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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA KM-2810. You'll find the answers to all your questions on the KYOCERA KM-2810 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-2810
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 KYOCERA
KM-2810/KM-2820
Quick Guide

About this Guide

This Guide is intended to help you operate the machine correctly, perform routine maintenance and take a simple troubleshooting action as necessary, so that you can always use the machine in good condition.

Keep this guide in the pocket on the right side.



The following work can be done by this machine.

To make copies

- Basic Copying
- Combine Mode
- Duplex Mode
- EcoPrint
- Print Override Mode

To send documents

- Send as E-mail
- Send to Folder (SMB)

To send a FAX

- Using One-touch Keys
- Printing Activity Reports
- Memory Forwarding
- Delayed Transmission
- Broadcast Transmission
- Network FAX

To print

- Printing Documents Stored in USB Memory

Program function

- Registering Program Functions
- Using Program Functions



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Manual abstract:

Keep this guide in the pocket on the right side. The following work can be done by this machine. To make copies · Basic Copying · Combine Mode · Duplex Mode · EcoPrint · Print Override Mode To send documents · Send as E-mail · Send to Folder (SMB) To send a FAX · Using One-touch Keys · Printing Activity Reports · Memory Forwarding · Delayed Transmission · Broadcast Transmission · Network FAX To print · Printing Documents Stored in USB Memory Program function · Registering Program Functions · Using Program Functions Contents 1 Preparation

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.....21 2 1 Preparation Power On/Off When the main power indicator is lit... Press Power.

1 When the main power indicator is off... Open the main power switch cover and turn the main power switch on. 3 Operation Panel Left Side 1 2 3 4 5 1. 2. 3. 4. 5. 6.

7. 8. 9. 10. 6 8 7 System Menu/Counter Key Document Box Key Copy Key Address Book Key Message Display Send Key FAX Key One-touch Keys Left Select Key Right Select Key 11 12 13 14 15 16 9 10 Right Side 17 0 18 19 11. 12. 13. 14. 15. 16.

17. 18. 19. Arrow Key Function Menu Key Numeric Keys Clear Key Stop Key Program Keys Power Key OK Key Start Key 4 Message Display The following examples explain the messages and icons used on the message display. Copier Screen 1 2 3 4 5 Ready to copy. A4q 100% Zoom s VX] [Copies: A4a 1 6 7 1 [] Send Scrrn 1 9 4 5 Ready to send. Dest.: 3 p :qwerty@as01.net A4 Off [SendSize] [Subject] 8 Number Meaning 1 Indicates the current status of the machine. Also displays the title of the current menu whenever the operation panel is being used.

Displays an icon that indicates the currently selected source of paper feed. Displays the size of the original(s). @@@@Displays the number of copies. Displays the paper size to be copied. Displays the number of destinations. @@An example of a route map and its significance is shown below. 1. Press [Copy]. The basic screen appears. Ready to copy.

A4q 100% Zoom s VX] [Copies: A4a 1 [] 2. Press [Function Menu]. The Function Menu screen appears. 3. Press the up () or down () to select Original Size.

@@@Press [OK]. The Original Size screen appears. 5. Press or to select the original size. Original Size: 1 *A4q 2 A5q 3 A6q [Exit ab] 6. Press [OK]. The display shows Completed and returns to the basic screen. 6 2 Operation Copy Functions Basic Copying Follow the steps as below for basic

copying. 1. Press [Copy]. NOTE: If the panel is turned off, press [Power] and wait for the machine to warm up. Ready to copy. A4q 100% Zoom s VX] [Copies: A4a 1 2] 2. Place the originals on the platen or in the optional document processor. 3.

Use the numeric keys to enter the copy quantity. Specify the desired number up to 999. 4. Press [Start]. Copying begins. 5. Remove the finished copies from the top tray. Combine Mode This mode allows you to copy 2 or 4 originals combined onto a single page. 1. Press [Copy].

2. Place the originals. 3. Press [Function Menu]. 4.

Press or to select Combine and press [OK]. 5. Press or to select 2 in 1 or 4 in 1 and press [Right Select] (Detail). 6. Press or to select the direction of the layout and press [OK].

7. Press or to select the borderline and [OK]. 8. Press or to select the original orientation and press [OK]. 9. Press [Start]. Copying begins. Duplex Copying Using the document processor, you can automatically print on both sides of the paper. 1. Press [Copy].

2. Place the originals. 3. Press [Function Menu]. 4. Press or to select Duplex and press [OK]. 7 5. Press or to select duplex printing mode and press [Right Select] (Detail). 6. Press or to select the binding and press [OK].

7. Press or to select original orientation and press [OK]. 8. Press [Start]. Copying begins.

EcoPrint Use EcoPrint to save toner when printing. Use this function for test copies or any other occasion where high quality print is unnecessary. 1. Press [Copy]. 2.

Place the originals. 3. Press [Function Menu]. 4. Press or to select EcoPrint and press [OK]. 5. Press or to select On and press [OK]. 6. Press [Start]. Copying begins.

Print Override Mode The print override mode allows the current job to be interrupted in order to make copies of a more urgent job. After the print override processing is completed, the interrupted job will be resumed. 1. Press [Copy]. 2. Press [Function Menu]. 3. Press or to select Print Override and press [OK]. 4. Press or to select On and press [OK].

5. Press [Right Select] (Exit). 6. Program the functions as required and use the numeric keys to enter the number of copies required. 7.

Place the original. 8. Press [Start]. Copying begins. Scan Functions Send as E-mail Sends a scanned original image as an E-mail attachment.

1. Press [Send]. 2. Press or to select E-Mail. 3. Press [OK]. 4. Enter the e-mail address with numeric keys. 5. Press [OK].

6. Program the settings as required from [Function Menu]. 7. Place the originals. 8 8. Press [Start]. The scanned image is sent to the destination e-mail address as an attachment. Send to Folder (SMB) Stores a scanned original image file in the specified shared folder of any PC. 1. Press [Send].

2. Press or to select Folder(SMB) and press [OK]. 3. Enter the Host Name with numeric keys and press [OK]. 4.

Enter the Path with numeric keys and press [OK]. 5. Enter the Login User Name with numeric keys and press [OK]. 6. Enter the Login Password with numeric keys and press [OK].

7. Press [Right Select] (Yes). The connection begins. When the connection succeeds, the display shows Completed. NOTE: If the connection fails, the display shows Cannot connect. Press [Right Select] (OK). Return to step 3. Confirm the destination and input it again. 8. Press [Right Select] (OK).

The display shows Completed and returns to the basic screen. 9. Place the originals. 10. Press [Start]. The scanned image is sent to the destination folder. 2

FAX Functions Using One-touch Keys Register destinations to One-touch keys, and you can enter the desired destination by pressing the applicable One-touch key. Registering a New One-touch Key 1. In the basic screen, press and hold [One-touch] that registers for at least two seconds. The Select Key No. screen appears. 2. Press or to select the key number to which you want to register the destination. 3. Press [OK].

The Address Book screen appears. 4. Press or to select the destination (contact or group) you want to register. 5. Press [OK].

The selected destination is registered to the One-touch key. The display shows Registered. and returns to the basic screen. 9 Selecting a Destination by One-touch Key 1. @@@@2. @@1. Press [Status/Job Cancel]. 2. Press or to select FAX and press [OK]. 3.

@@4. Press [Left Select] (Yes). The message Accepted. @@@@1. Press [FAX]. 2. Place the originals. 3. Press [Function Menu]. 4.

Press or to select FAX Delayed TX and press [OK]. 5. Press or to select On and press [OK]. 6. @@7.

Press [OK].



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8. Set the destination, and press [Start]. @@@@1. Press [FAX].

2. Place the originals. 3. Select the destination. @@@@4. After selecting all the destinations, press [Start]. @@@@1. @@2. Select Print from the File menu. @@3.

@@4. Enter the page numbers, etc., to be faxed. 5. Click Properties in order to access the Properties window. 6. @@7. @@Click OK. The Transmit Settings dialog box will appear. 8.

Use the keyboard to enter the destination fax number. 9. Click Add to Destination List. @@To send the same documents to more than one destination, repeat steps 9 and 10 as required. 10.

Click Send to initiate the fax transmission operation. 11 Print Functions Printing Documents Stored in USB Memory Plugging USB memory directly into the machine enables you to quickly and easily print the files stored in the USB memory without having to use a computer. 1. Plug the USB memory into the USB memory slot. 2.

Press [Document Box]. 3. Press or to select USB Memory and press [OK]. 4. Press or to select the file you want to print and press [Right Select]. If there are 3 or more files and folders, pressing or repeatedly scrolls up or down through the list. To print other folders, repeat step 4 as required. 5. Press [OK]. 6.

Press or to select Print and press [OK]. 7. To print 2 or more copies, use the numeric keys to set the number of copies to be printed. 8. Press [OK]. 9. Press or to select the tray containing the paper you want to use and Press [OK]. 10. Press [Start]. Printing begins.

System Functions Registering Program Functions Up to four combinations of copy or send option modes and functions displayed on the operation panel can be registered as a single program. 1. Select the copy or send options to be registered (for example: 5 copies, Original size A4, Cassette 1). 2. Press and hold [Program] (1 to 4) that registers for at least two seconds.

The program is registered. IMPORTANT: When the program has already been registered, press or to select Overwrite, and press [OK]. The message Overwrite Are you sure? is displayed. Press [Left Select] (Yes), the program is registered. Using Program Functions 1.

Press [Program]. The display shows Recalled and the program is loaded. 2. Position th If the paper is jammed inside the fuser unit, open the fuser cover and remove the paper by pulling it out. CAUTION: The fuser unit inside the machine is hot. Do not touch it, as it may result in burn injury. 3. Close the rear cover, and open and close the front cover to clear the error. The machine warms up and resumes printing. 18 Optional Document Processor 1.

Remove all of the originals from the document feed tray. 2. Open the document processor cover. 4 3. Remove the jammed original. If the original is caught in the rollers or difficult to remove, proceed to the next step. 4. Open the document processor. 19 5. Remove the jammed original.

If the original tears, remove every loose scrap from inside the machine. 6. Close the document processor. 7. Place the originals.

20 5 Cleaning Clean the machine regularly to ensure optimum output quality. CAUTION: For safety, always unplug the power cord before cleaning the machine. Original Cover / Glass Platen Wipe the backside of the original cover, the inside of the document processor and the glass platen with a soft cloth dampened with alcohol or mild detergent. Cleaning the Machine To avoid print quality problems, the interior of the printer must be cleaned with every toner container replacement. 1.

Open the front cover. 5 2. Lift the developer unit together with the toner container out of the printer. 21 3. @@NOTE: The drum is sensitive to light.

@@Place the drum unit flat on a clean, level surface. Do not place the drum unit on end. 5. @@@@On the drum unit, slide the charger cleaner (green) back and forth 2 or 3 times to clean the charger wire, then return it to its original position (CLEANER HOME POSITION). 22 IMPORTANT: Remove the fixing tape on the charger cleaner before cleaning for the first time.

After cleaning, make sure you restore the charger cleaner to its home position. 7. When cleaning is complete, return the drum unit to the original position. 8. Return the developer unit to its position, aligning the guides at both ends with the slots in the printer. Then, close the front cover. 5 23 First edition 2009.5

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