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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA KM-2820. You'll find the answers to all your questions on the KYOCERA KM-2820 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

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KM-2810/KM-2820

SETUP GUIDE



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



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Manual abstract:

Windows XP and Windows Vista are trademarks of Microsoft Corporation. ® The designations TM and ® will not be used in this guide. 2 1 Preparations Clearance 500 mm (19-11/16") 300 mm (11-13/16") 300 mm (11-13/16") 300 mm (11-13/16") 1000 mm (39-3/8") Environment · · · Temperature: 10 to 32.5 °C (50 to 90.5 °F) Humidity: 15 to 80 %RH Power Supply: 120 V AC, 60 Hz / 220 to 240 V AC, 50/60 Hz CAUTION: Be sure to provide enough space around machine. Prolonged use without sufficient clearance may cause overheating. Unpacking 1 Unpack the machine and all its included components. If the machine is KM-2820, the modular cord with the attached ferrite core is enclosed. IMPORTANT: Place the machine in a stable position. When carrying the printer, always hold the right and left sides as shown.

2 SETUP GUIDE Remove the packing tape and the protective sheet. 3 Preparations 3 Slide the Shipping Lock to the unlock position. Shipping Lock IMPORTANT: When installing the Document Processor, refer to Installation Guide attached to the Document Processor. 4 Attach the Guide Case to the machine right as required. Guide Case Installing Toner Container 1 Open the front cover. 2 Remove the process unit from the machine. IMPORTANT: Place the process unit on a clean, level surface where it will not be exposed to any sort of impact or shock. The drum in the process unit is sensitive to light and should not be exposed to normal office lighting for more than five minutes. 3 Check the lock lever to the UNLOCK position. 4 SETUP GUIDE Preparations 4 Shake the toner container horizontally 5 or 6 times so that the toner inside becomes evenly distributed. 5 Remove the orange protective seal. 6 Align the knob on the left side of the container with the groove in the process unit and place the toner container into the process unit. 7 Push on the PUSH marks on the toner container until the container clicks into place. 8 Push the lock lever back into its LOCK position (away from you). SETUP GUIDE 5 Preparations 9 Align the pins on both sides of the process unit with the guides inside the machine, and slide the process unit into the machine until it stops. 10 Loading Paper Close the front cover. 1 Carefully pull the cassette all the way out of the machine and remove the protective packing from inside the cassette. 2 Adjust the paper length by pressing in on the release buttons and sliding paper stopper to fit the size of the paper. The paper sizes are marked on the bottom of the cassette. 3 Adjust the paper width by pressing in on the release buttons and sliding the guides to fit the width of the paper.

4 Fan the paper, then tap it on a level surface to avoid media jams or skewed printing. 6 SETUP GUIDE Preparations 5 Place the paper in the cassette, with side to be printed downward, so that the leading edge is aligned against the paper stopper. IMPORTANT: Do not exceed the upper limit of the cassette. Otherwise, it may cause paper jams. 6 Push the cassette securely all the way back into the machine until it stops. Connecting Cables 1 Turn the power switch off (O). SETUP GUIDE 7 Preparations 2 Connect the machine to the PC or your network device. When using the network interface, remove the cap. These cables are sold separately. Available Standard Interfaces: Interface Network Interface USB Interface Function Printer/Scanner/ Network FAX Printer/TWAIN/ WIA Necessary Cable LAN (10Base-T or 100Base-TX, Shielded) USB2. 0 compatible cable (Hi-Speed USB compliant, Max. 5.0 m, Shielded) 3 Connect the power cord to the machine and the other end into a power outlet. 4 Turn the power switch on (I). The machine begins to warm up.

The machine will begin replenishing the toner; this will take approximately 15 minutes. Once the toner has been replenished, Ready to copy will appear on the message display. 8 SETUP GUIDE Preparations Connecting Modular Cords (KM-2820 only) 1 Turn the power switch off (O). 2 Connect the modular cord with the attached ferrite core to the line jack (A) of the machine. Then, connect the modular cord to the telephone jack (B) of the machine. A B 3 Route the cords as shown in the figure. 4 Turn the power switch on (I). The machine begins to warm up. If the machine is first installation, it will begin replenishing the toner; this will take approximately 15 minutes. Once the toner has been replenished, Ready to copy will appear on the message display. SETUP GUIDE 9 Preparations Replacing the Operation Panel Language Sheet 1 Remove the attachments as shown. 2 Remove the plastic cover and the operation panel language sheet. 3 Insert the desired operation panel language sheet and the plastic cover as shown. 4 Fix the attachments as shown. 10 SETUP GUIDE Panel Setup 2 Panel Setup Operation Panel [System Menu/Counter] Key Arrow Key [OK] Key [Left Select] Key [Right Select] Key Numeric Keys [Back] Key Selecting Language Perform the following procedure to select the language of the message display.

The default message language is English. 1 2 3 4 5 6 7 8 Press [System Menu/Counter]. The Sys. Menu/Count. screen appears. Enter the user name and password to log in. NOTE: The default settings of user name and password are both 2800. Press or ([Arrow Key]) to select Common Settings. Press [OK]. The Common Settings screen appears.

Press or to select Language. Press [OK]. The Language screen appears showing the list of languages. Press or to select the desired language. Press [OK]. The language is set and the Common Settings menu reappears. Date and Time Settings Setting the Time Zone Perform the following procedure to select the time zone. 1 SETUP GUIDE In the Common Settings menu, press or to select Date Setting. 11 Panel Setup 2 3 4 5 6 Press [OK]. The Date Setting screen appears.

Press or to select Time Zone. Press [OK]. The Time Zone screen appears. Press or to select the time zone that you are in. Press [OK]. The time zone is set and the Date Setting menu reappears. Summer Time Setting Perform the following procedure to turn the summer (daylight saving) time setting on and off. NOTE: This setting is valid only in the area where summer time is observed. 1 2 3 4 In the Date Setting menu, press or to select Summer Time. Press [OK].

The Summer Time screen appears. Press or to select whether summer time is enabled. Press [OK]. The summer time is set and the Date Setting menu reappears. Setting the Current Date and Time Perform the following procedure to set the current date and time. NOTE: Periodically check the time that is shown in the message display and adjust as necessary to match the current time. 1 2 3 4 5 6 In the Date Setting menu, press or to select Date/Time.



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Press [OK]. The Date/Time screen (month:day:year) is appears. To set the date, for each field press or as many times as necessary to display the correct value then press to move to the next field.

Use and to move the cursor right and left. When the date is correct, press [OK]. The time setting screen (hour:minute:second) is appears. To set the time, for each field press or as many times as necessary to display the correct value then press to move to the next field. Press [OK].

The date and time is set and the Date Setting menu reappears. 12 SETUP GUIDE Panel Setup Setting Network Interface Parameters This machine supports TCP/IP and TCP/IP (IPv6) protocols. IP is an abbreviation for Internet Protocol. This machine routinely uses the TCP/IP (IPv4) protocol, but provides a separate setting for the next generation IP, IPv6. Configure the printer's network parameters as appropriate for your PC and your network environment.

IMPORTANT: Check with your network administrator when selecting the network setting. After all network related settings have been done, turn the machine Off and On again. TCP/IP (Enable/Disable TCP/IP) This selects the settings for TCP/IP. 1 2 3 4 5 6 7 8 9 10 11 12 Press [System Menu/Counter]. The Sys. Menu/Count. screen appears. Press or to select System. Enter the user name and password to log in. NOTE: The default settings of user name and password are both 2800.

Press [OK]. The System screen appears. Press or to select Network Setting. Press [OK]. The Network Setting screen appears. Press or to select TCP/IP Setting. Press [OK]. The TCP/IP Setting screen appears. Press or to select TCP/IP. Press [OK].

The TCP/IP screen appears. Press or to select whether TCP/IP is enabled. Press [OK]. The TCP/IP is set and the TCP/IP Setting menu reappears. IPv4 Settings (TCP/IP IPv4 settings) This selects the settings for TCP/IP (IPv4).

1 2 In the TCP/IP Setting menu, press or to select IPv4 Setting. Press [OK]. The IPv4 Setting menu screen appears. The options available in the TCP/IP (IPv4) settings are as follows: SETUP GUIDE 13 Panel Setup DHCP (DHCP setting) Bonjour (Bonjour setting) IP Address (IP address setting) Subnet Mask (Subnet mask setting) Default Gateway (Gateway setting) DHCP 1 2 3 4 1 2 3 4 1 2 3 In the IPv4 Setting menu, press Press [OK]. The DHCP screen appears.

Press or to select DHCP. to select whether DHCP is enabled. Press [OK]. The DHCP is set and the IPv4 Setting menu reappears. Bonjour In the IPv4 Setting menu, press or to select Bonjour. Press [OK]. The Bonjour screen appears. Press or to select whether Bonjour is enabled. Press [OK]. The automatic Bonjour is set and the IPv4 Setting menu reappears.

IP Address In the IPv4 Setting menu, press or to select IP Address. Press [OK]. The IP Address screen appears. Use the arrow keys to set the IP address. Press and to increase or decrease, respectively, the value at the blinking cursor. You can set any value between 000 and 255. Use and to move the cursor right and left. 4 1 2 3 Press [OK]. The IP address is stored and the IPv4 Setting menu reappears. Subnet Mask In the IPv4 Setting menu, press or to select Subnet Mask.

Press [OK]. The Subnet Mask screen appears. Use the arrow keys to set the subnet mask. Press and to increase or decrease, respectively, the value at the blinking cursor. You can set any value between 000 and 255.

14 SETUP GUIDE Panel Setup Use and to move the cursor right and left. 4 1 2 3 Press [OK]. The subnet mask is stored and the IPv4 Setting menu reappears. Default Gateway In the IPv4 Setting menu, press or to select Default Gateway. Press [OK].

The Default Gateway screen appears. Use the arrow keys to set the default gateway. Press and to increase or decrease, respectively, the value at the blinking cursor. You can set any value between 000 and 255. Use and to move the cursor right and left. 4 Press [OK]. The default gateway is stored and the IPv4 Setting menu reappears. IPv6 Setting (TCP/IP IPv6 settings) This selects the settings for TCP/IP (IPv6). 1 2 1 2 3 4 In the TCP/IP Setting menu, press or to select IPv6 Setting. Press [OK].

The IPv6 Setting menu screen appears. TCP/IP(IPv6) In the IPv6 Setting menu, press or to select TCP/IP(IPv6). Press [OK]. The TCP/IP(IPv6) screen appears. Press or to select whether TCP/IP (IPv6) is enabled. Press [OK]. The TCP/IP(IPv6) is set and the IPv6 Setta to e-mail for transmission. Scan to e-mail works within the following environments: . . . It must have a network environment in which this machine can connect to a mail server. It is recommended that the machine be used in an environment in which it can connect to the mail server at any time over a LAN. The SMTP settings must be completed.

Use COMMAND CENTER, to register the IP address and the host name of the SMTP server. There may be a times where transmission is not possible due to the size of each e-mail item. The scanner system network component offers e-mail function. SMTP is an embedded protocol to support this function. To use the e-mail function, the scanner system needs connection to an e-mail server using the POP3 protocol.

18 SETUP GUIDE Accessing COMMAND CENTER 1 2 Item SMTP Protocol SMTP Port Number SMTP Server Name Click Advanced -> SMTP -> General. Enter the correct settings in each field. The table below provides a summary of the items displayed on the SMTP Protocol Settings page. Description Enables or disables SMTP protocol. To use e-mail, this protocol must be enabled.

Set the SMTP Port Number or use the SMTP default port 25. Enter the SMTP server name or its IP address. If entering the name, rather than the IP address, a DNS server address must also be configured. The DNS server address may be entered on the TCP/IP General tab. Sets the timeout in seconds during which this machine tries to connect to the SMTP server. Enables or disables the SMTP authentication protocol or sets POP before SMTP as the protocol. The SMTP authentication supports Microsoft Exchange 2000. Specifies the user to be authenticated in SMTP authentication. When POP3 User 1 to 3 and iFAX User are set, you can select one of them. If you want to select a different user, select Other and enter the login account name and login password for authentication.

When Other is selected for Authenticate as, the account name set here will be used for SMTP authentication. When Other is selected for Authenticate as, the password set here will be used for authentication. Enter the timeout in seconds during which this machine tries to connect to the SMTP server when set POP before SMTP as the Authentication Protocol. Tests to confirm that the settings on this page are correct. When the Test button is pressed, this machine tries to connect to the POP3 server. Enter the maximum size of e-mail that can be sent in Kilobytes. When the value is 0, the limitation for E-mail size is disabled.



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SMTP Server Timeout Authentication Protocol Authenticate as Login User Name Login Password POP before SMTP Timeout Test E-mail Size Limit SETUP GUIDE 19 Accessing COMMAND CENTER Item Sender Address Description Enter the E-mail address of the person responsible for the printing system, such as the printer administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. Note that no mail message can be sent unless the sender's address is specified. Enter the signature. The signature is free form text that will appear at the end of the e-mail body. It is often used for further identification of the machine. Enter the domain names that can be permitted or rejected. @@Enables SMB parameters in COMMAND CENTER. @@@@Enter the correct settings in each field. @@Description Switches the SMB Protocol On or Off. @@Enable FTP parameters in COMMAND CENTER. @@@@Enter the correct settings in each field. @@Description Switches FTP On or Off. Set the FTP Port Number or use the FTP default port 21. This enables or disables Encryption for communication. @@@@You can use more than one algorithms at a time. @@@@Click Add Contact. The Address Book Contacts - Add page opens. Enter the information for the contact to be registered. @@@@Click Add Group. The Address Book Groups - Add page opens. Enter the number and name of the group. Click Submit.

The Address Book Groups - Add Members page opens. Select the members to be added to the created group. Check the members you want to add. The members must be registered before added. After you have selected the members, click Submit. The Address Book Groups Edit page opens. Click Submit. @@@@From the Start menu, select Control Panel and click Allow a program through Windows Firewall. At the User Account Control consent prompt, click Continue. Click the checkbox under File and Printer Sharing, then click Apply.

4 Click OK. Creating Shared Folder Create a shared folder to receive data in the destination computer. Share the folder by enabling folder sharing on a normal folder. The following example explains how to create a folder named "scannerdata" on drive C. SETUP GUIDE 23 Sharing PC Folder IMPORTANT: Log on to Windows with administrator privileges.

NOTE: The following description is one example of screenshots of Windows XP. The details differ depending on the type of operating system. 1 2 3 4 Create a folder named "scannerdata" on drive C. Right-click the "scannerdata" folder and select Sharing and Security..

.. The scannerdata Properties dialog box appears. Select Share this folder. Click Permissions. The Permissions for scannerdata dialog box appears. 5 Select the group or user to whom you want to grant permissions for the shared folder. NOTE: The following example explains how to grant permissions for Everyone. Everyone is the setting that allows any users to share the folder over the network. Click Add to add groups or users that are selectable from the Group or user names.

Use this setting if you want to limit the access to the shared folder to specific users or groups. 6 Click the checkbox under Allow for Change and Read, then click OK of the Permissions dialog box. 7 24 Click the Security tab, then click Add. SETUP GUIDE Sharing PC Folder 8 9 10 11 Add the user name displayed in the Group or user names. Click Add, then click Locations. Select the computer to which the shared folder was created (Example: PC4050) and then click OK. Enter the user name added as a local user into the text box and click OK. Select the added user, click the checkbox under Allow for Modify and Read, then click OK. Click OK to close the Properties dialog box. Specifying Destination Check the computer information required to enter on the touch panel when sending a file.

The information you require to check using the computer is: · · · Entry for Host Name Entry for Path Entry for Login User Name Checking the Entry for Host Name Check the name of the destination computer. 1 2 Right-click My Computer and select Properties. The System Properties dialog box appears. Click the Computer Name tab to view the name of computer. If the Computer Name tab contains Full computer name and Domain The characters to the left of the first dot (.

) in the Full computer name text box correspond to the entry for Host Name. (Example: pc4050) SETUP GUIDE 25 Sharing PC Folder If the Computer Name tab contains Full computer name and Workgroup All characters in the Full computer name text box correspond to the entry for Host Name. (Example: PC4050) Checking the Entry for Path Check the share name for the shared folder to which data is sent. 1 2 3 4 5 Click Search in the Start menu. The Search Result page opens.

Search the destination computer to which the file is sent. In the Search Companion, click Printers, Computers, or people, and then click A computer on the network. On the Computer name text box, type the name of computer (pc4050) you checked on page 25, and then click Search. Double-click the name of computer (pc4050) displayed on the search results. Double-click the "scannerdata" folder and check the full path displayed in the Address Bar. The characters to the right of the third backslash (\) correspond to the entry for Path. (Example: scannerdata) NOTE: You must use alphabets, numerals, and symbols (ASCII codes from 0 × 20 to 0 × 7F) only to enter Path. You can specify a subfolder in the shared folder as the location where data is to be sent. In this case, the entry for Path is "share name\name of a folder in the shared folder". In the sample window above, "scannerdata\projectA" corresponds to Path.

26 SETUP GUIDE Sharing PC Folder Checking the Entry for PathName You can use the following steps to check the domain name and user name that must be entered in Login User Name. 1 2 Open the Command Prompt window. From the Start menu, select All Programs, Accessories and then Command Prompt. At the Command Prompt, enter "net config workstation" and then press Enter. SETUP GUIDE 27 Installing Printer Driver 5 Installing Printer Driver Ensure the machine is plugged in and connected to the PC before installing the printer driver from the CD-ROM. Installing Printer Driver in Windows If you are connecting this machine to a Windows PC, follow the next steps to install the printer driver. The example shows you how to connect your machine to a Windows Vista PC. NOTE: In Windows Vista, Windows XP and Windows 2000, you must be logged on with administrator privileges. You can use either Express Mode or Custom Mode to install the software. Express Mode automatically detects connected machines and installs the required software. Use Custom Mode if you want to specify the printer port and select the software to be installed.



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1 2 Turn on the computer and start up Windows. If the Welcome to the Found New Hardware Wizard dialog box displays, select Cancel. Insert the CD-ROM supplied with the machine into the optical drive of the PC. In Windows Vista, the user account management window appears. Click Allow. The installation program launches. NOTE: If the software install wizard does not launch automatically, open the CDROM window in Windows Explorer and double-click Setup.exe. 3 Click View License Agreement and read the License Agreement. Click Accept. 28 SETUP GUIDE Installing Printer Driver 4 Click Install Software. The software install wizard starts up. From this point, the procedure differs depending on your version of Windows and your connection method. Proceed to the correct procedure for your connection type. · · Express Mode Custom Mode Express Mode In Express Mode, the installer automatically detects the machine when it is turned on. Use Express Mode for standard connection methods. 1 In the installation method selection window, select Express Mode. The print system detection window appears and the installer detects the connected machines. If the installer does not detect a print system, check that the print system is connected via USB or a network and that it is turned on. @@@@ Check the settings carefully and then click Install. SETUP GUIDE 29 Installing Printer Driver NOTE: If the Windows security window appears, click Install this driver software anyway. 5 A message appears saying that the printer has been installed successfully. Click Finish to exit the printer installation wizard and return the CD-ROM main menu. If the device setup dialog box appears after you click Finish, you can specify the settings for items such as optional features installed in the print system. You can also specify the device settings after you exit the installation. For details, refer to Device Settings in the printer driver operation manual on the CD-ROM. This completes the printer driver installation procedure. Follow the on-screen instructions to restart the system, if required. Custom Mode Use Custom Mode if you want to specify the printer port and select the software to be installed. For example, if you do not want fonts installed on your computer to be replaced, select Custom Mode and deselect the Fonts checkbox in the utility tab. NOTE: Install TWAIN driver or WIA driver on your computer in this mode. 1 Select Custom Mode. 2 Following the instructions in the install wizard window, select the software packages to be installed and the specify the port, etc. For details, refer to Custom Installation in the printer driver operation manual on the CD-ROM.

Installing Printer Driver in Macintosh 1 2 3 4 Turn on the machine and the Macintosh. Insert the included CD-ROM (Product Library) into the CD-ROM drive. Double-click the CD-ROM icon. Double-click either OS X 10.2 and 10.3 Only or OS X 10.4 or higher depending on your Mac OS version. 30 SETUP GUIDE Installing Printer Driver 5 Double-click Kyocera OS X vx.x. 6 The printer driver installation program starts up. 7 Choose Select Destination, Installation Type and then install the printer driver as directed by the instructions in the installation software. In addition to Easy Install, the Installation Type options include Custom Install, which allows you to specify the components to be installed. IMPORTANT: In the Authenticate screen, enter the name and password used to log in to the operating system. This completes the printer driver installation. Next, specify the print settings.

If an IP or AppleTalk connection is used, the settings below are required. If a USB connection is used, the machine is automatically recognized and connected. 8 Open System Preferences and click Print & Fax. 9 Click the plus symbol (+) to add the installed printer driver. SETUP GUIDE 31 Installing Printer Driver 10 Click the IP icon for an IP connection or the AppleTalk icon for an AppleTalk connection and then enter the IP address and printer name. 11 Select the installed printer driver and click Add. 12 Select the options available for the machine and click Continue. 13 The selected machine is added. This completes the printer setup procedure. Setting TWAIN Driver Register this machine to the TWAIN Driver. 1 Select Start button of the Windows display, All Programs, Kyocera and then TWAIN Driver Setting. 32 SETUP GUIDE Installing Printer Driver NOTE: You can also add the machine to a PC when selecting Start of the Windows display, Control Panel and then Kyocera TWAIN. 2 Click Add. 3 Enter the machine name in the Name field. 4 5 6 Click next to the Model field and select this machine from the list. Click User Authentication Settings. If user login administration is invalid, go to Step 7. Select the checkbox beside Authentication, enter Login User Name (up to 64 characters) and Password (up to 64 characters) and then click OK. 7 Click OK. SETUP GUIDE 33 Installing Printer Driver 8 The machine is registered to the PC and the machine name and model name are displayed in the Scanner List field. NOTE: Click Delete to delete the added machine. Click Edit to change names. Setting WIA Driver (Windows Vista™ and Windows® Server 2008) Register this machine to the WIA Driver. NOTE: The following is not necessary to register when using the machine possesses an IP address or host name that you have specified during installation of WIA Driver. 1 2 Select Start of the Windows display, Control Panel and then Scanners and Cameras. Select the same name as this machine from WIA Drivers, and press the Properties. NOTE: If Windows Security and User Account Control are displayed, no trouble should be found with operation after installing the driver and software we have provided. Continue installation. 34 SETUP GUIDE Installing Printer Driver 3 Click the Settings tab and select the Image Compression and the Compression Level. If user login administration is invalid, go to Step 5.

NOTE: When the machine's IP address is unknown, contact Administrator. 4 5 Select the checkbox beside Authentication, enter Login User Name (up to 64 characters) and Password (up to 64 characters) and then click OK. Click Close. The machine is registered to the PC. SETUP GUIDE 35 Rev.1 2010.1 Printed in China 302H956111 .



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