



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA TASKALFA 420I. You'll find the answers to all your questions on the KYOCERA TASKALFA 420I 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 420I**

**User guide KYOCERA TASKALFA 420I**

**Operating instructions KYOCERA TASKALFA 420I**

**Instructions for use KYOCERA TASKALFA 420I**

**Instruction manual KYOCERA TASKALFA 420I**

OPERATION GUIDE

TASKalfa 420i/520i



TASKalfa 

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**Manual abstract:**

@@A label shown in the illustration assures that the supplies are our own brand. In this Operation Guide, TASKalfa 420i/520i are referred to as 42 ppm model and 52 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. 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. OPERATION GUIDE i Contents Contents

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..... .Index-1 OPERATION GUIDE v Quick Guide Be sure to read Precautions for Use before using this machine. Administrator tasks To make copies It copies. To print It prints. Simply press the Start key to make copies.

You can also fine-tune the copy settings by changing the paper size, adjusting the density, etc. You can print via a network or print a PDF file directly from USB memory. What you want to do Copying with specific settings Printing Documents Stored in Removable USB Memory Print via a network Connecting Cables Network Setup (LAN Cable Connection) Install the printer driver on your computer \*1 Setup Loading Paper... 2-19 Placing Originals on the Platen...2-30 Operation Copying Functions ..

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OPERATION GUIDE vii Administrator tasks To send a FAX As well as sending a FAX via the telephone lines, you can also send a FAX via a network. 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 Selection of Transmit Terminal Identification (TTI).

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..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 OPERATION GUIDE 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.

High temperature inside. Do not touch parts in this area, because there is a danger of getting burned. Do not incinerate toner and toner container. Dangerous sparks may cause burn. Label inside the machine (Laser radiation warning) Moving parts inside.

May cause personal injury. Do not touch moving parts. High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.

NOTE: Do not remove these labels.

OPERATION GUIDE ix 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 Humidity: 15 to 80% F (10 to 32.

5 C) However, adverse environmental conditions may affect the image quality. Avoid the following locations when selecting a site for the machine. . . . Avoid locations near a window or with exposure to direct sunlight. Avoid locations with vibrations. Avoid locations with drastic temperature fluctuations. x OPERATION GUIDE . . . 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. OPERATION GUIDE 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. 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 OPERATION GUIDE 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.



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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. OPERATION GUIDE 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 OPERATION GUIDE Laser Safety Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine. This machine is classified as Class 1 laser product under IEC 60825. Caution: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure. These labels are attached to the laser scanner unit inside the machine and are not in a user access area. The label shown below is attached on the right side of the machine. OPERATION GUIDE xv Safety Instructions Regarding the Disconnection of Power Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source. VORSICHT: Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen.

DECLARATION OF CONFORMITY TO 2004/108/EC, 2006/95/EEC, 93/68/EEC and 1999/5/EC We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications. EN55024 EN55022 Class B EN61000-3-2 EN61000-3-3 EN60950-1 EN60825-1 EN300 330-1 EN300 330-2 EN62301 Radio Frequency Transmitter This machine contains the transmitter module. We, the manufacturer hereby declare that this equipment is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC. 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. NOTE: Product marked with the Crossed-out Wheeled Bin Symbol includes the battery that complies with the European Parliament and Council Directive 2006/66/EC (the "Battery Directive") in European Union.

Do not remove and dispose of the batteries included in this machine. xvi OPERATION GUIDE Legal Restriction on Copying/Scanning . . It may be prohibited to copy/scan copyrighted material without permission of the copyright owner. Copying/Scanning the following items is prohibited and may be penalized by law. It may not be limited to these items. Do not knowingly copy/scan the items that are not to be copied/ scanned.

Paper money Bank note Securities Stamp Passport Certificate · Local laws and regulations may prohibit or restrict copying/scanning of other items not mentioned above. OPERATION GUIDE xvii xviii 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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Sleep The device automatically enters Sleep when 8 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 2-9. 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 3-11. 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 xxv 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.

xxvi OPERATION GUIDE Conventions in This Guide The following conventions are used depending on the nature of the description.



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*Convention Bold [Regular] Italic Description Indicates the operation panel keys or a computer screen. 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: Actual procedure Press [Copy]. Press [Next] of Quick Setup. Press [ ] twice. Press [Change] of Original Image. Description in this Operation Guide Press [Copy], [Next] of Quick Setup, [ ] twice, and then [Change] of Original Image. OPERATION GUIDE xxvii 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. 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 xxviii OPERATION GUIDE 1 Part Names This chapter identifies the machine parts and operation panel keys. . . Operation Panel .....*

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*.1-4 OPERATION GUIDE 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. 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 OPERATION GUIDE 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 Sleep.*

*Recovers from Sleep if in Sleep. 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. OPERATION GUIDE 1-3 Part Names Machine 1 2 3 4 5 6 7 8 9 Original Cover (Option) Original Size Indicator Plates Clip Holder Slit Glass Attention Indicator... Lights or blinks when an error occurs and a job is stopped Receive Indicator... Blinks while data is received Left Cover 1 Left Cover 1 Lever Left Cover 2 10 Left cover 2 Handle 11 Platen 12 Operation Panel 13 Cassette 1 14 Cassette 2 1-4 OPERATION GUIDE Part Names 1 15 Toner Container Stopper 16 Toner Container 17 Waste Toner Box 18 Paper Feed Unit (A2) 19 Paper Feed Unit Cover (A3) 20 Green Knob OPERATION GUIDE 1-5 Part Names OPT2 DP A2 B1 OPT1 21 USB Memory Slot (A1) 22 Front Cover 23 Paper Width Adjusting Tab 24 Paper Length Guide 25 Top Tray 26 Main Power Switch 27 Paper Width Guide 28 Multi Purpose Tray 29 Option Interface Slot (OPT2) 30 USB Memory Slot (A2) 31 USB Interface Connector (B1) 32 Network Interface Connector 33 Option Interface Slot (OPT1) 1-6 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 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 *Sleep and Auto Sleep ..*

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.2-9 *Adjusting the Operation Panel Angle .....*

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....2-10 *Switching the Language for Display [Language].*

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2-10 *Setting Date and Time .....*

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*2-11 Network Setup (LAN Cable Connection) .....*

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*..2-12 Installing Software...*

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*.....2-15 COMMAND CENTER (Settings for E-mail) .*

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*.....2-16 Sending E-mail...*

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*.....2-17 Loading Paper.*

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*..2-19 Loading Originals .....*

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2-30 OPERATION GUIDE 2-1 Preparation before Use Check the Accessories Check that the following accessories are included. · · Operation Guide (This Guide) CD-ROM (Product Library) 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 KM-NET 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 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. 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 SMB Saves the scanned image as a data file on your PC.



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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. 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 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.

Check that the indicators are off. DP 2 Connect the LAN cable to the network interface located on right side of the body. A2 B1 OP TI 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 2-12. 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. Check that the indicators are off.

2 DP A2 Connect the USB cable to the appropriate interface located on the right side of the body. B1 OP TI 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 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. OPERATION GUIDE 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 OPERATION GUIDE 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 machine will be ready within 15 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. The default preset time is 8 minutes. 2 OPERATION GUIDE 2-9 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. 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. Press [Common Settings] and then [Change] of Language. Press the key for the language you want to use. Common Settings - Language Set the language to use for the touch panel display. English Nederlands Deutsch Français Português Español Italiano Cancel Status OK 08/08/2009 10:10 4 Press [OK]. The touch panel language will be changed. 2-10 OPERATION GUIDE 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.

2 NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and press [Login]. Refer to Adding a User on page 11-5 for the default login user name and password. Be sure to set the time difference before setting the date and time. If you change Date/Time setting, trial functions will be unavailable. For details, refer to Optional Functions on page 8-75. 1 Press the System Menu key. 2 3 Press [ ], [Date/Timer] and then [Change] of Time Zone. Select the region.

] or [ ] to view the next region. Date/Timer - Time Zone Set time zone. Select the location nearest you. Time Zone -12:00 International Date Line West -11:00 Midway Island, Samoa -10:00 Hawaii 1/13 NOTE: Press [ 4 Summer Time Off On Press [Off] or [On] of Summer Time and press [OK]. -09:00 Alaska -08:00 Pacific Time (US & Canada) -07:00 Arizona Cancel Status OK 08/08/2009 10:10 NOTE: If you select a region that does not utilize summer time, the summer time setting screen will not appear.



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5 Date/Timer - Date/Time Set the date and time. Press [Change] of Date/Time. Set the date and time. Press [+] or [-] in each setting. Press [OK].  
6 7 2008 Year 10 Month 10 Day Off 10 Hour 10 Minute 31 Second Cancel Status OK 08/08/2009 10:10 OPERATION GUIDE 2-11 Preparation before Use  
Network Setup (LAN Cable Connection) The machine is equipped with network interface, which is compatible with network protocols such as TCP/IP (IPv4),  
TCP/IP (IPv6), IPX/SPX, NetBEUI, IPsec, and AppleTalk. It enables network printing on the Windows, Macintosh, UNIX, NetWare and other platforms. This  
section explains the TCP/IP (IPv4) Setup and AppleTalk Setup procedures. For other network settings, refer to the Network Setup on 8-64. · · TCP/IP (IPv4)  
Setup...2-12 AppleTalk Setup...

2-14 NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges. If user login administration  
is disabled, the user authentication screen appears. Enter a login user name and password, and press [Login]. Refer to Adding a User on page 11-5 for the  
default login user name and password. TCP/IP (IPv4) Setup (by Entering IP Addresses) Set up TCP/IP to connect to the Windows network. Set the IP  
addresses, subnet masks, and gateway addresses. The default settings are "TCP/IP Protocol: On, DHCP: On, Bonjour: Off, Auto-IP: On". NOTE: Prior to the  
IP address entries, obtain permission from the network administrator. Use the procedure below. 1 2 3 4 5 System - IPv4 Set TCP/IP (IPv4).  
Press the System Menu key. Press [System], [Next] of Network and then [Next] of TCP/IP Setting. Press [Change] of TCP/IP. Press [On] and then press  
[OK]. Press [Change] of IPv4.

Press [DHCP]. 6 IP Address Subnet Mask On Default Gateway 0.0.0.0 0.  
0.0.0.0 0.0.0.0 On DHCP Off Bonjour On Auto-IP Cancel Status OK 08/08/2009 10:10 7 8 Press [Off] of DHCP and then press [OK]. Press [Bonjour]. 2-12  
OPERATION GUIDE Preparation before Use 9 Press [Off] of Bonjour and then press [OK]. numeric keys. 10 Press [IP Address] and enter the address using  
the 11 Press [Subnet Mask] and enter the address using the numeric keys.

12 Press [Default Gateway] and enter the address using the numeric keys. 13 Check if all the address entries are correct and press [OK]. 14 After changing  
the setting, restart the system or turn the machine OFF and then ON again. For detailed information on restarting the system, refer to Restarting the System  
on page 8-63. DHCP Settings Select whether or not to use the DHCP server. The default setting is On. Use the procedure below. 1 2 3 4 5 6 7 8 Press the  
System Menu key. Press [System], [Next] of Network and then [Next] of TCP/IP Setting. Press [Change] of TCP/IP.

Press [On] and then press [OK]. Press [Change] of IPv4. Press [DHCP]. Press [On] or [Off] of DHCP and then press [OK]. After changing the setting,  
restart the system or turn the machine OFF and then ON again.  
For detailed information on restarting the system, refer to Restarting the System on page 8-63. Bonjour Settings Select whether or not to use Bonjour. The  
default setting is Off. Use the procedure below. 1 2 Press the System Menu key.

Press [System], [Next] of Network and then [Next] of TCP/IP Setting. OPERATION GUIDE 2-13 Preparation before Use 3 4 5 6 7 8 Press [Change] of  
TCP/IP. Press [On] and then press [OK]. Press [Change] of IPv4. Press [Bonjour]. Press [On] or [Off] of Bonjour and then press [OK]. After changing the  
setting, restart the system or turn the machine OFF and then ON again. For detailed information on restarting the system, refer to Restarting the System on  
page 8-63. Auto-IP Settings Select whether or not to use Auto-IP. The default setting is On.

Use the procedure below. 1 2 3 4 5 6 7 8 Press the System Menu key. Press [System], [Next] of Network and then [Next] of TCP/IP Setting. Press [Change] of  
TCP/IP. Press [On] and then press [OK]. Press [Change] of IPv4. Press [Auto-IP]. Press [On] or [Off] of Auto-IP and then press [OK]. After changing the  
setting, restart the system or turn the machine OFF and then ON again. For detailed information on restarting the system, refer to Restarting the System on  
page 8-63.

AppleTalk Setup Select the Apple Talk network connection. The default setting is On. Use the procedure below. 1 2 3 Press the System Menu key. Press  
[System], [Next] of Network and then [Change] of AppleTalk.

Press [On] or [Off]. 2-14 OPERATION GUIDE Preparation before Use 4 5 Press [OK]. After changing the setting, restart the system or turn the machine  
OFF and then ON again. For detailed information on restarting the system, refer to Restarting the System on page 8-63. 2 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 / WIA transmission or FAX transmission from your PC.

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. Wake the device from Sleep before continuing. See Sleep and Auto Sleep on page 2-9. OPERATION GUIDE  
2-15 Preparation before Use COMMAND CENTER (Settings for E-mail) COMMAND CENTER is a tool used for tasks such as verifying the operating status  
of the machine and changing the settings for security, network printing, E-mail transmission and advanced networking. NOTE: Here, information on the FAX  
settings has been omitted. For more information on using the FAX, refer to the Fax Kit Operation Guide. The procedure for accessing COMMAND CENTER  
is explained below. 1 2 Launch your Web browser. In the Address or Location bar, enter the machine's IP address.

E.g.) <http://192.168.48.21/> The web page displays basic information about the machine and COMMAND CENTER as well as their current status. 3 Select a  
category from the navigation bar on the left of the screen. The values for each category must be set separately. If restrictions have been set for COMMAND  
CENTER, enter the correct user name and password to access pages other than the startup page. For details, refer to the KYOCERA COMMAND CENTER  
Operation Guide.

2-16 OPERATION GUIDE Preparation before Use Sending E-mail Specifying the SMTP settings allows you to send images loaded onto this machine as E-  
mail attachments. To use this function, this machine must be connected to a mail server using the SMTP protocol. Before sending images loaded onto this  
machine as E-mail attachments, check the following: · · · The network environment used to connect this machine to the mail server A full-time connection via a  
LAN is recommended. SMTP Settings Use COMMAND CENTER to register the IP address or host name of the SMTP server. If limits have been set on the  
size of E-mail messages, it may not be possible to send very large E-mails.



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