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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA TASKALFA 180. You'll find the answers to all your questions on the KYOCERA TASKALFA 180 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**  
**User guide KYOCERA TASKALFA 180**  
**Operating instructions KYOCERA TASKALFA 180**  
**Instructions for use KYOCERA TASKALFA 180**  
**Instruction manual KYOCERA TASKALFA 180**

TASKalfa 180/220

OPERATION GUIDE



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



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Avoid poorly ventilated locations. If the floor is delicate against casters, when this machine is moved after installation, the floor material may be damaged. During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated. Power supply/ Grounding the machine WARNING Do not use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet.

These types of situations present a danger of fire or electrical shock. Plug the power cord securely into the mains power outlet and the power socket on the machine. A buildup of dust around the prongs on the plug or contact between the prongs and metallic objects may cause a fire or electric shock. Incomplete electrical contact could cause overheating and ignition. Always connect the machine to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative. Other precautions Connect the power plug to the closest outlet possible to the machine. 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. 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. vi OPERATION GUIDE Precautions for Use Cautions when using the machine WARNING Do not place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the machine. This type of situation presents a danger of fire or electrical shock should they fall inside. Do not remove ar mouth with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician. If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician. If toner does happen to get on your skin, wash with soap and water. Do not attempt to force open or destroy the toner container or the waste toner box.

Do not turn off the main power switch, but press the Power key on the operation panel to entCC 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).

xii OPERATION GUIDE Warranty 180/220 MULTIFUNCTIONAL PRODUCT LIMITED WARRANTY Kyocera Mita America, Inc. and Kyocera Mita Canada, Ltd. (both referred to as "Kyocera") warrant the Customer's new color Multifunctional Product (referred to as "MFP"), and the new accessories installed with the initial installation of the Copier, against any defects in material and workmanship for a period of one (1) year, or 300,000 copies/prints from date of installation, whichever first occurs. In the event the color MFP or an accessory is found to be defective within the warranty period, Kyocera's only obligation and the Customer's exclusive remedy shall be replacement of any defective parts. Kyocera shall have no obligation to furnish labor. This warranty covers Maintenance Kits and the components of Maintenance Kits included with the original MFP for a period of three years or 300,000 copies/prints, whichever first occurs. Maintenance Kits consist of the developing unit, the drum unit, the transfer belt, and the fixing unit. Replacement Maintenance Kits have a 90 day Limited Warranty. This warranty is valid only for the original retail purchaser (referred to as the "Customer") of a new Kyocera color MFP in the United States of America or Canada, based upon the country of purchase. In order to obtain performance of this warranty, the Customer must immediately notify the Authorized Kyocera Dealer from whom the product was purchased.

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

Copying/Scanning the following items is prohibited and may be penalized by law. It may not be limited to these items. Do not knowingly copy/scan the items that are not to be copied/ scanned. Paper money Bank note Securities Stamp Passport Certificate · Local laws and regulations may prohibit or restrict copying/scanning of other items not mentioned above. xiv OPERATION GUIDE Legal and Safety Information Please read this information before using your machine.

This chapter provides information on the following topics. . . . . Legal Information .



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..... xix OPERATION GUIDE xv Legal Information Copying or other reproduction of all or part of this guide without the prior written consent of Kyocera Mita Corporation is prohibited. xvi OPERATION GUIDE Regarding Trade Names · · ENERGY STAR is a U.S. registered mark. KYOCERA is a trademark of Kyocera Corporation. All other brands and product names are registered trademarks or trademarks of their respective companies. The designations TM and ® will not be used in this Operation Guide.

OPERATION GUIDE xvii Energy Saving Control Function The device comes equipped with a Low Power Mode where energy consumption is reduced after a certain amount of time elapses since the device was last used, as well as a Sleep Mode where printer function remains 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 preceded. Low Power Mode The amount of time of no activity that must pass before Low Power Mode is activated may be lengthened. For more information refer to Low Power Mode and Auto Low Power Mode on page 3-3. Sleep The device automatically enters Sleep when 1 minutes have passed since the device was last used.

The amount of time of no activity that must pass before Sleep is activated may be lengthened. For more information see Auto Sleep on page 3-4. Automatic 2-Sided Copy Function This device includes 2-sided copying as an optional function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used. For more information see Duplex Copying on page 4-21. Paper Recycling This device supports the recycled paper which reduces the load on the environment. Your sales or service representative can provide information about recommended paper types. Energy Star (ENERGY STAR®) Program We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program. xviii OPERATION GUIDE About this Operation Guide This Operation Guide contains the following chapters. Chapter 1 - Part Names Identifies machine parts and operation panel keys.

Chapter 2 - Preparation before Use Explains adding paper, placing originals, connecting the machine, and necessary configurations before first use. Chapter



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 Responding to Error Messages on page 8-5. 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 Selected Cassette on page 5-14.) The Image Quality Mode selected in the System Menu can be changed. (Refer to Original Image Quality on page 5-9.) The Default Setting for the copy density can be changed to the Auto. (Refer to Initial Density on page 5-10.) 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. 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 Auto Clear Time on page 5-21. Please refer to Auto Clear Setting on page 5-20 for information on changing the time interval before the Auto clear function activates. 1-4 OPERATION GUIDE Part Names Custom Sizes Paper and original sizes that are not displayed on the Operation Panel can be registered as Custom Sizes. (Entering Custom Sizes on page 5-15.) 1 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 Auto Cassette Switching on page 5-15.) The paper has to be oriented in the same direction. OPERATION GUIDE 1-5 Part Names Machine 1 2 3 8 9 10 4 7 6 5 1 2 3 4 5 6 7 8 9 Original Cover Output Tray Operation Panel Cassette Paper Width Guides Paper Stopper Left Cover Handle MP Tray (multi-purpose tray) MP Tray Extension 10 Paper Width Guides 1-6 OPERATION GUIDE Part Names 1 11 12 15 16 17 13 14 18 11 Platen 12 Original Size Indicator Plate 13 Left Cover 14 Waste Toner Box 15 Toner Container Release Lever 16 Toner Container 17 Cleaning shaft 18 Front Cover OPERATION GUIDE 1-7 Part Names 21 19 20 19 Handles for transport 20 Main power switch 21 Main power switch cover 1-8 OPERATION GUIDE 2 Preparation before Use This chapter explains the preparations before using this equipment for the first time as well as the procedures for loading papers and originals.

... Check bundled items .....

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

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.....2-3 Loading Originals .....

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.2-13 OPERATION GUIDE 2-1 Preparation before Use Check bundled items Check that the following items have been bundled. · Operation Guide (This Guide) 2-2 OPERATION GUIDE Preparation before Use Loading Paper Paper can be loaded standardly in a cassette and the multi purpose tray. A paper feeder is also available as an option (refer to Appendix-5). Before Loading Paper When you open a new package of paper, fan the sheets to separate them slightly prior to loading in the following steps. 2 1 2 3 4 Bend the whole set of sheets to swell them in the middle. Hold the stack at both ends and stretch it while keeping the entire stack swelled. Raise the right and left hands alternately to create a gap and feed air between the papers. Finally, align the papers on a level, flat table. If the paper is curled or folded, straighten it before loading.

Paper that is curled or folded may cause a jam. CAUTION: If you copy onto used paper (paper already used for copying), do not use paper that is stapled or clipped together. This may damage the machine or cause poor image quality. NOTE: If printouts are curled or not neatly stapled, turn the stack in the cassette upside down. Avoid exposing opened paper to high temperatures and high humidity as dampness can be a cause of problems.

Seal any remaining paper after loading in the multi purpose tray or cassettes back in the paper storage bag. If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag. NOTE: If you use special paper such as letterhead, paper with holes or paper with pre-prints like logo or company name, refer to the Paper on Appendix-5. OPERATION GUIDE 2-3 Preparation before Use Loading Paper in the Cassettes 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.

The following paper sizes are supported: Ledger, Legal, Oficio II, Letter, Statement, A3, B4, A4, A4-R, B5, B5R, A5-R, Folio, 8K and 16K. IMPORTANT: · · You should not use inkjet printer paper or any paper with a special surface coating. (Such papers may cause paper jams or other faults.) Do not load thick paper that is heavier than 105 g/m2 in the cassettes. Use the multi purpose tray for paper that is heavier than 105 g/m2. 1 Pull the cassette out toward you until it stops. NOTE: Do not pull out more than one cassette at a time. 2 Push down on the cassette base plate and secure it. 3 Holding the paper width adjusting tab, move the paper width guides to fit the paper. IMPORTANT: 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. NOTE: The paper sizes are impressed in the cassette. 2-4 OPERATION GUIDE Preparation before Use 4 Using the paper length guide, move the plate to fit the paper. 2 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 x 17" (Ledger) paper, move the paper length guide to the right end and push it down as shown in the illustration. · NOTE: The paper sizes are impressed in the cassette. 5 Set the paper straight from the upper part. A 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.



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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. 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.

· · · OPERATION GUIDE 2-5 Preparation before Use · 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. · NOTE: When loading paper into the cassette, set it with the side to be printed facing up. 6 Set the accompanying paper sheet so that the paper size set in the cassette can be identified from the front of the cassette. 7 Gently push the cassette back in.

**IMPORTANT:** 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. System Menu: 19.Cassette1Size 2 Press or repeatedly until 19.Cassette1Size appears, and press the OK key. **NOTE:** When setting the size of the optional cassette (2 to 4), display 20.Cassette2Size, 21.

Cassette3Size and 22.Cassette4Size. 2-6 OPERATION GUIDE Preparation before Use 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. 2 Loading Paper in the Multi Purpose Tray In addition to standard paper and recycled paper, special paper (45 to 160 g/m<sup>2</sup>) can also be loaded. Up to 100 sheets of standard (80 g/m<sup>2</sup>) paper (25 sheets of Ledger R, Legal R or A3, B4, Oficio 2, Folio) 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. When making copies onto special paper, always use the MP tray.

**IMPORTANT:** When using the multi-bypass tray, set the paper size and type. (Refer to MP Tray Size and Media Type on page 2-11.) This can also be set in the System Menu. (MP Tray Size and Media Type on page 2-11) When using non-standard size paper, register the paper size as Custom. (Refer to Specifying Custom Paper Size on page 2-12.

) When loading the thick paper heavier than 106 g/m<sup>2</sup>, select Thick Paper as the Paper Type. The capacity of the multi purpose tray is as follows. · · · · Color paper: 100 sheets Hagaki: 15 sheets Thin paper/thick paper (45 to 160 g/m<sup>2</sup>): 100 sheets to 5 sheets (the number of sheets differs depending on paper size and thickness) Envelope DL, Envelope C5, Envelope #10 (Commercial #10), Monarch, Youkei 4, Youkei 2: 5 sheets 1 Open the multi purpose tray.

OPERATION GUIDE 2-7 Preparation before Use **NOTE:** Pull out the MP tray extension to match the paper size. Refer to the label which sealed inside the machine when opening the MP tray.

2 Adjust the paper width guides to the width of the paper. 3 Insert the paper along the paper width guides into the tray until it stops. **IMPORTANT:** Keep the side that was closest the package seal facing up. Do not load more paper than the paper feed capacity of the MP tray. Curled paper must be uncurled before use. Straighten the top edge if it is curled. When loading paper into the multi purpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in the MP tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray. **NOTE:** When loading paper into the multi purpose tray, set it with the side to be printed facing down. 2-8 OPERATION GUIDE Preparation before Use Loading Envelopes Up to 5 envelopes may be loaded in the multi purpose tray.

Acceptable envelope sizes are as follows. Acceptable Envelope Hagaki Oufuku Hagaki Youkei 2 Youkei 4 Monarch Envelope #10 (Commercial #10) Envelope DL Envelope C5 Executive Envelope #9 (Commercial #9) Envelope #6 (Commercial #6 3/4) ISO B5 Envelope C4 Size 148 × 100 (mm) 148 × 200 (mm) 162 × 114 (mm) 235 × 105 (mm) 3 7/8" × 7 1/2" 4 1/8" × 9 1/2" 110 × 220 (mm) 162 × 229 (mm) 7 1/4" × 10 1/2" 3 7/8" × 8 7/8" 3 5/8" × 6 1/2" 176 × 250 (mm) 229 × 324 (mm) 2 1 Open the multi purpose tray. 2 Adjust the paper width guides to the width of envelope. OPERATION GUIDE 2-9 Preparation before Use When loading the cardstock, open the paper stopper shown in the figure. 3 For landscape form envelopes, close the flap. Insert the envelope all the way along the width guides, keeping the printing side face-up and the edge with the flap facing towards you. For portrait form envelopes, close the flap. Insert the envelope all the way along the width guides, keeping the printing side face-up and the edge with the flap facing the insertion slot. When you load envelopes or cardstock in the multi purpose tray Load envelope with the print side facing down. Close the flap.

Landscape form envelopes Portrait form envelopes Cardstock (Hagaki) **IMPORTANT:** How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face. 2-10 OPERATION GUIDE Preparation before Use 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 Press the Paper Selection key for 3 seconds. The System Menu will be displayed.

2 System Menu: 23.MPTray Config 2 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 Selecting a Size from Other Regular Sizes on 2-11 or Entering Custom Sizes on 5-15. **IMPORTANT:** Use the illustration as a reference when setting the paper in the ## R in the MP Tray.

3 4 Press or the OK key. Press or the OK key. to select the paper size, and press to select the media type, and press The display will blink and the copier will return to the System menu.



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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. Press or select the paper size, and press the 2 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, OPERATION GUIDE 2-11 Preparation before Use 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 Specifying Custom Paper Size Proceed to Step 4 of Selecting a Size from Regular Sizes on page 2-7. 1 Select the Customized Size. (Refer to Selecting a Size from Regular Sizes on page 2-7.), and press the OK key. 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. 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.

Proceed to Step 4 of Selecting a Size from Regular Sizes on page 2-7. Non-std size L 297mm 2 Non-std size W 148mm 3 4 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. 2-12 OPERATION GUIDE Preparation before Use 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. 2 1 Open the original cover. NOTE: 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: Do not push the original cover forcefully when you close it. Excessive pressure may crack the platen glass.

NOTE: Shadows may be produced around the edges and in the middle of open-faced originals. CAUTION: Do not leave the document processor open as there is a danger of personal injury. OPERATION GUIDE 2-13 Preparation before Use 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. Failure to do so may cause the originals to jam). Originals bound with clips or staples (Remove the clips or staples and straighten curls, wrinkles or creases before loading. Failure to do so may cause the originals to jam).

Part Names of the Document Processor 3 2 1 2 4 5 (1) Original table (2) Original insert guides (3) Left cover (4) Original eject table (5) Ejection extension (6) Document processor release grip (7) Ejection tray 7 6 2-14 OPERATION GUIDE Preparation before Use How to Load Originals IMPORTANT: Before loading originals, be sure that there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam. 1 2 Adjust the original width guides to fit the originals. NOTE: Before setting originals, make sure that there are no originals remaining on the original eject table. Originals left on the eject table may cause other originals to jam.

When setting multiple originals at one time, be sure to use originals of the same size. It is, possible, however to use different size originals of the same width (for example, 11 x 17" (Ledger) and 11 x 8 1/2" or A4 and A3 at the same time in the auto selection mode. Refer to Chapter 4 Auto Selection Mode.) 2 Arrange the originals in order and set them face up (front side up for 2-sided originals) on the original table. IMPORTANT: Be sure to set only a number of originals that does not exceed the level indicator located inside the rear original insert guide. If you set originals exceeding the specified number, the originals may jam. OPERATION GUIDE 2-15 Preparation before Use IMPORTANT: To keep ejected originals from falling off the machine, open the ejection extension when using large originals such as A3, B4, 11 × 17" (Ledger), and 8 1/2 × 14" (Legal). When copying from 2-sided originals, the originals are temporarily ejected onto the ejection tray in order to turn them over. Do not touch them at this point. Any attempt to remove them may cause the originals to jam 2-16 OPERATION GUIDE 3 Basic Operation This chapter explains the following operations.

· · · Power On/Off .....

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....3-2 Low Power Mode and Auto Low Power Mode .....

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....3-3 Auto Sleep .



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.....3-4 OPERATION GUIDE 3-1 Basic Operation Power On/Off Power On Turn the power of this machine on. 1 Open the main power switch cover located on the right side of the machine and turn the main power switch on ( \ ). The machine starts to warm up. 2 Once warm-up is completed, the Start indicator lights up green.

Power Off Open the main power switch cover located on the right side of the machine and turn the main power switch off. In case of not using the machine for a extended period of time CAUTION: If this machine will be left unused for an extended period (e.g. overnight), turn it off at the main power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution. CAUTION: Remove paper from the cassettes and seal it in the paper storage bag to protect it from humidity. 3-2 OPERATION GUIDE Basic Operation Low Power Mode and Auto Low Power Mode Low Power Mode To activate Low Power Mode, press the Energy Saver key. The Energy Saver indicator lights and --- is displayed on the No.

of Copies/Zoom Display to save power except the Energy Saver indicator. This status is referred to as Low Power Mode. If print data is received during Low Power Mode, the machine automatically wakes up and starts printing. To resume, perform one of the following actions. The machine will be ready to operate within 10 seconds.

· · · Press any key on the operation panel. Open the original cover or the optional document processor. Place originals in the optional document processor. 3 Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly. Auto Low Power Mode Auto Low Power Mode automatically switches the machine into Low Power Mode if left idle for a preset time.

The default preset time is 1 minutes. OPERATION GUIDE 3-3 Basic Operation Auto Sleep Auto Sleep automatically switches the machine into Sleep if left idle for a preset time in the Low Power Mode. The default preset time is 1 minutes. When the machine is in sleep status, the Energy Saver indicator lights and - is displayed. This status is referred to as Sleep Mode. To resume, press the Energy Saver key. The machine will be ready to use within 17.2 seconds. Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly. 3-4 OPERATION GUIDE 4 Copying Functions

This chapter explains the functions available for copying.

· · · · · Basic Copying Procedure .....

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..... 4-2 Adjusting Density ..

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..... 4-3 Selecting Image Quality .

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*4-4 Zoom Copying.....*

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..... *4-5 Collate Copying...*

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*4-7 Paper Selection.....*

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.... *4-8 Mixed Sized Originals .....*

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..... *4-9 EcoPrint ..*

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*. 4-10 Combine Mode....*

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*... 4-11 Margin Mode .....*

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*4-17 Border Erase.....*

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*..... 4-19 Duplex Copying...*

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*... 4-21 Split Copying ..*

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**IMPORTANT:** When the zoom ratio is changed in the Auto Paper Select Mode, the zoom ratio for the selected paper size is also changed to match the zoom ratio.

200 % 1 2 Place the originals on the platen. Press , , or the OK key. The copy magnification will be displayed in the No. of Copies display and "%" will light up. OPERATION GUIDE 4-5 Copying Functions 3 Press or to change the zoom percentage, and then press the OK key.

**NOTE:** The percentage can also be input using the numeric keys. After the zoom percentage has been confirmed the display changes back to the No. of Copies display. 4 Press the Start key to start copying. 4-6 OPERATION GUIDE Copying Functions Collate Copying Since copying in this mode is performed after multiple originals have been scanned and memorized, a required number of collated copy sets can be produced. **NOTE:** If the optional document processor is installed, you can select whether or not to turn on the collate mode at a default setting. (See Rotate Collate Setting on page 5-19.) !!! Scan multiple originals and deliver complete sets of copies as required according to page number. 4 Original Copy 1 2 Scanning. Place the originals on the platen.

Press the Collate key. Enter the number of copies and press the Start key. Scanning of the original starts. If the originals have been set in the optional document processor, copying starts automatically. If the original has been set on the platen, a message prompting replacement of the original is displayed. In this case, proceed to the next step. 3 4 5 Replace the original and press the Start key. Scanning of the original is performed. After scanning all originals, press the Collate key or the OK key to start copying. OPERATION GUIDE 4-7 Copying Functions Paper Selection When Automatic Paper Selection is lit, a paper size identical to the original will be automatically selected.

Press the Paper Selection key in order to select a different paper size to copy. **NOTE:** It is possible to turn off the Automatic Size Selection function. (Refer to Cassette Selection on page 513.) It is also possible to select the cassette that is to be automatically given priority for use. (Refer to Selected Cassette on page 5-14.

) 4-8 OPERATION GUIDE Copying Functions Mixed Sized Originals Using the optional document processor, the originals of different sizes can be loaded in a batch and copied. In this operation, up to 30 originals of different sizes can be placed in the document processor at the same time. Supported Combinations of Originals The supported combinations of originals are as follows. Ledger and Letter (A3 and A4) 4 A3 (Ledger) A4 (Letter) A4 A3 (Letter) (Ledger) Ledger and Letter-R (Folio and A4-R) Folio (Legal) A4R (Letter-R) A4R Folio (Letter-R) (Legal) B4 and B5 Use the procedure below to copy mixed size originals. 1 2 3 Place originals on the document processor.

Press the Mixed Size Originals key. Press the Start key to start copying. OPERATION GUIDE 4-9 Copying Functions EcoPrint Use EcoPrint to save toner when printing. Use this function for test copies or any other occasion where high quality print is unnecessary. The procedure for making copies using EcoPrint is explained below. 1 2 3 Place the originals on the platen. Press the EcoPrint key. Press the Start key to start copying. 4-10 OPERATION GUIDE Copying Functions Combine Mode This mode allows you to copy 2 or 4 originals combined onto a single page. 2-in-1 mode or 4-in-1 mode.

The page boundary of each original can be indicated. **NOTE:** Both the original size and the copy paper size must be regular sizes. 2-in-1 Mode For copying two originals onto a single sheet. This mode can be used with Duplex mode to copy four originals onto one sheet. The following 2-in-1 options and output orientations are available. Original Copy Orientation of Original Platen Document processor 4 **NOTE:** When placing the original on the platen, be sure to copy the originals in page order. OPERATION GUIDE 4-11 Copying Functions The directions for setting the original and the finished copy are as follows.

When the original is set on the platen Original Setting Direction Finished Product Original Setting Direction Finished Product 1 1 1 Finished Product Original Setting Direction When the original is set in the Document Processor Original Setting Direction Finished Product 1 4-12 OPERATION GUIDE Copying Functions 4-in-1 Mode For copying four originals onto a single sheet. This mode can be used with Duplex mode to copy eight originals onto one sheet. The following 4-in-1 options and output orientations are available.

Original Copy Orientation of Original Platen Document processor 4 **NOTE:** When placing the original on the platen, be sure to copy the originals in page order. OPERATION GUIDE 4-13 Copying Functions The directions for setting the original and the finished copy are as follows. When the original is set on the platen Original Setting Direction Finished Product 1 1 1 1 1 1 When the original is set in the Document Processor Original Setting Direction Finished Product 1 1 1 1 4-14 OPERATION GUIDE Copying Functions Types of Page Boundary Lines The following types of the boundary lines are available. 4 None Solid Dotted The procedure for using Combine mode copying is explained below. 1 Place the originals on the platen.

**NOTE:** The underside Rotate Copy can also be set in the System Menu. (Refer to 2-Sided Copy Reverse Side Rotation Setting on page 4-5.) The value set in the System Menu will inherit the value that is set at the time when the copy is made. 2 3 4 Press the Combine key to light up the indicator. Enter the number of sets of copies using the numeric keys.

Press the Start key to start scanning. or Scanning. If the originals have been set in the optional document processor, copying starts automatically. Place next original. If the original has been set on the platen, a message prompting replacement of the original is displayed. In this case, proceed to the next step. 5 6 4 in 1 Layout Order Replace the original and press the Start key. Scanning of the original is performed. After scanning all originals, press the OK key to start copying. Follow the procedure below to change the order in which pages are to be laid out within the copied page when making 4 in 1 copies.

OPERATION GUIDE 4-15 Copying Functions 1 Press the Combine key for 3 seconds. The System Menu will be displayed. 45.4 in 1 Layout Portrait 1 2 Confirm that 45.4 in 1 Layout is displayed and then press the OK key. Portrait 1 12 34 Landscape 1 1 3 2 4 Portrait 2 13 24 Landscape 2 1 2 3 4 3 Press or to select the layout. The order in which pages are to be laid out is shown in the figure. 4 Press the OK key.



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The display will blink and copying starts. Setting the Combine mode Border Lines Use the procedures described below to change the Combine mode Border Lines.

1 Press the Combine key for 3 seconds. The System Menu will be displayed. System menu: 46.Combine Border 2 Press or to select 46.Combine Border, and then press the OK key.

3 Press or to select the type of border line, and then press the OK key. The display will blink and the copier will return to the state where copying can be continued. 4-16 OPERATION GUIDE Copying Functions Margin Mode Shift the original image to make space on the copy for binding on the left (right) or top (bottom) side. The following margin widths are available. Input units Inch Models Metric Models Margin Width 0.

13 to 0.75" (in 0.12" increments) 1 to 18 mm (in 1 mm increments) 4 Original Copy NOTE: If the left width of the Binding Margin is set when setting the 2-Sided Copy, the right side of the Binding Margin will be set automatically for the reverse side by the 2-sided copy rotational setting in the case where it is not rotated. Use the procedure below to make copies with margins. 1 Place the originals on the platen. IMPORTANT: Place the original so that the side to be set for the Margin shift is on the right side (on the left side, in the case of the optional Document Processor) and check its position after setting it. If the original is placed in the wrong direction, the Binding Margin will not be produced in the position set. NOTE: The Binding Margin can also be set in the System Menu. (Refer to Setting the Margin on page 49.) the value set in the System Menu will inherit the value that is set at the time when the copy is made.

2 Press the Margin key. The Margin indicator will light up. OPERATION GUIDE 4-17 Copying Functions 3 Setting the Margin Use the procedure given below to change the Margin. Press the the Start key key to start copying. 1 Press the Margin key for 3 seconds. The System Menu for the Margin will be displayed. 43.Stitch Width 1mm 2 Press or to select the binding margin width, and then press the OK key. The display will blink and the copier will return to the state where copying can be continued. 4-18 OPERATION GUIDE Copying Functions Border Erase Use Border Erase to remove black shadows that appear around the outside of the original when making copies.

The following options can be selected. Sheet Erase Erases black borders around the single sheet original. 4 Original Copy Book Erase Erases black borders around the edges and in the middle of the original such as a thick book. You can specify the widths individually to erase the borders around the edges and in the center of the book. Original Copy NOTE: Only standard sizes can be used as the Original size.

In each option, the available ranges are as below. Input units Inch Models Metric Models Border Erase Range 0.13 to 0.75" (in 0.12" increments) 1 mm to 18 mm (in 1 mm increments) NOTE: The Border Width can also be set in the System Menu.

(Refer to Setting the Border Width on page 411.). The value set in the System Menu will inherit the value that is set at the time when the copy is made. Use the procedure below to erase borders when copying. 1 2 Place the originals on the platen. Press the Border Erase key and select the type of border erase to be performed to light up the or indicator Press the Start key to start copying. 3 Setting the Border Width Use the procedure given below to change the Border Width. OPERATION GUIDE 4-19 Copying Functions 44.Border Erase 1mm 1 Press the Border Erase key for 3 seconds. The System Menu for the Border Width will be displayed.

2 Press or to select the border width, and then press the OK key. The display will blink and the copier will return to the state where copying can be continued. 4-20 OPERATION GUIDE Copying Functions Duplex Copying Copies of both sides can be made from open-faced originals as well as from 2-in-1 originals.

One-sided to Two-sided 5 4 3 3 5 Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank. 4 1 2 1 4 2 Original Copy A ghi def abc abc ghi B ghi abc def The following binding options are available. A Finished stitch at left of copies: The images for the back side are copied without rotation B Finished stitch top of copies: The images for the back side are rotated 180 degrees and copied. Finished copies can be bound at the top so that double-page spread pages are copied in the same orientation. Original def Copy Two-sided to Two-sided 5 3 3 5 Produces two-sided copies from two-sided originals. The optional document processor is required.

4 2 4 1 1 Book to Two-sided Produces two-sided copies from an open book original with facing pages. 2 Original Copy NOTE: The paper sizes supported in Two-sided to Two-sided are A3 to A5R, Folio, Ledger, Legal, Letter, Letter-R, Statement, Oficio II. Produces a 1-sided copy of a 2-sided or open book original. 1 2 3 4 3 4 1 2 Original Copy NOTE: The original sizes that can be used are A3, B4, A4R, B5R, A5R, 11 x 17" (Ledger), 8 1/2 x 11" (Letter), and 8K. The paper sizes are limited to 11 x 8 1/2" and 16K in the inch specifications and A4, B5, and 16K in the metric specifications.

The paper size can be changed and the zoom ratio adjusted to fit the size of the paper. OPERATION GUIDE 4-21 Copying Functions The procedure for using two-sided/duplex copying is explained below. 1 Place the originals on the platen. NOTE: The underside Rotate Copy can also be set in the System Menu. (Refer to 2-Sided Copy Reverse Side Rotation Setting on page 4-5.

) The value set in the System Menu will inherit the value that is set at the time when the copy is made. 2 Press [2-sided], select the type of original, and select , or to light up the corresponding display. Enter the number of sets of copies using the numeric keys. Press the Start key to start scanning. If the originals have been set in the optional document processor, copying starts automatically. 3 4 Scanning. Place next original. If the original has been set on the platen, a message prompting replacement of the original is displayed. In this case, proceed to the next step. 5 6 2-Sided Copy Reverse Side Rotation Setting Replace the original and press the Start key Scanning of the original is performed.

After scanning all originals, press the OK key to start copying. Follow the procedure below to change the rotation setting for the reverse side when making 2-Sided copies. 42.Duplex 2nd Rotation On 1 Press the 2-sided key for 3 seconds. The System Menu for the reverse side setting of 2Sided Copies will be displayed. 2 Press or to select Rotation On in the case where the reverse side is to be rotated or Rotation Off when it isn't to be rotated, and then press the OK key.



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