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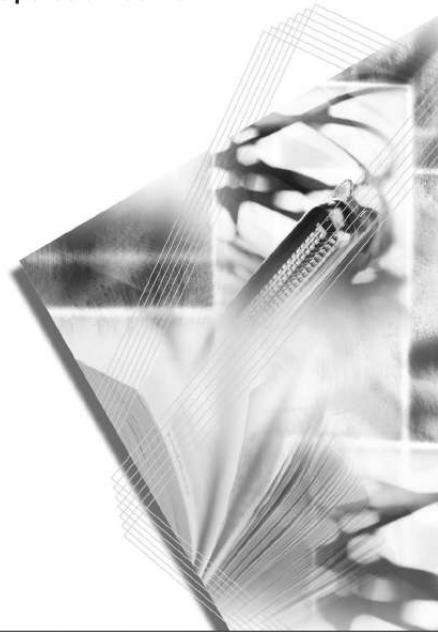
You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA KM-2050. You'll find the answers to all your questions on the KYOCERA KM-2050 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KYOCERA KM-2050
User guide KYOCERA KM-2050
Operating instructions KYOCERA KM-2050
Instructions for use KYOCERA KM-2050
Instruction manual KYOCERA KM-2050



KM-1650
KM-2050
KM-2550

Basic Operation Guide



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



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<http://yourpdfguides.com/dref/2720275>

Manual abstract:

@@This Operation Guide shows messages of the inch version. @@@@When there is even a slight difference in the message, we have listed the information for the inch version followed, in brackets, by the corresponding information for the metric version. CONTENTS 1 Names of Parts

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. Index-1 ii **MAKING FULL USE OF THE ADVANCED FUNCTIONS OF THIS MACHINE** 1 Automatic selection of the copy paper of the same size as the original <Auto paper selection mode> (See page 3-2.) 2 Reduction/enlargement for a specified cassette size <Auto zoom ratio selection mode> (See page 3-5.) 11 × 17": 129 % A3: 141 % 3 Reduction/enlargement in the range from 25 to 200 % <Zoom mode> (See page 3-6.) 8 1/2 × 11" A4 25 % 200 % 5 1/2 × 8 1/2": 64 % A5: 70 % 4 One-touch selection of the copy magnification ratio <Preset zoom mode> (See page 3-8.) 5 Making 2-sided copies from various types of originals <Duplex copying> (See page 3-9.) 6 Copying two-page originals onto separate sheets <Split copying> (See page 3-12.) 1 2 1 2 1 2 1 2 7 Automatic sorting of copy sets <Sort copying> (See page 3-15.) 8 Change of orientation of copies by set <Offset copying> (Refer to Chapter 1 in Advanced Operation Guide, Offset Copying.) 9 Combination of two or four originals onto a single copy page <Combine copying> (See page 3-17.

)!!!! 3 2 1 3 2 1 3 2 1 3 2 1 2 1 1 2 iii 10 Making a margin space on copies <Margin mode> (Refer to here printer and fax functions remain in a waiting state but energy consumption is still reduced after a certain amount of time elapses since the device was last used, as well as a Sleep Mode where printer and fax functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time. This product is equipped with the following features as a result of its compliance with International Energy Star Program standards. **Low Power Mode** The device automatically enters Low Power Mode when 15 minutes have passed since the device was last used. The amount of time of no activity that must pass before Low Power Mode is activated may be lengthened. See Low Power Mode on page 3-23 for more information. **Sleep Mode** The device automatically enters Sleep Mode when 30 minutes have passed since the device was last used. The amount of time of no activity that must pass before Sleep Mode is activated may be lengthened. For more information see Sleep Mode on page 3-24. **Automatic 2-Sided Copy Function** The Energy Star Program encourages the use of 2-sided copying which reduces the load on the environment. Your sales or service representative can provide information about adding 2-sided copying capabilities to this device.

Paper Recycling The Energy Star Program encourages the use of environmentally friendly recycled paper. Your sales or service representative can provide information about recommended paper types. vii Please read this Operation Guide before using this machine. Keep it close to the machine for easy reference. Please read this Operation Guide before using this machine.

Keep it close to the machine for easy reference. The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below. **DANGER:** Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points. **WARNING:** Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points. **CAUTION:** Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points. **Symbols** The symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol. [General warning] ...

. [Warning of danger of electrical shock] [Warning of high temperature] The 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] viii The 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 machine to an outlet with a ground connection] Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing.



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(fee required) ix **IMPORTANT! PLEASE READ FIRST. CAUTION LABELS** Caution labels have been attached to the machine at the following locations for safety purposes. Be sufficiently careful to avoid fire or electric shock when removing a paper jam or when replacing toner. Label 2 High temperature inside. Do not touch parts in this area, because there is a danger of getting burned. Label 3 High voltage inside. Never touch parts in this area, because there is a danger of electric shock. Label 1 High temperature inside. Do not touch parts in this area, because there is a danger of getting burned. Label 4 High temperature inside.

Do not touch parts in this area, because there is a danger of getting burned. NOTE: Do not remove these labels. x **INSTALLATION PRECAUTIONS**
Environment Caution Avoid placing the machine on or in locations which are unstable or not level. Such locations may cause the machine to fall down or fall over. This type of situation presents a danger of personal injury or damage to the machine.

Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock. Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire. To keep the machine cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the vents, to allow air to be properly ventilated out of the machine.

Rear: 3 15/16" 10 cm Left: 11 13/16" 30 cm Front: 39 3/8" 100 cm Right: 11 13/16" 30 cm Other precautions Adverse environmental conditions may affect the safe operation and performance of the machine. Install in an air-conditioned room (recommended room temperature: around 73.4 °F (23 °C), humidity: around 50 %), and avoid the following locations when selecting a site for the machine. Avoid locations near a window or with exposure to direct sunlight. Avoid locations with vibrations. Avoid locations with drastic temperature fluctuations. Avoid locations with direct exposure to hot or cold air. Avoid poorly ventilated locations. xi If the floor is delicate, when this product is moved after installation, the floor material may be damaged. During copying, some ozone is released, but the amount does not cause any ill effect to one's health.

If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated. Power supply/Grounding the machine Warning Do not use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock. Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock. Always connect the machine to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative. Other precautions Connect the power plug to the closest outlet possible to the machine.

The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible. Handling of plastic bags Warning Keep the plastic bags that are used with the machine away from children. The plastic may cling to their nose and mouth causing suffocation. PRECAUTIONS FOR USE Cautions when using the machine Warning Do not place metallic objects or containers with water (flower vases, flower pots, cups, etc.

) on or near the machine. This situation presents a danger of fire or electrical shock should they fall and spill liquids inside. Do not remove any of the covers from the machine as there is a danger of electrical shock from high voltage parts inside the machine. xii Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage.

These types of situations present a danger of fire or electrical shock. Never attempt to repair or disassemble the machine or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness. If the machine becomes excessively hot, smoke appears from the machine, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main power switch off () immediately, be absolutely certain to remove the power plug from the outlet and then contact your service representative. If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, turn the main power switch off () immediately. Next, be absolutely certain to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative. Do not remove or connect the power plug with wet hands, as there is a danger of electrical shock.

Always contact your service representative for maintenance or repair of internal parts. Caution Do not pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (always grasp the power plug when removing the power cord from the outlet.) Always remove the power plug from the outlet when moving the machine. If the power cord is damaged, there is a danger of fire or electrical shock. If the machine will not be used for a short period of time (overnight, etc.), turn the main power switch off (). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the machine is not in use.

Always hold the designated parts only when lifting or moving the machine. For safety purposes, always remove the power plug from the outlet when performing cleaning operations. If dust accumulates within the machine, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the machine. Other precautions Do not place heavy objects on the machine or cause other damage to the machine. Do not open the upper front cover, turn off the main power switch, or pull out the power plug during copying. When lifting or moving the machine, contact your service representative. xiii Do not touch electrical parts, such as connectors or printed circuit boards.



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They could be damaged by static electricity. Do not attempt to perform any operations not explained in this handbook. Caution: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful. Cautions when handling consumables Caution Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns. Keep the toner container and the waste toner box out of the reach of children. If toner happens to spill from the toner container or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin. If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.

If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician. If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician. If toner does happen to get on your skin, wash with soap and water. · · · DO NOT attempt to force open or destroy the toner container or the waste toner box. Other precautions After use, ALWAYS dispose of the toner container and the waste toner box in accordance with Federal, State and Local rules and regulations. Store all consumables in a cool, dark location. If you will not be using the copier for a prolonged period of time, remove all paper from the cassette and the multi-bypass tray and seal in its original packaging. xiv Laser Safety Laser radiation could be hazardous to the human body.

For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine. This machine is classified as Class 1 laser product under IEC 60825. Caution: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure. This label is attached to the laser scanner unit inside the machine and is not in a user access area.

16 ppm model/20 ppm model 25 ppm model The labels shown below are attached on the right side of the machine. Safety Instructions Regarding the Disconnection of Power Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source. VORSICHT: Der Netzstecker ist die Hauptsoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen. xv DECLARATION OF CONFORMITY TO 89/336/EEC, 73/23/EEC and 93/68/EEC We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications. Limits and methods of measurement for immunity characteristics of information technology equipment Limits and methods of measurement for radio interference characteristics of information technology equipment Limits for harmonic currents emissions for equipment input current 16A per phase Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current 16A Safety of information technology equipment, including electrical equipment Radiation Safety of laser products, equipment classification, requirements and user's guide EN55024 EN55022 Class B EN61000-3-2 EN61000-3-3 EN60950 EN60825-1 xvi Guide to this Operation Guide This operation guide has the following chapters.

The content of these chapters is summarized below to be used as a reference. 1 Names of Parts This chapter contains explanations on the names and functions of the parts of the machine and its operation panel. 2 Preparations This chapter contains explanations on procedures for loading paper and connection of this product. 3 Basic Operation This chapter contains explanations on the basic procedures of simple copying and printing. 4 Optional Equipment This chapter contains explanations on the optional equipment that can be used with this product. 5 Maintenance This chapter contains explanations on replacement of the toner container and the waste toner box and maintenance of this product. 6 Troubleshooting This chapter contains explanations on handling problems that may occur, for example, when an error message appears or if a paper jam occurs. Appendix The appendix explains the specifications of this product. xvii Guides Supplied with This Machine The following guides are supplied with this machine. Refer to the guides as needed.

Basic Operation Guide (this guide) This Basic Operation Guide contains explanations on the procedures for loading paper and connection of this product, the basic procedures of copying and printing, and troubleshooting. Advanced Operation Guide The Advanced Operation Guide contains explanations on copier and printer functions as well as default settings that can be adjusted on this machine. KX Printer Driver Installation Guide This guide describes the procedure to install the printer driver software. KX Printer Drivers Operation Guide This guide describes how to install and set the printer driver software. PRESCRIBE Commands Technical Reference PRESCRIBE is the native language of the Kyocera Mita printers. This Technical Reference contains the information about how the printing is performed using the PRESCRIBE commands as well as the font and emulation description. Also included is a list of permanent parameters and their explanation needed when customizing your printer. PRESCRIBE Commands Command Reference Gives a detailed explanation of the PRESCRIBE command syntax and parameters with the aid of print examples. xviii Conventions This guide uses the following conventions: 3 4 1 2 1 2 3 4 Bold indicates key names. Courier indicates content of the message display.

Note contain important information aside from the text. Italic refers to another page or other guide. xix xx 1 Names of Parts Main Body 1 2 3 9 10 11 1 2 3 4 5 6 7 8 9 8 5 7 6 4 Original cover -- Open/close this cover when setting the original on the platen. Output tray -- Finished copies or printouts are stored on this tray. The output tray has a storage capacity of 250 sheets of standard paper (80 g/m²).

Operation panel -- Perform operations from the main body here. Cassette 1 -- This cassette has a storage capacity of 300 sheets of standard paper (80 g/m²). Cassette 2 (20 ppm model/25 ppm model only) -- This cassette has a storage capacity of 300 sheets of standard paper (80 g/m²). Paper width adjusting tab -- Use this tab to adjust the paper width guides to fit to the width of the paper to be loaded in the cassette.



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Paper length adjusting tab -- Adjust this tab to adjust the paper length guide to fit to the length of the paper to be loaded in the cassette.

Left cover handle -- Pull this handle up to open the left cover. Multi-bypass tray -- When using small paper or special paper, set the paper here. 10 Bypass tray extension -- Pull this to use when setting A4R paper or larger paper. 11 Slider -- Adjust this to fit to the width of paper to be set in the multi-bypass tray.

1-1 Names of Parts 12 13 16 17 14 15 19 18 12 Platen -- Set an original here for copying. Be sure to lay the original face-down and align the edge of the original flush up against the left rear corner of the platen. 13 Original size indicator plates -- Be sure to set an original along these plates when setting it on the platen. 14 15 Left cover -- Open this cover if a paper jam occurs inside the machine. Waste toner box 16 Toner container release lever -- Operate this lever when replacing the toner container. 17 Toner container 18 Charger cleaner rod -- Pull this rod and then push it back again after replacing the toner container or when images become dirty.

19 Front cover -- Open this cover when replacing the toner container and the waste toner box or when cleaning this machine. 1-2 Names of Parts 23 24 25 26 22 20 21 22 20 Main power switch -- Turn this switch on (|) before using this machine. 21 Main power switch cover -- Open to operate the main power switch. 22 Handles for transport -- Hold the four recessed portions at the right and left when transporting this machine. 23 Network interface connector -- When connecting this machine to a network, connect a network cable to this connector. 24 USB interface connector -- When connecting this machine to a computer through USB, connect a USB cable to this connector. 25 Parallel interface connector -- When connecting this machine to a computer through parallel interface, connect a bi-directional parallel cable to this connector. 26 Memory card slot -- Insert an optional memory card to this slot. 1-3 Names of Parts Operation Panel 1 2 3 7 6 11 12 13 25 28 27 26 21 29 30 31 32 37 Ready to copy. 100% Auto Auto 1 5 4 8 9 10 15 16 14 17 18 22 19 23 20 24 33 34 36 35 1 System Menu/Counter key and indicator -- Press this key to set the job accounting function, adjust the default settings or set the machine. (For details, refer to Chapter 3 and Chapter 4 in Advanced Operation Guide.) Copier key and indicator -- Press this key when using the copier functions of this machine. The Copier indicator will light up when the machine is in the copier mode. Printer key and indicator -- Press this key when using the printer functions of this machine. The Printer indicator will light up when the machine is in the printer mode.

Scanner key and indicator -- Press this key when using the scanner functions of this machine. The Scanner indicator will light up when the machine is in the scanner mode. For the scanner functions, the optional network scanner kit must be installed. Fax key and indicator -- Press this key when using the fax functions of this machine. The Fax indicator will light up when the machine is in the fax mode.

For the fax functions, the optional fax kit must be installed. Combine key and indicator -- Press this key to use the combine copy function. The Combine indicator will light up. (See page 3-17.) Border Erase key and indicator -- Press this key to use the border erase function. The Border Erase indicator will light up. (For details, refer to Chapter 1 in Advanced Operation Guide, Border Erase Mode.) Duplex/Split Page key and indicator -- Press this key to perform duplex copying or use the split page function. The Duplex/Split Page indicator will light up. For duplex copying, the optional duplex unit must be installed.

(See page 3-9 and 3-12.) Offset key and indicator -- Press this key to perform offset copying. The Offset indicator will light up. (For details, refer to Chapter 1 in Advanced Operation Guide, Offset Copying.) 2 3 4 5 6 7 8 9 10 Function key -- Press this key to set the orientation of the originals or perform continuous scanning copying, auto rotation copying or EcoPrint mode. (For details, refer to Chapter 1 in Advanced Operation Guide.) 11 Scanner Function key -- Press this key to adjust various scanner settings. For the scanner functions, the optional network scanner kit must be installed. 12 Auto Selection key and indicator -- Press this key when using the auto selection mode. The Auto Selection indicator will light up.

For the auto selection mode, the optional document processor must be installed. (For details, refer to Chapter 1 in Advanced Operation Guide, Auto Selection Mode.) 1-4 Names of Parts 13 Margin key and indicator -- Press this key to use the margin function. The Margin indicator will light up. (For details, refer to Chapter 1 in Advanced Operation Guide, Margin Mode.)

) 14 Sort key and indicator -- Press this key to perform sort copying. The Sort indicator will light up. (See page 3-15.) 15 Staple key and indicator -- Press this key to perform staple copying. The Staple indicator will light up.

For staple copying, the optional finisher must be installed. (For details, refer to Chapter 1 in Advanced Operation Guide, Staple Copying.) 16 Program key -- Press this key to use a registered program for copying. (For details, refer to Chapter 1 in Advanced Operation Guide, Program Function.) 17 Zoom key / < key -- Press this key to perform zoom copying. (See page 3-5.) Also use this key to move the cursor left on the message display. 18 Auto%/100% key / key -- Press this key to switch between automatic magnification selection and same size copying. Also use this key to move the cursor down on the message display.

19 Original Size key / key -- Press this key to select the size of the original.

Also use this key to move the cursor up on the message display. 20 Paper Select key / > key -- Press this key to switch paper feed between the cassette(s) and the multi-bypass tray. The selected paper size will be indicated on the message display. (See page 3-2.) Also use this key to move the cursor right on the message display. 21 Enter key -- Press this key to register a function or currently selected item on the message display. 22 Image quality mode select key -- Press this key to select the image quality according to the type of the original. (See page 3-2.) 23 Auto Exposure key -- Press this key to select the auto exposure mode. This will detect the density of the original and set the optimal exposure for copying it.

(See page 3-3.) 24 Lighter key / Darker key / exposure display -- Press these keys to adjust the exposure. The currently selected exposure is indicated. (See page 3-3.) 25 Message display -- Displays messages on how to operate the machine as well as when trouble occurs.

Also use this key to adjust the contrast of the LCD. (For details, refer to Chapter 3 in Advanced Operation Guide, Display Contrast Adjustment.



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) 26 Ready indicator (green) Lit -- The machine is ready to print. Blinking -- An error has occurred. Clear the error referring to Displayed Messages on page 6-4.

Off -- The machine is not ready to print. 27 Data indicator (green) Lit -- The machine is processing print data. Blinking -- The machine is receiving print data.

28 Attention indicator (red) Lit -- An error has occurred. Clear the error referring to Displayed Messages on page 6-4. 29 Job Accounting key -- In the job accounting mode, press this key after copying is complete. The ID-code entry screen will appear. (For details, refer to Chapter 4 in Advanced Operation Guide.) 30 Interrupt key and indicator -- Press this key to use the interrupt mode. The Interrupt indicator will light up.

(See page 3-21.) 31 Energy Saver key and indicator -- Press this key to turn the low power mode on. In the low power mode, only the Energy Saver indicator, Power indicator, and main power indicator will light up and the other indicators on the operation panel will go out. Press the same key again to turn the low power mode off. (See page 3-23.) 32 Power key and indicator -- Press this key to turn the sleep mode on. In the sleep mode, only the main power indicator will light up and all other indicators on the operation panel will go out. Press the same key again to turn the sleep mode off. (See page 3-24.) 33 Numeric keys --

Press these keys to set the number of copies or enter a numerical value.

34 Reset key -- Press this key to reset each function and to return the machine to the initial mode. 1-5 Names of Parts 35 Stop/Clear key -- Press this key to stop copying or to change the number of copies. Also press this key to return to the previous screen from a setting screen for copier functions or the like. 36

Start key and indicator -- Press this key to start copying. Copying will start immediately if you press this key when the indicator is lit green.

37 Main power indicator -- Lights up when the main power switch is turned on (1). Initial mode (the state that the machine enters at the end of warm-up or when the Reset key is pressed) In the factory default setting, paper of the same size as the original is selected automatically (auto paper selection mode), the copy magnification ratio is set to 100 %, the number of copies to be made is set to 1 and the image quality is set to the Text + Photo mode. The settings for the initial mode can be changed using the default setting procedure. (For details, refer to Chapter 3 in Advanced Operation Guide, Default Setting Mode.) It is possible to change the cassette selected in the initial mode.

(For the 16 ppm model, the optional paper feeder must be installed. For details, refer to Chapter 3 in Advanced Operation Guide, Priority Cassette.) It is possible to change the image quality mode selected in the initial mode. (For details, refer to Chapter 3 in Advanced Operation Guide, Original Image Quality.) It is possible to change the default setting of the exposure to Auto exposure mode. (For details, refer to Chapter 3 in Advanced Operation Guide, Exposure Mode.) Notes Auto Clear Function Once a designated amount of time has passed after copying stops (between 10 and 270 seconds), the machine will return to the same settings as those after warm-up. Copies can continually be made using the same settings (copy mode, number of copies, and exposure mode) if the next batch of copying is started before the auto clear function is activated. Note For setting the time that passes before the auto clear function is activated, refer to Chapter 3 in Advanced Operation Guide, Auto Clear Time. Automatic Cassette Switching Function If multiple cassettes contain the same size paper and the paper in one cassette runs out during copying, the automatic cassette switching function will switch paper feed from the empty cassette to the other cassette that still contains paper.

Notes To use this function in the 16 ppm model, the optional paper feeder must be installed. The automatic cassette switching function can be turned off. (For details, refer to Chapter 3 in Advanced Operation Guide, Auto Cassette Switching.) The paper in both cassettes must be set in the same orientation. 1-6 Names of Parts Message Display The message display on this machine indicates the operation status of the machine. Copier Basic Screen 1 Ready to copy. 100% 2 Auto Auto 4 3 1 6 5 This screen is displayed when the Copier key is pressed. Reference number 1 2 3 4 5 6 Meaning Indicates the current status of the machine and displays the message for required operation. Displayed when the original size is automatically selected. Displays the copy magnification ratio. (See page 3-5.) Displayed in the auto paper selection mode. Displays the original size, paper size, and selected cassette. Displays the number of copies.

Printer Basic Screen 1 2 3 4 Ready GO CANCEL MENU This screen is displayed when the Printer key is pressed.

Reference number 1 2 Meaning Indicates the current status of the machine and displays the message for required operation. Select to switch between online and offline, to print/resume printing, to clear a specific error, and to begin a new page to forcibly print the last page that waits for printing. Select to stop printing in progress. Select to perform network setting. (See Network (TCP/IP) Settings on page 2-15.

) Also select this to change various printer functions and settings. (Refer to Chapter 2 in Advanced Operation Guide.) 3 4 1-7 Names of Parts Note The following procedure can also be used for changing the default settings of the printer functions. 1 2 3 Press the System Menu/Counter key. Press the default key or the key to select Printer Press the Enter key. The same screen as displayed when MENU is selected on the printer basic screen is displayed. System Menu / Counter: Copy default Machine default Printer default 1-8 2 Preparations Loading Paper Paper can be loaded into either the cassette or the multi-bypass tray. For details on paper that can be used, refer to Appendix in Advanced Operation Guide, Paper. Note for Adding Paper After taking new paper out of its packaging, be sure to fan through the paper a few times to separate the sheets before loading that paper into the cassette or the multi-bypass tray.

Set the paper in the cassette with the side which faced the top of its packaging facing up. Important! · When using paper that has been run through a machine before, check it to make sure that all staples and paper clips have been removed. Not doing so may result in poor images or malfunctions. Straighten out any creases or curls in the paper before loading it. Failure to straighten out creases and curls may lead to paper jams. 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 the cassette, store the remaining paper sealed in the paper storage bag.



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Also if any paper remains in the multi-bypass tray, store the paper sealed in the paper storage bag. Before leaving the machine in disuse for a prolonged period of time, remove the paper from the cassette and seal it in the paper storage bag to protect it from moisture. · · 2-1 Preparations Loading Paper into the

Cassette Standard paper, recycled paper, and colored paper can be loaded into the cassette.

Up to 300 sheets of standard paper (80 g/m²) or 100 sheets of thick paper (90 to 105 g/m²) can be set. Paper sizes that can be loaded are: A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II), 8K, and 16K. Important! 1 Specify the type of paper that is loaded into the cassette (standard, recycled, etc.). For the method of setting, refer to Chapter 3 in Advanced Operation Guide, Paper Type (cassettes 1 to 4).

Pull the cassette out toward you as far as it will go. Note 2 Do not pull more than one cassette out at a time. Push down on the cassette base plate and secure it. 3 Grasp the paper width adjusting tab and adjust the width guides to the paper size. Important! Note Make sure that the width guides are flush against the paper.

If there is space between the guides and the paper, set the width guides again. The paper sizes are impressed in the cassette. 2-2 Preparations 4 Grasp the paper length adjusting tab and adjust the length guide to the paper size. Important! · Make sure that the length guide is flush against the paper. If there is space between the guide and the paper, set the length guide again. When setting 11 × 17" (Ledger) paper, move the paper length guide to the right end and push it down as shown in the illustration. · Note 5 The paper sizes are impressed in the cassette. Set the paper straight from the upper part. Important! · Be careful not to bend or crease the paper when inserting it into the cassette. Creases in the paper may lead to paper jams.

The maximum paper limit indicator A is provided on a paper width guide. Make sure that the paper loaded is below the maximum paper limit indicator. When loading paper into the cassette, set it with the side which faced the top of its packaging facing up. A · · · Be sure to adjust the width and length guides to the paper size before loading the paper. Failure to do so may result in paper skewing or jamming. If the length and width guides are not flush against the paper, a size that is different from the actual size may be displayed on the message display. When the paper has become wrinkled from moisture and cannot be fed, set the paper so that the wrinkled side is toward the length guide. · · Note When loading paper into the cassette, set it with the side to be printed facing up. 2-3 Preparations 6 Set the accompanying paper sheet so that the paper size set in the cassette can be identified from the front of the cassette. 7 Gently push in the cassette.

Important! When the machine will not be used for a long period of time, remove the paper from the cassette, put it in a storage bag, and seal the bag in order to protect the paper from moisture. Setting Paper in the Multi-Bypass Tray In addition to standard paper and recycled paper, special paper (45 to 160 g/m²) can also be set. Up to 50 sheets of standard (80 g/m²) paper (25 sheets of A3, B4, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), or 8K) can be set. The paper sizes that can be used are: A3 to A6R, postcard, Folio, 11 × 17" (Ledger) to 5 1/2 × 8 1/2" (Statement), 8K and 16K. Be sure to set special paper in the multi-bypass tray.

The types of special paper and their respective number of sheets that can be loaded are shown below. · · · Color paper: 50 sheets Postcard: 10 sheets Thin paper/thick paper (45 to 160 g/m²): 50 sheets to 5 sheets (the number of sheets differs depending on paper size and thickness) When using the multi-bypass tray, set the paper size and type referring to Multi-Bypass Tray Settings on page 2-6. You can set the multi-bypass tray so that when you select the multi-bypass tray, the Bypass Paper size screen is displayed. For the method of setting, refer to Chapter 3 in Advanced Operation Guide, Multi-Bypass Tray Confirmation Display. Important! · 1 Open the multi-bypass tray.

2-4 Preparations Note When setting paper greater than A4R/8 1/2 × 11" (Letter), pull out the bypass tray extension to match the paper size. 2 Adjust the sliders to the width of the paper to be set. 3 Set the paper along the sliders and put it in until it stops. Important! · · · Always straighten out postcards and other types of thick paper that are curled before using them. The paper may not be fed depending on the paper quality. When loading paper into the multi-bypass tray, set it with the side which faced the top of its packaging facing down. If the front end of the paper is curled, straighten it out before setting it. Make sure there are no creases, etc. in the paper. Creases in the paper may lead to paper jams.

Make sure that the slider is flush against the edge of paper. If not, adjust the slider until it is flush with the edge of paper. Note When loading paper into the multi-bypass tray, set it with the side to be printed facing down. 2-5 Preparations Multi-Bypass Tray Settings Set the following items for feeding paper from the multi-bypass tray. Paper Size Set the size of paper to be used from the multi-bypass tray. You can use irregular size paper by inputting the size. Note If the paper size is unknown or no particular paper size setting is required, select Universal Size. Selecting a Size from Regular Sizes Sizes that can be set: Inch Specification -- 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), 8 1/2 × 11" (Letter), 11 × 8 1/2", 5 1/2 × 8 1/2" (Statement), A4R, A4 Metric Specification -- A3, B4, A4R, A4, B5R, B5, A5R, B6R, A6R, 8 1/2 × 11" (Letter), 11 × 8 1/2", Folio 1 Press the System Menu/Counter key. 2 Press the setting key or the key to select Bypass System Menu / Counter: End Language Bypass setting 3 Press the Enter key.

4 Press the key or the key to select the paper size. Bypass Paper size: Input Size 2-6 Preparations 5 Press the Enter key. The Bypass Paper type screen is displayed. Proceed to Paper Type described below. Selecting a Size from Other Regular Sizes Sizes that can be set: Inch Specification -- A3, B4, B5R, B5, A5R, B6R, A6R, HAGAKI, Folio, Executive, ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm.



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#10, Comm. #9, Comm. #6-3/4, Monarch, OufukuHagaki, YOUKEI 2, YOUKEI 4, 8K, 16KR, 16K Metric Specification -- 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), 5 1/2 × 8 1/2" (Statement), HAGAKI, Executive, ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm. #10, Comm. #9, Comm.

#6-3/4, Monarch, OufukuHagaki, YOUKEI 2, YOUKEI 4, 8K, 16KR, 16K 1 Press the System Menu/Counter key. 2 Press the setting. key or the key to select Bypass System Menu / Counter: End Language Bypass setting 3 Press the Enter key. 4 Press the key or the Regular Size. key to select Other Bypass Paper size: Other Regular Size 2-7 Preparations 5 Press the Enter key. 6 Press the key or the key to select the paper size. Other Regular Size: 7 Press the Enter key. The Bypass Paper type screen is displayed. Proceed to Paper Type described below. Inputting a Paper Size 1 Press the System Menu/Counter key.

2 Press the setting. key or the key to select Bypass System Menu / Counter: End Language Bypass setting 3 Press the Enter key. 2-8 Preparations 4 Press the key or the key to select Input Size. Bypass Paper size: * Universal Size Input Size 5 Press the Enter key. 6 Press the < key or the > key to set the vertical size. You can set the vertical size to 3 7/8" to 11 5/8" in 1/8" increments [98 to 297 mm in 1 mm increments]. Input size 3 7 8" 5 7 8" 7 Press the key to select the horizontal size. 8 Press the < key or the > key to set the horizontal size. You can set the horizontal size to 5 7/8" to 17" in 1/8" increments [148 to 432 mm in 1 mm increments]. Input size 3 7 8" 5 7 8" 9 Press the Enter key.

The Bypass Paper type screen is displayed. Proceed to Paper Type described below. 2-9 Preparations Paper Type To set the paper type to be used in the multi-bypass tray, continue the procedure from Paper Size setting. Paper types that can be set: Plain, Transparency, Preprinted, Labels, Bond, Recycled, Vellum, Rough, Letterhead, Color [Colour], Prepunched, Envelope, Cardstock, Thick paper, High quality, Custom 1 (to 8) 1 Press the key or the key to select the paper type. Bypass Paper type : * Plain Transparency Preprinted 2 Press the Enter key.

The message display returns to the copier basic screen. 2-10 Preparations Connecting the Cables This machine can be connected either to a network or directly to a single computer. This section describes the procedures to make both types of connection. Connecting the Network Cable To connect this machine to a network, use an Ethernet cable (10Base-T or 100Base-TX). 1 Open the main power switch cover located on the right side of the machine, turn the main power switch off (), and remove the power cord from the outlet.

2 Connect the network cable to the network interface connector at the right side of the machine. 3 4 Connect the other end of the network cable to your network device (hub). Make network settings. (See page 2-15.) Connecting the Printer Cable To connect the machine directly to your computer, use either a parallel cable or a USB cable. Important! 1 Be sure to turn the main power switch of this machine off before connecting the printer cable. Open the main power switch cover located on the right side of the machine, turn the main power switch off (), and remove the power cord from the outlet. Turn the power of your computer off. 2-11 Preparations 2 Connect the printer cable to the parallel interface connector or the USB interface connector located at the right side of the machine. Notes · Use the USB cable that complies with Revision 2.

0 of the USB standard. (a rectangular Type A plug and a square Type B plug). The USB cable should be shielded and not be longer than 5 meters (16 feet). · 3 Connect the other end of the printer cable to the parallel interface connector or a USB interface connector on your computer. 2-12 Preparations Connecting the Power Cord Connect the power cord to this machine. 1 Connect the power cord to the power cord connector located at the right side of the machine. 2 Connect the other end of the power cord to a power outlet. 2-13 Preparations Turning the Power On Turn the power of this machine on. 1 Open the main power switch cover located on the right side of the machine and turn the main power switch on (1). The machine starts to warm up.

2 Once warm-up is completed, the Start indicator lights up green. 2-14 Preparations Network (TCP/IP) Settings Register the IP address of this machine. Notes · · The IP address that should be registered here differs depending upon your network environment. Check with your network administrator before performing this setting. If you use the following procedure to manually register the IP address, be sure to turn the DHCP setting Off and the TCP/IP setting On.

(For details, refer to Chapter 2 in Advanced Operation Guide, Network Setting.) 1 Press the Printer key. 2 Press the key or the key to select MENU. Ready GO CANCEL MENU 3 Press the Enter key. 4 Press the key or the key to select Interface.

Menu Back Print Status Page Interface 5 Press the Enter key. 6 Press the key or the key to select Network. Interface Back Parallel Network 2-15 Preparations 7 Press the Enter key. 8 Press the key or the key to select TCP/IP. Network setting: Back NetWare TCP/IP 9 Press the Enter key. 10 Press the key or the key to select Change #. TCP/IP On Off Change # 11 Press the Enter key. 12 Press the key or the key to select IP Address. TCP/IP Setting Back DHCP IP Address 13 Press the Enter key. 2-16 Preparations 14 Use the numeric keys to input the IP address.

Enter the first block of 3 digits of the address in the highlighted area. IP Address 0. 0. 0 15 16 Press the # key. Enter the next block of 3 digits of the address in the highlighted area. IP Address 10 . 0. 0 17 18 Continue the same procedure for the other 2 blocks.

Press the Enter key. Next, set the subnet mask. Registering the Subnet Mask To register the subnet mask, continue the procedure from step 18 above. 1 Press the key or the key to select Subnet Mask. TCP/IP Setting DHCP IP Address Subnet Mask 2 Press the Enter key.

3 Use the same procedure as steps 14 to 17 of IP address setting to input the address. Subnet Mask 0. 0. 0 2-17 Preparations 4 Press the Enter key. Next, set the default gateway. Registering the Default Gateway To register the default gateway, continue the procedure from step 4 above. 1 Press the key or the key to select Gateway. TCP/IP Setting IP Address Subnet Mask Gateway 2 Press the Enter key.



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3 Use the same procedure as steps 14 to 17 of IP address setting to input the address. Gateway 0. 0. 0. 0 4 Press the Enter key. 5 When you finish making all of the network setting, press the Reset key.

The message display returns to the printer basic screen. 2-18 Preparations Setting the Date and Time Set the current date and time, time difference from the Greenwich Mean Time (GMT), and summer time. 1 Press the System Menu/Counter key. 2 Press the default. key or the key to select Machine System Menu / Counter: Job Accounting Copy default Machine default 3 Press the Enter key. 4 Use the numeric keys to input the four-digit management code. The management code at the factory default setting is 1600 for the 16 ppm model, 2000 for the 20 ppm model, and 2500 for the 25 ppm model. Enter pin code using # key. Note 5 The four-digit management code can be changed. (For details, refer to Chapter 3 in Advanced Operation Guide, Administrator Management Code Change.

) If the management code is accepted, the Machine default screen is displayed. Machine default: End Auto Cassette SW Paper Size(1st) Machine default: Low power time Key sound On/Off Date/Time : On : Auto 1 6 Press the key or the key to select Date/Time. : 15Min. : On : 06:33 2-19 Preparations 7 Press the Enter key. Setting the Time Difference 8 Press the key or the key to select Time Zone.

Date/Time: : 06:33 Time DST : Off Time Zone : GMT+00:00 9 Press the < key or the > key to set the time difference. Next, set the time. Setting the Time 10 Press the key or the key to select Time. Date/Time: End Time DST : 06:33 : Off 11 Press the < key or the > key to set the current time. Next, set the summer time.

Setting the Summer Time 12 Press the key or the [Summertime]. key to select DST Date/Time: End Time DST : 06:33 : Off 2-20 Preparations 13 Press the < key or the > key to select On or Off. Next, set the date. Setting the Date 14 Press the key or the key to select Year. Date/Time: : Off DST Time Zone : GMT+00:00 Year :7 15 Press the < key or the > key to set the current year. 16 Press the key or the key to select Month. Date/Time: Time Zone : GMT+00:00 Year :7 Month : 11 17 Press the < key or the > key to set the current month. 18 Press the key or the key to select Day. Date/Time: Year Month Day :7 : 11 : 28 2-21 Preparations 19 Press the < key or the > key to set the current day. 20 After all the setting is complete, press the key to select End.

key or the Date/Time: End Time DST : 06:33 : Off 21 Press the Enter key. 22 Press the Reset key. The message display returns to the copier basic screen. 2-22

Preparations Language Setting You can select the language to be used on the message display. The following languages are available for selection: Inch Specification -- English, French (Français), Spanish (Español), and Japanese () Metric Specification -- English, German (Deutsch), French (Français), Spanish (Español), and Italian (Italiano) For details, refer to Chapter 3 in Advanced Operation Guide, Language Setting. Other Settings Various default settings can be adjusted to your preference in this machine. For details on the setting items and the setting method, refer to Chapter 3 in Advanced Operation Guide, Default Setting Mode. 2-23 Preparations 2-24 3 Basic Operation This chapter explains the following operations. For other functions, refer to the Advanced Operation Guide. Basic Copying Procedure Zoom Copying Duplex Copying Split Copying Sort Copying Combine Copying Interrupt Mode Low Power Mode Sleep Mode Basic Printing Procedure Basic Copying Procedure 1 Open the main power switch cover located on the right side of the machine and turn the main power switch on (\).

At the end of warm-up, the Start indicator lights up green. 2 Set the original onto the platen. Be sure to set the original by aligning it with the left rear corner of the platen along the original size indicator plates. Note For the method of setting originals in the optional document processor, see Setting Originals in the Document Processor on page 4-2. 3-1 Basic Operation 3 Select the desired copier's functions to use.

4 Select the copy paper. If Auto is displayed on the message display, copy paper of the same size as the original is automatically selected. Ready to copy. 100% Auto Auto 1 To change the paper size, press the Paper Select key to select the desired paper source. Notes · · It is possible to disable this auto paper selection function.

(For details, refer to Chapter 3 in Advanced Operation Guide, Paper Selection.) It is also possible to specify a cassette that will be selected automatically even without setting any originals. (For details, refer to Chapter 3 in Advanced Operation Guide, Priority Cassette.) 5 Press the image quality mode select key to light up the desired image quality mode indicator. Image quality mode Text + Photo Text Photo Description Select to copy originals that contain a mixture of both text and photographs. Select to copy originals that contain large amounts of text, such as documents, etc. Select to copy originals that contain photographs. Notes · It is possible to adjust the copy exposure in each of the image quality modes. (For details, refer to Chapter 3 in Advanced Operation Guide, Exposure Adjustment for Text + Photo Originals, Exposure Adjustment for Text Originals, and Exposure Adjustment for Photo Originals.) It is also possible to change the default image quality mode to be selected in the initial mode.

(For details, refer to Chapter 3 in Advanced Operation Guide, Original Image Quality.) · 3-2 Basic Operation 6 Adjust the exposure. You can adjust the exposure either manually (manual exposure mode) or automatically (auto exposure mode) with automatic detection of the contrast of the original. (For details, refer to Chapter 1 in Advanced Operation Guide, Copy Exposure Adjustment.) 7 Press the numeric keys to set the desired number of copies. Up to 999 can be set. 8 Press the Start key. When the Start indicator is lit green, copying can be performed. 9 Finished copies are output onto the output tray. Note The capacity of the output tray is 250 sheets of standard paper (80 g/m²).

The capacity, however, varies with the condition of the paper to be used. 3-3 Basic Operation If the optional fax kit is not installed: Caution If the machine will not be used for a short period of time (overnight, etc.), turn the main power switch off (). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the machine is not in use.



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If the optional fax kit is installed: When the main power switch is turned off or the power plug is removed from the outlet, fax transmission and reception cannot be performed. 3-4 Basic Operation Zoom Copying The zoom ratio can be changed to reduce or enlarge the copies. The following modes are available for zoom copying. Mode Auto zoom ratio selection mode Zoom mode Preset zoom mode Description Original images are reduced or enlarged according to the selected paper size. The zoom ratio can be changed from 25 % to 200 % in 1 % increments.

A preset zoom ratio can be used to reduce or enlarge original images. Inch Specification 200 % (5.5 × 8.5 11 × 17), 154 % (5.5 × 8.5 8.5 × 14), 129 % (8.5 × 11 11 × 17), 121 % (8.5 × 14 11 × 17), 78 % (8.5 × 14 8.

5 × 11), 77 % (11 × 17 8.5 × 14), 64 % (11 × 17 8.5 × 11), 50 % (11 × 17 5.5 × 8.5) Metric Specification 200 % (A5 A3), 141 % (A4 A3, A5 A4), 127 % (Folio 106 % (11 × 15" A3), 90 % (Folio A4), 75 % (11 × 15" 70 % (A3 A4, A4 A5), 50 % (A3 A5) Metric Specification (Asia Pacific) 200 % (A5 A3), 141 % (A4 A3, B5 B4), 122 % (A4 A5 B5), 115 % (B4 A3, B5 A4), 86 % (A3 B4, A4 81 % (B4 A4, B5 A5), 70 % (A3 A4, B4 B5), 50 % (A3 A5) B4, B5), A3), A4), Auto Zoom Ratio Selection Mode Original images are reduced or enlarged according to the selected paper size. 8 1/2 × 11" A4 11 × 17": 129 % A3: 141 % 5 1/2 × 8 1/2": 64 % A5: 70 % Note You can set a default setting so that the auto zoom ratio selection mode is selected when you select a cassette. (For details, refer to Chapter 3 in Advanced Operation Guide, Default Magnification.) Set the original. 1 3-5 Basic Operation 2 Press the Auto%/100% key. Auto % is displayed on the message display.

3 Press the Paper Select key to select the copy paper. The zoom ratio is displayed on the message display. 4 Press the Start key. Copying starts. Zoom Mode With this mode, the zoom ratio can be set between 25 % and 200 % in 1 % increments.

25 % 200 % 1 Set the original. 3-6 Basic Operation 2 Press the Zoom key. 3 Use the numeric keys to input the zoom ratio. The zoom ratio is displayed on the message display. (The display example shows a screen displayed when an operator enters 1, 1, and 8.

) Zoom: 118% 121%:8.5x14 100%: 78%:8.5x14 11x17 8.5x11 4 Press the Enter key. 5 Press the Start key. Copying starts. 3-7 Basic Operation Preset Zoom Mode With this mode, the zoom ratio can be set to one of the preset ratios. 1 Set the original. 2 Press the Zoom key. 3 Press the key or the zoom ratio.

key to select the desired Zoom: 100% 121%:8.5x14 100%: 78%:8.5x14 11x17 8.5x11 4 Press the Enter key. The zoom ratio is displayed on the message display. Ready to copy. 121% Auto Auto 1 5 Press the Start key. Copying starts. 3-8 Basic Operation Duplex Copying Two-sided copies can be made from a variety of originals including double-page spread or two-sided originals. Original Note The optional duplex unit must be installed.

The following modes are available for duplex copying. Mode Description Copy 1 sided->2 sided One-sided originals are copied onto the front and back sides of the [1-sided->2-sided] (2-side copy paper. If the number of originals is odd, the back side of the copying from 1-sided originals) last copy page is blank. Original Copy Note In the 1-sided to 2-sided mode, select the following setting. · · Binding at left/right of originals Binding at left of copies: The images for the back side are copied without rotation.

..A Binding at left/right of originals Binding at top of copies: The images for the back side are rotated 180 degrees and copied. Finished copies can be bound at the top so that double-page spread pages are copied in the same orientation..

.B ghi def abc A abc ghi B ghi abc def Original def Copy 3-9 Basic Operation Mode Description Front and back sides of originals are copied in the same way onto 2 sided->2 sided both sides of copy paper. [2-sided->2-sided] (2-sided copying from 2-sided originals) Original Copy Note The paper sizes that can be used are A3 to A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 11" (Letter), 11 × 8 1/2", 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II), 8K, 16K, and 16KR. Book->2-sided (2-sided copying from double-page spread originals) A double-page spread original of magazines, books, etc. can be copied onto both sides of copy paper by pressing the Start key one time. Original Copy Note The original sizes that can be used are A3, B4, A4R, B5R, A5R, 11 × 17" (Ledger), 8 1/2 × 11" (Letter), and 8K. The paper sizes are limited to 11 × 8 1/2" and 16K in the inch specifications and A4, B5, and 16K in the metric specifications. The paper size can be changed and the zoom ratio adjusted to fit the size of the paper. 1 Set the original. 2 Press the Duplex/Split Page key.

3 Press the key or the key to select the desired duplex copy mode from 1 sided->2 sided [1-sided->2-sided], 2 sided->2 sided [2-sided->2-sided], and Book->2-sided. Duplex/Split Page: 1 sided 2 sided 2 sided 2 sided Book 2-sided 3-10 Basic Operation 4 Press the Enter key. If you have selected 1 sided->2 sided [1-sided->2-sided], proceed to the next step. If you have selected 2 sided->2 sided [2-sided->2-sided] or Book->2-sided, proceed to step 7. 5 Press the key or the finished stitch side. key to select the desired Saddle Stich Direction: Left side Top side 6 Press the Enter key. 7 Press the Start key. Scanning of the original starts. If the originals have been set in the optional document processor, copying starts automatically. @@In this case, proceed to the next step.

8 9 Replace the original and press the Start key. Scanning of the original starts. If no original remains, press the Enter key. Copying starts. 3-11 Basic Operation Split Copying Each page of double-page spread or two-sided originals is copied separately.

1 2 1 2 1 2 Original The following modes are available for split copying. Mode 2 sided->1 sided [2-sided->1-sided] (Split copying from double-page spread originals) Description Each page of 2-sided originals is copied separately. Copy 1 1 2 Original Note The original sizes that can be used are A3, B4, A4R, B5R, A5R, 11 × 17" (Ledger), 8 1/2 × 11" (Letter), and 8K. The paper sizes are limited to 11 × 8 1/2" and 16K in the inch specifications and A4, B5, and 16K in the metric specifications. The paper size can be changed and the zoom ratio adjusted to fit the size of the paper. Book->1-sided (Split Each page of double-page spread originals of magazines, books, copying from 2-sided originals) etc.



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