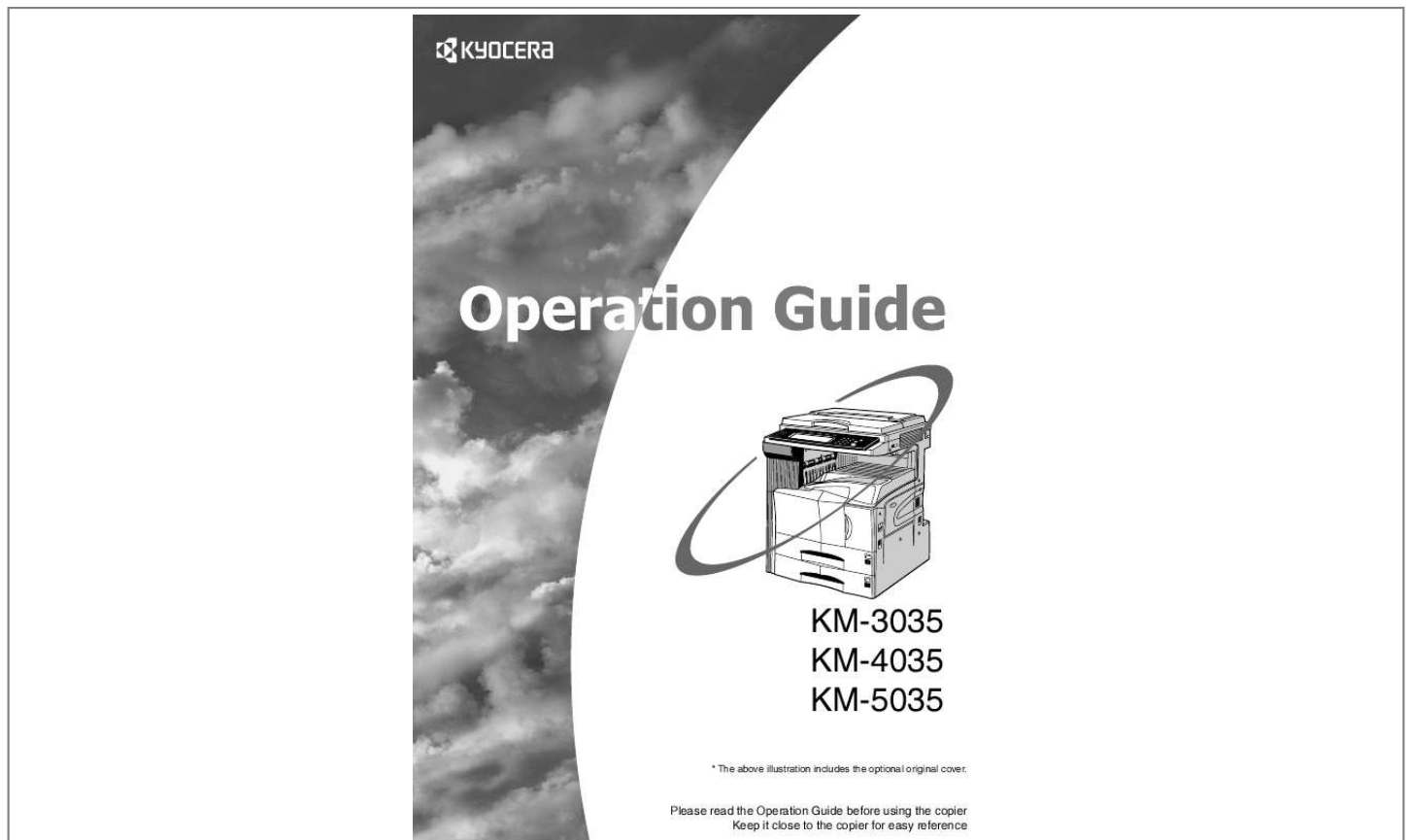




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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA KM-4035. You'll find the answers to all your questions on the KYOCERA KM-4035 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KYOCERA KM-4035
User guide KYOCERA KM-4035
Operating instructions KYOCERA KM-4035
Instructions for use KYOCERA KM-4035
Instruction manual KYOCERA KM-4035



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Manual abstract:

Legal Restriction On Copying · It may be prohibited to copy copyrighted material without permission of the copyright owner. · It is prohibited under any circumstances to copy domestic or foreign currencies. · Copying other items may be prohibited. *Introduction to this Operation Guide* The explanations contained in this Operation Guide have been separated into different sections in order to allow even those using a copier for the first time to use this machine efficiently, properly and with relative ease. A basic introduction to each section can be found below for reference. Refer to the related section when using this copier. *Section 1 IMPORTANT! PLEASE READ FIRST.* This section contains explanations on information that is necessary for you to know prior to using this copier for the first time after purchase. For example, it contains notes and cautions on installation and operation that should be strictly obeyed in order to ensure its safe and proper operation. *Section 2 NAMES OF PARTS* This section contains explanations on the names and functions of the parts of the copier and its operation panel.

Section 3 PREPARATIONS This section contains explanations on procedures for loading copy paper. *Section 4 BASIC OPERATION* This section contains explanations on the basic procedures required to make simple copies. *Section 5 OTHER CONVENIENT FUNCTIONS* This section contains explanations on using the various convenient functions of this copier. *Section 6 COPIER MANAGEMENT* This section contains explanations on the procedures for changing the various default settings available for adjusting the copier to fit your copy needs and on the procedures for managing copy us. *Section 7 TROUBLESHOOTING* This section contains explanations on handling problems that may occur during operation of this copier, such as when an error indication appears or if a paper jam occurs.

Section 8 MAINTENANCE AND OPERATION INFORMATION This section contains explanations on maintaining the copier in proper condition and on replacing the toner container, as well as information on the specifications for this copier. *i CONTENTS* *Section 1 IMPORTANT! PLEASE READ FIRST.* ...

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.. 8-9 iii 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. Off Mode (Only when using the copier functions of this machine) The device automatically enters "Off Mode" when 60 minutes have passed since the device was last used. The amount of time of no activity that must pass before "Off Mode" is activated may be lengthened. Sleep Mode (If the copier has printer and/or facsimile function) The device automatically enters "Sleep Mode" when 60 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. Automatic 2-Sided Copy Function The Energy Star Program encourages the use of 2-sided copying which reduces the load on the environment and 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 "1. Making 2-sided copies from various types of originals [2-sided copy modes]" on page 5-1. 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.

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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. About the International Energy Star Program International Energy Star Program has as its basic goals the promotion of efficient energy use and the reduction of the environmental pollution that accompanies energy consumption by promoting the manufacture and sale of products that fulfill program standards. International Energy Star Program standards require that copiers come 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 an "Off Mode" where the device automatically turns itself off after there is no activity within a set amount of time. When the copier includes printer and fax functions, the printer and fax must enter a "Low Power Mode" where power consumption is automatically reduced after a certain amount of time below. Leave adequate space, especially around the vents, to allow air to be properly ventilated out of the copier. .

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... · During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the copier 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 copier 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 copier 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.

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... Other precautions · Connect the power plug to the closest outlet possible to the copier. Rea Le => ft: 30c 11 13 /16 m " r: =>11 13/1 6"/3 / Rig 0cm Fr o nt: => 100 39 3 8 cm / "/ ht: > =1 1 13/ 1 6" /30 cm · 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. Other precautions · Adverse environmental conditions may affect the safe operation and performance of the copier. Install in an airconditioned room (recommended room temperature: around 73.4°F (23°C), humidity: around 50%) and avoid the following locations when selecting a site for the copier. .

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. · Delicate floor material may be damaged if this product is moved after installation.

Handling of plastic bags WARNING · Keep the plastic bags that are used with the copier away from children. The plastic may cling to their nose and mouth causing suffocation. 1-2 PRECAUTIONS FOR USE Cautions when using the copier WARNING · DO NOT place metallic objects or containers with water (flower vases, flower pots, cups, etc.

) on or near the copier. This of situation presents a danger of fire or electrical shock should they fall inside. ...

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... · DO NOT remove any of the covers from the copier as there is a danger of electrical shock from high voltage parts inside the copier.

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.. · 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.

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.. · NEVER attempt to repair or disassemble the copier 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.....

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· · ALWAYS hold the designated parts only when lifting or moving the copier. ...
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· · For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations.

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· · If dust accumulates within the copier, 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 copier.

..... 1-3 PRECAUTIONS FOR USE Other precautions · DO NOT place heavy objects on the copier or cause other damage to the copier. · 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 copier, 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 handbook.



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· 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.

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.. · Keep the toner container and the waste toner box out of the reach of children...

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.. · 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. ..

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..... · 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.

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..... 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 drawer(s)[cassette(s)] and the multi-bypass tray and seal in its original packaging. 1-4 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 825. 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. DANGER INVISIBLE LASER RADIATION WHEN OPEN. AVOIDO DIRECT EXPOSURE TO BEAM. NVISIBLE LASER RADIATION WHEN OPEN. ACOID EXPOSURE TO BEAM. ATTENTION RAYONNEMENT LASER INVISIBLE SI OUVERT.

DANGEREUX DE REGARDER A L'INTERIEUR. VORSICHT UNSICHTBARE LASERSTRAHLEN WENN GEÖFFNET. NICHT HINENSEHEN. TYPE:2AV1301 MATSUSHITA WAVE LENGHT:770-795nm LASER SOURCE:5mW INPUT:24VDC/MAX2.0A 5VDC/300mA CAUTION The labels shown below is attached on the right side of the machine.

CLASS 1 LASER PRODUCT KLASSE 1 LASER PRODUKT 1-5 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. 1-6 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 1-7 1-8 Section 2 NAMES OF PARTS 1. Main body 1 5 2 6 4 7 8 9 3 1 Original cover (Option) (Open/close to set the original on the platen.

) 2 Operation panel (Contains the keys and indicators for operating the copier.) 3 Left cover 1 handle (Pull up to open the left cover 1.) 4 Left cover 1 (Open when a paper misfeed occurs.) 5 Platen (Set originals here for copying. Place originals face-down with the edges aligned with the size scales on the left and rear sides of the platen.) 6 Original size scales (Be sure to align the original with these when setting the original on the platen.) 7 Drawer[Cassette] 1 (Holds up to 500 sheets of standard paper [standard paper specified by our company].) 8 Drawer[Cassette] 2 (Holds up to 500 sheets of standard paper [standard paper specified by our company].) 9 Left cover 2 (Open when a paper misfeed occurs inside the left cover 2.) 2-1 Section 2 NAMES OF PARTS B 7 C 8 I D 9 E 0 F A 0 K J L G H 0 Multi-bypass tray (Load paper here when copying onto small-size or special paper.

) ! Insert guides (Be sure to set the paper width when loading paper on the multi-bypass tray.) @ Toner container # Toner container release lever (Operate to

replace the toner container.) \$ Waste toner box % Cleaning shaft (Pull and push back in after toner container replacement or when copy images become soiled with toner.) ^ Front cover (Open to replace the toner container or waste toner box.) & Main power switch (Turn ON (I) before starting to make copies.) * Main power switch cover (only on metric specification copiers) (Open this cover in order to access the main power switch.) (Copy store section (Copied paper is stored here.)) Length adjustment plate (Adjust to the length of the paper to be set in the drawer[cassette].) / Width adjustment lever (Hold the lever and adjust the width guide to the width of the paper to be set in the drawer[cassette].) ∞ Handles for transport (Become handles when pulled out.)

2-2 Section 2 NAMES OF PARTS 2. Operation panel @! 0 (* & ^ % 7 6 5 4) / # \$ 9 8 2 1 3 1 [Start] key & indicator lamp (Press this key when the lamp in that key is lit green and you want to start copying.) 2 [Stop/Clear] key (Press this key when you want to stop copying or change the number of copies to be made.) 3 [Reset] key (Press this key to reset all functions to their initial mode settings. See "Initial mode" on page 2-4.) 4 [Energy Saver] key & indicator lamp (Press this key when you want to turn the energy-saving mode ON. Press the same key again to turn the energy-saving mode OFF. In metric specification copiers, this key corresponds to the Low power mode.) 5 [Interrupt] key & indicator lamp (Press this key to light the lamp in that key when you want to perform interrupt copying.)



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See page 4-8.

) 6 [Management] key (When copy management is turned ON, press this key after copying in order to return to the department ID-code entry display. See page 6-1.) 7 [Default Setting/Counter] key (Press this key when you want to perform default settings as well as those related to copy management, etc.) 8 Keypad (Use these keys when you want to set the number of copies to be made or enter other values.) 9 Touch panel (This panel displays such information as operation procedures, machine status, and the various function keys.) 0 Brightness adjustment control dial (Turn this dial when you want to adjust the brightness of the touch panel.) ! [Copier] key, lamp & indicator (Press this key to light the indicator to the right of the key when you want to use the copier functions of this machine.) @ [Printer] key, lamp & indicator (Press this key when you want to use the optional printer functions of this machine. The indicator to the right of the key will light when the machine is in the printer operation mode. The lamp to the left of the key will either light green or orange, or will flash one of those colors, depending upon the status of the machine.

See page 7-3.) # [Scanner] key, lamp & indicator (Press this key when you want to use the optional scanner functions of this machine. The indicator to the right of the key will light when the machine is in the scanner operation mode. The lamp to the left of the key will either light green or orange, or will flash one of those colors, depending upon the status of the machine. See page 7-3.) \$ [Fax] key, lamp & indicator (Press this key when you want to use the optional fax functions of this machine. The indicator to the right of the key will light when the machine is in the fax operation mode. The lamp to the left of the key will either light or flash green, depending upon the status of the machine.) % [Auto Selection] key & indicator lamp (Press this key to light the lamp in that key when you want to use the auto selection mode. The optional Document Processor must be installed in your copier in order to use this mode.) ^ [Job Build] key & indicator lamp (Press this key to light the lamp in that key when you want to use the job build mode.) & [Repeat Copy] key & indicator lamp (Press this key to light the lamp in that key when you want to use the repeat copy mode. The optional Hard Disk must be installed on this copier in order to use this mode. See page 5-26.) * [Job Queue] key & indicator lamp (Press this key to light the lamp in that key when you want to use the output management functions of the copier.

) ([Document Management] key & indicator lamp (Press this key to light the lamp in that key when you want to use the document management functions of the copier. The optional Hard Disk must be installed on this copier in order to use this function.) 2-3 Section 2 NAMES OF PARTS) [Power] key & indicator lamp (only on metric specification copiers) (Press this key when you want to turn the Sleep mode ON. Press the same key again to turn the Sleep mode OFF.) / Main power indicator lamp (only on metric specification copiers) (This lamp will light when the main power switch is turned ON (1).

) Initial mode (at the end of warm-up or when the [Reset] key is pressed) In the default settings prepared at the factory, paper of the same size as the original is selected automatically and the copy magnification ratio is set to "100%" [1:1] (under the auto paper selection mode), the number of copies to be made is set to "1" and the image quality is set to the text+photo mode. NOTES · The default settings for the initial mode can be changed using the corresponding "copy default settings" procedure. · It is possible for you to change the default setting for the copy exposure in the initial mode from the "manual exposure mode" to the "auto exposure mode". Auto clear function Once a designated amount of time has passed after copying stops (between 10 and 270 seconds), the auto clear function will automatically engage and the copier will return to the same settings as those after warm up (initial mode settings). (However, the copy exposure mode and the image quality mode will not change.) 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 engages. Automatic drawer[cassette] switching function If two drawers[cassettes] contain the same size of paper and the paper in one drawer[cassette] runs out during copying, the automatic drawer[cassette] switching function will switch to paper feed from the other drawer[cassette] that still contains paper. NOTES · Paper must be loaded in the same orientation in both drawers[cassettes]. · Only drawers[cassettes] that are loaded with the same type of paper can be used with the automatic drawer[cassette] switching function. 2-4 Section 2 NAMES OF PARTS 3.

Touch panel Inch specifications 1 2 Paper Size Set 11x81/2" 3 Ready to copy. 11x81/2" Plain Combine Orig.image quality Reduce /Enlarge 4 81/2x11" Color 11x81/2" Plain 11x81/2" Recycled Basic ^ APS Bypass Plain Auto Exposure Exposure mode User choice Function AMS Sort:Off Sort:On Reduce /Enlarge Program Sort/ Finished & * 6 58(97 !) @ 0# \$% Metric specifications 1 2 Paper Size Set 3 Ready to copy. Merge copy Plain Image quality APS Bypass Plain Auto Exposure Exposure mode User choice Function Reduce/ Enlarge Program AMS Sort:Off Sort:On Sort/ Finished Reduce/ Enlarge ^ 4 Colour Plain Recycled Basic & * 6 58(97 !) @ 0# \$% 2-5 Section 2 NAMES OF PARTS 1 This area displays messages on the machine's status and on operational procedures. 2 This area displays information on the size of paper in the drawer[cassette] and the current copy magnification ratio. 3 This area displays the current number of copies to be made. 4 Paper size keys (Remaining paper volume icons) (Touch these keys when you want to change the currently selected drawer[cassette] in order to change the size of paper that will be used. The drawer[cassette] that holds the currently selected paper size and type of paper will be highlighted. Drawer[Cassette] No.3 and drawer[cassette] No.

4 will be displayed when the optional Paper Feeder is installed on your copier.) 5 "APS" key (Touch this key until it is highlighted when you want to have the paper size selected automatically. See page 4-2.) 6 "Bypass" key (Touch this key when you want to copy onto paper that is set on the multi-bypass tray. The type of paper registered for use on the multi-bypass tray will be indicated in the key.

) 7 Copy exposure adjustment keys / Copy exposure scale (Touch the appropriate key when you want to manually adjust the copy exposure.



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The copy exposure scale will indicate the currently selected setting. See page 4-2.) 8 "Exposure mode" key (Touch this key when you want to access the "Exposure Mode" screen.) 9 "Auto Exposure" key (Touch this key until it is highlighted when you want to select the auto exposure mode.

In the auto exposure mode, the contrast of the original will be detected and the most suitable exposure level selected automatically. See page 4-2.) 0 "AMS" key (Touch this key until it is highlighted when you want to have the copy magnification ratio selected automatically. See page 4-5.) ! "Reduce/Enlarge" key (Touch this key when you want to manually change the copy magnification ratio. See page 4-6.) @ "100%" (same size) key (Touch this key when you want to copy the original image at its actual size "100%".) # "Sort:OFF" key (Touch this key when you want to make copies without sorting them.) \$ "Sort:ON" key (Touch this key when you want to make copies in the sort mode.) % "Sort/Finish" key (Touch this key when you want to access the "Sort/Finish" screen.

See page 5-22.) ^ Registration keys (Touch the appropriate key when you want to access the corresponding function or mode. Any function or mode in the "Function" tab can be registered to be displayed as one of the registration key.) & "Basic" tab (Touch this tab when you want to return the display to the contents of the "Basic" tab.) * "User choice" tab (Touch this tab when you want to display the contents of the "User choice" tab.) Inch specifications 2 sided/ Separation Select orig.size Orig.image quality Margin/ Centering Border Erase Combine Basic User choice Function Program Metric specifications 2-sided/ Split Select size orig. Image quality Margin/ Imag. shift Erase Mode Merge copy Basic User choice Function Program ("Function" tab (Touch this tab when you want to display the contents of the "Function" tab.

) Inch specifications Ready to copy. Select paper Exposure mode Orig.image quality Sort/ Finished Basic 2 sided/ Separation Reduce /Enlarge Margin/ Centering Border Erase User choice Select orig. size Auto Selection Page # Cover Mode Function Combine Batch scanning Forms Overlay Booklet Program Paper size 11x81/2" Set Up Down Ready to copy. Auto Rotation Eco Print Modify Copy OHP backing Orig.

set direction Proof Copy Invert Memo pages Mirror Paper size 11x81/2" Set Up Down Basic User choice Function Program Metric specifications Ready to copy. Select paper Exposure mode Image quality Sort/ Finished Basic 2-sided/ Split Reduce/ Enlarge Margin/ Imag. shift Erase Mode User choice Select size orig. Auto selection Page numbering Cover Mode Function Merge copy Large # of originals Form overlay Booklet Program Paper size Set Up Down Ready to copy. Auto Rotation Eco Print Modify copy OHP back Orig.

set direction Test copy Memo pages Mirror Paper size Set Invert Up Down Basic User choice Function Program 2-6 Section 2 NAMES OF PARTS) "Program" tab (Touch this tab when you want to register the currently selected settings as a program, or to delete a previously registered program.) NOTE P If you press any key that has an arrow (P) in its bottom right corner, the corresponding setting screen will be displayed. Inch specifications Ready to copy.

Select paper Exposure mode Orig.image quality Sort/ Finished Basic 2 sided/ Separation Reduce /Enlarge Margin/ Centering Border Erase User choice Select orig. size Auto Selection Page # Cover Mode Function Combine Batch scanning Forms Overlay Booklet Program Paper size 11x81/2" Set Up Down Metric specifications Ready to copy. Select paper Exposure mode Image quality Sort/ Finished Basic 2-sided/ Split Reduce/ Enlarge Margin/ Imag. shift Erase Mode User choice Select size orig. Auto selection Page numbering Cover Mode Function Merge copy Large # of originals Form overlay Booklet Program Paper size Set Up Down "Register" key (Touch this key when you want to register the currently selected function or mode under a registration key.) "Back" key (Touch this key when you want to return the settings for the currently selected mode back to their previous values.

) "Close" key (Touch this key when you want to return to the previous screen.) Inch specifications Ready to copy. Reduce/Enlarge (25~400) 100 Standard Zoom XY Zoom # keys % AMS 100% 400% 200% 51/2x81/2" 11x17" Register Paper size 11x81/2" 100% Back Set Close 154% 51/2x81/2" 81/2x14" 129% 81/2x11" 11x17" 121% 81/2x14" 11x17" 78% 81/2x14" 81/2x11" 77% 11x17" 81/2x14" 64% 11x17" 81/2x11" 50% 11x17" 51/2x81/2" 25% Metric specifications Ready to copy. Reduce/Enlarge (25~400) 100 Standard Zoom XY Zoom #-Keys % AMS 100% 400% 200% A 5A 3 141% 127% Register Paper size 100% Back Set Close A 4A 3 A 5A 4 FolioA 3 75% 11x15"A 4 70% 50% A 3A 4 A 4A 5 106% 11x15"A 3 90% FolioA 4 25% Metric specifications (Asia Pacific) Ready to copy. Reduce/Enlarge (25~400) 100 Standard Zoom XY Zoom #-Keys % AMS 100% 400% 200% A 5A 3 141% 122% 115% 86% Register Paper size 100% Back Set Close A 4A 3 B 5B 4 A 4B 4 A 5B 5 B 4A 3 B 5A 4 A 3B 4 A 4B 5 81% 70% 50% 25% B 4A 4 B 5A 5 A 3A 4 B 4B 5 2-7 Section 2 NAMES OF PARTS 2-8 Section 3 PREPARATIONS 1. Loading paper Paper can be loaded into the two drawers[cassettes] and the multibypass tray. IMPORTANT! Using special paper In this copier, the type of paper loaded in each drawer[cassette] and on the multi-bypass tray can be specified under "(1) Paper size and type" on page 6-44, respectively. Among the special paper that can be use with this copier, there is a wide range in paper quality and construction, especially in those types of paper noted below. For that reason, there is a greater possibility of problems occurring during copying with these type of paper. Whenever you do use such special paper as noted here, it is recommended that you first make a test copy and verify the results.

<Special paper for which extra caution is recommended> · Preprinted · Labels *1 · Prepunched · Envelopes *2 *1 When using label sheets, be absolutely certain that there is no possibility that the backing glue will come into contact with any part of the copier, and that none of the labels will come off the sheet during copying. If glue does happen to come into contact with the drum or rollers, or one of the labels comes off inside the copier, it can be the cause of major damage. *2 The following types of envelopes should never be used: · Those on which the glue is exposed. · Those whereby glue will be exposed if the protective paper is removed.



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(If the paper protecting the glue comes off inside the copier it can be the cause of major damage.

) · Those of special construction. · Those which have a round tab on the back and are closed with string. · Those which have an open window. · Those which have a transparent film window. (1) Note when adding paper After taking new paper out of its packaging, be sure to fan through them a few times to separate the sheets and use a flat surface to align the leading edges of the paper before loading that paper into a drawer[cassette] or setting it on the multi-bypass tray.

Set the paper in the drawer[cassette] with the side that was facing upward when you opened the package facing upward. **IMPORTANT!** · When copying onto used paper (paper which has already been copied onto at least one side), **DO NOT** use paper that is stapled or clipped together as this can be the cause of damage to the copier and/or create problems in the copy image. · If you use paper that is curled at all, straighten the paper out before loading it into a drawer[cassette] or setting it on the multi-bypass tray, or it can cause a paper jam. 3-1 Section 3 PREPARATIONS (2) Loading paper into the drawer[cassette] Up to 500 sheets of standard paper (75 or 80 g/m²/standard paper as specified by our company) or colored paper can be loaded into the each drawer[cassette]. The each drawer[cassette] can be set to hold paper of any desired size from 5 1/2" x 8 1/2", 8 1/2" x 11", 11" x 8 1/2", 8 1/2" x 13", 8 1/2" x 14", 11" x 17", A5R, B5R, B5, A4R, A4, B4, A3, Folio, 8K and 16K. 4 Set the paper flush against the left-hand wall of the drawer[cassette]. 1 Pull the drawer[cassette] out toward you as far as it will go. * Do not pull more than one drawer[cassette] out at a time. **IMPORTANT!** · Make sure that there are no folds, etc., in the paper when it is set in a drawer[cassette].

Such paper may be the cause of paper jams. · There is a sticker (1 in the illustration) indicating paper capacity attached to the inside of the drawer[cassette]. Do not load paper above this limit. · When you are loading paper into a drawer[cassette], make sure that the side facing upward when the package is opened is the side that is facing upward in the drawer[cassette]. · Adjust the length adjustment plate and the width guide **BEFORE** loading paper into a drawer[cassette]. Failure to do so may result in skewed paper feed or a paper jam. · Make sure that the paper is set securely against the length adjustment plate and the width guide. If there is a gap between the paper and the adjustment plate or the width guide, readjust the plate and the guide to fit the paper snugly. 2 Hold the width adjustment lever and move it to align the width guide with the required paper width. Paper sizes are marked inside the drawer[cassette].

1 3 Hold the length adjustment plate and move it to align with the required paper length. 3-2 Section 3 PREPARATIONS 5 Set the supplied paper size sheet so that the size of the paper loaded can be checked by looking at the front of the drawer[cassette]. 1 Open the multi-bypass tray. 2 6 **NOTE** Before leaving the copier in disuse for a prolonged period of time, remove the paper from the drawer(s)[cassette(s)] and seal it in its original packaging to protect from moisture. Also, when storing paper in a high temperature and high humidity environment, seal it in a moisture-proof bag.

Gently push the drawer[cassette] back in. Adjust the insert guides to the size of the paper to be loaded. (3) Loading paper into the multi-bypass tray Up to 200 sheets of standard copy paper (75 g/m² 80 g/m²), of a size between 11" x 17" [A3] and 5 1/2" x 8 1/2" [A6R] can be set on the multi-bypass tray at one time. When copying onto special paper, be sure to use the multi-bypass tray. 3 Insert the paper along the guides as far as it will go.

NOTE The types of special paper and the number of sheets that can be loaded in the multi-bypass tray are: · Transparencies: 25 sheets · Standard paper (120 g/m²): 130 sheets · Standard paper (160 g/m²): 100 sheets **IMPORTANT! IMPORTANT!** · When copying onto OHP transparencies, be sure to fan through them a few times to separate the sheets before setting them on the multi-bypass tray. · When copying onto non-standard size paper, perform the procedure in "(1) Paper size and type" on page 6-44 and select the paper size. · When setting special paper such as OHP transparencies and thick paper on the multi-bypass tray, the type of paper must be specified under "(1) Paper size and type" on page 6-44. · When you are setting paper onto the multi-bypass tray, make sure that the side facing upward when the package is opened is the side that is facing upward on the multi-bypass tray as well. In addition, if the leading edge of the paper is curled at all, straighten it out before setting it on the multi-bypass tray. · **ALWAYS** straighten out curled paper before setting it on the multi-bypass tray. 3-3 Section 3 PREPARATIONS Setting envelopes Up to 20 envelopes can be set on the multi-bypass tray at a time. Refer to the following table for the types and sizes of envelopes that can be used in this machine. 3 Acceptable envelope types Monarch Comm. #10 Envelope DL Envelope C5 Executive Comm.

#9 Comm. #6-3/4 ISO B5 Envelope C4 Oufuku Hagaki YOUKEI 2 YOUKEI 4 3 1/8" x 7 1/2" 3 3/8" x 9 1/2" Size When using envelopes that are wider than they are tall, leave the flap closed and set the envelopes with the copy side facing upward and the flap facing towards the rear of the copier. Then slide the envelopes into the slot along the insert guides as far as they will go. When using envelopes that are taller than they are wide, open the flap and set the envelopes with the copy side facing upward and the flap facing away from the direction of insertion. Then slide the envelopes into the slot along the insert guides as far as they will go. 110 x 220 (mm) Copier 162 x 229 (mm) 7 1/4" x 10 1/2" 3 7/8" x 8 7/8" 3 5/8" x 6 1/2" 176 x 250 (mm) 229 x 324 (mm) **NOTES** 200 x 148 (mm) 162 x 114 (mm) 234 x 105 (mm) · If the optional Printer Kit or Printer/scanner Kit is installed on your copier and you attempt to print from a computer onto envelopes that are wider than they are tall, be sure to leave the flap closed and set the envelopes with the side to be printed onto facing upward. Orient the edge with the flap towards the front of the copier and then slide the envelopes into the slot along the insert guides as far as they will go. Copier 1 Open the multi-bypass tray. Copier 2 Align the insert guides with the envelope size. · The proper orientation will actually depend upon the type of envelope being used.



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· Incorrectly loading envelopes can result in printing in the wrong orientation or on the wrong side. · When setting envelopes on the multi-bypass tray, BE SURE to specify the type of envelopes that will be used under "3. Multibypass tray paper settings" on page 6-44. 3-4 Section 4 BASIC OPERATION 1. Basic copying procedure 1 3 Ready to copy.

11x81/2" Plain 81/2x11" Color 11x81/2" Plain 11x81/2" Recycled Basic APS Bypass Plain Auto Exposure Exposure mode User choice Function Reduce /Enlarge Program AMS Paper Size Set 11x81/2" Com Ori qua Sort:Off Sort:On Sort/ Finished Re /En Inch specifications 1. Warm-up Turn the main power switch ON (1). At the end of warm-up, "Ready to copy." will be displayed. 3 Ready to copy.

Paper Size Set Mer Plain Colour Plain APS Bypass Plain Auto Exposure Exposure mode User choice Function Reduce/ Enlarge Program AMS Sort:Off Sort:On Sort/ Finished Re En Ima qua NOTES · With metric specification copiers you will first need to open the main power switch cover. · If you set the originals that you want to copy and press the [Start] key while the copier is still warming up, copying will begin as soon as warm-up is finished. Recycled Basic Metric specifications 3. Selecting the desired functions Select from among the copier's various modes and functions. 2 2. Setting the originals Open the original cover and set the original that you want to copy face-down on the platen. Be sure to align originals with the upper left corner of the platen (towards the left-rear portion of the copier). . . . Enlarging/reducing the copy image (Page 4-5.) Interrupt copying (Page 4-8.) Making 2-sided copies from various types of originals (Page 5-1.

) Copying each image of open-faced (books, magazines, etc.) or 2-sided originals onto separate sheets (Page 5-4.) Fitting the image of either two or four originals onto a single copy page (Page 5-6.) Printing page numbers on the copies (Page 5-9.) Overlaying one image over another (Page 5-13.) Making booklets from sheet originals (Page 5-15.) Making booklets from book originals (Page 5-19.) Automatic sorting of copy sets without the Document Finisher (Page 5-22.) Adding a front and/or back cover to your copy sets (Page 5-23.) Making more of the same copies after a copy job is finished (Page 5-26.

) Copying a large volume of originals in one operation (Page 5-31.) 4-1 Section 4 BASIC OPERATION 4 Ready to copy. 11x81/2" Plain 81/2x11" Color 11x81/2" Plain 11x81/2" Recycled Basic APS Bypass Plain Auto Exposure Exposure mode User choice Function Reduce /Enlarge Program AMS Paper Size Set 11x81/2" Com Ori qua Sort:Off Sort:On Sort/ Finished Re /En 11x81/2" Plain 81/2x11" Color 11x8 /2" Plain 11x81/2" Recycled 1 5 APS Bypass Plain Auto Exposure Exposure mode AMS Reduce /Enlarge Inch specifications Inch specifications Paper Size Set 4 Ready to copy. Me Plain Colour Plain Recycled Basic User choice APS Bypass Plain Auto Exposure Exposure mode Function Reduce/ Enlarge Program AMS Sort:Off Sort:On Sort/ Finished Re En Ima qua Plain 5 APS Bypass Plain Auto Exposure Exposure mode Reduce/ Enlarge AMS Colour Plain Recycled Metric specifications 4. Selecting the paper size When the "APS" key is highlighted on the touch panel, copy paper of the same size as the original will be automatically selected.

In order to copy the original onto a different size of paper without changing the size of the image, touch the paper size key that corresponds to the paper size that you want to use. Metric specifications 5. Adjusting the copy exposure Adjustment of the copy exposure is generally accomplished manually. If you want to make the exposure darker, touch the right exposure adjustment key to move the arrow under the exposure scale to the right; If you want to make the exposure lighter, touch the left exposure adjustment key to move the arrow under the exposure scale to the left. If you want the copy exposure to be adjusted automatically, touch the "Auto Exposure" key until it is highlighted.

The contrast of the original will be detected and the most suitable exposure level selected automatically. * It is also possible for you to adjust the copy exposure by touching the "Exposure mode" key to access the "Exposure Mode" screen. Copy exposure adjustment can then be performed in this screen using the same methods as above. Inch specifications Ready to copy. Exposure Mode 1 2 3 4 5 6 Register 7 Paper Size 11x81/2" Back Set Close Auto Manual Lighter Darker Metric specifications Ready to copy. Exposure mode Register Paper size Set Back Close Auto Manual Lighter Darker 4-2 Section 4 BASIC OPERATION 6 Ready to copy. Select paper Exposure mode Orig.image quality Sort/ Finished Basic 2 sided/ Separation Reduce /Enlarge Margin/ Centering Border Erase User choice Select orig. size Auto Selection Page # Cover Mode Function Combine Batch scanning Forms Overlay Booklet Program Paper size 11x81/2" S 7 AMS uto Paper Size 11x81/2" Set Up Down Combine Orig.image quality Sort:Off S tO Reduce /Enlarge Inch specifications Inch specifications Paper size S 6 Ready to copy.

Select paper Exposure mode Image quality Sort/ Finished Basic 2-sided/ Split Reduce/ Enlarge Margin/ Imag. shift Erase Mode User choice Select size orig. Auto selection Page numbering Cover Mode Function Merge copy Large # of originals Form overlay Booklet Program 7 Up Down Paper Size Set Merge copy Image quality AMS Auto Sort:Off S tO Reduce/ Enlarge Metric specifications 6. Selecting the image quality The image quality is selected according to the type of original. Touch the "Function" tab and then the resulting "Orig. image quality" ["Image quality"] key that is displayed within that tab in order to access the "Orig.image quality" ["Image quality orig."] screen. Inch specifications Metric specifications 7. Setting the number of copies to be made Use the keypad to change the number of copies to be made that is displayed on the touch panel to the actual number that you want to make.

Up to 999 copies can be made at one time. Ready to copy. Orig.image quality Register Paper Size 11x81/2" Set 8 Back Close Text Photo Photo Text Text P h o t o : S e t t h i s m o d e t o c o p y o r i g . w i t h m i x e d t e x t a n d p h o t o P h o t o : A d d a d i m e n s i o n a l e f f e c t o f p h o t o T e x t : C o p y a p e n c i l o r f i n e l i n e .

Metric specifications Ready to copy. Image quality orig. Register Paper size Set 8. Start copying Press the [Start] key.



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Once the lamp in the [Start] key is lit green and "Ready to copy.

" is displayed, copying is possible. Inch specifications Back Close Text+Photo Photo Text Text + Photo : Set this mode to copy original mixed (text & photo). Photo : Add a dimensional effect to photo. Text : Copy pencil & fine line clearly. Now copying. Orig. page Count/Set Output Text+photo mode: Touch the "Text+Photo" key until it is highlighted. Select this mode when the original contains a mixture of both text and photographs. Photo mode: Touch the "Photo" key until it is highlighted. Select this mode to bring out the depth in photographs.

Text mode: Touch the "Text" key until it is highlighted. Select this mode especially to reproduce originals written in pencil of which contain thin lines. 11x81/2" 1 sided Rear APS 11x81/2" 1 sided Sort Plain Pause Inner tray Job 1 Metric specifications Now copying. Original Count/set Output Plain 1-sided Rear APS 1-sided Sort Inner tray Stop / Change Job 1 4-3 Section 4 BASIC OPERATION 9 NOTE Metric specification copiers have a main power switch cover. 9. At the end of copying Finished copies will be ejected onto the copy store section. IMPORTANT! · Up to 250 copies can be stored on the copy store section. · If "The output tray exceeds capacity. Remove the paper." ["Too much paper in output tray.

Remove paper." is displayed, there are too many copies on the top tray. Remove the copies from the copy store section and then press the [Start] key to resume copying. · If ejected copies come out curled, or are otherwise not stored cleanly, remove the paper from the drawer[cassette] or the multibypass tray (whichever is currently being used), turn the paper over, set it again in that location and try to copy again. CAUTION If the copier will not be used for a short period of time (overnight, etc.

), turn the main power switch OFF (O). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use. IMPORTANT! (For metric specification copiers) If you turn the main power switch OFF (O) or remove the power plug from its outlet when the optional Printer Kit, Printer/Scanner Kit or Fax Kit is installed on your copier, the corresponding print out and fax communication operations will not be possible. To keep those functions enabled, press the [Power] key to put the copier into the Sleep mode rather than turning the main power switch OFF.

4-4 Section 4 BASIC OPERATION 2. Enlarging/reducing the copy image (1) Auto magnification selection mode With this mode, the original image is enlarged/reduced automatically according to the selected paper size. 2 Select the size of paper that you want to copy onto by touching the appropriate paper size key. Touch the "AMS" key. The corresponding magnification ratio will be displayed. Inch specifications Ready to copy. 11x81/2" Plain 81/2x11" Color 11x81/2" Plain 11x81/2" Recycled Basic APS Bypass Plain Auto Exposure Exposure mode User choice Function Reduce /Enlarge Program AMS Paper Size Set 11x81/2" Combine Orig.image quality Sort:Off Sort:On Sort/ Finished Reduce /Enlarge Metric specifications Ready to copy. Paper Size Set Merge copy 1 Set the original to be copied. The copier will automatically detect the size of the originals and select copy paper of that same size.

Inch specifications Plain Colour Plain Recycled Basic User choice APS Bypass Plain Auto Exposure Exposure mode Function Reduce/ Enlarge Program AMS Sort:Off Sort:On Sort/ Finished Image quality Reduce/ Enlarge Ready to copy. 11x81/2" Plain 8 /2x11" Color 11x81/2" Plain 11x81/2" Recycled Basic 1 Paper Size Set 11x81/2" Combine Orig.image quality APS Bypass Plain Auto Exposure Exposure mode User choice Function Reduce /Enlarge Program AMS Sort:Off Sort:On Sort/ Finished Reduce /Enlarge 3 Press the [Start] key to begin the copying procedure. Metric specifications Ready to copy. Paper Size Set Merge copy Plain Colour Plain Recycled Basic User choice APS Bypass Plain Auto Exposure Exposure mode Function Reduce/ Enlarge Program AMS

Sort:Off Sort:On Sort/ Finished Reduce/ Enlarge Image quality 4-5 Section 4 BASIC OPERATION (2) Zoom mode With this mode, the magnification ratio can be set to any 1% increment between 25% and 400%. 3 Touch the "+" key or the "-" key to change the displayed magnification ratio to the desired setting. * The desired magnification ratio can also be entered directly by touching the "# keys" ["#-Keys"] key and then using the keypad. Inch specifications Ready to copy. 25% Reduce/Enlarge (25~400) 100 Standard Zoom XY Zoom # keys % AMS 100% 400% 200% 51/2x81/2" 11x17" Register Paper size 11x81/2" 100% Back Set Close 154% 51/2x81/2" 81/2x14" 129% 81/2x11" 11x17" 121% 81/2x14" 11x17" 78% 81/2x14" 81/2x11" 77% 11x17" 81/2x14" 64% 11x17" 81/2x11" 50% 11x17" 51/2x81/2" 25% 400% Metric specifications Ready to copy. Paper size 100% Set 1 2 Set the original to be copied.

Reduce/Enlarge (25~400) 100 % AMS 100% 400% 200% Register Back Close 141% 127% A 4A 3 A 5A 4 FolioA 3 75% 11x15"A 4 70% 50% A 3A 4 A 4A 5 Touch the "Reduce/Enlarge" key. The "Reduce/Enlarge" screen will be displayed. Inch specifications Standard Zoom XY Zoom #-Keys 106% 11x15"A 3 90% A 5A 3 FolioA 4 25% Ready to copy. 11x81/2" Plain 8 /2x11" Color 11x81/2" Plain 11x81/2" Recycled Basic 1 Paper Size Set 11x81/2" Metric specifications (Asia Pacific) Combine Orig.image quality APS Bypass Plain Auto Exposure Exposure mode User choice Function Reduce /Enlarge Program AMS Sort:Off

Sort:On Sort/ Finished Reduce /Enlarge Ready to copy. Reduce/Enlarge (25~400) 100 Standard Zoom XY Zoom % AMS 100% 400% 200% A 5A 3 141% 122% 115% 86% Register Paper size 100% Back Set Close A 4A 3 B 5B 4 A 4B 4 A 5B 5 B 4A 3 B 5A 4 A 3B 4 A 4B 5 81% 70% 50% 25% B 4A 4 B 5A 5 A 3A 4 B 4B 5 Metric specifications #-Keys Ready to copy.

Paper Size Set Merge copy Plain Colour Plain Recycled Basic User choice APS Bypass Plain Auto Exposure Exposure mode Function Reduce/ Enlarge Program AMS Sort:Off Sort:On Sort/ Finished Reduce/ Enlarge Image quality 4 Press the [Start] key to begin the copying procedure. 4-6 Section 4 BASIC OPERATION (3) Preset zoom mode With this mode, the magnification ratio can be set to one of the preset ratios: [Available magnification ratios] Reduce/Enlarge (25~400) Register Back 3 Touch the preset zoom key that corresponds to the magnification ratio that you want to use.



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Inch specifications Ready to copy. Paper size 11x8 1/2" 100% Set Close Inch specification Reduction 100 Standard Zoom XY Zoom # keys % AMS 100% 400% 200% 51/2x8 1/2" 11x17" 154% 51/2x8 1/2" 8 1/2x14" 129% 8 1/2x14" 11x17" 121% 8 1/2x14" 11x17" 78% 8 1/2x14" 8 1/2x11" 77% 11x17" 8 1/2x14" 64% 11x17" 8 1/2x11" 50% 11x17" 51/2x8 1/2" 25% 25% 50% (11" x 17" R 5 1/2" x 8 1/2") 64% (11" x 17" R 8 1/2" x 11") 77% (11" x 17" R 8 1/2" x 14") 78% (8 1/2" x 14" R 8 1/2" x 11") Enlargement 121% (8 1/2" x 14" R 11" x 17") 129% (8 1/2" x 11" R 11" x 17") 154% (5 1/2" x 8 1/2" R 8 1/2" x 14") 200% (5 1/2" x 8 1/2" R 11" x 17") 400% Metric specifications Ready to copy.

Reduce/Enlarge (25~400) 100 Standard Zoom % AMS 100% 400% 200% A 5A 3 141% 127% Register Paper size 100% Back Set Close A 4A 3 A 5A 4 FolioA 3 75% 11x15"A 4 70% 50% A 3A 4 A 4A 5 Metric specification Reduction 25% 50% 70% (A3 R A4, A4 R A5) 75% (11" x 15" R A4) 90% (Folio R A4) Enlargement 106% (11" x 15" R A3) 127% (Folio R A3) 141% (A4 R A3, A5 R A4) 200% (A5 R A3) 400% Metric specification (Asia Pacific) Reduction 25% 50% 70% (A3 R A4, B4 R B5) 81% (B4 R A4, B5 R A5) 86% (A3 R B4, A4 R B5) Enlargement 115% (B4 R A3, B5 R A4) 122% (A4 R B4, A5 R B5) 141% (A4 R A3, B5 R B4) 200% (A5 R A3) 400% XY Zoom #-Keys 106% 11x15"A 3 90% FolioA 4 25% Metric specifications (Asia Pacific) Ready to copy. Reduce/Enlarge (25~400) 100 Standard Zoom XY Zoom #-Keys % AMS 100% 400% 200% A 5A 3 141% 122% 115% 86% Register Paper size 100% Back Set Close A 4A 3 B 5B 4 A 4B 4 A 5B 5 B 4A 3 B 5A 4 A 3B 4 A 4B 5 81% 70% 50% 25% B 4A 4 B 5A 5 A 3A 4 B 4B 5 NOTE You can also change the magnification ratio in 1% increments by touching the "+" key or the "-" key, as appropriate. 4 Press the [Start] key to begin the copying procedure. 1 2 Set the original to be copied. Touch the "Reduce/Enlarge" key. The "Reduce/Enlarge" screen will be displayed. Inch specifications Ready to copy. 11x8 1/2" Plain 8 1/2x11" Color 11x8 1/2" Plain 11x8 1/2" Recycled Basic APS Bypass Plain Auto Exposure Exposure mode User choice Function Reduce /Enlarge Program AMS Paper Size Set 11x8 1/2" Combine Orig.image quality Sort:Off Sort:On Sort/ Finished Reduce /Enlarge Metric specifications Ready to copy. Paper Size Set Merge copy Plain Colour Plain Recycled Basic User choice APS Bypass Plain Auto Exposure Exposure mode Function Reduce/ Enlarge Program AMS Sort:Off Sort:On Sort/ Finished Reduce/ Enlarge Image quality 4-7 Section 4 BASIC OPERATION 3.

Interrupt copying Interrupt copying is useful if, during one copy job, you want to copy other originals at different settings. Once the rush job is completed, the interrupted copy job can be resumed at the same settings as before. 4 When copying is completed, press the [Interrupt] key once again. The lamp in the [Interrupt] key will go out. Replace the newly copied originals with the ones removed before. Then, press the [Start] key. The interrupted copy job will be resumed. 123A 12A3 1 Press the [Interrupt] key to light the lamp in the [Interrupt] key. "Interrupt mode OK" will be displayed. 2 3 Remove the originals that were currently being copied and put them aside.

Set the new originals and perform the desired copy procedure. 4-8 Section 4 BASIC OPERATION 4. Job reservation Copy jobs can be scheduled even while another copy job is in progress any time the "Reserve next copy" key is displayed. Inch specifications 1 Touch the "Reserve next copy" key. The "Ready to copy.

(Job reservation)" screen will be displayed. Inch specifications Now copying. Orig. page Count/Set Output Memory usage 30% Now copying. Reserve next copy Pause Orig.

page Count/Set Output Memory usage 30% 12 11x8 1/2" 1 sided Rear 100% APS 1/999 11x8 1/2" 1 sided Sort Inner tray 12 11x8 /2" 1 sided Rear 1 1/999 100% APS 11x8 /2" 1 sided Sort 1 Reserve next copy Pause Inner tray Metric specifications Metric specifications Now copying. Original Count/set Output Reserve next copy Stop /Change Inner tray 1-sided R top / rear Now copying. Original Count/set Output Reserve next copy Stop /Change Inner tray 12 100% 1-sided R top / rear APS 1-sided Sort 1/999 12 100% APS 1-sided Sort 1/999 You can enter the corresponding copy settings and scan in the originals in preparation for your copy job even before the other job is completed. Once that job is finished and print out is possible, the operation for the reserved job will begin automatically. NOTE Job reservation is not available if the "Reserve next copy" key isn't displayed. NOTES · The optional Hard Disk must be installed on your copier in order to use this function. · If the optional Fax Kit, Printer Kit or Printer/Scanner Kit are installed in your copier, job reservation will be possible during print out of both received fax jobs and print jobs. 2 3 Set the originals to be copied. Select the settings and functions that you want to use for that copy job. Inch specifications Ready to copy.

(Job reservation) 11x8 1/2" Plain 8 /2x11" Color 11x8 1/2" Plain 11x8 1/2" Recycled Basic 1 Paper Size Set 11x8 1/2" Combine Orig.image quality APS Bypass Plain Auto Exposure Exposure mode User choice Function Reduce /Enlarge Program AMS Sort:Off Sort:On Sort/ Finished Finish Job res. Reduce /Enlarge Metric specifications Ready to copy. (Jobreservation) Paper Size Set Merge copy Plain Color Plain Recycled Basic User choice APS Bypass Plain Auto Exposure Exposure mode Function Reduce/ Enlarge Program AMS Sort:Off Sort:On Sort/ Finished Job resrv. finished Reduce/ Enlarge Image quality 4 Press the [Start] key. Scanning of the originals will start. Once all of the originals have been completely scanned, the touch panel will return to the screen in step 1. 4-9 Section 4 BASIC OPERATION 4-10 Section 5 OTHER CONVENIENT FUNCTIONS 1. Making 2-sided copies from various types of originals [2-sided copy modes] With these modes, 2-sided copies can be made from a variety of originals including open-faced (books, etc.) or 2-sided originals. (2) Making 2-sided copies from an open-faced (books, etc.) original With this mode, the two facing pages of a book or magazine are copied separately onto the front and back sides of the copy paper by simply pressing the [Start] key. (1) Making 2-sided copies from a 2-sided original With this mode, a 2-sided original is copied and the front and back sides of the copy paper are used so that the copy looks just like the original.



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