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User manual KYOCERA TASKALFA 181
User guide KYOCERA TASKALFA 181
Operating instructions KYOCERA TASKALFA 181
Instructions for use KYOCERA TASKALFA 181
Instruction manual KYOCERA TASKALFA 181

TASKalfa 181/221

OPERATION GUIDE



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



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Manual abstract:

@@@We recommend the use of our own brand supplies. @@@Refer to them as necessary. Operation Guide (This Guide) Describes how to load paper, basic copy, print and scan operations, and troubleshooting. Safety Conventions in This Guide The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below. WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points. CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points. Symbols The symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol. .

... [General warning] ..

.. [Warning of danger of electrical shock] ...

. [Warning of high temperature] The symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol. [Warning of prohibited action] ...

. @@Specifics of the required action are indicated inside the symbol. [Alert of required action]

[Remove the power plug from the outlet] @@.

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... @@Be sufficiently careful to avoid fire or electric shock when removing a paper jam or when replacing toner. Label 2 High temperature inside. Do not touch parts in this area, because there is a danger of getting burned. Label 3 Do not attempt to incinerate the toner container. Dangerous sparks may cause burns. Label 4 Do not attempt to incinnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock.

Never attempt to repair or disassemble the machine or its parts as there is a danger of personal injury, fire, electrical shock or exposure to the laser. If the laser beam escapes, there is a danger of it causing blindness. If the machine becomes excessively hot, smoke appears from the machine, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main power switch off immediately, be absolutely certain to remove ththoroughly with water. If there is any remaining tenderness, contact a physician. If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy the toner container or the waste toner box. If the optional Fax kit is installed and the main power switch is off, transmitting/receiving Fax is disabled. Do not turn off the main power switch, but press the Power key on the operation panel to enter Sleep mode. Other precautions Return the exhausted toner container and waste toner box to your dealer or service representative.

The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations. Store the machine while avoiding exposure to direct sunlight. Store the machine in a place where the temperature stays below 40°C while avoiding sharp changes of temperature and humidity. If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multi Purpose (MP) Tray, return it to its original package and reseal it. OPERATION GUIDE ix 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. x OPERATION GUIDE 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.

OPERATION GUIDE xi 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. xii OPERATION GUIDE Warranty 181/221 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 color MFP, 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.



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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. 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.

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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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Neither party shall be bound by any statement or representation not contained in this Agreement. No change in this Agreement is effective unless written and signed by properly authorized representatives of each party. By opening this diskette package, you agree to accept the terms and conditions of this Agreement. xviii OPERATION GUIDE Energy Saving Control Function The device comes equipped with a Low Power Mode where energy consumption is reduced after a certain amount of time elapses since the device was last used, as well as a Sleep Mode where printer and fax functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time. 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 3-4. 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 Sleep and Auto Sleep on page 3-5. 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 4-25. Paper Recycling This device supports the recycled paper which reduces the load on the environment. Your sales or service representative can provide information about recommended paper types.

Energy Star (ENERGY STAR®) Program We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program. OPERATION GUIDE xix About this Operation Guide This Operation Guide contains the following chapters. Chapter 1 - Part Names Identifies machine parts and operation panel keys. Chapter 2 - Preparation before Use Explains adding paper, placing originals, connecting the machine, and necessary configurations before first use. Chapter 3 - Basic Operation Describes the basic procedures of simple copying and printing. Chapter 4 - Copying Functions Describes the functions you can use when copying. Chapter 5 - Printing Functions Explains various settings that can be made in relation to the printer functions of this machine. Chapter 6 - System Menu Explains the other general settings that can be made in this machine. Chapter 7 - Job Accounting Explains the settings of the job accounting functions. Chapter 8 - Maintenance Explains the replacement of the toner container and the waste toner box and maintenance of this product.

Chapter 9 - Troubleshooting Explains how to handle error messages, paper jams and other problems. Appendix Explains the specifications of this product, paper specifications that can be used in this machine, the combinations of functions and settings, and glossary. xx OPERATION GUIDE 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. Example Press the Start key.

*Ready to copy is displayed. For more information refer to Sleep and Auto Sleep on page 3-5. NOTE: Important IMPORTANT: Caution CAUTION: OPERATION GUIDE xxi 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 B B A A Original Paper For the originals/paper, dimension A is longer than B. Horizontal direction B A B A4-R, B5-R, A5-R, B6-R, A6-R, 16KR, Letter-R, Statement-R A 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. xxii OPERATION GUIDE 1 Part Names This chapter identifies the machine parts and operation panel keys.*



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· · Operation Panel .

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For details, refer to Default Setting Mode on page 6-2. It is possible to change the cassette selected in the initial mode. For the 18 ppm model, the optional paper feeder must be installed. For details, refer to Default Cassette on page 6-6. It is possible to change the image quality mode selected in the initial mode. For details, refer to Original Image Quality on page 6-3. It is possible to change the default setting of the exposure to Auto exposure mode. For details, refer to Density Mode on page 6-3. Auto Clear Function Once a designated amount of time has passed after copying stops (between 10 and 270 seconds), the machine will return to the same settings as those after warm-up. Copies can continually be made using the same settings (copy mode, number of copies, and exposure mode) if the next batch of copying is started before the auto clear function is activated. NOTE: For setting the time that passes before the auto clear function is activated, refer to Chapter 6 Auto Clear Time. OPERATION GUIDE 1-3 Part Names 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: This machine can be also switched the paper source from cassette to MP tray. The automatic cassette switching function can be turned off. For details, refer to Auto Cassette Switching on page 6-14.

The paper in both cassettes must be set in the same orientation. Message Display The message display on this machine indicates the operation status of the machine. Copier Basic Screen 1 Ready to copy. 100% 2 Auto Auto 4 3 1 6 5 This screen is displayed when the Copy key is pressed. Reference number 1 2 3 4 5 6 Meaning Indicates the current status of the machine and displays the message for required operation. Displayed when the original size is automatically selected. Displays the copy magnification ratio. (Refer to 4-5) Displayed in the auto paper selection mode. Displays the original size, paper size, and selected cassette. Displays the number of copies.

1-4 OPERATION GUIDE Part Names Printer Basic Screen 1 2 3 4 Ready GO CANCEL MENU 1 This screen is displayed when the Print key is pressed. Reference number 1 2 3 4 Meaning Indicates the current status of the machine and displays the message for required operation. Select to switch between online and offline, to print/resume printing, to clear a specific error, and to begin a new page to forcibly print the last page that waits for printing. Select to stop printing in progress. Select to perform network setting.

(See Network (TCP/IP) Setup on page 2-10.) Also select this to change various printer functions and settings. (Refer to Chapter 5.) The following procedure can also be used for changing the default settings of the printer functions. 1 System Menu / Counter: Copy default Machine default Printer default Press the System Menu/Counter key.

Press or to select Printer default, and then press the Enter key. The same screen as displayed when MENU is selected on the printer basic screen is displayed.

2 OPERATION GUIDE 1-5 Part Names Machine 1 2 3 8 9 10 7 6 5 4 1 2 3 4 5 6 7 8 9 Original cover Output tray Operation panel Cassette 1 Paper width adjusting tab Paper length adjusting tab Left cover handle MP tray MP tray extension 10 Slider 1-6 OPERATION GUIDE Part Names 1 11 12 15 16 13 14 18 17 11 Platen 12 Original size indicator plates 13 Left cover 14 Waste toner box 15 Toner container release lever 16 Toner container 17 Charger cleaner rod 18 Front cover OPERATION GUIDE 1-7 Part Names 22 24 23 20 21 21 19 19 Main power switch 20 Main power switch cover 21 Handles for transport 22 USB interface connector 23 Network interface connector 24 Memory card slot 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 Determining the Connection Method and Preparing Cables ..2-3 Connecting Cables...
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...2-5 Switching the Language for Display [Language]..
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....2-7 Setting Date and Time

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.2-25 OPERATION GUIDE 2-1 Preparation before Use Check bundled items Check that the following items have been bundled. · Operation Guide (This Guide and TWAIN application) Documents Contained in the Included CD-ROM The following documents are contained in the included CD-ROM (Product Library). Refer to them as necessary. Documents KYOCERA COMMAND CENTER Operation Guide Printer Driver User Guide Network FAX Driver Operation Guide KM-NET for Direct Printing Operation Guide PRESCRIBE Commands Technical Reference PRESCRIBE Commands Command Reference
2-2 OPERATION GUIDE Preparation before Use Determining the Connection Method and Preparing Cables Check the method to connect the equipment to a PC or network, and prepare the necessary cables.



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Connection Example Determine the method to connect the equipment to a PC or network by referring to the illustration below. Connecting a scanner to your PC network with a network cable (100BASE-TX or 10BASE-T) COMMAND CENTER Administrator's PC 2 Network Send E-mail Sends the image data of scanned originals to the desired recipient as a file attached to an E-mail message. Network settings, Scanner default settings, User and destination registration Printing MFP Network USB Send to PC Saves the scanned image as a data file on your PC. Network Network FAX (Option) Network Network TWAIN Scanning TWAIN is standardized interface for communication between software applications and image acquisition devices. FAX (Option) FAX OPERATION GUIDE 2-3 Preparation before Use Preparing Necessary Cables The following interfaces are available to connect the equipment to a PC.

Prepare the necessary cables according to the interface you use. Available Standard Interfaces Function Printer/Scanner*/Network FAX** Printer Interface Network interface USB interface Necessary Cable LAN (10Base-T or 100Base-TX, Shielded) USB2.0 compatible cable (Hi-Speed USB compliant, Max. 5.0 m, Shielded) * ** Function available when using optional scanner kit. For details on scanner, refer to the Scan Kit Operation Guide. Function available when using optional fax kit. For details on Network FAX, refer to the Fax Kit Operation Guide. 2-4 OPERATION GUIDE Preparation before Use Connecting Cables Connecting LAN Cable (Optional) Follow the steps below to connect a LAN cable to the machine. 2 1 When the machine is powered up, first press the Power key on the operation panel.

Check that the Power indicator and the memory indicator are off. After this, turn off the main power switch. 2 Connect the LAN cable to the network interface located on right side of the body. 3 4 Connect the other end of the cable to the hub. Configure the network.

For details, refer to Network (TCP/IP) Setup on page 2-10. OPERATION GUIDE 2-5 Preparation before Use Connecting USB Cable Follow the steps below to connect a USB cable to the machine. 1 When the machine is powered up, first press the Power key on the operation panel. Check that the Power indicator and the memory indicator are off. After this, turn off the main power switch.

2 Connect the USB cable to the appropriate interface located on the right side of the body. 3 Connecting the Power Cable Connect the other end of the cable to the PC. Connect one end of the supplied power cable to the machine and the other end to a power outlet. IMPORTANT: Only use the power cable that comes with the machine. 2-6 OPERATION GUIDE Preparation before Use Switching the Language for Display [Language] Select the language displayed on the touch panel. Use the procedure below to select the language. 2 1 Press the System Menu/Counter key. Press or repeatedly until Language appears. The default message language is English. System Menu / Counter: End Language MP Tray Setting 2 3 4 Press the Enter key.

Press or . The display cycles through the available selection in the following order: English Français Deutsch Italiano Nederlands Español Português 5 Press the Enter key. The touch panel language will be changed. The display returns to Ready to copy. OPERATION GUIDE 2-7 Preparation before Use Setting Date and Time Follow the steps below to set the local date and time at the place of installation. When you send an E-mail using the transmission function, the date and time as set here will be printed in the header of the E-mail message. Set the date, time and time difference from GMT of the region where the machine is used. NOTE: Be sure to set the time difference before setting the date and time. 1 2 After turning on the main power switch, press the System Menu/Counter key. Press or repeatedly until Machine Default appears, and press the Enter key.

System Menu / Counter: Job Accounting Copy Default Machine Default Enter Pin Code using # key. 3 Use the numeric keys to input the four-digit management code. The management code at the factory default setting is 1800 for the 18 ppm model and 2200 for the 22 ppm model. NOTE: The four-digit management code can be changed. For details, refer to Administrator Management Code Change on page 6-24.

Machine Default : End Auto Cassette SW Paper Size(1st) If the management code is accepted, the Machine default screen is displayed. : On : Auto I NOTE: The * (asterisk) at an item on each setting screen indicates the current setting. Machine Default : Low Power Time Key Sound On /Off Date/Time: Date/Time: Time DST Time Zone Date/Time: End Time DST 4 : 1 Min. : On : 06:33 Press or to select Date/Time, and then press the Enter key. 5 : 06:33 : On : GMT+ 00:00 Press or to select Time Zone and then press or to set the time difference.

6 : 06:33 : On Press or to select Time and then press to set the current time. or 2-8 OPERATION GUIDE Preparation before Use Date/Time: End Time DST Date/Time: DST Time Zone Year Date/Time: Time Zone Year Month Date/Time: Year Month Day Date/Time: End Time DST 7 : 06:33 : On Press or then press or to select DST [Summertime] and to select On or Off. 8 : On : GMT+ 00:00 : 2009 2 Press or to select Year and then press to set the current year. or 9 : GMT+00:00 : 2009 : 11 Press or to select Month and then press to set the current month. or 10 Press : 2009 : 11 : 27 or to select Day and then press to set the current day. or 11 After all setting is complete, press End, and then press the Enter key. : 06:33 : On or to select 12 Press the Reset key. The message display returns to the copier basic screen. OPERATION GUIDE 2-9 Preparation before Use Network (TCP/IP) Setup Registering the IP Address Register the IP address of this machine. NOTE: Prior to the IP address entries, obtain permission from the network administrator.

1 Ready GO CANCEL MENU Menu Back Print Status Page Interface Interface Back Network USB Press the Print key. Press or Enter key. to select MENU, and then press the 2 3 Press or to select Interface, and then press the Enter key. 4 Press or to select Network, and then press the Enter key. Network Setting Back NetWare TCP/IP TCP/IP On Off Change # 5 Press or Enter key. to select TCP/IP, and then press the 6 Press or to select Change #, and then press the Enter key. TCP/IP Setting Back DHCP IP Address 7 Press or to select IP Address, and then press the Enter key. IP Address 10 . 0. 0. 0 8 Press [#], and enter the block of 3 digits of the IP address in the highlighted area using the numeric keys. 9 Continue the same procedure for the other 3 blocks. 2-10 OPERATION GUIDE Preparation before Use 10 Press the Enter key.



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Next, set the subnet mask. Registering the Subnet Mask To register the subnet mask, continue the procedure from step 10 above.

TCP/IP Setting DHCP IP Address Subnet Mask 2 1 Press or to select Subnet Mask, and then press the Enter key. Subnet Mask 0. 0. 0. 0 2 Use the same procedure as steps 8 and 9 of IP address setting to input the address.

3 Press the Enter key. Next, set the default gateway. Registering the Default Gateway To register the default gateway, continue the procedure from step 3 above. TCP/IP Setting IP Address Subnet Mask Gateway 1 Press or to select Gateway, and then press the Enter key. Gateway 0. 0. 0. 0 2 Use the same procedure as steps 8 and 9 of IP address setting to input the address. 3 4 Press the Enter key. When you finish making all of the network setting, press the Reset key.

The message display returns to the printer basic screen. DHCP Settings Select whether or not to use the DHCP server. The default setting is On. Use the procedure below to specify the DHCP setting. 1 Display the TCP/IP screen referring to steps 1 to 6 of TCP/IP (IPv4) Setup on page 2-11. OPERATION GUIDE 2-11 Preparation before Use TCP/IP Setting Back DHCP IP Address 2 Press or Enter key. to select DHCP, and then press the DHCP Back On Off 3 Press or Enter key. to select On, and then press the 2-12 OPERATION GUIDE Preparation before Use Installing Software Install appropriate software on your PC from the included Product Library CD-ROM (Product Library) if you want to use the printer function of this machine or perform TWAIN transmission or FAX transmission from your PC. 2 NOTE: Installation on Windows XP, Windows 2000, Server 2003 and Windows Vista must be done by a user logged on with administrator privileges. Plug and Play is disabled on this device when in Sleep Mode.

Wake the device from Low Power Mode or Sleep Mode before continuing. See Low Power Mode and Auto Low Power Mode on page 3-4 and Auto Sleep on page 6-25. OPERATION GUIDE 2-13 Preparation before Use Loading Paper Paper can be loaded standardly in a cassette (18 ppm model) or the two cassettes (22 ppm model) and the MP tray. A paper feeder is also available as an option (refer to Optional Equipment on Appendix-2). 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.

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 MP 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-10. 2-14 OPERATION GUIDE 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/m²) or 100 sheets of thick paper (90 to 105 g/m²) can be set.

The following paper sizes are supported: 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. 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 MP tray for paper that is heavier than 105 g/m². 2 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. OPERATION GUIDE 2-15 Preparation before Use 4 Using the paper length guide, move the plate to fit the paper. 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. 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. · · 2-16 OPERATION GUIDE 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. · 2 NOTE: When loading paper into the cassette, set it with the side to be printed facing up. 6 Stick the accompanying paper label 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. Loading Paper in the MP Tray Up to 100 sheets of standard (80 g/m²) 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.



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The paper sizes that can be used are: A3 to A6R, postcard, Folio, 11 × 17" (Ledger) to 5 1/2 × 8 1/2" (Statement), 8K, 16K and 16KR. When making copies onto special paper, always use the MP tray. **IMPORTANT:** When using the MP tray, set the paper size and type. (Refer to MP Tray Settings on page 2-22.) The capacity of the MP tray is as follows. . . . Color paper: 100 sheets Hagaki: 15 sheets Thick paper (90 to 105 g/m2): 150 sheets OPERATION GUIDE 2-17 Preparation before Use **NOTE:** When you load custom size paper, enter the paper size by referring to MP Tray Settings on page 6-28. You can set the MP tray so that when you select the MP tray, the MP Tray Paper size screen is displayed. For the method of setting, refer to MP Tray Settings on page 6-28. 1 Open the MP tray. **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. 2-18 OPERATION GUIDE Preparation before Use 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 MP 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. 2 **NOTE:** When loading paper into the MP tray, set it with the side to be printed facing down.

OPERATION GUIDE 2-19 Preparation before Use Loading Envelopes and Cardstock Up to 5 envelopes may be loaded in the MP 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) 1 Open the MP tray. 2 Adjust the paper width guides to the width of envelope. 2-20 OPERATION GUIDE Preparation before Use When loading the cardstock, open the paper stopper shown in the figure. 2 3 For landscape form 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 form 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 insertion slot. When you load envelopes or cardstock in the MP 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. **NOTE:** When you load envelopes in the MP tray, select the envelope type by referring to MP Tray Settings on page 6-28. OPERATION GUIDE 2-21 Preparation before Use MP Tray Settings Set the following items for feeding paper from the MP (multi-purpose) tray. Paper Size Set the size of paper to be used from the MP tray. You can use irregular size paper by entering the size **NOTE:** If the paper size is unknown or no special paper size setting is required, select Universal Size. Selecting a Size from Regular Sizes Set the size of paper to be used from the MP tray.

You can use irregular size paper by entering the size Sizes that can be set: Inch Specification - 11 x 17" (Ledger), 8 1/2 x 14" (Legal), 8 1/2 x 13" (Oficio II), 8 1/2 x 11" (Letter), 11 x 8 1/2", 5 1/2 x 8 1/2" (Statement), A4R, A4 Metric Specification - A3, B4, A4R, A4, B5R, B5, A5R, B6R, A6R, 8 1/2 x 11" (Letter), 11 x 8 1/2", Folio 1 System Menu / Counter: End Language MP Tray Setting MP Tray Paper Size : Input Size Press the System Menu/Counter key. Press or repeatedly until MP Tray Setting appears, and then press the Enter key. 2 3 Press or to select the paper size, and then press the Enter key. The MP Tray Paper type screen is displayed. Proceed to Paper Type described below.

Selecting a Size from Other Regular Sizes Sizes that can be set: Inch Specification - A3, B4, B5R, B5, A5R, B6R, A6R, HAGAKI, Folio, Executive, ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm. #10, Comm. #9, Comm. #6-3/4, Monarch, OufukuHagaki, YOUKEI 2, YOUKEI 4, 8K, 16KR, 16K Metric Specification - 11 x 17" (Ledger), 8 1/2 x 14" (Legal), 8 1/2 x 13" (Oficio II), 5 1/2 x 8 1/2" (Statement), HAGAKI, Executive, ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm. #10, Comm.

#9, Comm. #6-3/4, Monarch, OufukuHagaki, YOUKEI 2, YOUKEI 4, 8K, 16KR, 16K 1 System Menu / Counter: End Language MP Tray Setting Press the System Menu/Counter key. Press or repeatedly until MP Tray Setting appears, and then press the Enter key. 2 2-22 OPERATION GUIDE Preparation before Use MP Tray Paper Size : Other Regular Size Other Regular Size : 3 Press or to select Other Regular Size, and then press the Enter key. 4 2 Press or to select the paper size, and then press the Enter key. The MP Tray Paper type screen is displayed. Proceed to Paper Type described below. Entering Paper Size 1 System Menu / Counter: End Language MP Tray Setting Press the System Menu/Counter key. Press or repeatedly until MP Tray Setting appears, and then press the Enter key. 2 MP Tray Paper Size : * Universal Size Input Size 3 Press or to select Input Size, and then press the Enter key.

Input Size : 4 3 7 8" 5 7 8" Press or to set the vertical size. You can set the vertical size to 3 7/8" to 11 5/8" in 1/8" increments [98 to 297 mm in 1 mm increments]. 5 Input Size : Press to select the horizontal size. 6 3 7 8" 5 7 8" Press or to set the horizontal size. You can set the horizontal size to 5 7/8" to 17" in 1/8" increments [148 to 432 mm in 1 mm increments], and then press the Enter key. The MP Tray Paper type screen is displayed. Proceed to Paper Type described below. Paper Type To set the paper type to be used in the multi-bypass tray, continue the procedure from Paper Size setting. Paper types that can be set: Plain, Transparency, Preprinted, Labels, Bond, Recycled, Vellum, Rough, Letterhead, Color [Colour], Prepunched, Envelope, Cardstock, Thick paper, High quality, Custom 1 (to 8) OPERATION GUIDE 2-23 Preparation before Use Press or to select the MP tray paper type, and then press the Enter key.



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The message display returns to the copier basic screen.

MP Tray Paper type : * Plain Transparency Preprinted 2-24 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 books or magazines. 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 2-25 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/m² to 160 g/m² Two-sided originals: 50 g/m² to 120 g/m² Sizes: A3 to A5R, Folio, 11 × 17" (Ledger) to 5 1/2 × 8 1/2" (Statement) Number of originals: 50 sheets (50 g/m² to 80 g/m²) (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 2-26 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 2-27 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 2-28 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

.....3-4 Sleep and Auto Sleep

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.....3-5 Printing from Applications ...

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..3-6 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 (1). The machine starts to warm up.

2 Power Off Once warm-up is completed, the Start indicator lights up green. Make sure that Power key is off before turning off the main power switch. CAUTION: The hard disk may be operating when the Power key is lit. Turning off the main power switch while the hard disk is operating may cause damage.

3-2 OPERATION GUIDE Basic Operation 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. If the optional Fax kit is installed, note that turning the machine off at the main power switch disables fax transmission and reception. CAUTION: Remove paper from the cassettes and seal it in the paper storage bag to protect it from humidity. 3 OPERATION GUIDE 3-3 Basic Operation Low Power Mode and Auto Low Power Mode Low Power Mode To activate Low Power Mode, press the Energy Saver key. Touch panel and all indicators on the operation panel will go out to save power except the Energy Saver, Power, and main power indicators. 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. Also when fax data arrives while the machine is in Low Power Mode when using the optional fax, 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.



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