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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA TASKALFA 180-220. You'll find the answers to all your questions on the KYOCERA TASKALFA 180-220 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual KYOCERA TASKALFA 180-220**  
**User guide KYOCERA TASKALFA 180-220**  
**Operating instructions KYOCERA TASKALFA 180-220**  
**Instructions for use KYOCERA TASKALFA 180-220**  
**Instruction manual KYOCERA TASKALFA 180-220**

OPERATION GUIDE

TASKalfa 180/220



TASKalfa

KYOCERA



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**Manual abstract:**

*@@In this Operation Guide, TASKalfa 180 is referred to as '18-ppm model'; and TASKalfa 220 as '22-ppm model', respectively. CONTENTS 1 2 Names of Parts .....*

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*... Index-1 ii Notice The information in this guide is subject to change without notification. Additional pages may be inserted in future editions. The user is asked to excuse any technical inaccuracies or typographical errors in the present edition. No responsibility is assumed if accidents occur while the user is following the instructions in this guide. This guide, any copyrightable subject matter sold or provided with or in connection with the sale of the machine, are protected by copyright. All rights are reserved. Copying or other reproduction of all or part of this guide, any copyrightable subject matter without the prior written consent of Kyocera Mita Corporation is prohibited.*

*Any copies made of all or part of this guide, any copyrightable subject must contain the same copyright notice as the material from which the copying is done. Regarding Tradenames Kyocera is a trademark. ENERGY STAR is a U.S. registered mark. All other brand and product names are registered trademarks or trademarks of their respective companies. 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 and securities, etc., including: Paper money, Bank notes, Securities, Stamps, Passports, Certificates Local laws and regulations may prohibit or restrict copying or scanning of other items not mentioned above. · iii Energy Saving Contol 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. If the auto low power time is equal to the auto sleep time, a Sleep Mode is proceded. Low Power Mode The device automatically enters Low Power Mode when one minute has 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. Sleep Mode The device automatically enters Sleep Mode when one minute has passed since the device was last used. The amount of time of no activity that must pass before Sleep Mode is activated may be lengthened. For more information see Auto Sleep on page 3-16. Optional Automatic 2-Sided Copy Function This device can include a 2-sided copying as an optional function. For example, by copying twoperly ventilated out of the machine. Rear: 3 15/16" 10 cm Left: 11 13/16" 30 cm Front: 39 3/8" 100 cm Right: 11 13/16" 30 cm Other precautions Adverse environmental conditions may affect the safe operation and performance of the machine. Install in an air-conditioned room (recommended room temperature: around 50-90,5 °F (10-32,5 °C), humidity: around 15-80 %), and avoid the following locations when*

selecting a site for the machine.

· · · · Avoid locations near a windowan extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the machine is not in use. Always hold the designated parts only when lifting or moving the machine. For safety purposes, always remove the power plug from the outlet when performing cleaning operations. If dust accumulates within the machine, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the machine. Other precautions Do not place heavy objects on the machine or cause other damage to the machine. Do not open the upper front cover, turn off the main power switch, or pull out the power plug during copying.

When lifting or moving the machine, contact your service representative. x Do not touch electrical parts, such as connec damaged by static electricity.

Caution: Use of controls or adjustments or per tors or printed circuit boards. They could be Do not attempt to perform any operations not explained in this handbook. formance of procedur es other than those lamp as it may cause your eyes to feel tired or Do not look directly at the light from the scanning painful.

Cautions when handling consumables Caution Do not attempt to incinerate the toner co ntainer 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 am ount 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.



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If necessary, contact a physician. If you do happen to get toner in your eyes remaining tenderness, contact a physician. If toner does happen to get on your skin, wash with soap and water.

e toner container or the waste toner box. . . . DO NOT attempt to force open or destroy th Other precautions After use, ALWAYS dispose of the toner container and the waste toner box in accordance with Federal, State and Local rules and regulations. Store all consumables in a cool, dark location. If you will not be using the copier for a prolonged period of time, remove all paper from the cassette and the multi-purpose tray and seal in its original packaging. 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. xi SAFETY OF LASER BEAM 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 right. 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. 5. Safety switch The power to the laser unit is cut off when the front cover is opened.

Safety Instructions Regarding the Disconnection of Power Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source. VORSICHT: Der Netzstecker ist die Hauptsoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen. xii Safety

Instructions Regarding the Disconnection of Power Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source. 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](http://www.dtsc.ca.gov/hazardouswaste/perchlorate).

xiii 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 xiv Guide to this Operation Guide This operation guide has the following chapters. The content of these chapters is summarized below to be used as a reference. 1 Names of Parts This chapter contains explanations on the names and functions of the parts of the machine and its operation panel. 2 Preparations This chapter contains explanations on procedures for loading paper and connection of this product.

3 Basic Operation This chapter contains explanations on the basic procedures of simple copying and printing. 4 Job Accounting This chapter explains the job accounting functions of this machine. 5 Optional Equipment This chapter contains explanations on the optional equipment that can be used with this product.



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6 Maintenance This chapter contains explanations on replacement of the toner container and the waste toner box and maintenance of this product. 7 Troubleshooting This chapter contains explanations on handling problems that may occur, for example, when an error message appears or if a paper jam occurs.

Appendix The appendix explains the specifications of this product. xv Conventions in This Guide The following conventions are used depending on the nature of the description. Convention [Bold] Italic Description Indicates the operation panel keys or a computer screen. Indicates a message displayed on the touch panel. 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. Press [OK]. Ready to copy is displayed.

For more information refer to Sleep and Auto Sleep on page 3-5. Example NOTE: Important IMPORTANT: Caution CAUTION: xvi Originals and Paper Sizes This section explains the notation used in this guide when referring to sizes of originals or paper sizes. As with A4, B5 and Letter, which may be used either in the horizontal or vertical direction, horizontal direction is indicated by an additional letter R in order to indicate the orientation of the original/paper. Placement direction Vertical direction Indicated size\* A4, B5, A5, B6, A6, 16K, Letter, Statement Original Paper For the originals/paper, dimension A is longer than B. Horizontal direction A4-R, B5-R, A5-R, B6-R, A6-R, 16K-R, Letter-R, Statement-R Original Paper For the originals/paper, dimension A is shorter than B. \* The size of the original/paper that can be used depends on the function and source tray. For further details, refer to the page detailing that function or source tray. xviii 1 Names of Parts Main Body 1 2 3 8 9 10 1 2 3 4 5 6 7 8 9 7 6 5 4 Original cover -- Open/close this cover when setting the original on the platen. Output tray -- Finished copies or printouts are stored on this tray. The output tray has a storage capacity of 250 sheets of standard paper (80 g/m<sup>2</sup>).

Operation panel -- Perform operations from the main body here. Cassette -- This cassette has a storage capacity of 300 sheets of standard paper (80 g/m<sup>2</sup>). Paper width adjusting tab -- Use this tab to adjust the paper width guides to fit to the width of the paper to be loaded in the cassette. Paper length adjusting tab -- Adjust this tab to adjust the paper length guide to fit to the length of the paper to be loaded in the cassette. Left cover handle -- Pull this handle up to open the left cover.

Multi-purpose tray -- When using small paper or special paper, set the paper here. MP tray extension -- Pull this to use when setting A4R paper or larger paper. 10 Slider -- Adjust this to fit to the width of paper to be set in the multi-purpose tray. 1-1 Names of Parts 11 12 15 16 13 14 17 18 11 Platen -- Set an original here for copying. Be sure to lay the original face-down and align the edge of the original flush up against the left rear corner of the platen.

12 Original size indicator plates -- Be sure to set an original along these plates when setting it on the platen. 13 14 Left cover -- Open this cover if a paper jam occurs inside the machine. Waste toner box 15 Toner container release lever -- Operate this lever when replacing the toner container. 16 Toner container 17 Charger cleaner rod -- Pull this rod and then push it back again after replacing the toner container or when images become dirty. 18 Front cover -- Open this cover when replacing the toner container and the waste toner box or when cleaning this machine. 1-2 Names of Parts 21 21 19 20 19 Main power switch -- Turn this switch on ( ) before using this machine. 20 Main power switch cover -- Open to operate the main power switch. 21 Handles for transport -- Hold the four recessed portions at the right and left when transporting this machine. 1-3 Names of Parts Operation Panel US model 37 36 34 33 31 30 28 27 24 26 25 23 18 17 14 11 9 7 6 4 3 2 1 35 32 29 22 21 20 19 13 16 15 12 10 8 5 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 Start Key (Indicator)

Stop/Clear Key Reset Key Energy Saver Key Numeric keys Interrupt Key Logout Key Key Key OK Key /Auto%100% Key Paper Supply Indicator Paper Selection Key Paper Supply Level Indicator Paper Misfeed Indicator MP Indicator No. of Copies/Zoom Display Message Display Original Size Key EcoPrint Key Auto Density Key Density Adjustment Key/Density Display 1-4 Names of Parts European model 37 36 34 33 31 30 28 27 24 26 25 23 18 17 14 11 9 7 6 4 3 2 1 35 32 29 22 23 24 25 26 27 28 20 19 21 13 16 15 12 10 8 5 Attention Indicator Error Indicator Add Toner Indicator Maintenance Indicator Image Quality Selection Key Printer Key (Indicator) Press this to switch the message display between copier mode and printer mode, when the optional printer kit is installed.

2-sided Key Mixed Original Size Key Combine Key Split Key Program Key Border Erase Key Media Type Key Collate Key Margin Key 29 30 31 32 33 34 35 36 37 1-5 Names of Parts Message Display The message display on the operation panel shows: · · Status information, the messages listed below which are displayed during normal operation. Error codes, when the printer requires the operator's attention, refer to chapter „Troubleshooting“. Status Information Message Self test Please wait. Meaning The copier is performing self-diagnostics after power-up. The copier is warming up and is not ready. When the copier is switched on for the first time, this message will take approximately 20 seconds. The copier is ready to copy. Ready to copy. Error codes Refer to chapter „Troubleshooting“. System Menu (the mode after warm-up processing has been completed or Reset key was pressed) The copier has been set at the factory to automatically select a magnification ratio of 1:1 for the same size of paper as the original in the Auto Mode with the No.

of Copies at "1" and for the Image Quality. NOTE: The Default Settings can be changed in the System Menu. In the case where an optional cassette is present, the cassette selected in the System Menu can be changed. (Refer to appendix.) The Image Quality Mode selected in the System Menu can be changed. (Refer to appendix.) The Default Setting for the copy density can be changed to the Auto. (Refer to appendix.) Auto Clear function After the copy has been produced and a fixed interval (10 to 270 seconds) has elapsed, the copier will automatically revert to the state it was in when warm-up processing was completed. (However, the copy density mode and the Image Quality will not revert back to their original state.



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Copies can still be repeatedly produced with the same Copy Mode, No. of Copies, copy density and other settings if the Auto clear function has not been activated. NOTE: Please refer to appendix. Please refer to appendix for information on changing the time interval before the Auto clear function activates. Custom Sizes Paper and original sizes that are not displayed on the Operation Panel can be registered as Custom Sizes. (Inputting Custom Size on page 2-9.)

1-6 Names of Parts Automatic Cassette Switching Function If multiple cassettes contain the same size paper and the paper in one cassette runs out during copying, the automatic cassette switching function will switch paper feed from the empty cassette to the other cassette that still contains paper. NOTE: An optional cassette is required to do this. The Automatic Cassette Switching Function can also be turned off if not needed. (Refer to appendix.)

) The paper has to be oriented in the same direction. 1-7 Names of Parts 1-8 2 Preparations Loading Paper Paper can be loaded into either the cassette or the multi-purpose tray. Note for Adding Paper After taking new paper out of its packaging, be sure to fan through the paper a few times to separate the sheets before loading that paper into the cassette or the multi-purpose tray. Set the paper in the cassette with the side which faced the top of its packaging facing up. Important! · When using paper that has been run through a machine before, check it to make sure that all staples and paper clips have been removed. Not doing so may result in poor images or malfunctions. Straighten out any creases or curls in the paper before loading it. Failure to straighten out creases and curls may lead to paper jams. Leaving paper out of its package under high temperature and high humidity conditions may lead to problems caused by ambient moisture. After loading paper into the cassette, store the remaining paper sealed in the paper storage bag.

Also if any paper remains in the multi-purpose tray, store the paper sealed in the paper storage bag. Before leaving the machine in disuse for a prolonged period of time, remove the paper from the cassette and seal it in the paper storage bag to protect it from moisture. · 2-1 Preparations Loading Paper into the Cassette Standard paper, recycled paper, and colored paper can be loaded into the cassette. Up to 300 sheets of standard paper (80 g/m<sup>2</sup>) or 100 sheets of thick paper (90 to 105 g/m<sup>2</sup>) can be set. Paper sizes that can be loaded are: A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II), 8K, and 16K.

Note 1 When loading paper into the cassette, set it with the side to be printed facing up. Pull the cassette out toward you as far as it will go. Note 2 Do not pull more than one cassette out at a time. Push down on the cassette base plate and secure it. 3 Grasp the paper width adjusting tab and adjust the width guides to the paper size.

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

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

When the machine will not be used for a long period of time, remove the paper from the cassette, put it in a storage bag, and seal the bag in order to protect the paper from moisture. Cassette Size Detection Set the Size Detection on the operation panel to match the size of the paper loaded in the cassette. The copier has been set at the time of shipping for automatic detection in inch units for inch specifications, or in centimeter units (A-B columns) for metric specifications.

1 Press the Paper Selection key for 3 seconds. The System Menu will be displayed.

2 Press or repeatedly until 19.Cassette1Size appears, and press the OK key. When setting the size of the optional cassette (2 to 4), display 20.Cassette2Size, 21.Cassette3Size and 22.

Cassette4Size. System Menu: 19.Cassette1Size 3 4 Press or to select Auto Detect mm, AutoDetect inch, Oficio 2, 8K or 16K. Press the OK key. The display will blink and copying starts. Setting Paper in the Multi Purpose Tray In addition to standard paper and recycled paper, special paper can also be used. Be sure to set special paper in the multi purpose tray. Up to 100 sheets of standard (80 g/m<sup>2</sup>) paper (25 sheets of A3, B4, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), or 8K) can be set. The paper sizes that can be used are: Ledger R to Statement, A3 to B6R, A6R, Oficio 2, Cardstock, Folio R, 8K, 16K, 16KR, Executive, ISO B5, Envelope #10, Envelope #9, Monarch, Envelope #6.75, Envelope C5, Envelope C4, Envelope DL, OuhukuHagaki, Youkei 2gou and Youkei 4gou.

· · · Color paper: 100 sheets Hagaki: 15 sheets Thin paper and Thick paper (45 to 160 g/m<sup>2</sup>): 5 sheets up to 100 sheets (depending on paper size and thickness) Envelope DL, Envelope C5, Envelope #10 (Commercial #10), Monarch, Youkei 4, Youkei 2: 5 sheets. Important! · 2-4 Preparations 1 Open the multi-purpose tray. Note Pull out the multipurpose tray extension to match the paper size.



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2 Adjust the sliders to the width of the paper to be set. 3 Set the paper along the sliders and put it in until it stops. 2-5 Preparations Important! . . . Always straighten out postcards and other types of thick paper that are curled before using them. The paper may not be fed depending on the paper quality. When loading paper into the multi-purpose tray, set it with the side which faced the top of its packaging facing down. If the front end of the paper is curled, straighten it out before setting it. Make sure there are no creases, etc.

in the paper. Creases in the paper may lead to paper jams. Make sure that the slider is flush against the edge of paper. If not, adjust the slider until it is flush with the edge of paper. Note When loading paper into the multi-purpose tray, set it with the side to be printed facing down.

2-6 Preparations Loading postcards or envelopes in the MP tray 1 When loading a postcard or envelope, open the paper stopper shown in the figure. For landscape envelopes, close the flap. Insert the envelope all the way along the width guides, keeping the printing side face-down and the edge with the flap facing towards you. For portrait envelopes, close the flap. Insert the envelope all the way along the width guides, keeping the printing side face-down and the edge with the flap facing the slot.

Up to five envelopes can be loaded. Close the flap. Important! How to load envelopes (orientation and facing) will differ depending on the type of envelope.

Be sure to load it correctly, otherwise printing may be done in the wrong direction or on the wrong face. 2-7 Preparations MP Tray Size and Media Type Adjust the paper in the MP Tray, register the paper size using the Operation Panel and specify the media type. Selecting a Size from Regular Sizes 1 2 Press the Paper Selection key for 3 seconds. The System Menu will be displayed. Press or repeatedly until 23.MPTray Config appears, and press the OK key. In the case of the selection of Other Standards or Custom Size, proceed to Inputting Other Standards on page 2-9 or Entering Custom Size on page 2-9.

System Menu: 23.MPTray Config Important! Use the illustration as a reference when setting the paper in the ## R in the MP Tray. 3 Press or to select the paper size, and press the OK key. 4 Press or to select the media type, and press the OK key. The display will blink and the copier will return to the System menu. 5 Press or to select 00.Setting done, and press the OK key. The display will blink and copying starts. Selecting a Size from Other Regular Sizes 1 Select the Other Standards. (Refer to Selecting a Size from Regular Sizes on page 2-7.

), and press the OK key. 2 Press or select the paper size, and press the OK key. The paper size displayed are as shown below. Inch specifications: A3 R, A4 R, A4, A5 R, A6 R, B4 R, B5 R, B5, B6 R, Folio R, Oficio 2, Executive, ISO B5, Envelope #10, Envelope #9, Monarch, Envelope #6.75, Envelope C5, Envelope C4, Envelope DL, Hagaki, OufukuHagaki, Youkei 2gou, Youkei 4gou, 8k R, 16k R, 16k Metric specifications: A6 R, B5, B6 R, Ledger R, Legal R, Letter R, Letter, Statement R, Oficio 2, Executive, ISO B5, Envelope #10, Envelope #9, Monarch, Envelope #6.

75, Envelope C5, Envelope C4, Envelope DL, Hagaki, OufukuHagaki, Youkei 2gou, Youkei 4gou, 8k R, 16k R, 16k 3 2-8 Proceed to Step 4 of Selecting a Size from Regular Sizes on page 2-7. Preparations Specifying Custom Paper Size 1 Select the Customized Size. (Refer to Selecting a Size from Regular Sizes on page 2-7.), and press the OK key. 2 Press or to enter the Length Size.

3.88 to 11.63(")/98 to 297(mm): The range in which setting is possible, and press the OK key. Non-std size L 297mm 3 Press or to enter the Width Size. 5.88 to 17.00(")/148 to 432(mm): The range in which setting is possible, and press the OK key. Non-std size W 148mm 4 Proceed to Step 4 of Selecting a Size from Regular Sizes on page 2-7. Selecting Special Paper Type Select the media type when copying on special types of paper such as thick paper (1) and vellum paper (2). When the media type has been selected, the copier will change the fixing temperature to match the paper.

1 Press the Media Type key and select the media type. The indicator for the media type selected will light up. 2 Proceed with the copying operation. When media type has been selected, the copying speed is reduced. 2-9 Preparations Loading Originals Follow the steps below to load originals for copying or sending. Placing Originals on the Platen You may place books or magazines on the platen in addition to ordinary sheet originals. In addition, When copying from an original which cannot be set in the document processor, open the document processor and set the original directly on the platen. 1 Note Open the original cover. If the optional document processor is installed, open the document processor. Before opening the document processor, be sure that there are no originals left on the original table or on the original eject table.

Originals left on the original table or on the original eject table may fall off when the document processor is opened. Keep the document processor open if the original is 40 mm or thicker. 2 Place the original. Put the scanning side facedown and align it flush against the original size indicator plates with the back left corner as the reference point. 3 Close the original cover.

Important! Note Caution Do not push the original cover forcefully when you close it. Excessive pressure may crack the platen glass. Shadows may be produced around the edges and in the middle of open-faced originals. Do not leave the document processor open as there is a danger of personal injury. 2-10 Preparations Loading Originals in the Document Processor The optional document processor automatically scans each sheet of multiple originals.

Both sides of two-sided originals are scanned. Originals Supported by the Document Processor The document processor supports the following types of originals. . . Sheet originals only Paper weight One-sided originals: 45 g/m<sup>2</sup> to 160 g/m<sup>2</sup> Two-sided originals: 50 g/m<sup>2</sup> to 120 g/m<sup>2</sup> Sizes: A3 to A5R, Folio, 11 × 17" (Ledger) to 5 1/2 × 8 1/2" (Statement) Number of originals: 50 sheets (50 g/m<sup>2</sup> to 80 g/m<sup>2</sup>) (30 sheets for auto selection mode) . . Originals Not Supported by the Document Processor Do not use the document processor for the following types of originals. . . . . Soft originals such as vinyl sheets Transparencies such as OHP film Carbon paper Originals with very slippery surfaces Originals with adhesive tape or glue Wet originals Originals with correction fluid which is not dried Irregularly shaped (non-rectangular) originals Originals with cut-out sections Crumpled paper Originals with folds (Straighten the folds before loading).



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as well as in the company overall. Setting the Key Counter Set the key counter securely in the key counter slot.

Note In the case where the key counter is used, no one will be able to make copies until it is installed in the machine. Insert key counter will be displayed when the key counter has not been securely inserted. Printer Kit / Printer Server A printer kit can be installed to use the copier as a printer as well. Ask your local dealer for more information. In some countries a printer server is available as well. Additional Memory A memory can be added for the copier functions and the printer functions respectively. Adding a memory will increase the maximum number of originals that can be scanned at one time. Also complicated data can be printed. An additional memory of 64 MB or 128 MB is effective for originals containing photos with a low compression ratio. Notes · Available memory For copier: 16 MB, 32 MB, 64 MB, 128 MB For printer: 32 MB, 64 MB, 128 MB, 256 MB Number of originals that can be scanned (A4 originals with of 6 % coverage, Text + Photo mode) 16 MB 289 sheets 32 MB 392 sheets 64 MB 597 sheets 128 MB 1006 sheets · 5-3 Optional Equipment Optional Equipment Overview of Optional Equipment The following optional equipment is available for the machine.

Duplex Unit Document Processor Additional Memory Printer Kit Paper Feeder Key Counter Print server (not in all countries) 5-4 6 Maintenance Cleaning the Machine Caution For safety purposes, always remove the power plug from the outlet when performing cleaning operations. Cleaning the Original Cover Open the original cover and wipe the back side of the cover with a soft cloth dampened with alcohol or mild neutral detergent. Important! Never use thinner or other organic solvents. Cleaning the Platen Open the original cover and wipe the platen with a soft cloth dampened with alcohol or mild neutral detergent. Important! Never use thinner or other organic solvents. 6-1 Maintenance Cleaning the Slit Glasses If copies appear soiled, such as black lines appearing on the copy image while using the optional document processor, the slit glasses A and B are dirty. Wipe the slit glasses with a dry soft cloth. B A Important! Note Never use water, thinner, organic solvents or alcohol. For cleaning the inside of the main body, see Replacing the Toner Container and the Waste Toner Box on page 6-5. Cleaning the Separation Needle 1 Open the front cover.

2 Remove the cleaning brush. 3 Pull the left cover handle up to open the cover. 6-2 Maintenance 4 Move the brush from the left side to the right side along the separation needle as shown in the illustration to remove any dirt or dust. 5 Close the left cover. Cleaning the Transfer Roller 1 Open the front cover.

2 Remove the cleaning brush. 3 Pull the left cover handle up to open the cover. 6-3 Maintenance 4 While turning the left transfer roller gear to turn the roller as shown in the illustration, move the brush from the left side to the right side along the roller to remove any dirt or dust. 5 Close the left cover. 6-4 Maintenance Replacing the Toner Container and the Waste Toner Box When message Add toner is displayed on the message display the machine stops.

Replace the toner container together with the waste toner box. Notes Add toner only when Add Toner is displayed on the message display. Whenever the toner container is changed, be sure to carry out the procedure described from step 7 on page 6-7 through step 11 on page 6-7. If any section is left dirty, the performance of this product cannot be maintained. Caution Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns. Caution Do not attempt to force open or destroy the toner container or the waste toner box. 1 Open the front cover. 2 While pushing the waste toner box holder to the left, remove the waste toner box. Important! Do not invert the old waste toner box.

Warning High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock. 6-5 Maintenance 3 Use the cap attached to the center of the old waste toner box to cover the opening. 4 Turn the toner container release lever A to the left to pull out the toner container. A Caution Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns. Caution Do not attempt to force open or destroy the toner container or the waste toner box. 5 Place the old waste toner box in the plastic bag provided for disposal. 6 Place the old toner container in the plastic bag provided for disposal. 6-6 Maintenance 7 While holding the charger cleaner rod, gently pull it out as far as it will go and push it in again.

Repeat this operation two or three times. Note 8 Do not use excessive force to pull the rod or attempt to pull it out completely. While pushing the electrical charge section to the right, pull it out approximately 5 cm (2 inches). Remove the accompanying grid cleaner from its package and remove its cap. Fit the grid cleaner to the notch and install it into the main body.

9 While holding gently the grid cleaner with your left hand, pull out the electrical charge section as far as it will go and push it back until the portion B does not touch the white pad of the grid cleaner. Repeat this operation several times. B Important! 10 When pushing back the electrical charge section, do not push it all the way into the main body. Copying trouble may occur. When the electrical charge section is pulled out approximately 5 cm (2 inches), remove the grid cleaner and then push back the electrical charge section all the way into the main body.

Important! After you use the grid cleaner to clean the electrical charge section, the machine can be used again after more than 5 minutes have elapsed. 6-7 Maintenance 11 Hold the new toner container vertically and tap the upper part five times or more. Turn the toner container upside down and tap the upper part five times or more. 12 Shake the toner container up and down five times or more. Turn the toner container upside down and shake it five times or more. 13 Hold the toner container horizontally and shake it from side to side five times or more. 14 Insert the new toner container. Press it with both hands until it is locked. C 15 Install the new waste toner box. 6-8 Maintenance 16 Close the front cover.

After use, always dispose of the toner container and the waste toner box in accordance with Federal, State and Local rules and regulations. 6-9 Maintenance 6-10 7 Troubleshooting If Trouble Occurs If trouble occurs with this machine, carry out the items indicated below. If the trouble persists, contact your service representative.



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*Symptom Items to check Corrective procedure Connect the plug to an AC outlet. Reference page 3-1 Nothing is displayed on the Is the power plug connected to an AC operation panel when the outlet? main power switch is turned on. No copies come out when Is there any indication of the trouble on Check the appropriate measures the Start key is pressed. the operation panel? against that indication and carry out the corresponding procedure. The copies come out blank. Were the originals set correctly? When setting originals on the platen, set them face-down along the original size indicator plates. When setting originals in the optional document processor, set them face-up.*

*The copies come out too light. Is the auto density adjustment mode set? Is the manual density mode set? To adjust the overall density level, perform the auto density adjustment procedure. Use the Lighter key or the Darker key to adjust the density level properly. To adjust the overall density, perform the relevant density adjustment procedure in each image quality mode. Is the toner evenly distributed in the toner container? Is the EcoPrint mode set? Is Adding Toner requested? Is the copy paper wet? Is the electrical charge section dirty? Shake the toner container horizontally approximately 10 times.*

*Do not set the EcoPrint mode. Replace the toner container. Replace the copy paper with new paper. Open the front cover and use the charger cleaner rod to clean the electrical charge section. To adjust the overall density level, perform the auto density adjustment procedure.*

*Use the Lighter key or the Darker key to adjust the density level properly. To adjust the overall density, perform the relevant density adjustment procedure in each image quality mode. 7-4 3-1 2-11 - 3-2 - 6-5 6-5 2-1 6-7 The copies come out too dark. Is the auto density adjustment mode set? Is the manual density mode set? - 3-2 - 7-1 Troubleshooting Symptom Items to check Corrective procedure Set the image quality mode to Photo. Reference page 3-1 A moire pattern (the Is the original a printed photograph? phenomenon where the dots do not appear to be lined up properly but seem to be grouped together in patterns) appears on the copies. The copies are not clear. Did you select an image quality mode properly according to the type of the original? Select an appropriate image quality mode. 3-1 The copies are dirty. Is the platen or the original cover dirty? Clean the platen and/or the original cover. When using the platen, set the original securely along the original size indicator plates.*

*When using the optional document processor, adjust the original insert guides securely before setting the originals. Was the paper set correctly? Check the width guide plate position in the cassette. Load the paper properly. Depending upon the type and storage condition of the paper, finished copies may curl tightly, resulting in a paper jam. Remove the paper from the cassette, turn it over, and set it in the cassette again. Replace the paper with new paper. Carry out the appropriate procedure to remove the paper. 6-2 3-1 The copy image is skewed. Were the originals set correctly? 2-11 2-1 2-1 -- Paper jams occur often. Is the paper loaded properly in the cassette? Is the paper curled, folded over or wrinkled? Is there any jammed paper or loose scraps of paper remaining inside the machine? 2-1 7-8 Make sure the size of the paper set in Does the size of the paper set in the multi-purpose tray match the registered the multi-purpose tray matches the registered size.*

*Black lines appear on Is the slit glass dirty? copies when copying from the optional document processor. Wrinkling occurs in copies. Is the separation needle dirty? Black or white vertical lines Is the electrical charge section dirty? appear on copies. White spots appear on copies. Is the transfer roller dirty? Clean the slit glass.*

*It is also possible to use the black line correction function to make any black lines on the copies less apparent. Clean the separation needle. Open the front cover and use the charger cleaner rod to clean the electrical charge section. Clean the transfer roller with the cleaning brush. 2-4 6-2 - 6-2 6-7 6-3 7-2 Troubleshooting Symptom Copies are blurred.*

*The copies are curled. Items to check Corrective procedure Reference page 2-1 - Is this machine used at high humidity? Perform drum refresh. Is the copy paper wet? Is Middle 2 set at the Paper type (Paper Weight) setting? (Normally, Middle 2 is set.) Replace the copy paper with dry, new paper. Set Middle 1 at the Paper type (Paper Weight) setting. 7-3 Troubleshooting Responding to Error Messages If the touch panel displays any of these messages, follow the corresponding procedure. Alphanumeric Display Corrective Procedure There is no paper in the cassette. Load paper into the cassette as displayed in place of #. Add paper in cassette #. Add toner.*

*Copies cannot be produced because there is no toner. Replace the toner container with a new one. Cannot copy this orig. size. An original size that cannot be copied has been set. Check the original. · The original was set in a vertical direction during the Book Border Erasure copying operation. Set the original horizontally. · An irregular size original was set during the Border Erase or Combine mode operation. · An original size other than Letter, Ledger, A3, A4R, A5R, B4 or B5R was set to make a split copy or a 2-Sided Copy from a double-page spread original.*

*A size that cannot be copied on both sides has been specified. 2-Sided copies cannot be taken when A6R, B6R, Postcard, Irregular Size or the paper size has not been specified. Specify a paper size that can be used. Make a note of the C and the number (C# # # #). Turn the power switch OFF, unplug the power cord and contact your service representative.*

*The Document Processor is open. Close the Document Processor. Cannot duplex this paper size Call service. C##### Close document processor. Close document processor cover.*

*The left cover of the Document Processor is open. Close the left cover. Close the front cover. Close front cover. The front cover of the copier is open. Close the front cover. Close left cover #. The left cover of the cassette is open. Close the left cover as displayed in place of #. 7-4 Troubleshooting Display Corrective Procedure Check the key counter and make sure it is set properly.*

*Insert key counter. No matching paper available. No Letter/A4 size paper was available in either the cassette or the Paper Feeder (MP tray) at the time when the report was attempted to be output. Press the Paper Selection key and select the supply cassette, then press the Start key. Paper will be supplied from the cassette selected. Turn the power switch OFF/ON. Usage will be possible again once the regular display returns. When A and the number (A# # # #) are again displayed, make a note of the A and the number. Turn the power switch OFF, unplug the power cord and contact your service representative.*



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