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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA TASKALFA 250CI. You'll find the answers to all your questions on the KYOCERA TASKALFA 250CI 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 250CI
User guide KYOCERA TASKALFA 250CI
Operating instructions KYOCERA TASKALFA 250CI
Instructions for use KYOCERA TASKALFA 250CI
Instruction manual KYOCERA TASKALFA 250CI

250ci/300ci/400ci/500ci/552ci

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 will not be liable for any damage caused by the use of third party supplies in this machine. A label shown in the illustration assures that the supplies are our own brand. In this Operation Guide, 250ci/300ci/400ci/500ci/552ci are referred to as 25/25 ppm model, 30/30 ppm model, 40/40 ppm model, 50/40 ppm model, and 55/50 ppm model respectively. Included Guides The following guides are supplied with the machine. Refer to them as necessary. Operation Guide (This Guide) Describes how to load paper, basic copy, print and scan operations, and troubleshooting. Quick Guide to Adjusting Image Quality Adjustments to color image quality are explained using sample images. 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] [Disassembly prohibited] The symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol. ...

. [Alert of required action]

[Remove the power plug from the outlet] [Always connect the machine to an outlet with a ground connection] Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing (fee required).

NOTE: An original which resembles a bank note closely may not be copied properly in some rare cases because this machine is equipped with a counterfeiting prevention function. i Contents Contents Quick Guide

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It faxes. NOTE: For more information on setting up and sending a FAX, refer to the FAX System (S) Operation Guide. What you want to do Send a FAX FAX directly from a computer FAX without using the telephone line (Internet FAX (i-FAX)) Connect the modular cord for the telephone line to this machine. Selection of Telephone Line (Inch version only) Network Setup (LAN Cable Connection) Install the Network FAX Driver on your computer *1 Setup Using the Address Book...3-17 on the FAX System (S) Operation Guide Loading Paper..

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..9-1 on the FAX System (S) Operation Guide Internet Fax (i-FAX) (Optional)...8-1 on the FAX System (S) Operation Guide *1:For more information, refer to the Network FAX Driver Operation Guide. *2: If the destination is not stored in the address book, you can send the FAX by entering the address directly. viii Caution / Warning Labels Caution / Warning labels have been attached to the machine at the following locations for safety purposes. Be sufficiently careful to avoid fire or electric shock when removing a paper jam or when replacing toner. High temperature inside.

Do not touch parts in this area, because there is a danger of getting burned. Do not touch the support area for the document processor as there is a danger that your fingers or other objects may become caught or pinched, and this can result in injury. High temperature inside. Do not touch parts in this area, because there is a danger of getting burned. Label inside the machine (Laser radiation warning) Do not incinerate toner and toner container. Dangerous sparks may cause burn. High temperature inside. Do not touch parts in this area, because there is a danger of getting burned. ix NOTE: Do not remove these labels. Installation Precautions Environment CAUTION Avoid placing the machine on or in locations which are unstable or not level.

Such locations may cause the machine fall down or fall over. This type of situation presents a danger of personal injury or damage to the machine. Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock. Avoid locations near radiators, heaters or other heat sources, or locations near flammable items to avoid the danger of fire.

To keep the machine cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the rear cover, to allow air to be properly ventilated out of the machine. 3 15/16" 10 cm 11 13/16" 30 cm 11 13/16" 30 cm 39 3/8" 100 cm Other precautions The service environmental conditions are as follows: · · Temperature: 50 to 90.5 °F (10 to 32.5 °C), but humidity should be 70% or less when temperature is 90.

5 °F (32.5 °C) Humidity: 15 to 80%, but temperature should be 86 °F or less (30 °C or less) when humidity is 80% However, adverse environmental conditions may affect the image quality. It is recommended to use the machine at a temperature: around 60.8 to 80.6 °F or less (16 to 27 °C), humidity: around 36 to 65%. In addition, Avoid the following locations when selecting a site for the machine. The machine automatically detects and displays the following message when the environmental temperature is too high or too low. Message: "Warning for high temperature. Adjust the room temperature." or "Warning for low temperature.

Adjust the room temperature." x To use the machine under optimum conditions, adjust the temperature and the humidity of your room if the message is displayed. · · · · Avoid locations near a window or with exposure to direct sunlight. Avoid locations with vibrations. Avoid locations with drastic temperature fluctuations. Avoid locations with direct exposure to hot or cold air. Avoid poorly ventilated locations. 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.

Handling of plastic bags WARNING Keep the plastic bags that are used with the machine away from children. The plastic may cling to their nose and mouth causing suffocation. xi 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 any of the covers from the machine as there is a danger of electrical shock from high voltage parts inside the machine. Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull it unnecessarily 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 the power plug from the outlet and then contact your service representative. If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, turn the main power switch off immediately. Next, remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative.



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Do not remove or connect the power plug with wet hands, as there is a danger of electrical shock. Always contact your service representative for maintenance or repair of internal parts. xii CAUTION Do not pull the power cord when removing it from the outlet.

If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (Always grasp the power plug when removing the power cord from the outlet.) Always remove the power plug from the outlet when moving the machine. If the power cord is damaged, there is a danger of fire or electrical shock. Always hold the designated parts only when lifting or moving the machine.

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. For safety purposes, always remove the power plug from the outlet when performing cleaning operations. If dust accumulates within the machine, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the machine. Other precautions Do not place heavy objects on the machine or cause other damage to the machine. Do not open the front cover, turn off the main power switch, or pull out the power plug during copying. When lifting or moving the machine, contact your service representative.

When moving the machine, please turn the four adjusters of the paper feeding unit until they reach the floor in order to stabilize the machine. Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity. Do not attempt to perform any operations not explained in this guide. Caution: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful. This machine comes equipped with an HDD (hard disk drive). Do not attempt to move the machine while the power is still on. Since any resulting shock or vibration may cause damage to the hard disk, be sure to turn off the power before attempting to move the machine. In the event there is a problem with the machine's HDD (hard disk drive), stored data may be erased.

It is recommended that important data be backed up on a PC or other media. Be also sure to store originals of important documents separately. xiii Cautions when handling consumables CAUTION Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns. Keep the toner container and the waste toner box out of the reach of children.

If toner happens to spill from the toner container or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin. . . . If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.

If you do happen to ingest toner, rinse your 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. 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. 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. xiv SAFETY OF LASER BEAM (USA) 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. xv 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. xvi Safety Instructions Regarding the Disconnection of Power (the United States) 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 (the United States) 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.



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S.A. law governs this Agreement. written consent of Monotype Imaging. 10 You shall not sublicense, sell, lease, or otherwise transfer the Software and/or Typefaces without the prior 11 Use, duplication or disclosure by the Government is subject to restrictions as set forth in the Rights in Technical Data and Computer Software clause at FAR 252-227-7013, subdivision (b)(3)(ii) or subparagraph (c)(1)(ii), as appropriate.

Further use, duplication or disclosure is subject to restrictions applicable to restricted rights software as set forth in FAR 52.227-19 (c)(2). 12 You acknowledge that you have read this Agreement, understand it, and agree to be bound by its terms and conditions. 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. xxvi 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 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. Low Power Mode The device automatically enters Low Power Mode when 3 minutes for 25/25 ppm, 30/30 ppm, 40/40 ppm and 50/40 ppm models, or 5 minutes for 55/50 ppm model have passed since the device was last used. The amount of time of no activity that must pass before Low Power Mode is activated may be lengthened. For more information refer to Low Power Mode and Auto Low Power Mode on page 2-9.

Sleep The device automatically enters Sleep when 30 minutes for 25/25 ppm and 30/30 ppm models, 45 minutes for 40/40 ppm model, or 60 minutes for 50/40 ppm and 55/50 ppm models 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 2-10. Automatic 2-Sided Copy Function This device includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used. For more information see Duplex Copying on page 3-12. 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. xxvii 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 procedures for basic copying, printing and scanning. Chapter 4 - Copying Functions Describes the functions you can use when copying. Chapter 5 - Sending Functions Describes the functions you can use when sending originals.

Chapter 6 - Document Box Provides a basic guide to using document boxes. Chapter 7 - Status / Job Cancel Explains how to check the job status and job history and how to cancel jobs being printed or waiting to print. Also explains how to check the remaining paper and device status and how to cancel fax transmission Chapter 8 - Default Setting (System Menu) Describes the System Menu options for general machine operation. Chapter 9 - Maintenance Describes cleaning and toner replacement. Chapter 10 - Troubleshooting Explains how to handle error messages, paper jams and other problems. Chapter 11 - Management Explains user login administration and job accounting. Appendix Explains how to enter characters, and lists the machine specifications. Introduces the convenient optional equipment available for this machine. Provides information on media types and paper sizes. Also includes a glossary of terms. xxviii Conventions in This Guide The following conventions are used depending on the nature of the description. Convention Bold [Regular] Italic Description Indicates the operation panel keys or a computer screen.



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Indicates the touch panel keys. 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. Press [OK]. Ready to copy is displayed. For more information refer to Sleep and Auto Sleep on page 2-9. NOTE: Important IMPORTANT: Caution CAUTION: Description of Operation Procedure In this Operation Guide, continuous operation of the keys on the touch panel is as follows: Description in this Operation Guide Press [Copy], [Next] of Quick Setup, [] twice, and then [Change] of Original Image. Actual procedure Press [Copy]. Press [Next] of Quick Setup.

Press [] twice. Press [Change] of Original Image. xxix 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 A4-R, B5-R, A5-R, B6-R, A6-R, 16KR, Letter-R, Statement-R B A B 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. Icons on the Touch Panel The following icons are used to indicate originals and paper placement directions on the touch panel. Placement direction Vertical direction Originals Paper Horizontal direction xxx 1 Part Names This chapter identifies the machine parts and operation panel keys.

· · Operation Panel

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..1-2 Machine ...

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.1-4 1-1 Part Names Operation Panel Displays the Status/Job Cancel screen. Displays the System Menu. Displays number of sheets printed and number of pages scanned. Displays help guidance.

Blinks during printing operation. Blinks while data is transmitted. Selects auto color mode. Selects full color mode. Selects black and white mode. Displays the Copy screen. Displays the screen for sending. You can also change this to show the address book screen. Switches the touch panel display to enlarged display in the Copy screen or Send screen. Displays the Document Box screen.

Displays the Application screen. Displays the Program screen. 1-2 Part Names Blinks while data is received. Blinks while the machine is accessing the hard disk, fax memory or USB memory (general-purpose item). Lights or blinks when an error occurs and a job is stopped. Displays the Interrupt Copy screen. Ends operation (logs out) on the Administration screen. Puts the machine into Low Power Mode. Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.

Lit when the machine's main power is on. 1 Numeric keys. Enter numbers and symbols. Clears entered numbers and characters. Recalls already registered destinations and programs for sending.

Finalizes numeric key entry, and finalizes screen during setting of functions. Operates linked with the on-screen [OK]. Returns settings to their default states. Cancels or pauses the printing job in progress. Starts copying and scanning operations and processing for setting operations.

1-3 Part Names Machine 1 12 2 4 3 13 14 15 5 6 7 8 9 10 18 16 17 11 1 2 3 4 5 6 7 8 9 Original Cover (Option) Platen Original Size Indicator Plates Slit Glass Left Cover 1 Left Cover 1 Indicator Left Cover 1 Lever Left Cover 2 Indicator Left Cover 2 10 Left Cover 3 11 Handles 12 Clip Holder 13 Operation Panel 14 Attention Indicator ... Lights or blinks when an error occurs and a job is stopped 15 Receive Indicator ... Blinks while data is received 16 Front Cover 17 Cassette 1 18 Cassette 2 1-4 Part Names 19 20 21 22 23 24 25 26 1 27 28 29 19 Toner Container Release Lever (Magenta) 20 Toner Container (Magenta) 21 Toner Container Release Lever (Cyan) 22 Toner Container (Cyan) 23 Toner Container Release Lever (Yellow) 24 Toner Container (Yellow) 25 Toner Container Release Lever (Black) 26 Toner Container (Black) 27 Cleaning Brush 28 Waste Toner Box 29 Waste Toner Tray 30 Release button 30 1-5 Part Names 32 34 33 31 41 42 43 44 45 46 35 36 40 37 31 Top Tray 32 USB Memory Slot (A1) 33 Paper Feed Unit Cover 34 Paper Feed Unit 35 Green Knob 36 Paper Width Adjusting Tab 37 Paper Length Guide 38 Handles 39 Multi Purpose Tray 40 Paper Width Guide 41 Option Interface Slot (OPT2) 42

USB Port (A2) 43 Network Interface Connector 44 USB Interface Connector (B1) 45 Option Interface Slot (OPT1) 46 Main Power Switch 38 39 1-6 2
Preparation before Use This chapter explains the preparations before using this equipment for the first time as well as the procedures for loading paper and originals. Check the Accessories ...

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.....2-2 Determining the Connection Method and Preparing Cables..

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...2-3 Connecting Cables.....

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.2-5 Power On/Off

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.....2-7 Low Power Mode and Auto Low Power Mode ...

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...2-9 Sleep and Auto Sleep ..

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....2-10 Adjusting the Operation Panel Angle

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..2-11 Switching the Language for Display [Language]..
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...2-11 Setting Date and Time ..
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...2-12 Network Setup (LAN Cable Connection)

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.....2-13 Installing Software.....

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..2-16 COMMAND CENTER (Settings for E-mail)
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2-17 Loading Paper.....
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...2-20 Loading Originals
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2-32 2-1 Preparation before Use Check the Accessories Check that the following accessories are included. . . . Operation Guide (This Guide) Quick Guide to Adjusting Image Quality CD-ROM (Product Library) CD-ROM(TWAIN compatible 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 TWAIN/WIA Driver Operation Guide KM-NET for Direct Printing Operation Guide KMnet Viewer User Guide Scan to SMB (PC) Setup Guide PRESCRIBE Commands Technical Reference PRESCRIBE Commands Command Reference Data Security Kit (E) Operation Guide FAX System (S) Operation Guide 2-2 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. Connection Example Determine the method to connect the equipment to a PC or network by referring to the illustration below.



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Connecting a scanner to your PC network with a network cable (100BASE-TX or 10BASE-T) KYOCERA COMMAND CENTER Network settings, Scanner default settings, User and destination registration 2 Administrator's PC Network Send E-mail Sends the image data of scanned originals to the desired recipient as a file attached to an E-mail message. Printing MFP Network USB Send SMB Saves the scanned image as a data file on your PC. Network Network FAX (Option) Network Network Send FTP Sends the scanned image as a data file on the FTP. FAX (Option) FAX Network TWAIN Scanning WIA Scanning Network TWAIN and WIA are standardized interface for communication between software applications and image acquisition devices.

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 fax kit. For details on Network FAX, refer to the Fax Kit Operation Guide. 2-4 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. Check that the indicators are off. 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 Setup (LAN Cable Connection) on page 2-13. 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.

Check that the indicators are off. 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 Preparation before Use Power On/Off Power On When the main power indicator is lit... Press the Power key. 2 When the main power indicator is off. . . Open the main power switch cover and turn the main power switch on. NOTE: If the optional Data Security Kit is installed, a message might display indicating the security function is being activated and time may be taken to start up when the power is turned on. IMPORTANT: When turning off the main power switch, do not turn on the main power switch again immediately. Wait more than 5 seconds, and then turn on the main power switch. 2-7 Preparation before Use Power Off Before turning off the main power switch, press the Power key on the operation panel to off. Make sure that the Power key and the memory indicator are off before turning off the main power switch. CAUTION: The hard disk may be operating when the Power key or Memory indicator is lit or blinking. Turning off the main power switch while the hard disk is operating may cause damage.

Make sure that the indicators are off. In case of not using the machine for an 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. 2-8 Preparation before Use 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 30 seconds. . . . Press any key on the operation panel. Open the original cover or the optional document processor. Place originals in the optional document processor. 2 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 3 minutes for 25/25 ppm model, 30/30 ppm model, 40/40 ppm model, and 50/40 ppm model or 5 minutes for 55/50 ppm model. 2-9 Preparation before Use Sleep and Auto Sleep Sleep To enter Sleep, press the Power key. Touch panel and all indicators on the operation panel will go out to save a maximum amount of power except the Main Power indicator. This status is referred to as Sleep. If print data is received during Sleep, the print job is performed while the touch panel remains unlit. When using the optional fax, received fax data is printed out while the operation panel also remains unlit. To resume, press the Power key. The 25/25 ppm or 30/ 30 ppm model will be ready to use within 30 seconds, the 40/40 ppm or 50/40 ppm model will be ready within 45 seconds, or the 55/50 ppm model will be ready within 57.5 seconds.

Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly. 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 30 minutes for 25/25 ppm and 30/30 ppm models, 45 minutes for 40/40 ppm model, or 60 minutes for 50/40 ppm model and 55/50 ppm models. 2-10 Preparation before Use Adjusting the Operation Panel Angle Adjust the angle of the operation panel in two as shown by releasing the operation panel lock lever. 2 Switching the Language for Display [Language] Select the language displayed on the touch panel. Use the procedure below to select the language. 1 2 3 Press the System Menu key.



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