



Your PDF Guides

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.

User manual KYOCERA KM-2820
User guide KYOCERA KM-2820
Operating instructions KYOCERA KM-2820
Instructions for use KYOCERA KM-2820
Instruction manual KYOCERA KM-2820



KM-2810/KM-2820

OPERATION GUIDE



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



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Manual abstract:

@@@We recommend the use of our own brand supplies. @@@Refer to them as necessary. Operation Guide (This Guide) Describes how to load paper, basic copy, print and scan operations, and troubleshooting. Setup Guide Describes how to install machine and software. Quick Guide Describes frequently-used operations, routine maintenance, and troubleshooting action. Safety Conventions in This Guide 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. 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] 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 (fee required). NOTE: An original which resembles a bank note closely may not be copied properly in some rare cases because this machine is equipped with a counterfeiting prevention function. OPERATION GUIDE i Contents Contents

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6-5 *1: If the destination is not stored in the address book, you can send by entering the address directly. vi OPERATION GUIDE Administrator tasks To send a FAX(FAX functions available only in KM-2820.) As well as sending a FAX via the telephone lines, you can also send a FAX via a network. It faxes. NOTE:

For more information on setting up and sending a FAX, refer to the FAX Operation Guide.

What you want to do Send a FAX FAX directly from a computer Connect the modular cord for the telephone line to this machine. Selection of Telephone Line (Inch version only) Network Setup (LAN Cable Connection) Install the Network FAX Driver on your computer *1 Setup Selection of Transmit Terminal Identification (TTI)...2-3 *2 on the FAX Operation Guide Place the originals on the platen Operation FAX Operation (Basic) .

..3-1 on the FAX Operation Guide About Network FAX ...7-1 on the FAX Operation Guide *1: For more information, refer to the Network FAX Driver Operation Guide. *2: If the destination is not stored in the address book, you can send the FAX by entering the address directly. OPERATION GUIDE vii Caution / Warning Labels Caution / Warning 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. Laser inside the machine (Laser radiation warning) For U.

S.A. and Canada For Europe, Asia, and other countries High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.

NOTE: Do not remove these labels. viii OPERATION GUIDE Installation Precautions Environment CAUTION Avoid placing the machine on or in locations which are unstable or not level. Such locations may cause the machine 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 rear cover, to allow air to be properly ventilated out of the machine. 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") Other precautions The service environmental conditions are as follows: · · Temperature: 50 to 90.5 °F (10 to 32.

5 °C) Humidity: 15 to 80 % However, adverse environmental conditions may affect the image quality. 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.

OPERATION GUIDE ix · · Avoid locations with direct exposure to hot or cold air. Avoid poorly ventilated locations. If the floor is delicate against casters, when this machine 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 mains power outlet and the power socket on the machine.

A buildup of dust around the prongs on the plug or contact between the prongs and metallic objects may cause a fire or electric shock. Incomplete electrical contact could cause overheating and ignition.



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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. 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. x **OPERATION GUIDE 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 type of situation presents a danger of fire or electrical shock should they fall 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. Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull 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 personal injury, fire, electrical shock or exposure 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, 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. **OPERATION GUIDE xi 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. Always hold the designated parts only when lifting or moving the machine.

If this machine will be left unused for an extended period (e.g. overnight), turn it off at the main power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution. If using the KM-2820, note that turning the machine off at the main power switch disables fax transmission and reception. 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 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.

Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity. Do not attempt to perform any operations not explained in this guide. 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.

xii **OPERATION GUIDE 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 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. If using the KM-2820 the main power switch is off, transmitting/receiving Fax is disabled. Do not turn off the main power switch, but press the Power key on the operation panel to enter Sleep mode. **OPERATION GUIDE xiii Other precautions** Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations. Store the machine while avoiding exposure to direct sunlight. Store the machine in a place where the temperature stays below 40°C while avoiding sharp changes of temperature and humidity. If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multi Purpose (MP) Tray, return it to its original package and reseal it. xiv **OPERATION GUIDE Laser Safety (Europe)** 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. These labels are attached to the laser scanner unit inside the machine and are not in a user access area.

The label shown below is attached on the rear side of the machine. **OPERATION GUIDE xv Safety Instructions Regarding the Disconnection of Power (Europe)** 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.



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VORSICHT: Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen. DECLARATION OF CONFORMITY TO 2004/108/EC, 2006/95/EEC, 93/68/EEC and 1999/5/EC We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications. EN55024 EN55022 Class B EN61000-3-2 EN61000-3-3 EN60950-1 EN60825-1 EN300 330-1 EN300 330-2 TBR21 Radio Frequency Transmitter This machine contains the transmitter module.

We, the manufacturer hereby declare that this equipment is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC. Radio Tag Technology In some countries the radio tag technology used in this equipment to identify the toner container may be subject to authorization and the use of this equipment may consequently be restricted. NOTE: Product marked with the Crossed-out Wheeled Bin Symbol includes the battery that complies with the European Parliament and Council Directive 2006/66/EC (the "Battery Directive") in European Union. Do not remove and dispose of the batteries included in this machine. xvi OPERATION GUIDE SAFETY OF LASER BEAM (USA) 1. Safety of laser beam This machine has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S.DHHS (Department of Health and Human Services) in 1968. This indicates that the product is safe to use during normal operation and maintenance. The laser optical system, enclosed in a protective housing and sealed within the external covers, never permits the laser beam to escape.

2. The CDRH Act A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

On this machine, the label is on the rear. OPERATION GUIDE xvii 3. Optical unit When checking the optical unit, avoid direct exposure to the laser beam, which is invisible. Shown at below is the label located on the cover of the optical unit. 4.

Maintenance For safety of the service personnel, follow the maintenance instructions in the other section of this manual. xviii OPERATION GUIDE Safety Instructions Regarding the Disconnection of Power (USA) 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. Attention: Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement: ils ne mettent pas l'appareil hors tension.

WARNING This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures: Reorient or relocate the receiving antenna. Increase the separation between the equipment and receiver. Connect the equipment into an outlet on a circuit different from that to which the receiver is connected. Consult the dealer or an experienced radio/TV technician for help. The use of a non-shielded interface cable with the referenced device is prohibited. CAUTION -- The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment. This device complies with Part 15 of FCC Rules and RSS-Gen of IC Rules.

Operation is subject to the following two conditions; (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device. * The above warning is valid only in the United States of America. Radio Tag Technology In some countries the radio tag technology used in this equipment to identify the toner container may be subject to authorization and the use of this equipment may consequently be restricted. MERCURY WARNING THE LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS. Other precautions (for users in California, the United States) This product contains a CR Coin Lithium Battery which contains Perchlorate Material - special handling may apply. See www.dtsc.ca.gov/hazardouswaste/perchlorate.

OPERATION GUIDE xix Warranty (USA) KM-2810/KM-2820 MULTIFUNCTIONAL PRODUCT LIMITED WARRANTY Kyocera Mita America, Inc. and Kyocera Mita Canada, Ltd. (both referred to as "Kyocera") warrant the Customer's new Multifunctional Product (referred to as "MFP"), and the new accessories installed with the initial installation of the MFP, against any defects in material and workmanship for a period of one (1) year, or 100,000 copies/prints from date of installation, whichever first occurs. In the event the MFP or an accessory is found to be defective within the warranty period, Kyocera's only obligation and the Customer's exclusive remedy shall be replacement of any defective parts. Kyocera shall have no obligation to furnish labor. This warranty covers Maintenance Kits and the components of Maintenance Kits included with the original MFP for a period of three years or 100,000 copies/prints, whichever first occurs.

Maintenance Kits consist of the developing unit, the drum unit, the transfer belt, and the fixing unit. Replacement Maintenance Kits have a 90 day Limited Warranty. This warranty is valid only for the original retail purchaser (referred to as the "Customer") of a new Kyocera MFP in the United States of America or Canada, based upon the country of purchase. In order to obtain performance of this warranty, the Customer must immediately notify the Authorized Kyocera Dealer from whom the product was purchased. If the Kyocera Dealer is not able to provide service, write to Kyocera at the address below for the name and address of the Authorized Kyocera Dealer in your area, or check Kyocera's website at www.kyocera.com.



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kyoceramita.com/us. This warranty does not cover MFPs or accessories which: (a) have become damaged due to operator negligence, misuse, accidents, improper storage or unusual physical or electrical stress, (b) have used parts or supplies which are not genuine Kyocera brand parts or supplies, (c) have been installed or serviced by a technician not employed by Kyocera or an Authorized Kyocera Dealer, or (d) have had the serial number modified, altered, or removed. This warranty gives the Customer specific legal rights. The Customer may also have other rights, which vary from state to state, or province to province. Neither the seller, nor any other person, is authorized to extend the time period or expand this warranty on behalf of Kyocera. THIS WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, AND KYOCERA SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS WARRANTY SHALL NOT EXTEND TO, AND KYOCERA SHALL NOT BE LIABLE FOR, ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH MAY ARISE OUT OF THE USE OF, OR INABILITY TO USE, THE MFP. xx OPERATION GUIDE Legal Restriction on Copying/Scanning · It may be prohibited to copy/scan copyrighted material without permission of the copyright owner. Copying/Scanning the following items is prohibited and may be penalized by law.

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This package is an SSL implementation written by Eric Young (eay@cryptsoft.com). The implementation was written so as to conform with Netscape's SSL.



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By opening this diskette package, you agree to accept the terms and conditions of this Agreement. xxviii OPERATION GUIDE Energy Saving Control Function The device comes equipped with a Low Power Mode where energy consumption is 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.



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Low Power Mode The device automatically enters Low Power Mode when 2 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. For more information refer to Auto Low Power Mode on page 3-4. *Sleep* The device automatically enters Sleep when 15 minutes have passed since the device was last used. The amount of time of no activity that must pass before Sleep is activated may be lengthened. For more information see Sleep and Auto Sleep on page 3-5. *Automatic 2-Sided Copy Function* This device includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used.

For more information see *Duplex Copying* on page 3-14. *Paper Recycling* This device supports the recycled paper which reduces the load on the environment. Your sales or service representative can provide information about recommended paper types. Energy Star (ENERGY STAR®) Program We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program. OPERATION GUIDE xxix About this Operation Guide This Operation Guide contains the following chapters. Chapter 1 - Part Names Identifies machine parts and operation panel keys. Chapter 2 - Preparation before Use Explains adding paper, placing originals, connecting the machine, and necessary configurations before first use. Chapter 3 - Basic Operation Describes the procedures for basic copying, printing and scanning. Chapter 4 - Copying Functions Describes the functions you can use when copying. Chapter 5 - Sending Functions Describes the functions you can use when sending originals.

Chapter 6 - Document Box Provides a basic guide to using document boxes. Chapter 7 - Status / Job Cancel Explains how to check the job status and job history and how to cancel jobs being printed or waiting to print. Also explains how to check the remaining paper and device status and how to cancel fax transmission Chapter 8 - Default Setting (System Menu) Describes the System Menu options for general machine operation. Chapter 9 - Maintenance Describes cleaning and toner replacement. Chapter 10 - Troubleshooting Explains how to handle error messages, paper jams and other problems.

Chapter 11 - Management Explains user login administration and job accounting. Appendix Explains how to enter characters, and lists the machine specifications. Introduces the convenient optional equipment available for this machine. Provides information on media types and paper sizes. Also includes a glossary of terms.

xxx OPERATION GUIDE Conventions in This Guide The following conventions are used depending on the nature of the description. Convention **Bold** [Regular] *Italic* Description Indicates the operation panel keys or a computer screen. Indicates a selection item on the Message Display. Indicates a message displayed on the Message Display. Used to emphasize a key word, phrase or references to additional information. Note Indicates supplemental information or operations for reference. Indicates items that are required or prohibited so as to avoid problems. Indicates what must be observed to prevent injury or machine breakdown and how to deal with it. Example Press the Start key. Select [System].

Ready to copy is displayed. For more information refer to Sleep and Auto Sleep on page 3-5. NOTE: Important IMPORTANT: Caution CAUTION: OPERATION GUIDE xxxi xxxii OPERATION GUIDE 1 Part Names This chapter identifies the machine parts and operation panel keys. · · Operation Panel

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...1-2 Machine

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1-4 OPERATION GUIDE 1-1 Part Names Operation Panel Displays the Address Book screen, where you can add, edit and delete destinations. Calls the previous destination. Also used to enter a pause when entering a FAX number.* Displays the Confirm Destination screen, where you can edit and delete destinations. Displays the Add Destination screen, where you can add destinations.

Switches between on-hook and off-hook when manually sending a FAX.* Message Display. Check what is shown here while operating the machine. Selects the menu displayed at the lower right in the Message Display. Displays the System Menu/Counter menu screen, where you can check the system settings and counters. Displays the Status screen, where you can check the status, print a status report, and pause or cancel the job in process. Displays the Copy screen, where you can make settings required for copying. Displays the FAX screen, where you can send a FAX.* Displays the Send screen, where you can send an e-mail, folder (SMB/FTP) or FAX.* Displays the Document Box screen, where you can operate the document box and USB memory.

Blinks while data is transmitted. Blinks during printing operation. Selects the menu displayed at the lower left in the Message Display. Used to call destinations registered to the one-touch key numbers (1 to 22). Shifts to switch the one-touch key numbers (1 to 11 and 12 to 22). Lamp is lit while shifted (12 to 22). * FAX functions available only in KM-2820. 1-2 OPERATION GUIDE Part Names 1 Used to select a menu item, move the cursor when entering characters, change a value, etc. Selects the chosen item or finalizes the entered value. Displays the function menu for copy, print, transmission and document box.

Clears entered numbers and characters. Resets settings and displays the basic screen. Turns the machine on/off. Also used to put it into or recover it from

sleep mode. Lit when the machine's main power is on.

Numeric keys. Enter numbers and symbols. Returns the Message Display to the previous screen. Lights or blinks when an error occurs. Blinks while the machine is accessing the memory.

Ends operation (logs out) on the Administration screen. Used to register or recall programs. Cancels the printing job in progress. Starts copying and scanning operations and processing for setting operations. OPERATION GUIDE 1-3 Part Names Machine 7 8 1 3 4 5 2 6 9 1 2 3 4 5 6 7 8 9 10 Original Cover (For KM-2810 only) Platen Original Size Indicator Plate Operation Panel Top Cover Front Cover Drum Unit Main Charger Cleaner Lock Lever 10 Toner Container 1-4 OPERATION GUIDE Part Names 1 11 12 13 14 16 16 15 17 18 11 Top Tray 12 Paper Length Guide 13 Paper Stopper 14 Paper Width Guides 15 Cassette 16 Paper Width Guides (MP Tray) 17 MP (Multi-Purpose) Tray 18 MP Tray Extension OPERATION GUIDE 1-5 Part Names 19 20 22 23 21 24 19 Anchor Pin 20 USB Interface Connector 21 Network Interface Connector 22 Rear Cover 23 Main Power Switch 24 Power Cord Connector 1-6 OPERATION GUIDE 2 Preparation before Use This chapter explains the preparations before using this equipment for the first time as well as the procedures for loading papers and originals.



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..... Check bundled items

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..2-2 Determining the Connection Method and Preparing Cables.....2-3 Connecting Cables.

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.....2-5 Switching the Language for Display [Language].....

.....2-7 Setting Date and Time

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.....2-8 Network Setup (LAN Cable Connection)

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. 2-11 Installing Software....

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.2-22 COMMAND CENTER (Settings for E-mail)

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.....2-23 Sending E-mail...

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.....2-24 Loading Paper...

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.....2-26 Loading Originals ..

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....2-42 OPERATION GUIDE 2-1 Preparation before Use Check bundled items Check that the following items have been bundled. Operation Guide (This Guide) Setup Guide Quick Guide CD-ROM (Product Library) CD-ROM (TWAIN compatible application) Documents Contained in the Included CD-ROM The following documents are contained in the included CD-ROM (Product Library). Refer to them as necessary. Documents KYOCERA COMMAND CENTER Operation Guide Printer Driver User Guide Network FAX Driver Operation Guide KM-NET for Direct Printing Operation Guide PRESCRIBE Commands Technical Reference PRESCRIBE Commands Command Reference 2-2 OPERATION GUIDE Preparation before Use Determining the Connection Method and Preparing Cables Check the method to connect the equipment to a PC or network, and prepare the necessary cables. Connection Example Determine the method to connect the equipment to a PC or network by referring to the illustration below. Connecting a scanner to your PC network with a network cable (100BASE-TX or 10BASE-T) COMMAND CENTER Administrator's PC 2 Network Send E-mail Sends the image data of scanned originals to the desired recipient as a file attached to an E-mail message.

Network settings, Scanner default settings, User and destination registration Printing MFP Network USB Send SMB Saves the scanned image as a data file on your PC. Network Network FAX Network Network Send FTP Sends the scanned image as a data file on the FTP. FAX FAX USB TWAIN Scanning WIA Scanning * FAX functions available only in KM-2820. USB TWAIN and WIA are standardized interface for communication between software applications and image acquisition devices. OPERATION GUIDE 2-3 Preparation before Use Preparing Necessary Cables The following interfaces are available to connect the equipment to a PC. Prepare the necessary cables according to the interface you use. Available Standard Interfaces Function Printer/Scanner /Network FAX* Printer/TWAIN Scanning/WIA Scanning * Interface Network interface USB interface Necessary Cable LAN (10Base-T or 100Base-TX, Shielded) USB2.0 compatible cable (Hi-Speed USB compliant, Max. 5.0 m, Shielded) Network FAX and FAX functions available only in KM-2820. For details on Network FAX, refer to the FAX Operation Guide. 2-4 OPERATION GUIDE Preparation before Use Connecting Cables Follow the steps below to connect cables to the machine. 1 Turn the main power switch off (O). 2 2 Connect the machine to the PC or your network device. When using the network interface, remove the cap.

3 Connect one end of the supplied power cable to the machine and the other end to a power outlet. IMPORTANT: Only use the power cable that comes with the machine. OPERATION GUIDE 2-5 Preparation before Use 4 Turn the main power switch on (I). The machine begins to warm up. 5 When connecting the network cable, configure the network.

For details, refer to Network Setup (LAN Cable Connection) on page 2-11. 2-6 OPERATION GUIDE Preparation before Use Switching the Language for Display [Language] Select the language displayed on the Message Display. Use the procedure below to select the language. 2 1 Press the System Menu/Counter key on the main unit operation panel. Login User Name: L b ***** Login Password: [Login] When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in. NOTE: Refer to Character Entry Method on Appendix5 for details on entering characters. Sys. Menu/Count.: a b 5 User Property 6 Common Settings ***** 7 Copy [Exit] 2 In the Sys.

Menu/Count. menu, press the key to select [Common Settings]. or Common Settings: a b 1 Language ***** 2 Default Screen 3 Sound [Exit] 3 Press the OK key. The Common Settings menu appears. 4 Language: ab 1 *English ***** 2 Deutsch 3 Français Press the or key to select [Language]. 5 Press the OK key. Language appears. 6 Press the or key to select the desired language and then press the OK key. Completed. is displayed and the screen returns to the Common Settings menu.

OPERATION GUIDE 2-7 Preparation before Use Setting Date and Time Follow the steps below to set the local date and time at the place of installation. When you send an E-mail using the transmission function, the date and time as set here will be printed in the header of the E-mail message. Set the date, time and time difference from GMT of the region where the machine is used. NOTE: Be sure to set the time difference before setting the date and time. 1 Turn on the main power switch.

2 Press the System Menu/Counter key on the main unit operation panel. Login User Name: L b ***** Login Password: [Login] When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in. Sys. Menu/Count.: a b 5 User Property 6 Common Settings ***** 7 Copy [Exit] 3 In the Sys. Menu/Count. menu, press the key to select [Common Settings]. or Common Settings: a b 1 Language ***** 2 Default Screen 3 Sound [Exit] 4 Press the OK key. The Common Settings menu appears. 2-8 OPERATION GUIDE Preparation before Use 5 Login User Name: L b ***** Login Password: [Menu] [Login] Press the or key to select [Date Setting]. 6 A login screen will appear. Then, enter the user ID and password to log in. 2 Date Setting: ab 1 Date/Time ***** 2 Date Format 3 Time Zone [Exit] 7 Press the OK key. The Date Setting menu appears.

8 Time Zone: ab 1 -12:00 Internati ***** 2 -11:00 Midway 3 -10:00 Hawaii Press the or key to select [Time Zone]. 9 Press the OK key. Time Zone appears. 10 Press the or key to select your region and then press the OK key. Completed. is displayed and the screen returns to the Date Setting menu. Date Setting: ab 2 Date Format 3 Time Zone 4 Summer Time ***** [Exit] 11 Press the or key to select [Summer Time]. Summer Time: ab 1 *Off ***** 2 On 12 Press the OK key. Summer Time appears. 13 Press the or key to select [On] or [Off] and then press the OK key.

OPERATION GUIDE 2-9 Preparation before Use Completed.



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is displayed and the screen returns to the Date Setting menu. Date Setting: ab 1 Date/Time ***** 2 Date Format 3 Time Zone [Exit] 14 Press the or key to select [Date/Time]. Date/Time: ab Year Month Day 2009 01 01 (Time Zone:Tokyo) 15 Press the OK key. Date/Time appears. 16 Press the or key to move the cursor position, press the or key to enter year, month and day, and then press the OK key. Date/Time: ab Hour Min. Second 45: 50 11: (Time Zone:Tokyo) 17 Press the or key to move the cursor position, press the or key to enter hours, minutes and seconds, and then press the OK key. Completed. is displayed and the screen returns to the Date Setting menu.

Date Setting: ab 1 Date/Time 2 Date Format ***** 3 Time Zone [Exit] 18 Press the or key to select [Date Format]. Date Format: ab 1 *Month/Day/Year ***** 2 Day/Month/Year 3 Year/Month/Day 19 Press the OK key. Date Format appears. 20 Press the or key to select the desired display format and then press the OK key. Completed. is displayed and the screen returns to the Date Setting menu. 2-10 OPERATION GUIDE Preparation before Use Network Setup (LAN Cable Connection) The machine is equipped with network interface, which is compatible with network protocols such as TCP/IP (IPv4), TCP/IP (IPv6), IPX/SPX, NetBEUI, IPsec, and AppleTalk. It enables network printing on the Windows, Macintosh, UNIX, NetWare and other platforms. This section explains the TCP/IP (IPv4) Setup and AppleTalk Setup procedures. For other network settings, refer to Network Setup on page 8-127.

· · TCP/IP (IPv4) Setup ...2-11 AppleTalk Setup ...2-20 2 TCP/IP (IPv4) Setup (by Entering IP Addresses) Set up TCP/IP to connect to the Windows network. Set the IP addresses, subnet masks, and gateway addresses. The default settings are "TCP/IP Protocol: On, DHCP: On, Bonjour: Off". NOTE: Prior to the IP address entries, obtain permission from the network administrator.

Use the procedure below to setup the TCP/IP (IPv4) setting. 1 Press the System Menu/Counter key on the main unit operation panel. Login User Name: L b ***** Login Password: [Login] When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in. NOTE: Refer to Character Entry Method on Appendix5 for details on entering characters. Sys. Menu/Count.: a b 1 Report 2 Counter 3 System ***** [Exit] 2 In the Sys. Menu/Count. menu, press the or key to select [System], and then press the OK key.

Administrator only. IMPORTANT: To make the settings, you must have logged in using a user ID with administrator privileges. The default settings of the login user name and login password are both 2800. If you have logged in using a user ID without administrator privileges, the screen will display Administrator only. and return to the standby screen. OPERATION GUIDE 2-11 Preparation before Use System: ab 1 Network Setting ***** 2 I/F Block Set. 3 Security Level [Exit] 3 In the System menu, press the [Network Setting]. or key to select Network Setting: a b 1 TCP/IP Settings ***** 2 NetWare 3 AppleTalk [Exit] 4 Press the OK key. The Network Setting menu appears. 5 TCP/IP Settings: a b 1 TCP/IP ***** 2 IPv4 Setting 3 IPv6 Setting [Exit] Press the or key to select [TCP/IP Settings].

6 Press the OK key. The TCP/IP Settings menu appears. 7 TCP/IP: ab 1 Off 2 *On ***** Press the or key to select [TCP/IP]. 8 Press the OK key. TCP/IP appears. 9 Press the or the OK key. key to select [On] and then press Completed. is displayed and the screen returns to the TCP/IP Settings menu. TCP/IP Settings: a b 1 TCP/IP 2 IPv4 Setting ***** 3 IPv6 Setting [Exit] 10 Press the or key to select [IPv4 Setting]. 2-12 OPERATION GUIDE Preparation before Use IPv4 Setting: ab 1 DHCP ***** 2 Bonjour 3 IP Address [Exit] 11 Press the OK key. The IPv4 Setting menu appears. 2 12 Press the or key to select [DHCP]. DHCP: ab 1 Off 2 *On ***** 13 Press the OK key. DHCP appears. 14 Press the the OK key.

or key to select [Off] and then press Completed. is displayed and the screen returns to the IPv4 Setting menu. IPv4 Setting: ab 1 DHCP 2 Bonjour ***** 3 IP Address [Exit] 15 Press the or key to select [Bonjour]. Bonjour: ab 1 *Off ***** 2 On 16 Press the OK key. Bonjour appears.

17 Press the the OK key. or key to select [Off] and then press Completed. is displayed and the screen returns to the IPv4 Setting menu. IPv4 Setting: ab 1 DHCP 2 Bonjour 3 IP Address ***** [Exit] 18 Press the or key to select [IP Address]. OPERATION GUIDE 2-13 Preparation before Use IP Address: ab 19 Press the OK key. IP Address appears. 123.145.167.189 20 Use the arrow keys to enter the IP address.

Press the or horizontally. key to move the cursor position Press the or key or the numeric keys to enter the IP Address. Each 3 digits can be set between 000 and 255. IP Address: 123.145.167.189 b IMPORTANT: When the DHCP Setting (page 2-16) is [On], the current IP address is displayed and cannot be changed. When setting an IP address, set the DHCP Setting (page 2-16) to Off. 21 Press the OK key. Completed. is displayed and the screen returns to the IPv4 Setting menu. IPv4 Setting: ab 3 IP Address 4 Subnet Mask ***** 5 Default Gateway [Exit] 22 Press the or key to select [Subnet Mask]. Subnet Mask: ab 23 Press the OK key. Subnet Mask appears. 123.145.167.189 24 Use the arrow keys to enter the Subnet Mask. Press the or horizontally. key to move the cursor position Press the or key or the numeric keys to enter the Subnet Mask.

Each 3 digits can be set between 000 and 255. 2-14 OPERATION GUIDE Preparation before Use IMPORTANT: When the DHCP Setting (page 2-16) is [On], the current Subnet Mask is displayed and cannot be changed. When setting an Subnet Mask, set the DHCP Setting (page 2-16) to Off. 2 25 Press the OK key. Completed. is displayed and the screen returns to the IPv4 Setting menu. IPv4 Setting: ab 3 IP Address 4 Subnet Mask 5 Default Gateway ***** [Exit] 26 Press the or key to select [Default Gateway]. Default Gateway: ab 27 Press the OK key. Default Gateway appears. 123.145.167.189 28 Use the arrow keys to enter the Default Gateway. Press the or horizontally. key to move the cursor position Press the or key or the numeric keys to enter the Default Gateway. Each 3 digits can be set between 000 and 255. IMPORTANT: When the DHCP Setting (page 2-16) is [On], the current Default Gateway is displayed and cannot be changed.



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