursor down or up key to select the eject point. COPIER MANAGEMENT 1 ! DISPLAY CONTRAST ADJUST. Press the cursor right or left key to move the cursor on the exposure scale. Move the cursor to the right to make display darker, and to the left to make display lighter. 1 2 NOTE Press the enter key. 2 Press the enter key.

· The display shown in step 1 appears when the finisher is installed. If the job separator is installed, "2 JOB SEPARATOR" appears instead of "2 FINISHER". @ MANAGEMENT CODE CHANGE Enter a new 4-digit management code with the numeric keys. 1 9 PREHEAT TIME Press the cursor down or up key to select the time interval from when copying ends to when the energy saver function is actuated. Time can be set from 5 to 45 minutes in increments of 5 minutes. 1 NOTE · If you enter a wrong number, press the Stop/Clear key. The management code before change will appear. 2 2 Press the enter key. Press the enter key. # SILENT MODE Press the cursor down or up key to select "ON" or "OFF".

1 0 SHUT-OFF TIME Press the cursor down or up key to select the time interval from when copying ends to when the auto shut-off function is actuated. Time can be set from 15 to 240 minutes in increments of 15 minutes. 1 2 Press the enter key. 2 Press the enter key. 6-18 CHAPTER 6 COPIER MANAGEMENT \$ AUTO DRAWER SWITCH Press the cursor down or up key to select "ON" or "OFF".

1 3. Selection of language Selects the language to be used in the message display, from English, German, French, Italian and Spanish. 1 2 Press the enter key. Press the */Language key to light the indicator. The management mode selection screen will appear.

% COUNTER REPORT Press the cursor down key to select "COUNTER REPORT". 1 2 2 NOTE · If no A4 paper is set, a confirmation message will appear. Select the paper size to be used and press the Start key. Press the enter key. The toner counter report is printed. After finishing printing, the display will return to the screen in step 1. Press the cursor down key to select "LANGUAGE". 3 4 Press the enter key. Selectable languages will be displayed. Press the cursor down or up key to select the language.

5 Press the enter key. The language will be changed, and the message display will return to the "READY TO COPY." screen. 6-19 CHAPTER 7 OPTIONAL EQUIPMENT (1) ADF (Automatic document feeder) Automatically feeds multiple sheet originals one by one for scanning. 3 DF part names 1 Originals that can be used with the DF · Sheet originals only · Original weights: Single-sided original of 35 g/m² to 160 g/m² · Original sizes: 11" x 17"/A3 (maximum) to 5 1/2" x 8 1/2" (vertical)/A5R (minimum) · Capacity: 70 sheets (11" x 8 1/2"/A4 and smaller, 75 g/m² or 80 g/m²) 50 sheets (8 1/2" x 14"/B4 and larger, 75 g/m² or 80 g/m²) 50 sheets in auto selection mode 1 Original table (Place the originals here.) 2 Original insertion guides (Adjust the guides to the width of the originals.) 3 DF open/close handle (Hold this handle when opening and closing the DF.) 4 Original eject cover (Copied originals are stored here.) 5 DF original cover (Open this cover to remove an original misfed in the DF.



[You're reading an excerpt. Click here to read official KYOCERA KM-2030 user guide](http://yourpdfguides.com/dref/2727332)
<http://yourpdfguides.com/dref/2727332>