



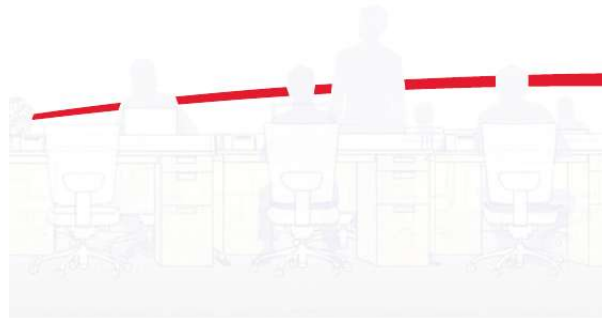
Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA TASKALFA 221. You'll find the answers to all your questions on the KYOCERA TASKALFA 221 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 221
User guide KYOCERA TASKALFA 221
Operating instructions KYOCERA TASKALFA 221
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Scan System (F)B

OPERATION GUIDE
Set up Edition



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



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Manual abstract:

Note This Operation Guide contains information that corresponds to using both the inch and metric versions of this machine. This Operation Guide shows messages of the inch version. When using the metric version, see the messages of the inch version for reference. With regard to the messages in the text, if a message has only the difference of upper- and lower-case spelling, we show only the message of the inch version. When there is even a slight difference in the message, we have listed the information for the inch version followed, in brackets, by the corresponding information for the metric version. Trademark Information Microsoft, Windows, Windows NT and Internet Explorer are registered trademarks of Microsoft Corporation of America and other countries. Windows Me , Windows Server and Windows XP are trademarks of Microsoft Corporation. Ethernet is a registered trademark of Xerox Corporation. IBM and IBM PC/AT are trademarks of International Business Machines Corporation of America. Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated.

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No part of this material may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without permission in writing from the Publisher. @@@@As the required set-up in order to use the copier as a scanner may differ depending upon the environment in use in the connected computer, please read those sections related to your specific computer environment and perform the appropriate set-up procedures explained there. This Operation Guide should also be read and used together with the appropriate Operation Guide <Functions Edition> (On-Line Manual) that is on the included CD-ROMs. The On-Line Manual <Functions Edition> explains how to scan, various setting methods, and operation procedures from a computer. Using the Operation Guide <Functions Edition> (On-Line Manual) The CD-ROMs included with this product contain the Operation Guide <Functions Edition> (On-Line Manual) in a PDF (Portable Document Format) file format.

The Operation Guide <Functions Edition> (On-Line Manual) explains how to use the required applications when using your copier as a network scanner. The main content of the CD-ROMs is as follows: . . . Introduction of the network scanner system Explanation of setting procedures when using an Internet Web browser Explanation of setting procedures at the scanner Explanation of attached utilities: Scanner File Utility Address Book Address Editor TWAIN Source Opening the On-Line Manual Carry out the following procedures in order to open and view the On-Line Manual. 1 2 Note Insert the appropriate CD-ROM into the CD-ROM drive of your computer. The Main Menu screen for set-up will appear automatically. Click on [Documents] under the [Main Menu] in order to access the desired On-Line Manual for viewing. Adobe Acrobat Reader must be installed in your computer in order to access the On-Line Manual. The Adobe Acrobat Reader software is included on the CD-ROMs contained with this product and can be installed from there directly onto your hard disk. ii

Important: The use of scanned legally copyrighted materials, such as documents, musical scores, pictures, woodblock prints, maps, drawings and photographs, for any intent other than your own personal or home use, or other such purpose, is prohibited under the copyright law without prior permission from the legal copyright owner. Simply scanning the following items may result in legal penalty: Bank notes, coins, government-issue securities, national bonds, local bonds, foreign currencies and securities, unused postage stamps, government post cards, government stamps, and securities regulated by the liquor tax law. Other items that you should also not scan: It is additionally recommended that you do not attempt to scan government-issue passports, or licenses, permits, ID cards, securities, commuter tickets, passes, books of tickets and meal coupons issued by public organizations or private parties.

iii Getting connected The following procedures are required in order to use this machine as a scanner. Connect the scanner to your computer <Example connection> Hub PC Connecting the scanner to your computer network with a network cable (100BASE-TX and 10BASE-T) page 2-2 Network cable Perform the required operation at the scanner Basic scanner settings page (register the host name and IP address, etc.) Date/time and time difference settings 2-3 page 2-4 Perform the required operation at your computer Registering and editing user information Registers users (transmitters) who use the scanner. See the Online Manual <Functions Edition>. PC Installing the various software (included on the enclosed CD-ROM disk) Scanner File Utility Saves the scanned image as a data file on your computer. TWAIN Source Address Book Enables you to operate scanning from a TWAIN-compatible application. A personal address book that you can access from the scanner's operation panel. Address Editor (Management Tool) Enables you to register and edit the shared Address Book, make network-related settings and change various default settings. Refer to the On-Line Manual <Functions Edition> for more detailed information on the included software. You're now ready to scan! iv Table of contents 1 Preparations .

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.....3-6 v vi 1 Preparations Names of parts Main body 3 2 6 1 4 5 1 2 3 4 5 6 Original cover -- Open and close this cover when setting an original on the platen.



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Platen -- Set the original to be scanned face-down in the left-rear portion of the platen. Original size indicator lines -- Be sure to align the original with these lines when setting an original on the platen. Operation panel -- Perform operations here. Main switch -- Turn this switch ON (I) when using the scanner.

Scanner interface connector -- Use to connect the scanner to the computer network with a 10BASE-T or 100BASE-TX cable. Important! NEVER attempt to remove the Scanner Interface Card. 1-1 Preparations Operation Panel 1 10 7 2 4 5 6 1 2 3 4 5 6 7 8 9 8 9 3 System Menu/Counter key -- Press this key when you want to set the network address, the date/time, and the time difference of this scanner. Message display -- Indicates the scanner condition or setting values. Numeric key -- Press these keys when you want to enter a desired value directly. If there is a number in front of the selection item, you can select the item with these Numeric keys. Stop/Clear key -- Press this key when you want to cancel setting and return to the previous screen. Reset key -- Press this key when you want to cancel initial setting change or date/time setting. Scanner key -- Press this key when you want to switch the machine to the scanner mode.

When the scanner mode is selected, the scanner indicator will light up.

and cursor keys -- Press these keys to select an item in various settings. < and > cursor keys -- Press these keys to change the date/time setting. Enter (OK) Key -- Press this key when you want to register a setting. Press this key when scanning is completed Resolution File Format Original Type Mixed Size Originals Border Erase Original Orientation Continuous Scan Output Per Page 10 Scan Function Key -- The following settings can be adjusted. 1-2

Preparations Accessories Prior to using the scanner for the first time, verify that the following accessories are included with this product.

. . . 1 CD-ROM (Product Library) 1 CD-ROM (TWAIN application) Operation Guide Utilities and other software (the main content of the included CD-ROMs) CD-ROM (Product Library) Scanner File Utility TWAIN Source Address Book Address Editor KM-NET VIEWER KX Driver FAX Driver Release Note Note Refer to the returned to the Scanner setting screen of Step 7, use the and keys to move to select End and then press the Enter key. : 10. 181. 15. 11 : 255.

255. 255. 0 Note 10 User registration In a network environment with RARP, select RARP and then select On on the Scanner setting screen. In this case, you will not need to set the IP address manually. For other network settings, use a web browser or Address Editor. To use the scanner, user registration is needed in addition to the network setting. User (transmitter) registration is performed from a web browser or Address Editor. For details, see the Online Manual <Functions Edition>. Date/Time and Time Difference Sets the required area information for the Send E-mail function. The time of day when email is sent from the scanner is included in the header of that email message as the transmission time.

Perform the following procedure in order to set the date and time in your area, as well as the time difference to GMT (Greenwich Mean Time). 1 Press the System Menu/Counter key. 2 Use the and keys to move to select Machine Default and press the Enter key. The password entry screen will appear. System Menu / Counter Job Accounting Copy Default Machine Default Enter Pin Code using # key. 3 Enter the four-digit management code using the numeric keys. @@@@ The License Agreement will be displayed. If you agree with the conditions contained therein, click Accept. @@ The installation window for that utility will appear. @@@@ The License Agreement will be displayed.

If you agree with the conditions contained therein, click Accept. @@ Select the model of the scanner that you are using. @@@@ Be sure to enter the same number in the Save folder No. field here as the save folder number (001 100) that was registered in the Scanner File Utility. Refer to the On-Line Manual <Functions Edition> for more detailed information.

Before using the Send E-mail function Register the destination name and the email address in the scanner using a web browser or Address Editor. How to scan under Scan to PC and Send E-mail 1 Press the Scan key to display the Select Scanner Function screen. 2 Use the and keys to select 1 Scan to PC (SEND TO PC) or 2 Send E-mail. Select function. Scan to PC Send E-mail TWAIN Select Sender (User) 001 USER ABCDE #--- 3 Use the and keys to move name and press the Enter key.

to select your user Notes . . If a password has been registered for the selected user, you must enter the password. Enter the password using the numeric keys and press the Enter key. If your user name is not displayed even if the and keys are pressed, use a web browser or Address Editor to check to see if your user name has been registered. 3-1 Performing the Required Operation at the Scanner 4 Use the and keys to move to select the desired destination. An item can be selected from Send to User PC (SEND TO USER PC), Private Book, and Common Book. Select the desired item and press the Enter key. When storing data in the PC of the transmitter (user): Move to select 2 Send to User PC (SEND TO USER PC) and press the Enter key. Select Address Book End Send to User PC Private Book : Off Note When registering a transmitter (user), you must set the IP address of the computer. When selecting a destination (receiver) from the private address book: 1. Move to select 3 Private Book and press the Enter key.

Select Address Book End Send to User PC Private Book : Off 2. Move to select the desired destination and press the Enter key. Select destination. 000 Finish to select 001 AdrNOPQRSTUVWXYZ #--- Notes . . . If a password has been registered for the selected destination, you must enter the password. Enter the password using the numeric keys and press the Enter key. When you enter a displayed number using the numeric keys, the confirmation screen will appear.

When you press the Enter key, the destination will be selected. For the private address book, AddressBook must be started in the computer of the transmitter (user). to 3. If you have selected the destination, move select 000 Finish to select (000 SELECT.

COMPLETE) and press the Enter key. Select destination. 000 Finish to select 001 AdrNOPQRSTUVWXYZ #--- When selecting a destination (receiver) from the common address book: Move to select 4 Common Book and press the Enter key. Operate in a similar way to the procedure for the private address book.

Select Address Book Send to User PC Private Book Common Book : Off Notes . . For the common address book, the destinations must be set with a web browser or Address Editor.



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Up to 20 destinations can be selected at the same time. 3-2 Performing the Required Operation at the Scanner 5 Finally move to select 1 End and press the Enter key. The scanner setting screen will appear. See Scan setting on page 3-6. Select Address Book End Send to User PC Private Book : Off Sending information The history of sending with the Send E-mail and Scan to PC functions is displayed.

Press the Scanner key, use the and keys to to select 4 Sending Information (SEND move INFORMATION), and press the Enter key. Sending Confirmation List End ABCD ABCD 05:56 EFGH 14:56 EFGH OK NG The sending confirmation list will be displayed. For more details of the history, move desired history and press the Enter key. to select the 3-3 Performing the Required Operation at the Scanner Scanning with TWAIN The following explains the settings that need to be made in the scanner in order to scan using the TWAIN function. When performing the scanning operation at the scanner 1 Press the Scan key to display the Select Scanner Function screen. 2 Use the and keys to move to select 3 TWAIN and press the Enter key. The TWAIN Mode screen will appear. Select function. Scan to PC Send E-mail TWAIN 3 Set the original that you want to scan. 4 Run the TWAIN Source in the corresponding application.

The main dialogue box for the TWAIN Source will appear. Make any settings that you want, click on the [Connect] button in the dialogue box and, once the connection to the scanner is made, click on the [Scan] button. Scanning will begin. 3-4 Performing the Required Operation at the Scanner When performing the scanning operation at your computer 1 Run the TWAIN Source in the corresponding application. The main dialogue box for the TWAIN Source will appear. Make any settings that you want, and put a check mark in the [Waiting Scan] checkbox. Click on the [Connect] button in the main dialogue box and, once the connection to the scanner is made, click on the [Scan] button. Putting a check mark in the [Waiting Scan] checkbox will allow you to start the actual scanning operation by pressing the Start key at the scanner. Set the original that you want to scan in the scanner and press the Start key. Scanning will begin. 2 Note 3 Notes · · Scan settings can also be made on the operation panel of the scanner. Change any settings there that you want. If you enter different settings in your computer and in the scanner, the settings made on the operation panel of the scanner will take priority. 3-5 Performing the Required Operation at the Scanner Scan setting The scan setting screen is displayed when scanning originals. To carry out the various settings, perform the following procedures.

After completing the scan settings, if you set an original in the scanner and press the Start key, scanning will start. J F D E G I K C A B A B H Auto Density key -- Press this key to select the automatic exposure setting. Image concentration adjustment key -- Press these keys to select an exposure level. 7 levels in the normal mode. If the automatic exposure mode is set, all the exposure indicators are off.

Original Image Type key -- Press this key to select the original image type. Notes · · C Note The Photo mode cannot be selected with the Send E-mail function. D E F Original Size key -- Press this key to specify the original size. Paper Selection key -- Press this key to specify the transmission (image) size. The scanned original image will be automatically reduced or enlarged to the specified size. Scanner Function key -- The following settings can be adjusted. @@@@Start key -- Press this key to start scanning. @@Scanner key -- Press this key to display the Scanner Function screen. @@100% Auto Auto PDF 600dpi 2 Set the original. 3 Press the Start key.

Scanning the original starts. 4 When Continue scan (MULTIPLE SCAN) is set On on the scan setting screen, the screen will appear to select whether to continue scanning originals or not when scanning is complete. · · · Press START Key to continue Press to Start TX Auto PDF Auto 600dpi 100% Notes To continue scanning, set the next original, change the settings as needed, and press the Start key. Press the Enter (OK) key when you want to complete scanning originals. When you want to cancel all scanned copies, press the Stop/Clear key. Screen will return to the scan setting screen of Step 1. 3-7 Performing the Required Operation at the Scanner 3-8 MEMO E1 First edition 2009.3 Printed in China 303JR56010 .



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